

**ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 20-703-EP
AMENDMENT NUMBER 27**

This Amendment Number 27 (“Amendment”) is made on September 4, 2020 and amends Agreement Number 20-703-EP dated July 14, 2009, (“Main Agreement”) made between Arlington Thrive (“Contractor”) and the County Board of Arlington County, Virginia (“County”).

Whereas the County and the Contractor amend the Main Agreement as follows.

1. AMEND CONTRACT AMOUNT PARAGRAPH BY ADDING THE FOLLOWING:

During the COVID-19 pandemic period, the County may pay the Contractor additional payments based on the need for funds per the Tracking Sheet (Attachment C). If all funds are expended, services will end unless the contract is amended.

The County will pay the Contractor a one-time funding of \$1,125,000 for Eviction Prevention as reflected in the attached budget (Attachment A). The County will pay the Contractor in one lump sum upon execution of the amendment; the funds must be spent by December 31, 2020.

All current contract reporting requirements apply to the additional funding; in addition, the Contractor must collect eligibility documentation, as listed below, and track the spenddown of the funds separately. The Contractor must use the following forms, as applicable:

- HUD Race and Ethnic Data Reporting Form
- Assets Declaration Form
- Employment Affidavit
- Employment Verification Form
- HUD 9887 Release of Information Form

Forms will be provided electronically as separate files.

To access the Eviction Prevention Program funds, households must meet the following eligibility criteria:

1. Must be Arlington County residents who are at or below 80% of Area Median Income (AMI); and
2. Must be referred by DHS’ Community Assistance Bureau or assisted directly through Arlington Thrive’s caseworker.

Maximum payment per household is \$1,500, and households may access assistance up to a maximum of six (6) times.

The Contractor must maintain a separate detailed ledger of accounts to track all Eviction Prevention expenditures paid for through this funding.

For Language Interpretation Services, the County will reimburse the Contractor up to \$1,000 for FY21 (Attachment B) on a quarterly basis after the end of each quarter. The Contractor must provide a separate quarterly invoice by the 15th day of the month after the quarter ends (October 15, January 15, April 15, and July 15). Each invoice must include a copy of the original invoice from the interpretation service provider as back-up documentation. The County will pay the Contractor within forty-five (45) days after receipt of an invoice for completed work that is reasonable and allocable to the Contract and that has been performed to the satisfaction of the Project Officer.

For services rendered by the Contractor and accepted by the Project Officer, the County shall pay the Contractor a total of up to \$2,098,495.23. The County shall not pay the Contractor any other sum under this Agreement.

**2. AMEND SCOPE OF WORK, EXHIBIT A, EMERGENCY NEEDS FUND
PARAGRAPH 12. PROGRAMMATIC REPORTS AS FOLLOWS:**

12. PROGRAMMATIC REPORT: The Contractor shall submit to the County Project Officer the quarterly Programmatic Report by October 15, January 15, April 15, and July 15. The Contractor shall submit the Tracking Sheet (Attachment C) by close of business each Friday with up-to-date demographic and payment information, as coordinated with the Project Officer. Failure to submit these forms and acceptable support documentation within the prescribed timeframe may delay the disbursement of funds.

**3. AMEND SCOPE OF WORK, EXHIBIT A, EMERGENCY NEEDS FUND BY
ADDING PARAGRAPH 14 AS FOLLOWS:**

14. The Contractor must make reasonable efforts to provide adequate communication services, including interpretation and translation, for Arlington County clients with limited English proficiency. The Contractor must have policies and procedures in place to implement the services including staff training. Policies must be made available upon request. DHS will pay an additional \$1,000 to Contractor for this service. See revised budget (Attachment B)

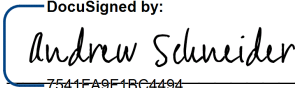
All other terms and conditions of the Main Agreement, as amended shall remain in full force and effect.

WITNESS THESE SIGNATURES:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

ARLINGTON THRIVE

SIGNED:  DocuSigned by: 2513E5602A3A4DE...

SIGNED:  DocuSigned by: 7541FA9F1BC4494...

PRINT NAME: Kaylin Schreiber

PRINT NAME: Andrew Schneider

TITLE: Procurement Officer

TITLE: Executive Director

DATE: 9/4/2020

DATE: 9/4/2020

ATTACHEMENT A – Eviction Prevention Budget

Arlington Thrive - FY 2021 Budget		
	FTE	Total
Personnel:		
Total Personnel		\$ -
Non-Personnel:		
<i>One-time funding prioritized for Arlington Residents who are at or below 80% of AMI, meeting CARES Act (HUD) requirements</i>		
CARES Act Eviction Prevention Assistance Fund		\$1,012,500.00
Total Non-Personnel		\$1,012,500.00
Admin Cap Rate		10%
Admin Cap		\$112,500.00
Grand Total		\$1,125,000.00
County Board Amount		\$1,125,000.00
Admin Cap		
Operations Manager	0.36	\$40,000.00
Executive Director	0.44	\$50,000.00
Program Assistant	0.20	\$22,500.00
Total	1.00	\$112,500.00

ATTACHEMENT B – Language Assistance Budget

Arlington Thrive - FY 2021 Budget		
Language Assistance		
	FTE	Total
Non-Personnel:		
Language Assistance		\$1,000.00
Total Non-Personnel		\$1,000.00
Grand Total		\$1,000.00

ATTACHEMENT C - TRACKING SHEET

FY 2021 Thrive Fund Balance			
Funds	Beginning Balance	Spent to Date	Ending Balance
CJ Funds	\$277,400.00	<i>\$0.00</i>	\$277,400.00
Daily Funds	\$140,767.00	<i>\$0.00</i>	\$140,767.00
Eviction Prevention Funds	\$1,012,500.00	<i>\$0.00</i>	\$1,012,500.00
Total	\$1,430,667.00	\$0.00	\$1,430,667.00

Household Name	Date Called CSC	DOB	Address	Zipcode	Phone Number	Amount Requested	Payment type	Current Housing Subsidy?	Notes	Amount Authorized	Social Worker	Application Date	Authorization Date	Funding Source	HH adults	HH children	Gender	Race	Ethnicity	Eviction Prevention?	90 Day Follow-Up	COVID Related	Mail Packet?	Check Cut Date	Lease in Name?
----------------	-----------------	-----	---------	---------	--------------	------------------	--------------	--------------------------	-------	-------------------	---------------	------------------	--------------------	----------------	-----------	-------------	--------	------	-----------	----------------------	------------------	---------------	--------------	----------------	----------------

Contractor must input weekly data directly in a shared document through ShareDrive.