

ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VIRGINIA 22201

NOTICE OF CONTRACT AMENDMENT

TO: New Hope Housing, Inc. 8407 E. Richmond Highway Alexandria, Virginia 22309	DATE ISSUED: December 4, 2019
	CONTRACT NO: 19-071-2-RFP-LW
	CONTRACT TITLE: Operation of Residential Program Shelter (Homeless Shelter)
	AMENDMENT NO: 2

THIS IS A NOTICE OF A CONTRACT AMENDMENT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

The contract documents consist of the terms and conditions of AGREEMENT No. 19-071-2-RFP-LW including any attachments or amendments thereto.

EFFECTIVE DATE: December 4, 2020

EXPIRES: DECEMBER 3, 2022

RENEWALS: Two (2) renewals remaining

COMMODITY CODE(S): 95200

LIVING WAGE: Y

ATTACHMENTS:

AMENDMENT No. 2

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: Pamela Michell

VENDOR TEL. NO.: (301) 799-2293

EMAIL ADDRESS: pmichell@newhopehousing.org

COUNTY CONTACT: Arogya Singh, DHS-EID

COUNTY TEL. NO.: (703) 228-1603

COUNTY CONTACT EMAIL: asingh1@arlingtonva.us

ARLINGTON COUNTY, VIRGINIA

**AGREEMENT NO. 19-071-2-RFP-LW
AMENDMENT NUMBER 2**

This Amendment Number 2 is made on December 3, 2020 by the County and amends Agreement Number 19-071-2-RFP-LW ("Main Agreement") dated December 4, 2019 between New Hope Housing, Inc. ("Contractor") and the County Board of Arlington County, Virginia ("County").

The County and the Contractor agree to amend the main contract called for under the Main Agreement by hereby increasing the Contract Price by a one percent (1%) CPI-U increase as set forth in Section 6. Contract Price Adjustments and Exhibit B as follows:

1. **REFERENCE 46. NOTICES:** Notices is hereby deleted in its entirety and replaced as follows:

46. NOTICES

Unless otherwise provided in writing, all legal notices and other communications required by this Contract are deemed to have been given when either (a) delivered in person; (b) delivered by an agent, such as a delivery service; or (c) deposited in the United States mail, postage prepaid, certified or registered and addressed as follows:

TO THE CONTRACTOR:

Pamela Michell, Executive Director
New Hope Housing Inc.
8407 E Richmond Highway
Alexandria, Virginia 22309
pmichell@newhopehousing.org

TO THE COUNTY:

Triina Van, Project Officer
DHS-EID Housing Bureau
2100 Washington Blvd. 3rd Floor
Arlington, Virginia 22204

AND

Sharon T. Lewis, LL.M, MPS, VCO, CPPB
Purchasing Agent
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 500
Arlington, Virginia 22201

TO COUNTY MANAGER'S OFFICE (FOR PROJECT CLAIMS):

Mark Schwartz, County Manager
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 318
Arlington, Virginia 22201

- 2. **INCORPORATION OF SEXUAL HARASSMENT POLICY:** Clause Number 52. Sexual Harassment Policy is hereby added to the Contract Terms and Conditions:

52. SEXUAL HARASSMENT POLICY

If the Contractor employs more than five employees, the Contractor shall (i) provide annual training on the Contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the Contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the Contractor owns or leases for business purposes and (b) the Contractor's employee handbook.


- 3. Replace Exhibit B, Contract Pricing in its entirety with the attached Revised Exhibit B, Contract Pricing. Pricing from **December 4, 2020 to December 3, 2022** shall be in accordance with Revised Exhibit B, Contract Pricing. The Contract Amount/unit price(s) is hereby changed from **\$857,661.00** as set forth in such Contract to **\$866,237.42**, an increase of \$8,576.42.

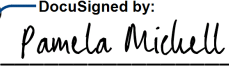
All other terms and conditions of the Main Agreement remain in effect.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

NEW HOPE HOUSING INC.

AUTHORIZED SIGNATURE:  DocuSigned by:
5950D4E0ACC0472...

AUTHORIZED SIGNATURE:  DocuSigned by:
58445007E9A3471...

NAME: TOMEKA D. PRICE
TITLE: PROCUREMENT OFFICER

NAME: Pamela Mitchell
TITLE: Executive Director

DATE: 12/15/2020

DATE: 12/15/2020

REVISED EXHIBIT B
CONTRACT PRICING

New Hope Housing - Residential Program Center Shelter Year 2 Budget			
	Annualized Salary	FTE	Amount
Personnel:			
Salary			
Executive Director	\$119,283.02	0.2	\$23,856.60
Chief Program Officer	\$98,821.43	0.2	\$19,764.29
Shelter Director	\$60,600.00	1	\$60,600.00
Case Manager	\$45,439.90	1	\$45,439.90
Case Manager	\$45,439.90	1	\$45,439.90
Case Manager	\$45,439.90	1	\$45,439.90
Residential Services Specialists (1)	\$31,512.00	1	\$31,512.00
Coordinator of Residential Services	\$52,015.00	1	\$52,015.00
Shelter Services Specialist	\$39,747.54	1	\$39,747.54
Shelter Facilities Assistant	\$48,476.97	0.6	\$29,086.18
Residential Services Specialists (2)	\$31,512.00	1	\$31,512.00
Residential Services Specialist	\$31,512.00	0.4	\$12,604.80
Data Quality Coordinator	\$54,221.85	0.25	\$13,555.46
Volunteer Coordinator	\$45,450.00	1	\$45,450.00
Residential Services Specialists (3)	\$31,512.00	1	\$31,512.00
Residential Services Specialists (4)	\$31,512.00	1	\$31,512.00
Residential Services Specialists (5)	\$31,512.00	1	\$31,512.00
Residential Services Specialists (6)	\$31,512.00	1	\$31,512.00
Residential Services Specialists (7)	\$31,512.00	1	\$31,512.00
Total Salary	\$907,031.51	15.65	\$653,583.57
Fringe Benefits Rate			11.50%
Total Fringe Benefits Cost			\$75,162.11
Total Personnel		15.65	\$728,745.69
Non-Personnel:			
Housekeeping Supplies			1,515.00
Computer and Printers			1,010.00
Staff Training			2,525.00
Staff Travel and Transportation			2,020.00
Insurance			4,040.00
Office Supplies			2,929.00
Postage			505.00

Printing and Copying	2,525.00
Building Maintenance/Housekeeping	45,450.00
Program Supplies and Services	2,222.00
Day Program Materials	2,525.00
Emergency Client Needs	3,030.00
Equipment Maintenance	3,030.00
Total Non-Personnel	73,326.00
Total Cost	802,071.69
Indirect Rate	8%
Indirect Cost	64,165.73
Grand Total	866,237.42

Match Requirement			
Match Source	In-Kind	Cash	Total
Federal Grant Susan's Place	0.00	217,615.00	\$217,615.00
Federal Grant Just Homes	0.00	56,603.00	\$56,603.00
Client Move-In Kits	15,000.00	0.00	\$15,000.00
Volunteer Hours	38,516.00	0.00	\$38,516.00
Clothing Closet	20,000.00	0.00	\$20,000.00
Non-Clothing Items - toiletries, etc.	5,000.00	0.00	\$5,000.00
Housing Trust Fund Grant	0.00	100,000.00	\$100,000.00
Total	78,516.00	374,218.00	\$452,734.00