

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

NOTICE OF AMENDMENT OF CONTRACT

TO: Suzanne Wagner  
Housing Innovations  
235 Walnut Road  
Lake Peekskill, New York 10537

DATE ISSUED: April 16, 2015

CURRENT CONTRACT NO: 568-15

CONTRACT TITLE: HUD Application Services

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

The above referenced contract is amended as follows. The contract term covered by this Notice of Amendment is effective immediate and expires on October 31, 2019.

The contract documents consist of the terms and conditions of the attached Agreement, including any exhibits, attached or amendments thereto.

CONTRACT PRICING:

REFER TO PARAGRAPH 5 OF MAIN AGREEMENT

EMPLOYEES NOT TO BENEFIT:

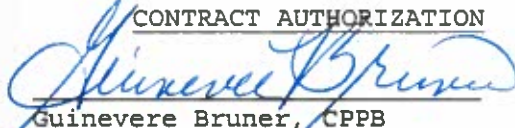
NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

VENDOR CONTACT: Suzanne Wagner TELEPHONE NO.: 917-612-5469  
EMAIL: swagner@housinginnovations.us

COUNTY CONTACT: Nancy Hart TELEPHONE NO.: 703-228-1327  
EMAIL: nhart@arlingtonva.us

CONTRACT AUTHORIZATION

DISTRIBUTION

  
Guinevere Bruner, CPPB  
Procurement Officer

4/16/15  
Date

BID FOLDER: 1

ARLINGTON COUNTY, VIRGINIA  
AGREEMENT NO. 568-15  
AMENDMENT NUMBER 1

This Amendment Number 1 ("Amendment") is made on the date of execution of the Amendment by the County and amends Agreement Number 568-15, made between Housing Innovations ("Contractor") authorized to do business in the Commonwealth of Virginia, and the County Board of Arlington County, Virginia ("County").

Whereas the County and the Contractor desire to amend the Work called for under the Main Agreement, the Contractor and the County, in consideration of the promises and other good and valuable consideration specified in this Amendment, amend the Main Agreement as follows.

REVISE EXHIBIT A. SCOPE OF SERVICES TO READ AS FOLLOWS:

The below scope of services may be amended each year, in conjunction with requirements for the United States Department of Housing and Urban Development (HUD)'s application process. The requirements below may not be a complete list of services needed each year.

For the 2015 HUD Application, the Contractor shall perform the following tasks:

- Prepare highlights of important Notice of Funding Availability (NOFA) components/changes and provide strategic guidance regarding reallocation, ranking, bonus and other high priority application areas
- Prepare schedule outlining all key activities needed to complete the Project Applications and Project Priority Listing, including a checklist of all materials needed and responsible parties
- Provide template application and requirements for new project funds
- Review up to nine (9) new and/or renewal project applications, as selected by the Department of Human Services (DHS), and provide strategic feedback aimed at maximizing new project awards and ensuring renewal funding; Provide a template that can be used by DHS staff to complete follow up project application reviews; Review template with DHS staff who will complete reviews; Respond to inquiries from DHS staff regarding Project Application processes and requirements
- Using evaluation results provided by the Continuum of Care (CoC), work with the Steering Committee to finalize project ranking
- Complete Project Priority Listing in e-snaps (HUD's Homeless Assistance Application and Grants Management System)
- Provide support to CoC Leadership as needed on completion of attachments
- Final Review of Priority Listing and notification of CoC when the application is complete and ready to be submitted in e-snaps
- Participate remotely in meetings with CoC leaders and/or members to review HUD requirements, discuss issues to be resolved for the application, and strategize methods to increase competitiveness of the application
- Assist with the preparation of the CoC Application: Work with DHS staff to develop an assembly checklist for the CoC Application that includes narrative sections and charts, attachments, materials/data needed for each section and responsibilities for each in order to ensure

completeness, accuracy and competitive edge; Work with DHS staff to collect and track all information and documents, including attachments, needed for CoC Application; Draft and enter into e-snaps selected sections of CoC Application for DHS review (sections to be drafted by Housing Innovations (HI) TBD following release of NOFA); Review selected sections of CoC Application drafted by DHS (sections to be reviewed by HI TBD following release of NOFA); provide strategic feedback aimed at maximizing score; Participate in HUD webinars, review HUD application instructions and Community Planning and Development communications, monitor HUD Exchange website for relevant information and updates and work with DHS staff to make adjustments as necessary

Terms and Conditions

The work and payment called for under this Amendment shall be subject to all terms and conditions of the Agreement. All terms and conditions of the Agreement shall remain in full force and effect for the work covered by this Amendment unless specifically changed by the terms and conditions of this Amendment.

WITNESS these signatures:

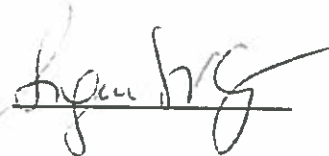
THE COUNTY BOARD OF ARLINGTON  
COUNTY, VIRGINIA

HOUSING INNOVATIONS

AUTHORIZED  
SIGNATURE:



AUTHORIZED  
SIGNATURE:



*for*  
NAME: BRADLEY J. TURNER  
TITLE: ACTING PURCHASING AGENT

NAME AND  
TITLE: Suzanne Wagner, Principal

DATE: 4/15/15

DATE: 4/15/2015