

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

NOTICE OF CONTRACT AMENDMENT

TO:	DATE ISSUED:	<u>June 29, 2018</u>
Housing Innovations	AGREEMENT NO:	<u>568-15</u>
235 Walnut Road	AGREEMENT TITLE:	<u>'HUD Application Services'</u>
Lake Peekskill, New York, 10537		

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 term covered by this Notice of Amendment is effective **JULY 1, 2018** thru **October 31, 2019**.
(Contract Pricing will cover FY 18 July 1, 2018 thru June 30, 2019 – Contract expiration is thru October 31, 2019)

The above referenced contract is amended as follows:
See **Amendment Number 6**.

CONTRACT DOCUMENTS:

The contract documents consist of the terms and conditions of the Agreement dated October 14, 2014 including any Exhibits and Attachments.

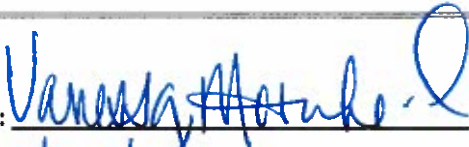
EMPLOYEES NOT TO BENEFIT:

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 ADDRESS:	swagner@housinginnovations.us
COUNTY CONTACT: Arogya Singh	TELEPHONE NO.:	703-228-1603
	EMAIL ADDRESS:	Aassignh1@arlingtonva.us

CONTRACT AUTHORIZATION

NAME: Vanessa Moorehead
TITLE: Procurement Officer
TELEPHONE NO: (703) 228-3405
EMAIL ADDRESS: vmoorehead@arlingtonva.us

SIGNATURE: 
DATE: 6/29/18

Distribution: Contractor: 1 Contract Folder: 1 Department: 4 Purchasing Admin: 1

**ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 568-15
AMENDMENT NUMBER 6**

This **Amendment Number 6** ("Amendment") is made on the date of execution of the Amendment by the County and amends Agreement Number 568-15 dated October 14, 2014 ("Main Agreement"), amended by Amendments 1 through 5, and made between **Housing Innovations, LLS**, 235 Walnut Road, Lake Peekskill, New York 10537 ("Contractor") and the County Board of Arlington County, Virginia ("County").

Whereas the County and the Contractor desire to amend the Contract Price Adjustment and Scope of Services, Exhibit A 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.

1. REVISE THE PRICE ADJUSTMENT PARAGRAPH (5) AS FOLLOWS:

5. PRICE ADJUSTMENT

The Contract Unit Price shall remain at \$165.00 per hour effective at execution of this amendment throughout the Contract Term, unless the Contractor requests a price adjustment, and the County approves such an adjustment. The County will pay the Contractor up to a total of \$74,000 for activities required by the Scope of Services for the period of July 1, 2018 through June 30, 2019. Travel costs authorized as a part of the Scope of Services will be allowed with reimbursement based on the Federal GSA Schedule.

2. REVISE EXHIBIT "A" SCOPE OF SERVICES AS FOLLOWS:

Task
Task #1: Annual CoC Application
Review debriefing summary for previous application provided by HUD to identify areas of lost points and develop strategies to strengthen the next application score
Prepare highlights of important 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
Prepare communication with or guidance for project applicants
Provide guidance on new project application review and selection
Respond to inquiries from new and renewal applicant agencies & DHS regarding application process and provide technical assistance on HUD requirements and e-snaps
Review up to 12 new and/or renewal project applications, as selected by DHS and provide strategic feedback aimed at maximizing new project awards and ensuring renewal funding
Conduct 2 nd round review for up to 12 new and renewal project applications prior to HUD submission
Using evaluation results provided by the CoC, work with the Priorities Committee to finalize project ranking

Task
Prepare and submit the application: HI will work with DHS staff to draft narrative sections and charts, attachments, materials/data needed for each section and to collect and track all information and documents needed; Include and attach all information necessary to create a complete application. Compile, prepare and advise DHS on attachments and posting requirements
Complete Project Priority Listing in e-snaps
Participate in debriefing and document strategies to improve 2019 application score
Consult with DHS on reallocation strategy for 2019 competition
Consult with DHS on new project priorities for 2019 Competition and draft 2019 new project RFP and application scoring tool. Consult with DHS on new project selection process
Participate in bi-monthly calls with DHS (includes prep and follow-up)
Other tasks related to annual CoC Competition as determined necessary by DHS and up to available total hours indicated below.
Estimated Hours Task #1: 146 Estimated Cost: \$24,090
Task #2: Compliance Training
Develop HUD CoC compliance training content to ensure that key CoC grantee staff understand the HUD and Arlington County CoC requirements, are meeting the requirements and not in jeopardy of funding recapture or adverse monitoring findings
Provide 2-day training on HUD CoC Policies and managing CoC grants to include operational and fiscal components. (2 HI staff will provide 2 consecutive days of training; includes travel and prep)
Other tasks related to CoC compliance as determined necessary by DHS and up to available total hours indicated below
Estimated Hours Task #2: 52 Estimated Cost: \$8,580
Task #3: Renewal Evaluation
Obtain information from DHS and/or providers regarding strengths and challenges of existing processes and local strategic goals and priorities, as necessary
As determined by the Data & Evaluation Committee and DHS Update 2019 renewal evaluation data collection processes and tools, including consumer survey instrument; grievance and corrective action processes
Provide draft materials to DHS for vetting with local stakeholders and incorporate stakeholder feedback
Update renewal evaluation data analysis and reporting tool.
Update policy language about the renewal evaluation, new project application and selection, reallocation, and project prioritization and ranking processes to include in the CoC Governance documents
Conduct data analysis and produce preliminary project level and aggregate reports, including consumer survey reports
Disseminate preliminary reports to DHS and incorporate feedback
Disseminate preliminary reports to providers and incorporate feedback
Produce and disseminate updated project level reports and grievance instructions

Task
Review grievances, prepare materials for grievance committee, participate in grievance committee meeting, draft responses from grievance committee, incorporate DHS feedback, and finalize and disseminate grievance committee responses
Produce and disseminate final project level and aggregate reports, and corrective action plan instructions
Review Corrective Action Plans, draft responses to corrective action plans, incorporate DHS feedback and disseminate Corrective Action Plan responses
Other tasks related to renewal evaluation as determined necessary by DHS and up to available total hours indicated below
Estimated Hours Task #3: 89 Estimated Cost: \$14,685
Task #4: CoC Data Analysis Plan
Review the CoC Annual Report Card to ensure that CoC standards are aligned to the extent feasible with System Performance Measures and the Rapid Re-housing Performance Benchmarks.
Review, compare and analyze System Performance Measures Data since 2016 to assess system-level performance in comparison to similarly sized and funded CoCs.
Assist in researching, comparing and recommending a CoC evaluation tool and analysis plan to analyze CoC HMIS data and financial data for the purposes of identifying service gaps/needs, strengthening program evaluation, and informing resource allocation.
Draft recommendations for CoC evaluation tool for presentation to the Data & Evaluation Committee. Convene call with Data & Evaluation Committee to obtain input. Incorporate stakeholder input and make final recommendation to the Executive Committee.
Other tasks related to CoC data analysis plan as determined necessary by DHS and up to available total hours indicated below
Estimated Hours Task #4: 21 Estimated Cost: \$3,465
Task #5 Project Monitoring
Build web-based consumer survey and provide summary data report for a semi-annual consumer satisfaction initiative led by DHS aimed at monitoring family and individual-level success that includes: success from a broader perspective, income to rent burden, eviction history, debt and episodes of homelessness outside of Arlington County
Develop a plan for monitoring of grantees in 2018-2019 program year, including customizing a monitoring tool, and developing monitoring protocols and instruments.
Develop a risk assessment model to identify high-risk grantees for prioritization of monitoring and a plan to periodically review grantees that do not appear to be high-risk.
Provide remote support in developing monitoring notification materials including a list of documents to be submitted in advance.
Provide remote support in pre-visit review of materials submitted for 2 projects (includes technical assistance for DHS staff who will conduct the pre-visit reviews and review of findings and recommendations developed by DHS staff based on the pre-visit reviews)

Task	
Provide on-site support in program monitoring. Housing Innovations will provide fiscal and program monitors to review the two projects receiving the lowest scores on the most recent evaluation period. Housing Innovations will provide training during the monitoring visits and remote assistance to DHS staff in preparing for the visit and drafting a report summarizing monitoring results. Housing Innovation will also address any questions/concerns regarding monitoring. (HI will provide 2 staff to conduct 2 full day on-site monitoring visits)	
Provide remote support in developing a monitoring follow-up plan process to address high priority findings and provide assistance to DHS who will review plans submitted by the project(s).	
Based on the on-site monitoring, Housing Innovation will assist DHS in refining/revising monitoring tools and protocols. Housing Innovation will provide remote support to DHS and assist in resolving any issues that arise in ongoing monitoring by DHS	
Other tasks related to project monitoring as determined necessary by DHS and up to available total hours indicated below	
	Estimated Hours Task #5: 98 Estimated Cost: \$16,170
Task #6: CAS	
Develop and deliver a webinar orienting key stakeholders to HUD Coordinated Entry System requirements, Arlington CAS policies adopted in 2018, and key changes that are underway to operationalize the policies (includes coordination with CAS staff to develop slides)	
Other tasks related to CAS as determined necessary by DHS and up to available total hours indicated below	
	Estimated Hours Task #6: 13 Estimated Cost: \$2,145
Total Hours: 419 Total Cost for Personnel: \$69,135	

Housing Innovations will maintain flexibility to shift hours among the tasks indicated above, depending on the needs of the County, and within the total available allotment of 419 hours.

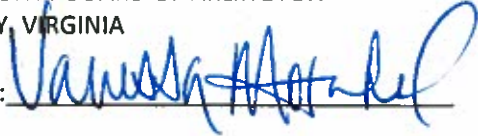
Travel Costs: Approximately \$4865.00 including one 2.5-day trip for two people for on-site monitoring and one 2.5-day trip for two people to provide a comprehensive compliance training for grantees and DHS staff. Travel costs will be reimbursed based on the Federal GSA schedule.

Total Costs: \$69,135.00 plus \$4,865.00 = \$74,000.00

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

SIGNED: 

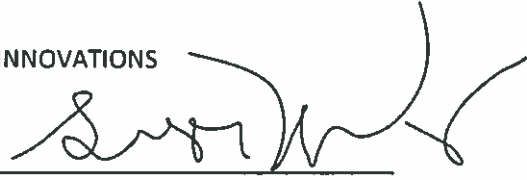


PRINT NAME: MARIA MEREDITH

TITLE: ACTING PURCHASING AGENT

DATE: 6/29/18

HOUSING INNOVATIONS

SIGNED: 

PRINT NAME: SUZANNE WAGNER

TITLE: PRINCIPAL

DATE: 6/28/2018