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

CONTRACT AMENDMENT COVERPAGE

TO: ARLINGTON THRIVE ORIGINAL DATE ISSUED: JULY 14, 2009

PO BOX 7429 CONTRACT NO: 20-703-EP

ARLINGTON, VIRGINIA 22207 CONTRACT TITLE: EMERGENCY NEEDS GRANT

THIS IS A NOTICE OF 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 Arlington County Agreement No. 20-703-EP, including any exhibits, attachment, or amendments thereto.

EFFECTIVE DATE: JUNE 22, 2020

EXPIRES: JUNE 30, 2021

LIVING WAGE: N

ATTACHMENTS:
AMENDMENT NO. 25

EMPLOYEES NOT TO BENEFIT:

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

VENDOR CONTACT: ANDREW SCHNEIDER <u>VENDOR TEL. NO.:</u> (703) 558-0035

EMAIL ADDRESS: SCHNEIDER@ARLINGTONTHRIVE.ORG

COUNTY CONTACT: AROGYA SINGH (DHS) COUNTY TEL. NO.: (703) 228-1603

COUNTY CONTACT EMAIL: ASINGH1@ARLINGTONVA.US

PURCHASING DIVISION AUTHORIZATION

Kaylin Schreiber_ Title: Procurement Officer Date: 6/18/2020

ARLINGTON COUNTY, VIRGINIA

AGREEMENT NO. 20-703-EP AMENDMENT NUMBER 25

This Amendment Number 25 ("Amendment") is made on June 22, 2020 and amends Agreement Number 20-703-EP ("Main Agreement") dated July 14, 2009 between Arlington Thrive ("Contractor") and the County Board of Arlington County, Virginia ("County").

Whereas the County and the Contractor desire to amend the Contract Term, Contract Amount, and Scope of Work under the Main Agreement, the Contractor and the County amend the Main Agreement as follows.

1. CONTRACT TERM

The contract term is renewed from July 1, 2020 and shall continue until June 30, 2021.

2. CONTRACT AMOUNT

For services rendered by the Contractor and accepted by the Project Officer, the County shall pay the Contractor \$464,630 (See Attachment A, Budget) for the above-referenced FY 2021 contract term.

The County will pay the Contractor in four (4) equal quarterly payments for the services provided through this contract as stated in the attached budget (See Attachment A, Budget). The Contractor shall submit an invoice quarterly each in the amount of \$116,157.50. At the end of each quarter, the Contractor shall submit documentation to reconcile quarterly expenses no later than the 15th of the month after the quarter ends (October 15, January 15, April 15 and July 15). Failure to submit the required back-up documentation within the specified due date may result in delayed payments from the County. This funding will be null and void if not approved by the Arlington County Board as part of the County's annual budget appropriation process.

3. AMEND SCOPE OF WORK EXHIBIT A. SCOPE OF WORK, EMERGENCY NEEDS FUND PARAGRAPH 12. PROGRAMMATIC REPORTS, AND CREATE A NEW PARAGRAPH 14.

12. PROGRAMMATIC REPORTS: The Contractor shall submit to the County Project Officer a quarterly Programmatic Report (See Attachment B, Quarterly Programmatic Report and Demographics) and Tracking Sheet (See Attachment C, Tracking Sheet) due by October 15, January 15, April 15, and July 15. Each Programmatic Report must be accompanied by a narrative report which will detail any program successes or set-backs.

Failure to submit these forms and acceptable support documentation within the prescribed timeframe may delay the disbursement of DHS funds.

WITNESS THESE SIGNATURES:

DATE: 6/18/2020

14. LIMITED ENGLISH PROFICIENCE, LEP. In accordance with the Limited English Proficiency (LEP) clause, the Contractor must have policies and procedures in place to implement the services including staff training. Policies must be made available upon request.

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

THE COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA SIGNED: Layin Survibur PRINT NAME: Kaylin Schreiber TITLE: Procurement Officer ARLINGTON THRIVE ARLINGTON THRIVE SIGNED: Layin Schreiber PRINT NAME: Andrew Schneider TITLE: Executive Director

DATE: 6/18/2020

ATTACHEMENT A – BUDGET

Arlington Thrive - FY 2021 Budget								
	FTE	Total						
Personnel:								
Total Personnel		\$ -						
Non-Personnel:								
Emergency Financial Assistance (The Daily Fund)		\$140,767						
Carter-Jenkinson Housing Assistance Fund		\$277,400						
Total Non-Personnel		\$418,167						
Admin Cap Rate		10%						
Admin Cap		\$46,463						
Grand Total		\$464,630						
Grant Amount		\$464,630						
Admin Cap								
Operations Manager	0.39	\$23,231						
Executive Director	0.24	\$23,232						
Total	0.63	\$46,463						

ATTACHEMENT B - PROGRAMMATIC QUARTERLY AND DEMOGRAPHICS REPORTING

Organization Name: Arlington Thrive									
	Contracted					Total (Actual			
FY20- Quarterly Programmatic Report	Targeted Goal	Q1	Q2	Q3	Q4	Year-End)			
Clients Served									
Emergengy Financial Assistance (The Daily Fund)						0			
Carter-Jenkinson Housing Assistance Fund						0			
Total		0	0	0	0	0			
Cases Served									
Emergengy Financial Assistance (The Daily Fund)						0			
Carter-Jenkinson Housing Assistance Fund						0			
Total		0	0	0	0	0			

ATTACHEMENT B - PROGRAMMATIC QUARTERLY AND DEMOGRAPHICS REPORTING

Unduplicated Demographics of Clients Served	Q1	Q2	Q3	Q4	Total (Actual Year-End)
Race					
American Indian or Alaskan Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Hispanic or Latino					
Other					
Don't Know/Declined to Answer					
Age					
Under 18					
18-24 years old					
25-39 years old					
40-60 years old					
60+ years old					
Don't Know/Declined to Answer					
Residency					
Arlington residents served					
Other residents served					
Gender					
Male					
Female					
Transgender					
Non-Binary					
Other					
Don't Know/Declined to Answer					
Country of Origin					
Add a row for every country of origin served					
Add a fore for every country of origin served					

ATTACHEMENT C – TRACKING SHEET

FY 2021 Thrive Fund Balance									
Funds	Beginning Balance	Spent to Date	Ending Balance						
CJ Funds	\$277,400.00	\$0.00	\$277,400.00						
Daily Funds	\$140,767.00	\$0.00	\$140,767.00						
Total	\$418,167.00	\$0.00	\$418,167.00						

ATTACHEMENT C – TRACKING SHEET

Household Name	DOB	Amount	Application Date	Authorizatio n Date	Funding Source	Payment type	Main Reason for		HH children	Gender	Race	Country of Origin	Eviction Prevention?	90 Day Follow-Up
*	¥	▼.	¥	·	*	*	Seeking	*	¥	▼.	V	V	¥	₹