

ARLINGTON COUNTY, VIRGINIA

**AGREEMENT NO. 21-DHS-EP-2
AMENDMENT NUMBER 2**

This **Amendment Number 2** is made on **May 28, 2021** by the County and amends **Agreement Number 21-DHS-EP-2** ("Main Agreement") dated **July 15, 2020** between **Bridges to Independence, Inc.** ("Contractor") and the **County Board of Arlington County, Virginia** ("County").

The County and the Contractor agree to amend the Main Agreement as follows:

- 1. EXERCISE THE FRIST SUBSEQUENT CONTRACT TERM UNDER PARAGRAPH 4, CONTRACT TERM.**
The Work will continue under the Agreement from July 1, 2021 to June 30, 2022.
- 2. UPDATE THE PROJECT OFFICER UNDER THE TO THE COUNTY SECTION OF PARAGRAPH 44, NOTICES AS FOLLOWS:**

Kimberly Durand, Project Officer
 2100 Washington Blvd, 1st Floor
 Arlington, VA 22204
 Phone: 703-228-1317
 Email: Kdurand@arlingtonva.us

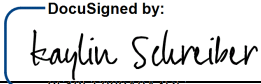
- 3. REPLACE EXHIBIT A, SCOPE OF WORK, IN ITS ENTIRETY WITH THE ATTACHED REVISED EXHIBIT A, SCOPE OF WORK.**
- 4. REPLACE EXHIBIT B, CONTRACT PRICING, IN ITS ENTIRETY WITH THE ATTACHED REVISED EXHIBIT B, FY2022 CONTRACT PRICING.**
- 5. REPLACE EXHIBIT C, QUARTERLY PROGRAMMATIC AND DEMOGRAPHICS REPORT TEMPLATE, IN ITS ENTIRETY WITH THE ATTACHED REVISED EXHIBIT C, FY2022 QUARTERLY PROGRAMMATIC AND DEMOGRAPHICS REPORT TEMPLATE.**

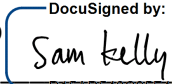
All other terms and conditions of the Main Agreement remain in effect.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

BRIDGES TO INDEPENDENCE, INC.

AUTHORIZED SIGNATURE:  DocuSigned by: 2513E5602A3A4DE...

AUTHORIZED SIGNATURE:  DocuSigned by: DT5AD548C95F4FE...

NAME: Kaylin Schreiber

TITLE: Procurement Officer

DATE: 6/2/2021

NAME: Sam Kelly

TITLE: Chief Executive Officer

DATE: 6/2/2021

REVISED EXHIBIT A: SCOPE OF WORK

I. GENERAL DESCRIPTION OF SERVICES

The Contractor will assess the needs of residents of the Green Valley community, develop programs that will help address these needs, and provide services and support to residents of the Green Valley community and to Arlington residents of the wider Arlington community.

II. SERVICES BY THE CONTRACTOR

- A. Provide staffing to fulfill the contract requirements.
- B. Meet with the County Project Officer when requested or needed to provide program updates, policy reviews or recommend changes and to discuss program-related issues that may arise.
- C. Make accessible all financial and client case records for monitoring by DHS staff upon request.
- D. Plan and coordinate at least one (1) community outreach event annually to promote County and community services. The Contractor will plan and coordinate the event in collaboration with County staff.
- E. Determine client eligibility. To be eligible, clients have to be Arlington County residents.
- F. Provide assistance to residents including:
 - a. Assess and document residents' needs
 - b. Financial assistance for rent and utilities
 - c. Clothing assistance through clothing drives and/or referrals to community organizations
 - d. Transportation assistance (e.g. SMART Trip cards)
 - e. Referrals to community partners for food assistance
 - f. Employment services, to include job search assistance, application/resume assistance, and mock interviewing
 - g. Referrals to legal immigration services
 - h. Housing services, to include assistance with identifying and applying for suitable housing, assistance completing housing grant applications, and helping residents navigate landlord/tenant issues
 - i. Group workshops, including topics, such as financial management, higher education preparedness, and health and nutrition classes
 - j. Information and referrals to community partners (e.g. DHS, faith organizations, AFAC) for a variety of needs (e.g. medical, job training, emergency assistance)
- G. Expected Annual Outputs:
 - a. Serve at least 60 unduplicated clients
 - b. Provide 120 instances of food/clothing assistance
 - c. Provide 120 instances of and/or referrals to housing assistance
 - d. Provide 5 referrals of immigration assistance to qualified legal immigration service providers
 - e. Provide 20 instances of employment assistance with the outcome of 70% of clients gaining employment
 - f. Provide 20 instances of education assistance
 - g. Provide 20 referrals for medical assistance
 - h. Provide 160 referrals to DHS and other community partners
 - i. Host at least one (1) Green Valley community informational event for at least 75 attendees in collaboration with DHS and other community partners to promote County and other community services.

- H. In providing the above services, the Contractor must ensure the following:
- a. Contractor staff must be knowledgeable and considerate of clients' cultural and linguistic needs.
 - b. Contractor must contract with a language interpretation service provider to accommodate clients whose primary language is not English. In accordance with this Agreement's Limited English Proficiency Clause (Section 49), the Contractor must have policies and procedures in place to implement the services, including staff training. Policies must be made available upon request.
 - c. Each client must have an electronic and paper case file. The Contractor must utilize the County's Effort to Outcomes (ETO) database for case file management to include detailed case notes and dates, documentation of all client encounters, referrals to community partners, follow-ups on referrals, and direct services provided (including outcomes of direct service provision). The ETO case file also must include all relevant documents, such as a signed Release of Information form, residency documentation, copies of filed paperwork, resumes, and job offers must be included in the ETO case file.
 - d. At a minimum, the Contractor must have the following policies and procedures in place. The County may review the policies and procedures upon request.
 - i. Quality assurance to ensure accurate data collection and reporting
 - ii. Volunteer recruitment, screening and management
 - iii. File maintenance and retention of client files (paper and electronic files)
 - iv. Management of critical incidents. A critical incident is considered an actual or alleged event that creates a significant risk of substantial or serious harm to the physical or mental health, safety or wellbeing of a client or staff.
 - v. Language interpretation accommodation
 - vi. Implementation of culturally and linguistically competent services and service delivery, as detailed below in Section III, Delivery of Service.
 - e. Accurate and timely reporting documents must be submitted to the Project Officer as required by the Contract and detailed below in section IV, Programmatic Reports and section V, Budget and Financial Reports.
 - f. Any issues or barriers to service provision (e.g. problems with ETO, staffing changes, client incidents) must be reported to the Project Officer as they occur.
 - g. The Contractor must have a Continuation of Operation Plan, COOP, detailing procedures for continuing services during crisis situations such as natural disasters or pandemics.

III. DELIVERY OF SERVICE

DHS is committed to ensuring that its service providers deliver effective, equitable, understandable, trauma informed and respectful quality care. Therefore, the Contractor must

- A. Provide services that are responsive to diverse cultural beliefs and practices, experiences of racism, preferred languages, health literacy, and other community needs
- B. Approach, engage and care for clients in a culturally and linguistically competent manner, including but not limited to
 - a. Cultural identity
 - b. Racial and/or ethnic
 - c. religious/spiritual ascription
 - d. gender identity
 - e. physical capability

- f. cognitive level
 - g. sexual orientation
 - h. linguistic needs
- C. Provide services that are tailored to age, diagnosis, developmental level, geographical and educational needs.

IV. PROGRAMMATIC REPORTS

The Contractor must submit to the County Project Officer a quarterly Programmatic Report and report program data in ETO by October 15, January 15, April 15, and July 15. (See Exhibit C, Quarterly Programmatic and Demographics Reporting template). Each Programmatic Report must be accompanied by a narrative report that details program successes and setbacks.

Failure to submit these forms and acceptable support documentation within the prescribed timeframe may delay the disbursement of DHS funds or result in funding recapture, or de-obligation.

V. BUDGET AND FINANCIAL REPORTS

A. BUDGET

Any transfer of funds between budget line items resulting in a greater than ten percent (10%) variance will require prior written approval from the County Project Officer.

B. FINANCIAL REPORTS

The Contractor shall submit a quarterly financial report showing actual expenses for the quarter no later than the 15th of the month after the quarter ends (October 15, January 15, April 15, and July 15). The County will select a sample of the reported expenses for which the Contractor must submit supporting documentation. Failure to submit the required quarterly financial report and back-up documentation within the specified due date may result in delayed payments from the County.

VI. ADMINISTRATIVE CAP

An administrative cap of up to ten percent (10%) is allowable under this contract. Program administration costs include, but not limited to, rent, staff salaries for oversight and general management, and utilities. The Contractor must submit the proposed line items and amounts to the Project Officer for review and approval.

REVISED EXHIBIT B – FY2022 CONTRACT PRICING

| FY 2022 Budget | | |
|----------------------------|--------------|-----------------|
| | FTE | Total |
| Personnel: | | |
| Outreach Worker | 0.92 | \$54,170 |
| Administrative Assistant | 0.438 | \$12,021 |
| Total Personnel | 1.358 | \$66,191 |
| Non-Personnel | | |
| Communications | | \$1,800 |
| Office/Operating Supplies | | \$1,000 |
| Direct Client Aid | | \$1,000 |
| Program Expenses | | \$2,778 |
| Total Non-Personnel | | \$6,578 |
| | | |
| Admin Cap Rate | | 9% |
| Admin Cost | | \$7,277 |
| | | |
| Grand Total | | \$80,046 |
| Grant Amount | | \$80,046 |
| | | |
| Admin Cap | | |
| Building Rental | | \$7,277 |
| Total | 0 | \$7,277 |

REVISED EXHIBIT C – FY22 QUARTERLY PROGRAMMATIC AND DEMOGRAPHICS REPORT TEMPLATE

| Organization Name: Bridges to Independence | | | | | | |
|--|---------------------------------|-----------|-----------|-----------|-----------|--------------------------------|
| FY22 - Quarterly Programmatic Report | Contracted Targeted Goal | Q1 | Q2 | Q3 | Q4 | Total (Actual Year-End) |
| Clients Served | | | | | | |
| Unduplicated # of clients served | 60 | | | | | 0 |
| # of instances of food/clothing assistance | 120 | | | | | 0 |
| # of instances of housing assistance | 120 | | | | | 0 |
| # of instances of immigration assistance | 5 | | | | | 0 |
| # of instances of employment assistance | 20 | | | | | 0 |
| # of instances of education assistance | 20 | | | | | 0 |
| # of medical referrals | 20 | | | | | 0 |
| # of other referrals/needs | 160 | | | | | 0 |
| # of Green Valley community events hosted in collaboration with DHS to promote county and community services | 1 | | | | | 0 |
| Total clients served | 345 | 0 | | | | 0 |
| Outcomes Measures | | | | | | Year-End Total |
| Percent of clients receiving employment services that gain employment | 70% | | | | | |
| Average number of attendees at community events | 75 | | | | | |

| Unduplicated Demographics of Clients Served | Q1 | Q2 | Q3 | Q4 | Total (Actual Year-End) |
|--|-----------|-----------|-----------|-----------|--------------------------------|
| Race | | | | | |
| American Indian or Alaskan Native | | | | | 0 |
| Asian | | | | | 0 |
| Black or African American | | | | | 0 |
| Native Hawaiian or Other Pacific Islander | | | | | 0 |
| White | | | | | 0 |
| Hispanic or Latino | | | | | 0 |
| Other | | | | | 0 |
| Don't Know/Declined to Answer | | | | | 0 |
| Age | | | | | |
| Under 18 | | | | | 0 |
| 18-24 years old | | | | | 0 |
| 25-39 years old | | | | | 0 |
| 40-60 years old | | | | | 0 |
| 60+ years old | | | | | 0 |
| Don't Know/Declined to Answer | | | | | 0 |
| Residency | | | | | |
| Arlington residents served | | | | | 0 |
| Other residents served | | | | | 0 |
| Gender | | | | | |
| Male | | | | | 0 |
| Female | | | | | 0 |
| Transgender | | | | | 0 |
| Non-Binary | | | | | 0 |
| Other | | | | | 0 |
| Don't Know/Declined to Answer | | | | | 0 |
| Country of Origin | | | | | |
| Add a row for every country of origin served | | | | | 0 |