

ARLINGTON COUNTY, VIRGINIA

**AGREEMENT NO. 22-DHS-EP-257
AMENDMENT NUMBER 3**

This Amendment Number 3 is made on 4/11/2022, and amends Agreement Number 22-DHS-EP-257 (“Main Agreement”) dated July 1, 2021, between Doorways for Women and Families, Inc. (“Contractor”) and the County Board of Arlington County, Virginia (“County”).

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

I. ADD THE FOLLOWING LANGUAGE TO PARAGRAPH 5. CONTRACT AMOUNT:

Due to factors related to COVID-19, including availability of one-time funding from federal and state sources for Rapid Rehousing (RRH) assistance, the County is approving a one-time budget amendment to shift part of the RRH balance in the amount of \$37,112.00 towards shelter costs not covered by other sources through June 30, 2022.

In accordance with the attached Revised Exhibit B, the Contractor must submit a final FY22 invoice in the amount of \$237,060.00 for shelter operations upon execution of this Amendment 3.

II. REPLACE EXHIBIT B, CONTRACT PRICING, IN ITS ENTIRETY WITH THE ATTACHED REVISED EXHIBIT B, CONTRACT PRICING.

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

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

DOORWAYS FOR WOMEN AND FAMILIES, INC.

AUTHORIZED SIGNATURE: *Kaylin Schriber*
NAME: Kaylin Schriber
TITLE: Procurement Officer
DATE: 4/11/2022

AUTHORIZED SIGNATURE: *Diana Ortiz*
NAME: Diana Ortiz
TITLE: President and CEO
DATE: 4/11/2022

REVISED EXHIBIT B

Budget A – Revised FY22 Shelter Operations Budget

Doorways Shelter - FY 2022 Budget				
	FTE	Family	Safehouse	Total
Personnel:				
Deputy Director, Clinical Services	0.14	10,240	10,240	\$20,480
Program Director	0.80	42,500	24,000	\$66,500
Client Services Manager	1.25	59,364	15,779	\$75,143
Daytime Home Coordinator	1.45	44,380	21,000	\$65,380
Evening Home Coordinator	1.45	20,040	24,000	\$44,040
Overnight Home Coordinator	1.43	32,500	23,200	\$55,700
Weekend Home Coordinator	1.43	40,040	23,280	\$63,320
Client Assistants (PT hourly substitutes)	0.70	20,087	18,087	\$38,174
Office and Programs Assistant	0.05	4,041	-	\$4,041
Development Associate	0.05	2,657	-	\$2,657
Volunteer Resources Specialist	0.15	8,158	-	\$8,158
Facilities Manager	0.58	22,325	7,788	\$30,113
Payroll taxes and Fringe benefits @ 23%		70,456	38,496	\$108,952
Staff Cell Phone Reimbursement for on-call		\$960	-	\$960
Total Personnel	9.48	\$377,748	\$205,870	\$583,618
Non-Personnel:				
Shelter Utilities/Telephone-Facilities		\$12,290	\$12,400	\$24,690
Shelter Building Repairs/Supplies/Maintenance		\$38,000	\$17,000	\$55,000
Client Assistance (food, medical, educational)		\$14,612	\$0	\$14,612
Language Interpretation Services		\$500	\$0	\$500
Client Transportation Services		\$4,200	\$1,842	\$6,042
Total Non-Personnel		\$69,602	\$31,242	\$100,844
Admin Cap Rate*				10%
Admin Cap				\$76,051
Grand Total				\$760,514
Grant Amount				\$760,514
Admin Cap				
Administrative Office Rent		\$21,030	\$48,689	\$69,719
IT Maintenance for FH		\$6,332	\$0	\$6,332
Total	0	\$27,362	\$48,689	\$76,051

Budget B – Revised FY22 Rapid Rehousing Budget

Doorways - Rapid Rehousing - FY 2022 Budget		
	FTE	Total
Personnel:		
HS Program Manager & Client Service Counselors	0.4	\$ 32,319
Total Personnel		\$ 32,319
Non-Personnel:		
Rental Subsidies		\$136,634
<i>Optional: Twenty five thousand dollars (\$25,000) of the funding may be used for salaries and benefits for case management services and/or aftercare for graduates.</i>		
Total Non-Personnel		\$136,634
Admin Cap Rate*		10%
Admin Cost		\$18,773
Grand Total		\$ 187,726
Grant Amount		187,726
Admin Cap*		
Director of Housing & Homeless Services		\$ 4,667
Office Rent (prorated)		\$8,293
Insurance (prorated)		\$2,400
Third Party Software Fees and Licenses (prorated)		\$3,414
Total	0	\$18,773

**Budget C – Case Management at the Shelter Overflow Hotel Budget
10/18/21 – 6/30/22**

Line Item	Detailed Explanation	Cost
Case Manager	Case Manager for 36.5 weeks, includes salary, fringe benefits and holiday pay	\$ 29,804.93
	SUBTOTAL	\$ 29,804.93
	<i>INDIRECT RATE</i>	<i>10%</i>
	INDIRECT COST	\$ 2,980.49
	GRAND TOTAL	\$ 32,785.42

**Budget D – Isolation and Quarantine Lodging Mileage
1/3/22 – 6/30/22**

Line Item	Detailed Explanation	Cost
Mileage	Reimbursement of Mileage for Doorways staff travel to and from Hotel(s) using the US General Services Administration Privately Owned Vehicle (POV) Mileage Reimbursement Rates of the year in which the mileage expense occurs	\$ 1,000.00
	SUBTOTAL	\$ 1,000.00
	<i>INDIRECT RATE</i>	<i>10%</i>
	INDIRECT COST	\$ 100.00
	GRAND TOTAL	\$ 1,100.00