

**ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 22-DHS-EP-247
AMENDMENT NUMBER 3**

This Amendment Number 3 is made on 5/26/2022 and amends Agreement Number 22-DHS-EP-247 (“Main Agreement”) dated July 12, 2021, 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:

I. Contract Renewal: Pursuant to paragraph 4, Contract term, this contract is hereby renewed for an additional 12-month period from July 1, 2022, until June 30, 2023 (First Subsequent Contract Term). Upon satisfactory performance by the Contractor, the County may, through the issuance of a bilateral Notice of Renewal, authorize the continuation of the Agreement under the same contract prices for not more than three (3) additional 12-month periods, from July 1, 2023, until June 30, 2026.

II. Section 5. Contract Pricing is hereby changed to **ADD:**

The County will provide one-time funding in the amount of \$6,250 for compensation of people with lived experience of homelessness for FY2023, for a total FY23 contract amount of \$536,766.

The Contractor must submit biannual reimbursement invoices for compensation of people with lived experience of homelessness, due by January 15, 2023, and July 6, 2023. Reimbursement invoices must be accompanied by supporting documents including general ledger reports and proof of compensation that includes client and staff signatures.

III. Exhibit A, Scope of Work is hereby changed to:

1. ADD: I. OPERATIONAL AND SERVICE REQUIREMENTS APPLICABLE TO ALL PROGRAMS, PARAGRAPH B. SERVICES BY THE CONTRACTOR:

16. Compensation of People with Lived Experience of Homelessness: Arlington County is making American Rescue Plan (ARPA) funds available to the Continuum of Care (CoC) to support commitments to operationalizing racial equity. These funds will be utilized for the direct compensation of people with lived experience of homelessness who participate in program and system-level planning efforts. The Contractor must:

a. Establish consistent policies for client compensation:

i. Client compensation rates may vary based on the form of participation and type of commitment. For example, the Contractor may determine that for regular, hourly participation in standing meetings, a person with lived experience will be compensated \$25/hour. One-time engagements (2-hour focus group or survey completion) may warrant one-time payments of \$50.

ii. Policies must include methods of verifying and approving participation and duties performed, methods of payment, as well as procedures and methods to provide receipts of payments.

- iii. A copy of the policies must be submitted to the Project Officer at the time of implementation.
- b. Confirm clients have participated in an approved activity prior to compensation. The following are approved activities and may be performed directly with the Contractor or on behalf of the Continuum of Care (homeless systems):
 - i. Focus groups/surveys
 - ii. Consumer councils or committee participation
 - iii. Public speaking engagements
 - iv. Other opportunities may be determined on a case-by-case basis and will be tracked for consistency
- c. Issue and track payments to clients.
- d. Hold funds in a separate account and submit expenditure reports to the Project Officer 15 days after the end of each quarter.

2. ADD: 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.

For the contract term from July 1, 2022, until June 30, 2023, the Contractor may transfer funds from the Rapid Rehousing budget to the Sullivan House budget with 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, and General Ledger (GL) for the reported 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 quarterly financial report and backup documentation within the specified due date may result in delayed payments from the County.

3. ADD: VI. ADMINISTRATIVE CAP

An administrative cap of up to ten percent (10%) is allowable under this contract. Program administration costs include, but are 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.

IV. EXHIBIT B, CONTRACT PRICING is hereby replaced in its entirety with the REVISED EXHIBIT B, CONTRACT PRICING.

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

WITNESS THESE SIGNATURES:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

AUTHORIZED SIGNATURE: DocuSigned by:
Tomeka D. Price
5950D4E0ACC0472...

NAME: TOMEKA D. PRICE

TITLE: PROCUREMENT OFFICER

DATE: 5/26/2022

BRIDGES TO INDEPENDENCE, INC.

AUTHORIZED SIGNATURE: DocuSigned by:
Brian O'Neill
69BD94360F49427...

NAME: Brian O'Neill

TITLE: Interim CEO

DATE: 5/26/2022

**REVISED EXHIBIT B
CONTRACT PRICING**

Budget A – FY23 Sullivan House Budget

Bridges to Independence - Sullivan House FY 2023 Budget		
	FTE	
Personnel:		
Chief Program Officer	0.25	\$27,000
Data Intake Coordinator & QA	0.25	\$16,181
Shelter Facilities Manager	0.75	\$49,295
Volunteer & Community Outreach	0.5	\$30,000
SH House Manager-Full Time Hourly	1	\$45,210
SH House Manager-Full Time Hourly	1	\$45,210
SH Case Manager	1	\$74,726
Clinical Employment Specialist	0.25	\$15,169
SH House Managers- Midday/Weekend/Relief Staff- Varies	1.5	\$67,100
Total Personnel	6.5	\$369,892
Non-Personnel:		
Building Maintenance and Repair (Cleaning Contract Incl.)		\$18,540
Transportation		\$3,297
Client Transportation		\$1,000
Direct Client Assistance		\$3,000
Language Assistance (Language Line)		\$6,000
Total Non-Personnel		\$31,837
	Admin Cap Rate	7.158%
	Admin Cost	\$30,973
	Grand Total	\$432,701
	Grant Amount	\$432,701
Admin Cap		
Communication(Phone/Internet)		3,000
Insurance		14,403
Audit		3,000
Supplies		6,675
Accounting		3,895
	Total	0
		\$30,973

Budget B – FY23 Rapid Rehousing Budget

Bridges to Independence - Rapid Rehousing FY 2023 Budget		
	FTE	Total
Personnel:		
Total Personnel		\$0
Non-Personnel:		
Rental Subsidies		\$88,033
<u>Optional:</u> Ten thousand dollars (\$10,000) of the funding may be used for salaries and benefits for case management services for post program aftercare.		
Total Non-Personnel		\$88,033
Admin Cap Rate		10%
Admin Cost		\$9,782
Grand Total		\$97,815
Grant Amount		\$97,815
Admin Cap		
Finance Manager	0.15	\$7,800
Language Assistance (Language Line)		\$1,982
Total	0.15	\$9,782

Budget C – FY23 Compensation of People with Lived Experience of Homelessness Budget

Bridges to Independence FY 2023 Compensation Budget		
	FTE	Total
Personnel:		
Total Personnel		\$ -
Non-Personnel:		
Compensation to people with lived experience of homelessness		\$6,250
Total Non-Personnel		\$6,250
Admin Cap Rate		0%
Admin Cap		\$0
Grand Total		\$6,250