

**ARLINGTON COUNTY, VIRGINIA  
AGREEMENT NO. 22-DHS-EP-8**

**AMENDMENT NUMBER 13**

This Amendment Number 13 ("Amendment") is made on the date of execution by the County and amends Agreement Number 22-DHS-EP-8 dated July 1, 2021, ("Main Agreement") made between Arlington Thrive ("Contractor") and the County Board of Arlington County, Virginia ("County").

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

**1. ADD THE FOLLOWING TO THE MAIN AGREEMENT PARAGRAPH 5. CONTRACT AMOUNT:**

In accordance with the attached Budget M, the County will provide one-time FY2023 funding in the amount of \$1,000,000 for the Carter-Jenkinson Housing Assistance Fund (CJ).

The County will pay the Contractor in four installments of \$250,000. Upon execution of this Amendment 13, the County will pay the Contractor the first \$250,000 upon receipt and approval of an invoice. For each subsequent installment, the Contractor must alert the Project Officer when the balance of the CJ fund has reached \$50,000 in order to invoice for the next installment.

If, at any time, the County requests a return of balance of any fund, the County will notify the Contractor in writing and the Contractor must:

- a. Return any unspent funds, including administrative fees, via Automated Check Handling (ACH) within three (3) business days of the notice.
- b. Submit all required final financial reports as of the funding end date within thirty (30) days of the notice.

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

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

ARLINGTON THRIVE

DocuSigned by:  
SIGNED: Dr. SHARON T. LEWIS  
89B86B1AD301462...  
PRINT NAME: DR. SHARON T. LEWIS

DocuSigned by:  
SIGNED: Karen Daniel  
49BDB66701634A4...  
PRINT NAME: Karen Daniel

TITLE: Purchasing Agent

TITLE: President, Board of Directors

DATE: 12/27/2022

DATE: 12/23/2022

## REVISED EXHIBIT B – CONTRACT PRICING

### BUDGET A – FY2023 Base Budget

<b>Arlington Thrive - FY 2023 Budget</b>		
	<b>FTE</b>	<b>Total</b>
<b>Personnel:</b>		
<b>Total Personnel</b>		\$ -
<b>Non-Personnel:</b>		
Emergency Financial Assistance (The Daily Fund)		\$159,593
Carter-Jenkinson Housing Assistance Fund (CJ Fund)		\$638,374
Emergency Lodging		\$33,277
<b>Total Non-Personnel</b>		<b>\$831,244</b>
Admin Cap Rate		10%
<b>Admin Cap</b>		<b>\$92,360</b>
<b>Grand Total</b>		<b>\$923,604</b>
Grant Amount		\$923,604
<b>Match Requirement</b>		
<b>Match Item</b>	<b>FTE</b>	
Daily and CJ Funds		\$116,157.50
Executive Director Salary	0.35	\$50,000.00
Apricot Software		\$20,000.00
New Insurance Costs		\$8,000.00
Administrative Support	0.5	\$30,000.00
Check and Postage Fees		\$8,157.50
<b>Total</b>	<b>0</b>	<b>\$232,315.00</b>
<b>Admin Cap</b>		
<b>Description</b>	<b>FTE/Unit Cost</b>	<b>Total</b>
Operations Manager	0.76	\$52,360.00
Programs Assistant	1	\$40,000.00
<b>Total</b>	<b>1.76</b>	<b>\$92,360.00</b>

**BUDGET B – FY2023 Language Assistance Budget**

<b>Arlington Thrive, Inc.</b>		
<b>FY 2023 Budget - Language Assistance</b>		
		<b>Total</b>
<b>Non-Personnel</b>		
Language Assistance		\$1,000
	<b>Total Non-Personnel</b>	<b>\$1,000</b>
	<b>Grand Total</b>	<b>\$1,000</b>

**BUDGET H – One-time CJ Funding for FY2023**

<b>Arlington Thrive FY 2023 Amendment 10 Budget</b>		
	<b>FTE</b>	<b>Total</b>
<b>Personnel:</b>		
<b>Total Personnel</b>		\$ -
<b>Non-Personnel:</b>		
Carter-Jenkinson Housing Assistance Fund (CJ Fund)		968,756
<b>Total Non-Personnel</b>		<b>\$968,756</b>
Admin Cap Rate		9%
<b>Admin Cap</b>		<b>\$96,876</b>
<b>Grand Total</b>		<b>\$1,065,632</b>
		1,065,632
<b>Admin Cap</b>		
DESCRIPTION	FTE	TOTAL
Program Director	0.2	\$ 20,000
Case Management Manager	0.6	\$ 40,000
Case Manager	0.7	\$ 36,876
<b>Total</b>		<b>\$96,876</b>

**BUDGET I – Childcare Funding for FY2023**

<b>Arlington Thrive FY 2023 Amendment 10 Budget</b>		
	<b>FTE</b>	<b>Total</b>
<b>Personnel:</b>		
<b>Total Personnel</b>		\$ -
<b>Non-Personnel:</b>		
Childcare		\$66,332
<b>Total Non-Personnel</b>		<b>\$66,332</b>
Admin Cap Rate		10%
<b>Admin Cap</b>		<b>\$7,370</b>
<b>Grand Total</b>		<b>\$73,702</b>
		73,702
<b>Admin Cap</b>		
<b>DESCRIPTION</b>	<b>FTE</b>	<b>TOTAL</b>
Case Manager	0.14	\$ 7,370
<b>Total</b>		<b>\$7,370</b>

**BUDGET J – One-time CJ Funding for October 1, 2022 to June 30, 2023**

<b>Arlington Thrive FY 2023 Amendment 11 Budget</b>		
	<b>FTE</b>	<b>Total</b>
<b>Personnel:</b>		
<b>Total Personnel</b>		<b>\$ -</b>
<b>Non-Personnel:</b>		
Carter-Jenkinson Housing Assistance Fund (CJ Fund)		900,000
<b>Total Non-Personnel</b>		<b>\$900,000</b>
Admin Cap Rate		10%
<b>Admin Cap</b>		<b>\$100,000</b>
<b>Grand Total</b>		<b>\$1,000,000</b>
		1,000,000
<b>Admin Cap</b>		
<b>DESCRIPTION</b>	<b>FTE</b>	<b>TOTAL</b>
Case Manager 1	1	\$ 50,000
Case Manager 2	1	\$ 50,000
<b>Total</b>		<b>\$100,000</b>

**BUDGET K - FY2023 Cash Pilot Coach Funding**

<b>Arlington Thrive Amendment 12 Budget</b>		
	<b>FTE</b>	<b>Total</b>
<b>Personnel:</b>		
Cash Pilot Coach	1.0	\$88,000
<b>Total Personnel</b>	<b>1.0</b>	<b>\$88,000</b>
<b>Non-Personnel</b>		
<b>Total Non-Personnel</b>		<b>\$0</b>
Admin Cap Rate		5.38%
<b>Admin Cost</b>		<b>\$5,000</b>
<b>Grand Total</b>		<b>\$93,000</b>
Grant Amount		\$93,000
<b>Admin Cap</b>		
<b>DESCRIPTION</b>	<b>FTE</b>	<b>TOTAL</b>
Case Management Manager	0.045	\$2,500
Program Director	0.033	\$2,500
<b>Total</b>	<b>0.078</b>	<b>\$5,000</b>

**BUDGET L – One-time CJ Funding for FY2023**

<b>Arlington Thrive FY 2023 Amendment 12 Budget</b>		
	<b>FTE</b>	<b>Total</b>
<b>Personnel:</b>		
<b>Total Personnel</b>		<b>\$ -</b>
<b>Non-Personnel:</b>		
Carter-Jenkinson Housing Assistance Fund (CJ Fund)		1,000,000
<b>Total Non-Personnel</b>		<b>\$1,000,000</b>
Admin Cap Rate		0%
<b>Admin Cap</b>		<b>\$0</b>
<b>Grand Total</b>		<b>\$1,000,000</b>

**BUDGET M – One-time CJ Funding for FY2023**

<b>Arlington Thrive FY 2023 Amendment 13 Budget</b>		
	<b>FTE</b>	<b>Total</b>
<b>Personnel:</b>		
<b>Total Personnel</b>		<b>\$ -</b>
<b>Non-Personnel:</b>		
Carter-Jenkinson Housing Assistance Fund (CJ Fund)		1,000,000
<b>Total Non-Personnel</b>		<b>\$1,000,000</b>
Admin Cap Rate		0%
<b>Admin Cap</b>		<b>\$0</b>
<b>Grand Total</b>		<b>\$1,000,000</b>