

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

NOTICE OF CONTRACT AMENDMENT

TO:	DATE ISSUED:	<u>July 25, 2019</u>
Housing Innovations	AGREEMENT NO:	<u>568-15</u>
235 Walnut Road	AGREEMENT TITLE:	<u>'HUD Application Services'</u>
Lake Peekskill, New York, 10537		

THIS IS A NOTICE OF A CONTRACT AMENDMENT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS

The contract term covered by this Notice of Amendment is effective **JULY 1, 2019** thru **June 30, 2020**

The above referenced contract is amended as follows:
See **Amendment Number 7.**

CONTRACT DOCUMENTS:

The contract documents consist of the terms and conditions of the Agreement dated October 14, 2014 including Amendments 1-6, Exhibits and Attachments.

EMPLOYEES NOT TO BENEFIT:

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

VENDOR CONTACT: Suzanne Wagner	TELEPHONE NO.:	(917) 612-5469
	EMAIL ADDRESS:	swagner@housinginnovations.us
COUNTY CONTACT: Arogya Singh	TELEPHONE NO.:	703-228-1603
	EMAIL ADDRESS:	Aassignh1@arlingtonva.us

CONTRACT AUTHORIZATION

NAME: Vanessa Moorehead	SIGNATURE: _____
TITLE: Procurement Officer	
TELEPHONE NO: (703) 228-3405	DATE: _____
EMAIL ADDRESS: vmoorehead@arlingtonva.us	

Distribution: Contractor: 1 Contract Folder: 1 Department: 4 Purchasing Admin: 1

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**AGREEMENT NO. 568-15
AMENDMENT NUMBER 7**

This **Amendment Number 7** (“Amendment”) is made on the date of execution of the Amendment by the County and amends **Agreement Number 568-15** dated October 14, 2014 (“Main Agreement”) as amended by Amendments 1 through 6 and made between Housing Innovations, LLC, 235 Walnut Road, Lake Peekskill, New York 10537 (“Contractor”) and the County Board of Arlington County, Virginia (“County”).

Whereas the County and the Contractor desire to amend the Contract Term, Price Adjustment and Scope of Work, Exhibit A under the Main Agreement, the Contractor and the County, in consideration of the promises and other good and valuable consideration specified in this Amendment, amend the Main Agreement as follows.

- **REVISE THE CONTRACT TERM PARAGRAPH AS FOLLOWS:**

The Contractor shall provide the agreed upon services beginning July 1, 2019 and, shall continue until June 30, 2020 to allow the County adequate time to conduct a solicitation and fully execute a new Contract.

- **REVISE THE PRICE ADJUSTMENT PARAGRAPH(S) AS FOLLOWS:**

The Contract Unit Price shall be adjusted to \$170.00 per hour effective at execution of this amendment throughout the Contract Term. The County will pay the Contractor up to a total of \$78,240 for the contract period (July 1, 2019 through June 30, 2020). Travel costs authorized as a part of the Scope of Services will be allowed with reimbursement base on the Federal GSA Schedule.

- **REVISE EXHIBIT “A” SCOPE OF WORK AS FOLLOWS:**

Task #1: 2019 Annual Continuum of Care (CoC) Application and 2020 Preparation
Review debriefing summary for previous application provided by HUD to identify areas of lost points and develop strategies to strengthen the next application score.
Prepare highlights of important NOFA components/changes and provide strategic guidance regarding reallocation, ranking, bonus and other high priority application areas.
Prepare schedule outlining all key activities needed to complete the Consolidated Application, including a checklist of all materials needed and responsible parties.

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Prepare communication with and/or guidance for project applicants.
Provide guidance on 2019 new project application review and selection.
Respond to inquiries from new and renewal applicant agencies & DHS regarding application process and provide technical assistance on HUD requirements and e-snaps.
Review up to 3 new and/or renewal project applications, as selected by DHS, provide strategic feedback aimed at maximizing new project awards and ensuring renewal funding.
Conduct 2 nd round review for up to 3 new and/or renewal project applications prior to HUD submission.
Using evaluation results provided by the CoC, work with the Priorities Committee to finalize project ranking.
Prepare and submit the application: HI will work with DHS staff to draft narrative sections and charts, attachments, materials/data needed for each section and to collect and track all information and documents needed; Include and attach all information necessary to create a complete application. Compile, prepare and advise DHS on attachments and posting requirements.
Complete Project Priority Listing in e-snaps.
Participate in debriefing and document strategies to improve 2020 application score.
Consult with DHS on reallocation strategy.
Consult with DHS on new project priorities for 2020 Competition and draft 2020 new project RFP and application scoring tool. Consult with DHS on new project selection process.
Participate in calls with DHS (up to monthly includes prep and follow-up).
Hours Subtotal: 104

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Task #2: Training
Work with DHS to determine training priorities and select topics from among those HI has available including, but not limited to, CoC Compliance, Motivational Interviewing, Critical Time Intervention, Housing First, Housing Focused Case Management, Coordination between Social Services and Property Management/Landlord), Moving on from Supportive Housing; DHS may also opt to select training topics that HI does not currently provide; this would require use of flexible support hours up to total number available.
Customize training slides and handouts.
Provide 2 days of training on selected topics (2 HI staff; includes travel and training prep; multiple trainings can be provided on consecutive days or consecutively with other on-site activities).
Hours Subtotal: 62
Task #3: 2020 Renewal Evaluation
Obtain information from DHS and/or providers regarding strengths and challenges of existing processes and local strategic goals and priorities, as necessary.
As determined by the Data & Evaluation Committee and DHS, update renewal evaluation data collection methodology and tools, including evaluation criteria, consumer survey instrument; grievance and corrective action processes.
Provide draft materials to DHS for vetting with local stakeholders and incorporate stakeholder feedback.
Update renewal evaluation data analysis and reporting tool.
Update, as necessary, policy language about the renewal evaluation process to include in the CoC Governance documents.
Conduct data analysis and produce preliminary project level and aggregate reports, including consumer survey reports.

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Disseminate preliminary reports to DHS and incorporate feedback
Disseminate preliminary reports to providers and process score change requests.
Produce and disseminate updated project level reports and provide DHS with grievance instructions.
Review any grievances, prepare materials for grievance committee, participate in grievance committee meeting, draft responses from grievance committee, incorporate DHS feedback, and finalize and disseminate grievance committee responses.
Produce and disseminate final project level and aggregate reports, and corrective action plan instructions.
Review Corrective Action Plans, draft responses to corrective action plans, incorporate DHS feedback and disseminate Corrective Action Plan responses.
Hours Subtotal: 89
Task #4: Unified RRH Model Recommendations
Request and review existing RRH policies, performance data, monitoring reports and other materials available describing the current RRH models and outcomes.
Convene up to 3 remote interviews with key stakeholders (includes compiling questions and documenting findings).
Convene up to 1 day of on-site meetings and/or program visits (includes 2 HI staff, travel, compiling questions/agendas and other visit materials, and documenting findings; to be scheduled consecutively with training).
Draft recommendations for Unified RRH model. Convene call with stakeholders to obtain input. Incorporate stakeholder input and finalize recommendations
Hours Subtotal: 88

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Task #5: Project Monitoring
Develop a plan for monitoring of grantees in the 2019-2020 program year, including consultation with DHS on project selection and updates to the monitoring guide, notification materials, and monitoring protocols and instruments.
Conduct a pre-visit review of materials submitted for 1 project (includes drafting findings and recommendations developed based on the pre-visit review for DHS approval).
Provide remote and/or on-site support for monitoring. DHS to determine the level of support desired. HI will provide on-site or remote support for review of up to one project. Housing Innovations can provide training during on-site monitoring visits and lead report development and/or HI can provide remote assistance to DHS staff in preparing for and conducting visits and drafting reports summarizing monitoring results. Housing Innovation will also address any questions/concerns regarding monitoring. (HI will provide up to 2 staff to conduct 1 full day of on-site fiscal and programmatic monitoring, includes travel & monitoring prep)
Review follow up plans and/or provide remote support to DHS on follow up plan review.
Hours Subtotal: 57
Task #6: Flexible Supports
Provide flexible supports to respond to emerging needs up to total number of hours available and as determined necessary in consultation with DHS. Any excess hours available from tasks above can also be expended on flexible supports.
Hours Subtotal: 32
TOTAL HOURS: 432

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Costs:

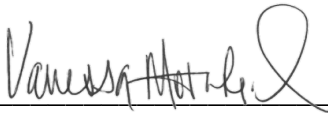
Contractor estimates that the project will require the amount of staff time indicated below. The Contractor will invoice only for actual hours worked on each task. The Contractor will maintain flexibility to shift hours among the tasks indicated above within the total available allotment of 432 hours.

- Total Staff Hours: 432 @ \$170 (\$73,440)
- OTPS Expenses: Approximately \$4,800, including 2 trips for a total of 4 nights for two HI staff for on-site training, monitoring, and unified PSH model recommendations. Travel costs will be reimbursed based on the Federal GSA schedule.
- **Total Costs: \$73,440 plus \$4,800= \$78,240**

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

WITNESS THESE SIGNATURES:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

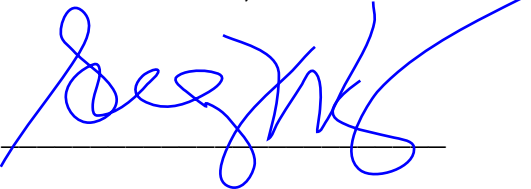
SIGNED: 

PRINT NAME: VANESSA MOOREHEAD

TITLE: PROCUREMENT OFFICER

DATE: 7/25/2019

HOUSING INNOVATIONS, LLC

SIGNED: 

PRINT NAME: SUZANNE WAGNER

TITLE: PRINCIPAL

DATE: 7/25/2019