

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

NOTICE OF CONTRACT AMENDMENT

TO:	DATE ISSUED:	<u>March 19, 2018</u>
Suzanne Wagner	AGREEMENT NO:	<u>568-15</u>
Housing Innovations	AGREEMENT TITLE:	<u>HUD Application Services</u>
235 Walnut Road		
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 immediately thru October 31, 2019.

The above referenced contract is amended as follows:
See Amendment No.5

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

EMPLOYEES NOT TO BENEFIT:

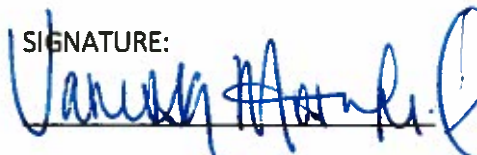
NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

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:	@arlingtonva.us

CONTRACT AUTHORIZATION

NAME: Vanessa Moorehead

TITLE: Procurement Officer

SIGNATURE:  3/19/18
Date

**ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 568-15
AMENDMENT NUMBER 5**

This Amendment Number 5 ("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"), amended by Amendments 1 through 4, and made between Housing Innovations LLS, 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 Price Adjustment and Scope of Services, 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.

1. REVISE THE PRICE ADJUSTMENT PARAGRAPH (5) AS FOLLOWS:

5. PRICE ADJUSTMENT

The Contract Unit price shall remain at \$165.00 per hour effective at execution of this amendment throughout the contract Term, unless the contractor requests a price adjustment, and the County approves such an adjustment. The County will pay the Contractor up to a total of \$67,485 for activities required by the Scope of Services for the period of July 1, 2017 through June 30, 2018. No travel costs will be allowed.

2. REVISE EXHIBIT "A" SCOPE OF SERVICES AS FOLLOWS:

Task	Estimated Hours
Task #1: 2017 CoC Application – ALL TASKS COMPLETED & HOURS EXPENDED	
Review debriefing summary for FY2016 application provided by HUD to identify areas of lost points and strategies to strengthen the 2017 application score.	4
Prepare highlights of important NOFA components/changes and provide strategic guidance regarding reallocation, ranking, bonus and other high priority application areas.	2
Prepare schedule outlining all key activities needed to complete the Project Applications and Project Priority Listing, including a checklist of all materials needed and responsible parties.	2
Prepare communication with and guidance for project applicants.	2
Provide guidance on new project application review and selection.	2
Respond to inquiries from new and renewal applicant agencies & DHS regarding application process and provide technical assistance on HUD requirements and e-snaps.	8
Review up to 12 new and/or renewal project applications, as selected by DHS and provide strategic feedback aimed at maximizing new project awards and ensuring renewal funding.	12

Task	Estimated Hours
Conduct 2 nd round review for up to 12 new and renewal project applications prior to HUD submission.	8
Using evaluation results provided by the CoC, work with the Priorities and Steering Committees to finalize project ranking.	4
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.	32
Complete Project Priority Listing in e-snaps.	2
Participate in debriefing and document strategies to improve 2018 application score.	2
Subtotal	80 COMPLETED
Task #2: Project Planning & Initial Input from CoC Stakeholders – ALL TASKS COMPLETED & HOURS FULLY EXPENDED	
Subtotal	30 COMPLETED
Task #3: Renewal Evaluation, New Project Application, Reallocation & Project Ranking	
Obtain information from DHS regarding strengths and challenges of existing processes and local strategic goals and priorities, as necessary.	2 COMPLETED
Draft recommendations to improve efficiency and align processes with current HUD requirements and guidance and local strategic goals and priorities. Share draft recommendations with DHS for vetting with local stakeholders.	4 COMPLETED
Incorporate stakeholder feedback.	2 COMPLETED
Based on the recommendations, propose: updates to renewal evaluation standards; data collection processes and tools, including a consumer survey instrument; data analysis, grievance and corrective action processes; new project application and scoring tool, new project application review process; gaps analysis and project prioritization, reallocation and ranking process; and timeline that provides ample time for project selection, reallocation, prioritization, and ranking.	28 In progress
Provide draft materials to DHS for vetting with local stakeholders and incorporate stakeholder feedback	4
Update renewal evaluation data analysis and reporting tool.	12
Propose adjustments as necessary upon release by HUD of the CoC Registration Notice and NOFA.	4
Update policy language about the renewal evaluation, new project application and selection, reallocation, and project prioritization and ranking processes to include in the CoC Governance documents.	4
Provide technical assistance on use of the data analysis and reporting tool.	4
Subtotal	64

Task	Estimated Hours
	(41 Hours remain on Task #3)

Task #4: Evaluation of Centralized Intake	
Task	Estimated Hours
Review current centralized intake policies and procedures and evaluate them compared to HUD standards. Identify any possible conflicts between the requirements and any omissions that may be present.	10 COMPLETED
Update Coordinated Access System (CAS) Manual to align to the extent feasible with HUD requirements by 1/23/17. Convene calls with local stakeholders to obtain input. Vet draft manual with DHS. Incorporate DHS input and finalize manual	75
Subtotal	85 (About 8 hours remain on Task #4)

Task #5: Flexible Supports	
Task	Estimated Hours
Provide flexible supports as determined necessary in consultation with DHS to assist during CoC staff transition and respond to emerging needs – may include: <ul style="list-style-type: none"> • Regular calls with DHS CoC staff to help orient new staff to CoC requirements and establish priorities • Assistance developing and/or maintaining CoC project work plans • Additional assistance with renewal evaluation and/or new project selection not included in task #3 above • Additional assistance not included in task #4 above with ensuring CAS written policy compliance with HUD requirements, aligning CAS operations with HUD requirements, and/or revising CAS written policies to align with operations. • Guidance on HUD requirements and/or best practices related to submission of Housing Inventory Chart, Point-in-Time Count, and/or Systems Performance Measure data. • Guidance related to submission of the CoC Competition Registration and/or Grant Inventory Worksheet • Guidance in planning for 2019 CoC related tasks, including establishing priorities for tasks in the 2018 CoC Planning Grant • Assistance in initiating compliance monitoring for CoC grants. • Assistance with CoC Committees • Other activities as determined necessary in consultation with DHS 	150
Subtotal	150
Total	409

Housing Innovations will maintain flexibility to shift hours among the tasks, depending on need of the County, and within the total available allotment of 409 hours.

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

SIGNED: 

PRINT NAME: MICHAEL E. BEVIS

TITLE: PURCHASING AGENT

DATE: 3/19/18

HOUSING INNOVATIONS, LLC.

SIGNED: 

PRINT NAME: SUZANNE WAGNER

TITLE: PRINCIPAL

DATE: 3/16/2018