

ARLINGTON COUNTY, VIRGINIA

**AGREEMENT NO. 19-071-1-RFP-LW
AMENDMENT NUMBER 9**

This **Amendment Number 9** is made on **January 28, 2022** and amends **Agreement Number 19-071-1-RFP-LW**, (“Main Agreement”) dated **December 5, 2019** between **Arlington Street People’s Assistance Network, 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 7. PAYMENT:

The Contractor must submit monthly reimbursement invoices no later than the 15th day of each month for the preceding month for laundry services to the County’s Project Officer, who will either approve the invoice or require corrections. The final reimbursement invoice must be sent no later than July 8, 2022.

Invoices for laundry services must be accompanied by supporting documentation including general ledger reports, paid invoices and any other documentation of costs incurred.

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

III. ADD THE FOLLOWING TO REVISED EXHIBIT A, SCOPE OF SERVICES, SECTION 1, GENERAL REQUIREMENTS, PARAGRAPH J:

During the non-congregate sheltering period, the Contractor must:

1. Contract with a laundering service to provide weekly laundry services for all shelter clients at the hotel, including those referred by New Hope Housing.
2. Coordinate with New Hope Housing staff to determine and track the laundering needs of clients each week.
3. Manage payment of laundry service invoices.

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

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

ARLINGTON STREET PEOPLE’S
ASSITANCE NETWORK, INC.

DocuSigned by:
Kaylin Schreiber
SIGNED: _____
2513E5602A3A4DE...
PRINT NAME: Kaylin Schreiber
TITLE: Procurement Officer
DATE: 1/31/2022

DocuSigned by:
BETSY FRANTZ
SIGNED: _____
3A8CCF479161432...
PRINT NAME: BETSY FRANTZ
TITLE: President & CEO
DATE: 1/29/2022

REVISED EXHIBIT B

Budget A – Revised Base Budget for Contact Term January 1 – December 31, 2022 (includes CPI-U increase of 1%)

ASPAN - Homeless Services Center Year 3 Budget			
	Annualized Salary	FTE	Amount
Personnel:			
Salary			
Chief Operating Officer	\$110,801	0.25	\$27,700
Shelter Director	\$79,970	1	\$79,970
Assistant Shelter Director	\$53,045	1	\$53,045
Nurse Practitioner	\$122,412	1	\$122,412
Volunteer Coordinator	\$36,724	0.5	\$18,362
Kitchen Manager / CHEF	\$59,665	1	\$59,665
Cook	\$31,827	0.5	\$15,914
Day/Outreach Manager	\$56,822	1	\$56,822
Day/Outreach Case Manager	\$49,475	1	\$49,475
Day/Outreach Monitor	\$35,714	1	\$35,714
Day/Outreach Monitor	\$35,714	1	\$35,714
Case Managers (3.0 FTEs)	\$49,475	3	\$148,425
Shelter Monitors (11.24 FTEs)	\$35,714	11.24	\$401,421
Total Salary	\$757,356	23.49	\$1,104,636
Fringe Benefits Rate			11.50%
Total Fringe Benefits Cost			\$127,033
Total Personnel		23.49	\$1,231,669
Non-Personnel:			
Transportation			\$5,101
Medical			\$10,201
Client Assistance			\$1,020
Laundry & Housekeeping			\$11,221
Food			\$89,147
Operating Supplies			\$12,241
Cleaning			\$40,804
Repair and Replacement			\$5,101
Total Non-Personnel			\$ 174,836
Total Cost			\$1,406,505
Indirect Rate			10%
Indirect Cost			\$140,650.48
Grand Total			\$ 1,547,155
Grant Amount			\$1,547,155
Match Requirement			
Match Source	In-Kind	Cash	Total
Match Assistant (1.0 FTE)	\$0	\$40,879	\$40,879
Volunteers	\$113,722	\$0	\$113,722
In-kind Food, Goods and Services	\$35,594	\$0	\$35,594
Foundation Contributions	\$0	\$39,522	\$39,522
Total	\$ 149,316	\$ 80,401	\$229,717

**Budget B – Revised COVID-19 Response Budget
July 1, 2021 – June 30, 2022**

Budgeted Expense	Cost	Detailed Explanation
Registered Nurse (RN)	\$62,400.00	\$40 hour x 30 hours a week x 52 weeks
Benefits	\$7,176.00	11.50%
Nurse Practitioner Raise	\$5,000.00	Bonus for the Nurse Practitioner for management responsibilities
Antigen Covid testing	\$20,000.00	Rapid antigen testing if state testing stops being available/ or need rapid results
PCR Covid Testing	\$100,000.00	For preventive and screening practices of staff and clients for the period of 01/01/2022 - 06/30/2022
TB skin test	\$2,005.08	\$9.24 tests x 217 tests for each new person coming into the shelter that should be tested
Flu test/strep test	\$3,600.00	Testing to rule out COVID vs FLU vs STREP since they can present with similar symptoms
PPE/supplies	\$1,000.00	Syringes, gloves, gowns, masks, sanitizer, alcohol wipes
Increased liability for Nurse Practitioner (NP) for multiple shelters	\$2,500.00	Base liability insurance @ \$2,500
Liability insurance for RN	\$1,000.00	Base liability insurance for new nurse under NP
Administrative Support	\$5,200.00	Admin support
Computer/email costs/ phone	\$2,200.00	If we are looking to provided extended medical services, need to consider electronic charting which will drive up the cost (usually there is a monthly subscription cost). In addition, nurse will need laptop, docking station, and monitor.
Transportation costs for travel to and from different shelters	\$500.00	Mileage to and from shelters
TOTAL	\$212,581.08	

**Budget C – 2021/2022 Shelter Overflow Budget – 7th Floor
October 18 - 31, 2021 and April 1 - June 30, 2022**

Line Item	Detailed Explanation	Cost
Shelter Monitors	3 Shelter Monitors 7 days a week for 15 weeks	\$ 107,730.00
Cleaning	Daily cleaning and monthly COVID-19 cleaning of the Homeless Services Center 7th floor at \$4,200 per month, for 3.5 months	\$ 14,700.00
TOTAL		\$ 122,430.00

**Budget D - 2021/2022 Shelter Overflow Budget – Days Inn
October 18, 2021 – June 30, 2022**

Line Item	Detailed Explanation	Cost
Shelter Monitors	3 Shelter Monitors 7 days a week for 36.5 weeks, includes regular pay and overtime	\$ 334,524.00
Case Management	Case Manager serving up to 15 clients for 36.5 weeks, includes salary, overtime, fringe benefits and holiday pay	\$ 53,285.76
Food Expenses	2021 Federal Meals & Incidentals rate of \$76/day x 7 days per wk for 36.5 weeks	\$ 19,418.00
Food Delivery Expenses	Food containers and mileage (using the US General Services Administration Privately Owned Vehicle (POV) Mileage Reimbursement Rates of the year in which the mileage expense occurs)	\$ 3,500.00
Cleaning	Cleaning of up to 15 hotel rooms. \$4,133 per month for 8 months	\$ 33,064.00
	TOTAL COST	\$ 443,791.76
	<i>INDIRECT RATE</i>	<i>10%</i>
	INDIRECT COST	\$ 44,379.18
	GRAND TOTAL	\$ 488,170.94

**Budget E - 2021/2022 Hypothermia 7th Floor Budget
November 1, 2021 - March 31, 2022**

Line Item	Detailed Explanation	Cost
Shelter Monitors	3 Shelter Monitors 7 days a week for 21.5 weeks	\$ 154,413.00
Cleaning	Daily cleaning and monthly COVID-19 cleaning of the Homeless Services Center 7th floor at \$4,200 per month, for 4 months	\$ 16,800.00
Hotel Expenses	Estimated at \$150/day for Shelter Monitors during inclement weather	\$ 5,000.00
	TOTAL	\$ 176,213.00

**Budget F – Laundry Service during Non-Congregate Sheltering
January 20 - March 31, 2022**

Line Item	Detailed Explanation	Cost
Laundry	Weekly laundry services during non-congregate sheltering period, for shelter clients at the hotel	\$ 15,000.00
	TOTAL COST	\$ 15,000.00
	<i>INDIRECT RATE</i>	<i>10%</i>
	INDIRECT COST	\$ 1,500.00
	GRAND TOTAL	\$ 16,500.00

Inactive budgets:

Housing Locator (1/1/21 – 12/31/21)	\$54,468.00
2020/2021 Hypothermia Program cleaning expenses (11/9/20 – 4/11/21)	\$34,250.00
COVID-19 Response Expenses (10/1/2020 - 6/30/21)	\$83,116.00
TOTAL	\$171,834.00