

**ARLINGTON COUNTY, VIRGINIA**

**AGREEMENT NO. 19-071-1-RFP-LW  
AMENDMENT NUMBER 7**

This Amendment Number 7 is made on the date of execution by the County and amends Agreement Number 19-071-1-RFP-LW (“Main Agreement”) dated 12/5/2019 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 contract called for under the Main Agreement as follows:

**I. INCREASE THE CONTRACT PRICE BY A ONE PERCENT (1%) CPI-U INCREASE AS SET FORTH IN SECTION 6. CONTRACT PRICE ADJUSTMENTS.**

Pricing from **January 1, 2022 to December 31, 2022** shall be in accordance with Budget A in Revised Exhibit B, Contract Pricing.

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

In accordance with revised Exhibit B, the base budget is increased by \$45,765 to reflect a Living Wage of 17.00 per hour and a 1% CPI-U adjustment, and the COVID-19 Response Budget is increased by \$100,000.

The contract amount is hereby increased by \$145,765 from \$2,589,119 to \$2,734,884.

**III. REVISE EXHIBIT A, SCOPE OF WORK, AS FOLLOWS:**

Add the following to SECTION 3, CONTRACTOR’S DAILY SHELTER RESPONSIBILITIES, PARAGRAPH L, COVID-19 RESPONSE REGISTERED NURSE:

The Contractor must:

- A. Establish a contract with Resource Path, a COVID-19 testing lab, to continue preventive and screening practices of staff and clients in Arlington County Continuum of Care shelter and outreach programs. Provide a copy of this contract to County Project Officer within 2 weeks of execution.
- B. Complete and submit PCR tests for COVID-19 for staff and clients per the Continuum of Care COVID-19 screening and testing protocols developed (Exhibit R).
- C. Report results per the same protocols and coordinate contact tracing with Arlington County Public Health.

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

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON  
COUNTY, VIRGINIA

DocuSigned by:  
AUTHORIZED SIGNATURE: Lucas Alexander  
5D2342428F9D4B4...  
NAME: Lucas Alexander  
TITLE: Procurement Officer  
DATE: Lucas Alexander

ARLINGTON STREET PEOPLE'S ASSISTANCE NETWORK

DocuSigned by:  
AUTHORIZED SIGNATURE: BETSY FRANTZ  
3A8CCF479161432...  
NAME: BETSY FRANTZ  
TITLE: President & CEO  
DATE: 12/30/2021

## REVISED EXHIBIT B

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

<b>ASPAN - Homeless Services Center</b>			
<b>Year 3 Budget</b>			
	<b>Annualized Salary</b>	<b>FTE</b>	<b>Amount</b>
<b>Personnel:</b>			
<b>Salary</b>			
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
<b>Total Salary</b>	<b>\$757,356</b>	<b>23.49</b>	<b>\$1,104,636</b>
			11.50%
			<b>\$127,033</b>
<b>Total Personnel</b>		<b>23.49</b>	<b>\$1,231,669</b>
<b>Non-Personnel:</b>			
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
<b>Total Non-Personnel</b>			<b>\$ 174,836</b>
			<b>\$1,406,505</b>
			10%
			<b>\$140,650.48</b>
<b>Grand Total</b>			<b>\$ 1,547,155</b>
			\$1,547,155
<b>Match Requirement</b>			
<b>Match Source</b>	<b>In-Kind</b>	<b>Cash</b>	<b>Total</b>
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
<b>Total</b>	<b>\$ 149,316</b>	<b>\$ 80,401</b>	<b>\$229,717</b>

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

<b>Budgeted Expense</b>	<b>Cost</b>	<b>Detailed Explanation</b>
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
<b>TOTAL</b>	<b>\$212,581.08</b>	

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

<b>Line Item</b>	<b>Detailed Explanation</b>	<b>Cost</b>
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
<b>TOTAL</b>		<b>\$ 122,430.00</b>

**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	\$ 349,524.00
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
	<b>TOTAL COST</b>	<b>\$ 458,791.76</b>
	<i>INDIRECT RATE</i>	<i>10%</i>
	<b>INDIRECT COST</b>	<b>\$ 45,879.18</b>
	<b>GRAND TOTAL</b>	<b>\$ 504,670.94</b>

**Budget E - 2021/2022 Hypothermia 7<sup>th</sup> 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
	<b>TOTAL</b>	<b>\$ 176,213.00</b>

**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
<b>TOTAL</b>	<b>\$171,834.00</b>

**EXHIBIT R**  
**COVID TESTING AND QUARANTINE/ISOLATION PROTOCOLS**

**PURPOSE:** COMMUNICATE STEP BY STEP PROTOCOLS FOR TESTING, REPORTING RESULTS, AND ISOLATING INDIVIDUALS WHO COME UP POSITIVE ON THE COVID TEST

**TESTING:**

- 1) Testing is conducted for individuals who first enter the shelter to ensure that they are not infected with COVID-19 which can be easily spread to others who are either residing or working in the shelter. Congregate living, especially in close quarters, is particularly at an increased risk for outbreaks of diseases such as COVID-19.
- 2) Mass testing is conducted regularly (monthly or weekly) depending on the site, to ensure that individuals remain COVID free. Persons may or may not be symptomatic with COVID-19 symptoms. They may not even know that they have COVID but can spread it to others who may become very ill and potentially become hospitalized and even die.
- 3) Testing is encouraged for all individuals regardless of their vaccination status as the DELTA variant of COVID-19 is highly contagious and fully vaccinated individuals may become infected and spread the disease.
- 4) Two types of tests are currently being used:
  - A. Rapid Antigen test is used to perform rapid screening for individuals ENTERING shelter. It is also used if someone suddenly comes down with symptoms that may be COVID related. And finally, it is also used to double check a send out (PCR) test that comes back inconclusive (the lab could not assign a definite positive or negative result). The Rapid Antigen test is most accurate in picking up infection in its early stages (first 5 days or so).
  - B. PCR lab send out test is used for mass testing as it is more accurate in picking up the virus cells at various stages of the infection. A person may not have any symptoms and still have a positive PCR test.

**REPORTING RESULTS:**

1) Each individual who is tested will be notified of their results. Due to the number of tests performed, a generic note will be distributed to notify everyone that their test was negative. If someone would like to receive an official report from the lab about their result, please let the nurse doing the testing know and a report will be requested and provided to you.

IF NO POSITIVE CASES ARE IDENTIFIED DURING THE TESTING, a letter will be provided to all clients and agency staff stating that during the testing conducted on X date, no positive cases were identified.

2) If an individual tests POSITIVE, that individual will be FIRST contacted by the Nurse Practitioner, who received the result. They will be provided an official report of their POSITIVE result. They will be informed of a step-by-step isolation protocol. They will also be informed that someone from PUBLIC HEALTH will be in touch with them in order to determine contact tracing. THE POSITIVE RESULT WILL BE REPORTED BY THE LAB TO THE PUBLIC HEALTH DEPT AS REQUIRED BY US DEPT OF HEALTH AND HUMAN SERVICES for strict purpose of preventing and controlling the spread of the disease.

3) The NP will also notify respective shelter directors that there is a positive case in the shelter and will be instructed to 1) initiate isolation protocols of the positive individual, 2) identify close contacts among clients and staff who have had more than a 15 min direct contact with the Positive individual. **The NP will only disclose name and result. No other information will be shared.**

4) A general letter will be provided to all staff (via email) and all clients (via paper copy) that a positive case has been identified. NO PERSONAL SENSATIVE INFORMATION WILL BE RELEASED. The letter will also

include follow on instructions to monitor for symptoms and increased frequency in testing to aide in identifying any possible outbreaks.

**The staff and clients who have had extended contact with the positive individual will be given specific instructions in a timely and confidential manner.**

**ISOLATING PRESUMED POSITIVE/POSITIVE INDIVIDUALS:**

1) A positive individual should be moved immediately in a discrete manner to a separate area in the shelter away from other clients and await non-emergency transport to the COVID hotel. STAFF IS TO ENSURE THAT THE INDIVIDUAL TESTING POSITIVE IS WEARING A MASK.

Wait times will vary depending on the availability of the non-emergency transport.

2) The NP and/or nurse will complete the intake form with the client. The intake form will be then sent over to the COVID SHELTER operations for processing and room preparation.

3) The county COVID SHELTER operations will be in touch with the respective shelter regarding time of pick up for transport to COVID Hotel.

4) The POSITIVE individuals in the COVID Hotel will be monitored by the Public Health Nurse (County) who will determine when the client is considered safe for discharge from isolation.

NOTE: in family homes, if one person tests positive, it is recommended that the entire family isolates.

ALL FAMILY MEMBERS SHOULD BE WEARING A MASK AND REMAIN IN A DESIGNATED AREA UNTIL TRANSPORT ARRIVES.

5) PRESUMED POSITIVE individuals will also be sent to the COVID hotel to isolate. They will be tested 3-5 days after last contact with the positive case. IF the result is negative, they will be discharged back to the shelter.