

ARLINGTON COUNTY, VIRGINIA

**AGREEMENT NO. 22-DHS-EP-8
AMENDMENT NUMBER 12**

This Amendment 12 is made on the date of execution by the County and amends Agreement Number 22-DHS-EP-8 (“Main Agreement”) dated July 1, 2021 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 K, the County will pay the Contractor \$93,000 for the period of July 1, 2022 to June 30, 2023, for a 1.0 FTE Cash Pilot Coach.

The Contractor must submit a quarterly invoice for the Coach at the beginning of each quarter in the amount of \$23,250 to the County’s Project Officer, who will either approve the invoice or require corrections.

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

The Contractor must submit a separate invoice for the \$1,000,000 upon execution of this Amendment 12. The County will pay the Contractor in one lump sum upon receipt and approval of the invoice.

The Contractor must ensure households meet the following eligibility criteria to access these funds:

- a. The gross income of all working adults residing in the home must be at or below 50% of Arlington’s area median income (AMI) found [here](#).

2. REPLACE EXHIBIT B, CONTRACT PRICING, IN ITS ENTIRITY WITH THE ATTACHED REVISED EXHIBIT B:

3. REPLACE EXHIBIT A, SCOPE OF WORK, SECTION I, EMERGENCY NEEDS FUND, PARAGRAPH 2, THE DAILY NEEDS FUND, PARAGRAPH C, CASH PILOT CASE MANAGER IN ITS ENTIRITY WITH THE FOLLOWING:

2. The Daily Needs Fund

C. Cash Pilot Coach

The Contractor must put in place a full-time Cash Pilot Coach who will be responsible for providing one-on-one coaching to cash recipients referred by the Arlington Community Foundation (ACF).

Project Background: In partnership with the ACF, the Arlington County Department of Human Services (DHS) launched Arlington’s Guarantee, an unconditional monthly cash pilot program to improve the economic mobility of low-income Arlington residents. Beginning in September 2021, ACF started providing approximately 200 Arlington households with a guaranteed income

of \$500 per month for 18 months. The income is unconditional, with no restrictions on how the money can be spent.

1. Position Description:

The Cash Pilot Coach will work with cash recipients on setting goals, specifically focusing on the additional monthly income, by establishing incremental steps.

Specifically, the Coach will:

- a. Work in close coordination with the ACF Cash Pilot Program Manager and Program Advocate.
- b. Attend the bi-monthly coach meetings run by the ACF Program Manager.
- c. Help heads of households (HHs) identify their goals and action steps for utilizing the extra income, using the goal action forms provided by ACF.
- d. Meet monthly with recipients to address progress in meeting their goals and setting new goals over time.
- e. Work closely with the ACF/DHS team to make strategic recommendations on pilot.

In addition, the Coach will conduct the 6-month evaluation surveys by phone with the comparison group participants identified by DHS. Specifically, the Coach will:

- a. Reach out by phone to the comparison group participants in each cohort when it is time for their 6-month evaluation survey. The ACF Arlington's Guarantee Program Manager or Program Advocate will notify the Coach when the surveys for each cohort are due.
- b. Enter the survey results in the data tracking form provided by the ACF.
- c. Mail out the gift cards to comparison survey respondents (delivered to Thrive by ACF each survey cycle).

2. Cash Pilot Coach Required Qualifications:

- a. At least 3 years professional experience related to social work or case management.
- b. Training in coaching models for low-income residents preferred.
- c. Strong interpersonal skills with the ability to be compassionate, uphold the participants' dignity and maintain confidentiality.
- d. Ability to establish and maintain rapport with a diverse population.
- e. Excellent documentation skills.
- f. Strong time management skills.
- g. Proficient in using Microsoft Office software programs.
- h. Bilingual (English/Spanish) required.

All other terms and conditions of the Main Agreement, as amended shall remain in effect.

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

ARLINGTON THRIVE

AUTHORIZED

DocuSigned by:
SIGNATURE: Dr. SHARON T. LEWIS
89B86B1AD301462
Dr. Sharon T, Lewis

NAME: _____
Purchasing Agent

TITLE: _____

DATE: 11/7/2022

AUTHORIZED

DocuSigned by:
SIGNATURE: Andrew Schneider
7541FA9F1BC4494...
Andrew Schneider

NAME: _____
Executive Director xecutive Director

TITLE: _____

DATE: 11/7/2022

REVISED EXHIBIT B – CONTRACT PRICING

BUDGET A – FY2023 Base Budget

Arlington Thrive - FY 2023 Budget		
	FTE	Total
Personnel:		
Total Personnel		\$ -
Non-Personnel:		
Emergency Financial Assistance (The Daily Fund)		\$159,593
Carter-Jenkinson Housing Assistance Fund (CJ Fund)		\$638,374
Emergency Lodging		\$33,277
Total Non-Personnel		\$831,244
Admin Cap Rate		10%
Admin Cap		\$92,360
Grand Total		\$923,604
Grant Amount		\$923,604
Match Requirement		
Match Item	FTE	
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
Total	0	\$232,315.00
Admin Cap		
Description	FTE/Unit Cost	Total
Operations Manager	0.76	\$52,360.00
Programs Assistant	1	\$40,000.00
Total	1.76	\$92,360.00

BUDGET B – FY2023 Language Assistance Budget

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

BUDGET H – One-time CJ Funding for FY2023

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

BUDGET I – Childcare Funding for FY2023

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

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

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

BUDGET K - FY2023 Cash Pilot Coach Funding

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

BUDGET L – One-time CJ Funding for FY2023

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