

ARLINGTON COUNTY, VIRGINIA

**AGREEMENT NO. 22-DHS-EP-257
AMENDMENT NUMBER 4**

This Amendment Number 4 is made on 6/7/2022 by the County and amends Agreement Number 22-DHS-EP-257 (“Main Agreement”) dated July 1, 2021, between Doorways for Women and Families, 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. **PURSUANT TO PROVISION 4: CONTRACT TERM, THIS AGREEMENT IS HEREBY RENEWED FROM JULY 1, 2022, TO JUNE 30, 2023, WITH THREE (3) ONE (1) YEAR RENEWALS REMAINING**
- II. **ADD THE FOLLOWING LANGUAGE TO EXHIBIT A, SCOPE OF WORK, SECTION I, OPERATIONAL AND SERVICE REQUIREMENTS APPLICABLE TO ALL PROGRAMS, PARAGRAPH B, SERVICES BY THE CONTRACTOR:**

16. COMPENSATION OF PEOPLE WITH LIVED EXPERIENCE OF HOMELESSNESS

Arlington County is making American Rescue Plan (ARPA) funds available to the Continuum of Care (CoC) to support commitments to operationalizing racial equity. These funds will be utilized for the direct compensation of people with lived experience of homelessness who participate in program and system-level planning efforts.

The Contractor must:

- a. Establish consistent policies for client compensation:
 - i. Client compensation rates may vary based on the form of participation and type of commitment. For example, the Contractor may determine that for regular, hourly participation in standing meetings, a person with lived experience will be compensated \$25/hour. One-time engagements (2-hour focus group or survey completion) may warrant one-time payments of \$50.
 - ii. Policies must include methods of verifying and approving participation and duties performed, methods of payment, as well as procedures and methods to provide receipts of payments.
 - iii. A copy of the policies must be submitted to the Project Officer at the time of implementation.
- b. Confirm clients have participated in an approved activity prior to compensation. The following are approved activities and may be performed directly with the Contractor or on behalf of the Continuum of Care (homeless systems):
 - i. Focus groups/surveys
 - ii. Consumer councils or committee participation

- iii. Public speaking engagements
- iv. Other opportunities may be determined on a case-by-case basis and will be tracked for consistency
- c. Issue and track payments to clients.
- d. Hold funds in a separate account and submit expenditure reports to the Project Officer 15 days after the end of each quarter.

III. ADD THE FOLLOWING LANGUAGE TO PARAGRAPH 5. CONTRACT AMOUNT:

The County will provide one-time funding in the amount of \$6,250 for compensation of people with lived experience of homelessness for FY2023, for a total FY23 contract amount of \$954,490.

The Contractor must submit biannual reimbursement invoices for compensation of people with lived experience of homelessness, due by January 15, 2023, and July 6, 2023. Reimbursement invoices must be accompanied by supporting documents including general ledger reports and proof of compensation that includes client and staff signatures.

IV. REPLACE EXHIBIT B, CONTRACT PRICING, IN ITS ENTIRETY WITH THE ATTACHED REVISED EXHIBIT B, FY23 CONTRACT PRICING.

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

WITNESS THESE SIGNATURES:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

DOORWAYS FOR WOMEN AND FAMILIES, INC.

AUTHORIZED SIGNATURE: DocuSigned by:
Dr. Sharon T. Lewis
89B86B1AD301462...

AUTHORIZED SIGNATURE: DocuSigned by:
Diana Ortiz
BB1538070EA8418...

NAME: DR. SHARON T. LEWIS

NAME: Diana Ortiz

TITLE: PURCHASING AGENT

TITLE: President and CEO

DATE: 6/7/2022

DATE: 6/7/2022

REVISED EXHIBIT B

Budget A – FY23 Shelter Operations Budget

Doorways Shelter - FY 2023 Budget					
Position	FY23 Salary	FTE	Family	Safehouse	TOTAL
Deputy Director, Clinical Services	\$ 116,480.00	9%	\$ 10,483	\$ 10,483	\$ 20,966
D/SV Program Director	\$ 79,560.00	30%		\$ 23,868	\$ 23,868
Senior Case Manager	\$ 79,560.00	40%		\$ 31,824	\$ 31,824
Sr. Hotline & Safehouse Coordinator	\$ 79,560.00	15%		\$ 11,934	\$ 11,934
Home Coordinator MF 7am-3pm	\$ 43,680.00	50%		\$ 21,840	\$ 21,840
Home Coordinator MF 3pm-11pm	\$ 43,680.00	50%		\$ 21,840	\$ 21,840
Home Coordinator MF 11pm-7am	\$ 43,680.00	50%		\$ 21,840	\$ 21,840
Home Coordinator Weekend	\$ 43,680.00	50%		\$ 21,840	\$ 21,840
Client Assistants (hourly, ad hoc)	\$ 15,600.00	95%		\$ 14,820	\$ 14,820
FH Program Manager	\$ 60,000.00	80%	\$ 48,000		\$ 48,000
Client Services Manager	\$ 53,040.00	90%	\$ 47,736		\$ 47,736
Home Coordinator MF 7am-3pm	\$ 43,680.00	80%	\$ 34,944		\$ 34,944
Home Coordinator MF 3pm-11pm	\$ 43,680.00	80%	\$ 34,944		\$ 34,944
Home Coordinator MF 11pm-7am	\$ 43,680.00	80%	\$ 34,944		\$ 34,944
Home Coordinator MF Weekend	\$ 43,680.00	80%	\$ 34,944		\$ 34,944
Client Assistants (hourly, ad hoc)	\$ 15,600.00	95%	\$ 14,820		\$ 14,820
Office and Program Assistant	\$ 44,740.80	9%	\$ 4,027		\$ 4,027
Development Associate	\$ 57,220.80	5%	\$ 2,918		\$ 2,918
Volunteer Resources Specialist	\$ 53,000.00	15%	\$ 7,950		\$ 7,950
Grants Specialist	\$ 49,680.00	2%	\$ 994		\$ 994
Facilities Manager	\$ 25,000.00	20%	\$ 5,000		\$ 5,000
Salary Subtotal			\$ 281,704	\$ 180,289	\$ 461,993
Fringe Subtotal (22.7%)			\$ 64,003.04	\$ 40,961.71	\$ 104,965
TOTAL PERSONNEL			\$ 345,707	\$ 221,251	\$ 566,957
Staff Cell Phone Reimbursement for on call			\$ 2,400	\$ -	\$ 2,400
CPR/First Aid Training (required for contract)			\$ 360	\$ 360	\$ 720
Insurance (required for contract)			\$ 3,000	\$ 1,000	\$ 4,000
Utilities/Telephone-Facilities			\$ 5,000	\$ 12,400	\$ 17,400
Building Maintenance			\$ 18,884	\$ 8,000	\$ 26,884
Building Repairs/Supplies			\$ 12,000	\$ 7,500	\$ 19,500
Food, Clothing, Household Supplies			\$ 8,000		\$ 8,000
Language Access Line			\$ 200		\$ 200
Transportation			\$ 3,000	\$ 2,000	\$ 5,000
TOTAL NON-PERSONNEL			\$ 52,844.32	\$ 31,260.00	\$ 84,104.32
Admin Cap Rate					10%
Admin Cap					\$ 72,340.20
Grand Total					\$ 723,402.00
					\$ 723,402
ADMIN CAP			Family	Safehouse	TOTAL
Depreciation & Amortization			\$ 14,063		\$ 14,063
Rent/Utilities/Taxes - Admin			\$16,000	\$40,000	\$56,000
IT Maintenance			\$2,277		\$2,277
TOTAL			\$32,340	\$40,000	\$72,340

Budget B –FY23 Rapid Rehousing Budget

Doorways - Rapid Rehousing - FY 2023 Budget		
	FTE	Total
Personnel:		
HS Program Manager & Client Service Counselors	0.4	\$ 25,000
Total Personnel		\$ 25,000
Non-Personnel:		
Rental Subsidies		\$177,354
<u>Optional:</u> Twenty five thousand dollars (\$25,000) of the funding may be used for salaries and benefits for case management services and/or aftercare for graduates.		
Total Non-Personnel		\$177,354
Admin Cap Rate*		10%
Admin Cost		\$22,484
Grand Total		\$ 224,838
Grant Amount		\$224,838
Admin Cap		
Director of Housing and Homeless Programs		\$9,709
Rent/Utilities/Taxes - Admin		\$10,000
Insurance		\$2,775
Total	0	\$22,484

Budget C – FY23 Compensation of People with Lived Experience of Homelessness Budget

Doorways FY 2023 Compensation Budget		
	FTE	Total
Personnel:		
Total Personnel		\$ -
Non-Personnel:		
Compensation to people with lived experience of homelessness		\$6,250
Total Non-Personnel		\$6,250
Admin Cap Rate		0%
Admin Cap		\$0
Grand Total		\$6,250