

ARLINGTON COUNTY, VIRGINIA

**AGREEMENT NO. 22-DHS-EP-8
AMENDMENT NUMBER 1**

This Amendment Number 1 ("Amendment") 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 LANGUAGE TO PARAGRAPH 5. CONTRACT AMOUNT:

In accordance with Attachment A, the County will pay the Contractor \$73,333.00 for the period of September 1, 2021 to June 30, 2022, for a 1.0 FTE Cash Pilot Case Manager.

2. ADD THE FOLLOWING LANGUAGE TO PARAGRAPH 6. PAYMENT:

The Contractor must submit a quarterly invoice for the Case Manager at the beginning of each quarter in the amount of \$18,333.25 to the County's Project Officer, who will either approve the invoice or require corrections. At the end of each quarter, the Contractor shall submit documentation to reconcile quarterly expenses no later than the 15th of the month after the quarter ends (October 15, January 15, April 15 and July 15). Failure to submit the required backup documentation within the specified due date may result in delayed payments from the County, funding recapture, or de-obligation.

All current eligibility requirements, documentation and contract reporting requirements apply; however, the Contractor must submit a separate report for the Case Manager funding.

3. ADD THE FOLLOWING LANGUAGE TO EXHIBIT A, SCOPE OF WORK, SECTION I, EMERGENCY NEEDS FUND, PARAGRAPH 2, THE DAILY NEEDS FUND:

C. Cash Pilot Case Manager

The Contractor must put in place a full-time cash pilot case manager responsible for providing case management and other supports to cash recipients.

- 1. Project Background:** In partnership with the Arlington Community Foundation (ACF), the Arlington County Department of Human Services (DHS) launched an unconditional monthly cash pilot program to improve the economic mobility of low-income Arlington residents. Beginning in September 2021, ACF will start providing approximately 200 Arlington households with a guaranteed income of \$500 per month for 18 months. The income will be unconditional, with no restrictions on how the money can be spent. Unconditional monthly cash can build transformative forward momentum for families caught in the day-to-day avoidance of the next financial crisis. Households will be offered one-on-one coaching and goal setting as they identify what they would like to accomplish with the extra cash. Cash recipients who request more intensive support and connections to community resources will be enrolled into the existing ACF 200 Bridges program. Both forms of support put the participants at the center of claiming control over their future plans.

2. Position Description:

The Cash Pilot Case Manager will provide case management to cash recipients for a two (2) year period. The Cash Pilot Case Manager must work in close coordination with the ACF Cash Pilot Program Manager and Program Advocate. The case manager will be trained by ACF and DHS in the processes and forms used in 200 Bridges and mobility mentoring.

The Cash Pilot Case Manager will provide 1:1 support to 100% of unconditional cash recipients who request added support in the following ways:

- a. 1:1 coaching and goal setting, and/or
- b. For those needing more intensive supports and access to additional community resources, refer cash recipient to the ACF 200 Bridges program and serve as the point of contact for quarterly meetings in the ACF 200 Bridges case review teams

3. Role of Case Manager in providing additional supports:

a. 1:1 coaching:

- i. Help heads of households (HHs) identify their goals and action steps for utilizing the extra income, using the Mobility Mentoring forms provided by ACF
- ii. Meet monthly with recipients to address progress in meeting goals and setting new goals over time
- iii. Provide required evaluation forms every 6 months to ACF/DHS for program evaluation. Forms shall be submitted to the Project Officer for review and approval within 30 days of this amendment's execution.
- iv. Attend weekly meetings with other ACF/DHS pilot staff. County staff will notify Contractor of meeting times.
- v. Work closely with the ACF/DHS team to make strategic recommendations on pilot implementation and processes

b. 200 Bridges:

- i. Help HHs complete the DHS multi-party Release of Information and enroll them into 200 Bridges.
- ii. Meet with HHs at least monthly by phone, virtually or in person and prepare quarterly case notes/assessment forms
- iii. Attend quarterly case review team meetings (20-30 minutes)
- iv. Work with family to follow up on action items identified during the case review team meetings

4. Cash Pilot Case Manager 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

4. ADD THE FOLLOWING LANGUAGE TO EXHIBIT A, SCOPE OF WORK, SECTION I, EMERGENCY NEEDS FUND, PARAGRAPH 4.A, PROGRAMMATIC REPORTS:

The Contractor shall submit to the County Project Officer a quarterly Cash Pilot Case Manager Programmatic Report, as listed in Attachment B, due by October 15, January 15, April 15, and July 15 every Contract year. Each Programmatic Report must be accompanied by a narrative report which shall detail any program successes or setbacks.

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

ARLINGTON THRIVE

DocuSigned by:
SIGNER Lucas Alexander
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DocuSigned by:
SIGNER Andrew Schneider
7541FA9F1BC4494...

PRINT NAME: Lucas Alexander

PRINT NAME: Andrew Schneider

TITLE: Procurement officer

TITLE: Executive Director xecutive Director

DATE: 8/19/2021

DATE: 8/17/2021

**ATTACHMENT A – CASH PILOT CASE MANAGER BUDGET
(SEPTEMBER 1, 2021 – JUNE 30, 2022)**

Arlington Thrive Amendment 1 FY2022 Budget		
	FTE	Total
Personnel:		
Cash Pilot Case Manager (10 months)	1.0	\$58,333
Total Personnel	1.0	\$58,333
Non-Personnel		
Training - Trauma Informed Care and Financial Counseling		\$10,000
Total Non-Personnel		\$10,000
Admin Cap Rate		6.82%
Admin Cost		\$5,000
Grand Total		\$73,333
Grant Amount		\$73,333
Admin Cap		
Director of Programs & Operations		\$3,500
Laptop, monitor, office supplies		\$1,500
Total	0	\$5,000

ATTACHMENT B – CASH PILOT CASE MANAGER QUARTERLY REPORTING TEMPLATE

**ARLINGTON COUNTY, VIRGINIA
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AMENDMENT 1 QUARTERLY PROGRAMATIC REPORT

Organization Name: Arlington Thrive						
FY2022 Quarterly Programmatic Report	Contracted Targeted Goal	Q1	Q2	Q3	Q4	Total (Actual Year-End)
Clients Served						
# of unduplicated Cash Pilot recipients who receive case management						0
# and % of case managed clients who demonstrate improvement in at least 3 areas on the Arizona Self-Sufficiency Matrix						0
Total		0	0	0	0	0