

ARLINGTON COUNTY, VIRGINIA

**AGREEMENT NO. 22-DHS-EP-257
AMENDMENT NUMBER 2**

This Amendment Number 2 is made on January 5, 2022 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 contract called for under the Main Agreement as follows:

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

The Contractor must submit monthly reimbursement invoices no later than the 15th day of each month for the preceding month for isolation and quarantine lodging mileage 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.

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

III. ADD THE FOLLOWING LANGUAGE TO EXHIBIT A, SCOPE OF WORK, SECTION I, OPERATIONAL AND SERVICE REQUIRMENTS APPLICABLE TO ALL PROGRAMS, PARAGRAPH B, SERVICES BY THE CONTRACTOR:

15. Due to high rates of COVID-19 transmission, the Contractor must temporarily provide isolation and quarantine lodging to persons served in the Family Home and Safehouse who have tested positive or are presumed positive of COVID-19. Beginning on or after January 3, 2022 and until June 30, 2022, the Contractor must utilize existing partnerships with area hotel(s) to provide the aforementioned lodging under the guidance of the Continuum of Care (CoC) Licensed Nurse Practitioner and/or Arlington County Public Health Division. Additional utilization of hotel for the primary provision of shelter services and maintaining shelter decompression (and non-isolation/quarantine purposes) will be made in collaboration with DHS Community Assistance Bureau and the County Project Officer. Determinations may be made on the capacity and utilization rates of shelter programs and the status of and rates of community transmission of COVID-19.

The Contractor must utilize existing Emergency Solutions Grant (ESG-CV) CHERP funds to pay for hotel lodging and case management services for clients staying at the hotel(s). In the event that CHERP funds are depleted, the Contractor must provide two (2) month’s advance notice in writing to the County Project Officer requesting funds for isolation and quarantine lodging, and provide evidence of full expenditures of CHERP funds.

The Contractor shall maintain services for persons in the temporary hotel lodging per the main Scope of Work. Additional guidance will be provided by the County Project Officer regarding the provision of supportive services to ensure continuity of services while preventing the spread of COVID-19 to staff.

The need to relocate residents to the hotel for Isolation and Quarantine purposes, the period of isolation/quarantine, and the ability to return to the main shelter site will be coordinated with the CoC Licensed Nurse Practitioner who follows CDC, State Public Health Department, and local Public Health Division guidance.

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

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

AUTHORIZED DocuSigned by:
SIGNATURE: *Kaylin Schreiber*
NAME: Kaylin Schreiber
TITLE: Procurement Officer
DATE: 1/6/2022

DOORWAYS FOR WOMEN AND FAMILIES, INC.

AUTHORIZED DocuSigned by:
SIGNATURE: *Diana Ortiz*
NAME: Diana Ortiz
TITLE: President and CEO
DATE: 1/6/2022

REVISED EXHIBIT B

Budget A – Doorways Shelter Base Budget
7/1/21 – 6/30/22

| Doorways Shelter - FY 2022 Budget | | | | |
|--|-------------|------------------|------------------|------------------|
| | FTE | Family | Safehouse | Total |
| Personnel: | | | | |
| Deputy Director, Clinical Services | 0.14 | 7,840.00 | 7,840.00 | \$15,680 |
| Program Director | 0.80 | 42,500.00 | 24,000.00 | \$66,500 |
| Client Services Manager | 1.25 | 59,364.00 | 16,279.00 | \$75,643 |
| Daytime Home Coordinator | 1.45 | 36,380.00 | 24,000.00 | \$60,380 |
| Evening Home Coordinator | 1.45 | 34,040.00 | 24,000.00 | \$58,040 |
| Overnight Home Coordinator | 1.43 | 34,000.00 | 23,200.00 | \$57,200 |
| Weekend Home Coordinator | 1.43 | 34,040.00 | 23,280.00 | \$57,320 |
| Client Assistants (PT hourly substitutes) | 0.70 | 14,087.00 | 14,087.00 | \$28,174 |
| Office and Programs Assistant | 0.05 | 2,041.00 | | \$2,041 |
| Development Associate | 0.05 | 2,657.00 | | \$2,657 |
| Volunteer Resources Specialist | 0.15 | 8,158.00 | | \$8,158 |
| Facilities Manager | 0.58 | 22,325.00 | 7,788.00 | \$30,113 |
| Payroll taxes and Fringe benefits @ 23% | | 67,576.00 | 37,368.00 | \$104,944 |
| | | | | |
| | | | | |
| Total Personnel | 9.48 | \$365,008 | \$201,842 | \$566,850 |
| Non-Personnel: | | | | |
| Shelter Utilities/Telephone-Facilities | | \$5,000 | \$12,400 | \$17,400 |
| Shelter Building Repairs/Supplies/Maintenance | | \$38,000 | \$17,000 | \$55,000 |
| Client Assistance (food, medical, educational) | | \$8,312 | \$0 | \$8,312 |
| Language Interpretation Services | | \$500 | \$0 | \$500 |
| Client Transportation Services | | \$1,500 | \$1,500 | \$3,000 |
| | | | | |
| | | | | |
| Total Non-Personnel | | \$53,312 | \$30,900 | \$84,212 |
| | | | | |
| | | | | |
| Admin Cap Rate* | | | | 10% |
| Admin Cap | | | | \$72,340 |
| | | | | |
| | | | | |
| Grand Total | | | | \$723,402 |
| | | | | |
| Grant Amount | | | | \$723,402 |
| | | | | |
| | | | | |
| Admin Cap | | | | |
| Administrative Office Rent | | \$17,319 | \$48,689 | \$66,008 |
| IT Maintenance for FH | | \$6,332 | \$0 | \$6,332 |
| | | | | |
| | | | | |
| Total | 0 | \$23,651 | \$48,689 | \$72,340 |

Budget B – Doorways Rapid Rehousing Base Budget
7/1/21 – 6/30/22

| Doorways - Rapid Rehousing - FY 2022 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 & Homeless Services | | \$5,000 |
| Office Rent (prorated) | | \$10,000 |
| Insurance (prorated) | | \$3,000 |
| Software fees, e.g. client database (prorated) | | \$4,484 |
| Total | 0 | \$22,484 |

**Budget C – Case Management at the Shelter Overflow Hotel Budget
10/18/21 – 6/30/22**

| Line Item | Detailed Explanation | Cost |
|------------------|---|---------------------|
| Case Manager | Case Manager for 36.5 weeks, includes salary, fringe benefits and holiday pay | \$ 29,804.93 |
| | SUBTOTAL | \$ 29,804.93 |
| | <i>INDIRECT RATE</i> | <i>10%</i> |
| | INDIRECT COST | \$ 2,980.49 |
| | GRAND TOTAL | \$ 32,785.42 |

**Budget D – Isolation and Quarantine Lodging Mileage
1/3/22 – 6/30/22**

| Line Item | Detailed Explanation | Cost |
|------------------|--|--------------------|
| Mileage | Reimbursement of Mileage for Doorways staff travel to and from Hotel(s) using the US General Services Administration Privately Owned Vehicle (POV) Mileage Reimbursement Rates of the year in which the mileage expense occurs | \$ 1,000.00 |
| | SUBTOTAL | \$ 1,000.00 |
| | <i>INDIRECT RATE</i> | <i>10%</i> |
| | INDIRECT COST | \$ 100.00 |
| | GRAND TOTAL | \$ 1,100.00 |