



**ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 21-DHS-RFP-221
AMENDMENT NUMBER 3**

This Amendment Number 3 is made on date of execution by the County and amends Agreement Number 21-DHS-RFP-221 ("Main Agreement") dated February 9, 2021 between Housing Innovations LLC ("Contractor") and the County Board of Arlington County, Virginia ("County").

The County and the Contractor agree to amend the Main Agreement as follows:

- 1. PURSUANT TO PROVISION 4. CONTRACT TERM, THIS CONTRACT IS HEREBY RENEWED FROM FEBRUARY 9, 2024 THROUGH FEBRUARY 8, 2025.**

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

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

HOUSING INNOVATIONS LLC

AUTHORIZED
SIGNATURE: *Briana Henley*

AUTHORIZED
SIGNATURE: *Suzanne Wagner*

NAME: Briana Henley

NAME: Suzanne wagner

TITLE: Procurement officer

TITLE: Principal and owner

DATE: 2/6/2024

DATE: 2/2/2024

EXHIBIT B – CONTRACT PRICING

Name of Staff & Title	Estimated Total Annual Hours	2022 Hourly Rate	February 2023 CPI-U (2.78%)	Increase	2023 Hourly Rate	2023 Budget	Narrative
Suzanne Wagner Principal	14	180	0.0278	5	185	2,590.00	Responsible for oversight of all project activities and deliverables and shaping the overall development and implementation of the project plan.
Lauren Pareti, Senior Associate	243	180	0.0278	5	185	44,955.00	Responsible for day-to-day management of project activities, development of the project plan and coordination of the project team to ensure on-time delivery of high-quality work products.
Howard Burchman, Principal	39	180	0.0278	5	185	7,215.00	Responsible for consulting as requested on key strategic and operational decisions and for conducting compliance training and project monitoring activities.
Andea White, Principal	39	180	0.0278	5	185	7,215.00	Responsible for design and delivery of training for direct services staff and supervisors
Myles Wensek, Associate	68	180	0.0278	5	185	12,580.00	Responsible for implementation of project activities and development of project deliverables as assigned, including: development renewal evaluation data collection tools; data management, quality assurance and analysis; and assisting with the development of the CoC application.
Liz Isaacs, Associate	13	180	0.0278	5	185	2,405.00	Responsible for implementation of project activities and development of project deliverables as assigned, including: providing training and TA, assisting with the development of the CoC application, and supporting the annual project evaluation and CAS processes
Shannon Quinn-Sheeran, Associate	18	180	0.0278	5	185	3,330.00	Responsible for implementation of project activities and development of project deliverables as assigned, including providing training and TA, assisting with the development of the CoC application, and supporting the annual project evaluation and CAS processes.
Total Personnel Costs						80,290.00	
Non-Personnel Costs*	Eligible Activity	Cost				Amount	Narrative
Transportation	1 Round Trip Flight from MA to VA, 2 Round Trip Amtrak fares, rental car, and/or mileage at the applicable federal rate from PA and/or NY to VA; Local Parking and Ground Transportation in Arlington	1,350				1,350	Costs are based on 2 on-site trips to Arlington VA for 2 HI team members
Lodging	Hotel at federal rate (\$258) for 2 trips	1,195				2,390	Costs are based on 2 nights/person/trip plus taxes
Meals (Per Diem)	Per diem at federal rate (\$76)/day/person	380				760	Costs are based on 2.5 days/person/trip (travel days billed at .75 of day) for 2 people/trip
Cyber Liability Insurance	Contract requirement (Section 54.e)	2,000				2,000	To cover the difference between HI's previous liability coverage of \$1,000,000 per occurrence and the contract required coverage of \$2,000,000 per occurrence
Total Non-Personnel Costs		4,925				6,500	
Total Costs						86,790	
Cost Detail Narrative							
<p>All costs described above are for the provision of the following on-site and remote technical assistance and training services to the Arlington County, Virginia Continuum of Care (CoC): strategic guidance and operational support for development and submission of the annual CoC Application to HUD; strategic guidance and operational support for the annual renewal project evaluation process; support for the recruitment and onboarding of individuals to serve on the CoC's Consumer Council; facilitation of and/or presentation at CoC meetings; strategic guidance and operational support for CoC project monitoring; strategic guidance and operational support for HUD compliance activities; development and delivery of supportive services related training; and other flexible supports as feasible based on available contract resources and as determined necessary in consultation with DHS; PS costs include all project deliverables, preparation of materials for on-site and remote activities, project oversight, project management, team coordination, coordination with DHS staff and other partners, and continuous quality improvement activities. OTPS costs include two on-site trips to Arlington VA for two Housing Innovations (HI) team members per trip. Each trip will entail two days of on-site project activities and one half-day of travel for each HI team member. OTPS costs also cover round-trip travel from: Provincetown, MA; New York, NY; and/or Perkasie, PA.</p>							

* please detail how many trips you estimate, number of staff traveling, and the cost for each trip