NOTICE OF CONTRACT AMENDMENT

TO:
ASFAN
PO BOX 100731
ARLINGTON, VA 22210

DATE ISSUED:
OCTOBER 18, 2011

CURRENT REFERENCE NO:
104-11

CONTRACT TITLE:
EMERGENCY WINTER SHELTER

AMENDMENT NO:
1

THIS IS A NOTICE OF AWARD OF CONTRACT AMENDMENT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

The above referenced contract is amended as follows:

REFER TO AGREEMENT NO. 104-11, NEW REFERENCE NO. 104-11, AMENDMENT NO. 4

ATTACHMENTS:

AGREEMENT NO. 330-09, NEW REFERENCE NO. 104-11, AMENDMENT NO. 4

EMPLOYEES NOT TO BENEFIT:

NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

<table>
<thead>
<tr>
<th>VENDOR CONTACT: KATHLEEN SIBERT</th>
<th>VENDOR TEL. NO.: 703-820-4357</th>
</tr>
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<tbody>
<tr>
<td>VENDOR PAYMENT TERMS: NET 30 DAYS</td>
<td>VENDOR FAX NO.: 703-820-4405</td>
</tr>
<tr>
<td>EMAIL ADDRESS: <a href="mailto:ksibert@a-span.org">ksibert@a-span.org</a></td>
<td></td>
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<tr>
<td>TAX IDENTIFICATION NUMBER (EIN/SSN): 54-1615993</td>
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<tr>
<td>COUNTY CONTACT: NANCY HART</td>
<td>COUNTY TEL. NO.: 703-228-1327</td>
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CONTRACT AUTHORIZATION

IVETTE GONZALEZ
Procurement Officer

DISTRIBUTION

DATE: 10/18/11
DID FOLDER: 1
ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 330-09

AMENDMENT NUMBER 4

NEW REFERENCE NO. 104-11

This Amendment Number 4 (Amendment) is made on the date of execution of the Amendment by the County and amends Agreement Number 330-09 as amended by Amendment No. 1 and 3 (Main Agreement) and made between Arlington Street People’s Assistance Network, Inc. (Contractor”) a 501© (3) non-profit, non-stock corporation authorized to do business in the Commonwealth of Virginia, and the County Board of Arlington County, Virginia (“County”).

Whereas the County and the Contractor desire to amend the work called for and the amounts to be paid under the Main Agreement, the Contractor and the County, in consideration of the promises and other good and valuable consideration specified in this Amendment, amend the Main Agreement as follows.

In addition to the work and payment called for under the Main Agreement, the Contractor agrees to perform the work called for under this Amendment in return for the payment called for in this Amendment.

CONTRACT AMOUNT:

The County will pay the Contractor an additional amount not to exceed of $218,930.

GENERAL PROJECT DESCRIPTION TO READ AS FOLLOWS:

The Contractor shall be responsible for provision of emergency overnight shelter and services to Arlington residents for up to 73 residents each night during the Emergency Winter Shelter season, November 1 through March 31. Non-Arlington residents shall be re-directed to shelters in their home jurisdiction and may stay in the shelter no longer than 96 hours in the season.

The goal of the Emergency Winter shelter is to provide safe overnight shelter during the winter months. There is the expectation that clients will engage with EWS staff to facilitate movement away from homelessness towards more permanent housing of some type.

CHANGE LETTER D, SECTION II EWS OPERATION AND MANAGEMENT TO READ AS FOLLOWS:

"Twenty (20) hours of case management services will be available to Arlington residents. The hours worked will be agreed on by the Contractor and the County.

Agreement No. 330-09
Reference No. 104-11
Amendment No. 4
Case managers will meet with residents to engage the client in linking to more permanent housing. Initial focus will be with residents 62 and older, those between 18 and 22, the medically frail and clients with income. In addition to the above, case managers will also meet with every resident who has spent 30 cumulative days or more at the shelter. Residents who leave the VOAC Arlington year-round shelter and are not allowed to return shall meet with the case manager to continue with the service plan developed at the RPC.

Case managers will assess the residents’ willingness and commitment to working on solutions to their housing barriers. Residents who fail to work cooperatively with the case manager may be barred from staying at the shelter unless there is a risk for extreme weather.

Discussion of the residents in the above categories will be a part of the weekly interdisciplinary team meeting.

**CHANGE LETTER B, SECTION VIII. COLLABORATIVE SERVICE SYSTEMS OF ARLINGTON TO READ AS FOLLOWS:**

Case management services will be entered in CSSA as a service transaction. Service plans will be put in CSSA. Notes assessing the reason(s) a client does not engage in case management will be maintained in the form of an assessment.

**REVISED SECTION IX: ELIGIBILITY AND HOMELESS EWS ADMISSION CRITERIA TO READ AS FOLLOWS:**

As space is available, the shelter will admit Arlington homeless individuals coming for shelter who meet the admission criteria with the following parameters.

a) Arlington residents may access the shelter. Clients shall be screened for Arlington County residency according the information obtained and verified in Exhibit D.

b) Clients of other jurisdictions may stay at the shelter for no longer than a total of 96 hours in the season, during this time the Contractor shall work with the resident, if wished, to locate appropriate shelter for the client, preferably in his jurisdiction.

c) Clients who have been assessed by the case manager to be non-compliant in working towards stable housing may be declined admission (see No.4). This decision is appealable to the Senior Director of Operations at ASPAN.

d) Clients who leave the VOAC Arlington year-round shelter (RPC) to come to the EWS shall be directed to return to the RPC. If the RPC will not readmit them, they will be required to meet with the case manager and continue with the service plan developed at the RPC.
Item No. 4- Arlington residents will be served at the shelter. Non-Arlington residents will be referred to another shelter, preferably in their home jurisdiction, and may stay in the shelter no more than 96 hours. Case managers will decline entry to residents who do not actively work with the case manager on steps towards permanent housing. Exceptions will be made in severe weather, e.g. temperatures below 45 degrees.

Terms and Conditions
The work and payment called for under this Amendment shall be subject to all terms and conditions of the Agreement. All terms and conditions of the Agreement shall remain in full force and effect for the work covered by this Amendment unless specifically changed by the terms and conditions of this Amendment.

WITNESS THESE SIGNATURES:

THE COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA

SIGNED BY: [Signature]

PRINT NAME RICHARD D. WARREN, JR. AND TITLE: PURCHASING AGENT

DATE: [Date]

ARLINGTON STREET PEOPLE ASSISTANCE NETWORK

SIGNED BY: [Signature]

PRINT NAME KATHLEEN SIBLEY AND TITLE: EXECUTIVE DIRECTOR

DATE: 10/11/2011
## EWS FY2012 Proposed Budget

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<tr>
<th>POSITION</th>
<th>FTE</th>
<th>HRS/WK</th>
<th>TOTAL HRS</th>
<th>WAGES/HR</th>
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Direct Operating Costs
- Dinner: $18,920.30
- Breakfast: $2,644.00
- Supplies: $2,909.00
- Computer: $1,278.00
- Internet:
Cell/Telephone $732.00
Postage/Printing $150.00
Client Assistance $50.00
  Bus Tokens $1,360.00
  Taxi Vouchers $840.00
Total Operating Cost $28,883.30
Indirect Cost (10%) $19,356.58
Total EWS nightly costs $212,922.42
  Day openings -15 days at $400.49 per day $6,007.35
Total Budget 218,929.77