NOTICE OF AWARD OF CONTRACT

TO: DOORWAYS FOR WOMEN & FAMILIES
    P.O. BOX 100185
    ARLINGTON, VA 22210

DATE ISSUED: JUNE 16, 2011
CURRENT REFERENCE NO.: 200-11
CONTRACT TITLE: TRANSITIONAL HOUSING
PRIOR REFERENCE NO.: 305-10

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

Your firm is awarded the above referenced contract. The contract term covered by this Notice of Award is effective JULY 1, 2011 and expires on JUNE 30, 2012.

The contract documents consist of the terms and conditions of Agreement No. 364-07, including any exhibits, attachments or amendments thereto.

CONTRACT PRICING:

REFER TO AMENDMENT NO. 1 THROUGH 5 TO AGREEMENT NO. 364-07

ATTACHMENTS:

AMENDMENT NO. 1 THROUGH 5 TO AGREEMENT NO. 364-07

EMPLOYEES NOT TO BENEFIT:

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

VENDOR CONTACT: LINDA DUNPHY
VENDOR TEL. NO.: 703-522-8858

VENDOR PAYMENT TERMS: NET 30 DAYS
VENDOR FAX. NO.: 703-522-4338

TAX IDENTIFICATION NUMBER (EIN/SSN): 54-1087829

COUNTY CONTACT: NANCY HART
COUNTY TEL. NO.: 703-228-1327

CONTRACT AUTHORIZATION

VETTE GONZALEZ
PROCUREMENT OFFICER

DATE: 7/1/11
BID FOLDER: 1
ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 364-07

AMENDMENT NUMBER 5

NEW REFERENCE NO. 200-11

This Amendment Number 5 (Amendment) is made on the date of execution of the Amendment by the County) amends Agreement Number 364-07 (Main Agreement) as amended by Amendment No. 1 through 4 made between Doorways for Women and Families, P.O. Box 100185, Arlington, VA 22201, ('Contractor') 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:

CONTRACT TERM
The Subsequent Contract Term, identified in the Main Agreement, shall cover the period from JULY 1, 2011 through JUNE 30, 2012.

CONTRACT AMOUNT
The County will pay the contractor up to $222,612. Payments will be in accordance with the terms of the payment paragraph for the Contractor's completion of the work described in the Grant Document subject to the terms and conditions in those documents.

REFER TO THE FOLLOWING CHANGES IN THE SCOPE OF WORK TO READ AS FOLLOWS:

SECTION 1: GENERAL PROJECT DESCRIPTION: "The Contractor shall identify at a minimum 18 Arlington households to be served monthly by the transitional housing program; a temporary supportive housing program used to facilitate the movement of homeless families to permanent housing. This program provides the eligible households with a rental subsidy and housing focused services designed to move the family to a level of stability where they can be expected to maintain their housing without the intensive level of services and the deep subsidy that the program provides.

As part of Arlington's Continuum of Care, transitional housing programs best serve the community when efforts are focused on moving clients through the program and to any other supports available as quickly as possible allowing additional families to participate in the intensive level of support offered by transitional housing. It is anticipated that most households will be able to exit the program within 18 months with limited after program support offered by case managers.

Funding from the County is to be used for rental subsidies and security deposits and to supplement the case management services needed to help households move from the program and to maintain stability after leaving. The transition/case manager will be the primary source of initial contact when a need arises for a client who has left the program within the previous 12 months.
SERVICES REQUIREMENTS

No.1 to read: Operate a THG program that offers a cooperating, engaged family an initial minimum of six months of participation. No household may participate for more than 24 months without formal discussion with the County’s Homeless Coordinator and the Housing Services Team, if appropriate.

1. Evaluate households routinely for progress towards their goals and continued need for intensive services.
2. Formally assess the household’s progress towards goals at least every six months and determine if participation should continue for an additional six months up to the 24 month program maximum.

Insert a new item 3. “Complete the Self-Sufficiency/ Housing Barriers matrices on each household based on the standards set by the 10 Year Plan/Continuum of Care.

Under Provide the Following Reports, add “Quarterly submit the following:

1. A completed Data Quality Report Card (Report 242) from the ART Tool.
2. A completed UDE Completeness Entry/Exit (Report 213) from the ART Tool.
3. Completed Entry/Exit/Carryover Form which tracks clients who entered, exited, and carried-over for the quarter
4. The supporting documentation must be signed by the Executive Director or their designee.
5. Note: the reporting requirements may change during the year based on recommendations of the 10 Year Plan Implementation Team.
### Exhibit C
Outcome Report for Program Participants
Semi-annual Outcomes' Report

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Output</th>
<th>July 1-Dec 31</th>
<th>Jan 1 – June 30</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improved Client Wealth</td>
<td>Enhanced employment for clients in need of full time employment or job advancement</td>
<td># achieved/ # needed</td>
<td># achieved/ # needed</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>Increased use of entitlement programs for which the client is eligible</td>
<td></td>
<td></td>
<td>85%</td>
</tr>
<tr>
<td>Financial Stability</td>
<td>Clients maintain budget and are actively working with their service plan</td>
<td>Number who maintained budget</td>
<td>Number who left before program “completion”</td>
<td>85%</td>
</tr>
<tr>
<td>Housing Stability</td>
<td>Maintenance of housing for 12 months independently</td>
<td>Number of graduates since July 2009</td>
<td>Number of these who, after leaving program, maintain housing for</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 3 months</td>
<td>90%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 6 months</td>
<td>75%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12 months or more</td>
<td></td>
</tr>
</tbody>
</table>
Terms and Conditions
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 (COUNTY)

AUTHORIZED SIGNATURE: [Signature]
PRINT NAME Richard D. Warren, Jr.
AND TITLE: Purchasing Agent
DATE: 6/16/11

DOORWAYS FOR WOMEN AND FAMILIES, INC.

AUTHORIZED SIGNATURE: [Signature]
PRINT NAME LINDA BUNN
AND TITLE: EXECUTIVE DIRECTOR
DATE: 6/7/11

AGREEMENT NO. 364-07
NEW REFERENCE NO. 200-11
ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 364-07

AMENDMENT NUMBER 4

NEW REFERENCE NO. 305-10

This Amendment Number 4 (Amendment) is made on the date of execution of the Amendment by the County) amends Agreement Number 364-07 (Main Agreement) as amended by Amendment No. 1 through 3 made between Doorways for Women and Families, P.O. Box 100185, Arlington, VA 22201, (‘Contractor’) 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:

CHANGE THE “CONTRACT TERM” PARAGRAPH TO READ AS FOLLOWS:
The County will pay the Contractor an additional $10,000 for the Transitional Housing Program. The funding will be used to provide services to households who leave the program before 24 months of participation. This is a wrap-around service provided to Transitional Housing Grant clients who are able to move to a level of greater self-sufficiency without the 24 months of continuous subsidy and intensive case management provided under THG.

Terms and Conditions
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 (COUNTY)

AUTHORIZED SIGNATURE: [Signature]
PRINT NAME Richard D. Warren, Jr.
AND TITLE: Purchasing Agent
DATE: 6/15/11

DOORWAYS FOR WOMEN AND FAMILIES, INC.

TAXPAYER ID NUMBER: 54-1087829
AUTHORIZED SIGNATURE: [Signature]
PRINT NAME Caroline Jones
AND TITLE: EXECUTIVE DIRECTOR
DATE: 6/7/11

AGREEMENT NO. 305-10A4
ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 364-07

AMENDMENT NUMBER 3

NEW REFERENCE NO. 305-10

This Amendment Number 3 (Amendment) is made on the date of execution of the Amendment by the County) amends Agreement Number 364-07 (Main Agreement) as amended by Amendment No. 1 through 2 made between Doorways for Women and Families, P.O. Box 100185, Arlington, VA 22201, (‘Contractor’) and the County Board of Arlington County, Virginia ("County").

Whereas the County and the Contractor desire to amend the work called for an 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:

CHANGE THE "CONTRACT TERM" PARAGRAPH TO READ AS FOLLOWS:

CONTRACT TERM

Work under this Agreement shall continue from JULY 1, 2010 until JUNE 30, 2011 subject to any such modifications as provided in the Contract Documents.

Notwithstanding anything herein to the contrary, the Contract Amount for each extension period shall be in an amount not to exceed the funds appropriated for the Contract by the County Board of Arlington County, Virginia for the Subsequent Contract Term. No Work shall be deemed complete until it is accepted by the Project Officer.

CHANGE THE "CONTRACT AMOUNT" PARAGRAPH TO READ AS FOLLOWS:

CONTRACT AMOUNT

The County will pay the Contractor an amount not to exceed $212,612 for this contract term for the Contractor's completion of the Work described and required in the Contract Documents subject to the terms and conditions in those documents.

REVISE SECTION I- GENERAL PROJECT DESCRIPTION TO INCLUDE THE REQUIREMENT TO SERVE ONLY ARLINGTON RESIDENTS AS FOLLOWS:

"The contractor shall identify 18 Arlington households to be served with Transitional Housing Grants, providing these households with a monthly rental subsidy through a combination of the tenant payment responsibility and County funding, the latter available until such time as the funding is exhausted."

REVISE SECTION III- ADMINISTRATIVE REQUIREMENTS AS FOLLOWS:

a. Delete: #3

b. Add: Staff is responsible for being familiar with the reporting requirements of DHS programs providing benefits to participating households. Client escrow accounts affect eligibility for some programs and management of them must be consistent with benefit program policy.
c. Add: A program discharge summary form must be completed as part of the case record when a household leaves the program. This should summarize the progress notes in the record, note the reason for leaving and the household’s post program housing plans. A copy of this must be sent with the rent reimbursement monthly reports for each client leaving the subsidized program.

d. Add: Only households who receive a THG are to be included in the rent reimbursement monthly reports.

e. Add: Only households who receive a THG are to be included in CSSA Homestart. If the Contractor wants to list others households served by the Contractor, these will be listed under Homestart No Subsidy.

f. Add: Households at risk of being removed from the program due to program violations or non-compliance shall be issued a clear and direct warning letter, citing the problem and the remediation needed for continued participation. Potential removals from THG must be discussed with the DHS Homeless Coordinator who will participate in the assessment and planning for the household. If compliance does not improve, the household must be issued a closing letter.

g. Add: Records shall contain documentation of domestic violence for any client served under any special considerations afforded these victims, i.e. anonymous entry in the CSSA system.

h. Add: The Contractor shall design a method to track the housing of households who leave the program after completion, as defined by the client and staff. This method shall be shared with the County staff liaison.

SUBSTITUTE CURRENT EXHIBIT C FOR THE ATTACHED EXHIBIT C.

REVISE EXHIBIT D - SUMMARY OF STANDARDS AS FOLLOWS:

a. Delete: Clients who may qualify for Housing Grants shall apply for that program.

b. Add: Only clients who are Arlington residents shall be served by the program.

Terms and Conditions
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.

AGREEMENT NO. 305-10
3
WITNESS THESE SIGNATURES:

THE COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA (COUNTY)

AUTHORIZED SIGNATURE: [Signature]

PRINT NAME Richard D. Warren, Jr.
AND TITLE: Purchasing Agent
DATE: 7/1/10

DOORWAYS FOR WOMEN AND FAMILIES, INC.

TAXPAYER ID NUMBER: 54-1087829

AUTHORIZED SIGNATURE: [Signature]

PRINT NAME LINDA DUNPHY
AND TITLE: EXECUTIVE DIRECTOR
DATE: 6/24/10

AGREEMENT NO. 305-10
**AGREEMENT NO. 364-07**

**NEW REFERENCE NO. 305-10**

**EXHIBIT C**

**DOORWAYS TRANSITIONAL HOUSING**

Semi Annual Outcome Report: December 31st and June 30th.

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Output</th>
<th>Annual Target</th>
<th>July 1 - Dec 31</th>
<th>Jan 1 - June 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improved client wealth</td>
<td>Enhanced employment earnings (for clients in need of fulltime hours or job advancement)</td>
<td>15%</td>
<td># for whom this is needed</td>
<td># for whom this is needed</td>
</tr>
<tr>
<td></td>
<td>Number for whom this is a goal and number who increased in quarter</td>
<td></td>
<td># for whom this is achieved</td>
<td># for whom this is achieved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Clients name or ID</td>
<td>Clients name or ID</td>
</tr>
<tr>
<td>Financial stability</td>
<td>Clients successfully working towards stability thru budget maintenance and program compliance/completion</td>
<td>85%</td>
<td>18 households</td>
<td>18 households</td>
</tr>
<tr>
<td></td>
<td>Number of families who maintained budget</td>
<td></td>
<td># maintaining budget</td>
<td># maintaining budget</td>
</tr>
<tr>
<td></td>
<td>Number leaving before program &quot;completion&quot;</td>
<td></td>
<td># who left</td>
<td># who left</td>
</tr>
<tr>
<td>Housing Stability</td>
<td>Maintenance of housing for six months independently</td>
<td>100%</td>
<td># left since 7/1/09</td>
<td># left since 7/1/09</td>
</tr>
<tr>
<td></td>
<td>Number of families who completed program after 7/1/2009 and maintain housing for</td>
<td></td>
<td># Still in housing</td>
<td># Still in housing</td>
</tr>
<tr>
<td></td>
<td>- 3 months</td>
<td>90%</td>
<td>3 months</td>
<td>3 months</td>
</tr>
<tr>
<td></td>
<td>- 6 months</td>
<td>75%</td>
<td>6 months</td>
<td>6 months</td>
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<tr>
<td></td>
<td>- 12 months</td>
<td></td>
<td>12 months</td>
<td>12 months</td>
</tr>
<tr>
<td>Improved potential economic</td>
<td>Enhanced education or training</td>
<td>Not applicable</td>
<td>Improved potential stability</td>
<td>Enhanced education or training</td>
</tr>
<tr>
<td>stability</td>
<td>15 or more hours per week</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 364-07

AMENDMENT NUMBER 2
NEW REFERENCE NO. 363-09

This Amendment Number 2 (Amendment) is made on the date of execution of the Amendment by the County amends Agreement Number 364-07 (Main Agreement) made between Doorways for Women and Families, P.O. Box 100185, Arlington, VA 22201, (‘Contractor’) and the County Board of Arlington County, Virginia (‘County’).

Whereas the County and the Contractor desire to amend the work called for an 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, Exhibit A, Exhibit B, Exhibit C, Exhibit D and Exhibit E the Contractor agrees to perform the work called for under this Amendment in return for the payment called for in this Amendment.

REPLACE THE CONTRACT DOCUMENTS PARAGRAPH WITH BELOW:

CONTRACT TERM
Work under this Agreement will commence upon the execution of this Agreement by the County and will be completed no later than June 20, 2010. (Third Contract Terms), subject to any such modifications as provided in the Contract Documents. Upon satisfactory performance of the Contractor the County may through issuance of Notice of Award authorize continued operations of the Contractor for not more than three (3) additional twelve month periods from July 1, 2008 to June 30, 2011. Each period is referred to as (‘Subsequent Contract Term’).

CONTRACT AMOUNT
The County will pay the contractor up to $212,612 to serve 18 households each month with a transitional housing subsidy. This will be in accordance with the terms of the Payment paragraph and Exhibit E for the Contractor’s completion of the work described and required in the Grant Documents subject to the terms and conditions in those documents.

UNDER THE SCOPE OF WORK CHANGE THE FOLLOWING PARAGRAPHS:

SCOPE OF WORK:

1. General Project Description: The contractor shall identify 18 households to be served with THG, providing these households with a monthly rental subsidy through a combination of a tenant payment responsibility and County funding, the latter available until such time as the funding is exhausted.
2. **Section II. Service requirements:**

   a. Replace #2 with “provide 18 units each month of transitional housing to homeless women with children or to women who have been victims of domestic violence and were referred by Safehouse or the VIP”.

   b. Insert after bullet #7 (creating a new bullet) “Provide case management services to identify and address the families’ barriers to obtaining and maintaining permanent stable housing.

   c. Insert after the bullet above: “Maintain client files that contain:

      - The Service Plan, case management and progress notes.
      - A copy of the lease, proof of gross family income attached to the HUD calculation worksheet at time of entry and for all changes subsequently made.
      - The needed Releases of Information and confidentiality statements including permission to share the records with the Homeless Coordinator and Contract Specialist.
      - Information on client Escrow Accounts.

   d. Add: Allow access to DHS staff conducting monitoring visits of the program, which may include a review of client files, services plans, CSSA information, job descriptions, handbooks, personnel manuals, and conducting client surveys.

   e. Add:  
      - Provide the following reports
      - Quarterly APR report; due the 10th of October, January, April and July
      - Quarterly Outcome Report Exhibit C
      - Year end narrative report highlighting population trends and issues of concern

3. **Section III. Administrative**

   a. Replace #2 with “Households shall live in reasonably sized units to accommodate all family members. Rents shall not exceed the Arlington County Section 8 Rental payment standard for the family size. Clients in the program on July 1, 2009, who receive a subsidy based on a higher rent shall be “grandfathered-in” allowing participation at the unit rental rate as of July 1, 2009.”

   b. Replace # 4 with “The Contractor shall provide THG only to families whose gross income is no greater than 50% of the AMI based on family size). Families whose income increases to more than this during program participation, may continue to be served although they shall be required to pay the full amount as determined by the HUD calculation worksheet:

   c. Replace # 5: “The Contractor shall provide THG only to families who have income on entry or are anticipated to have income within four (4) months.”

   d. Delete #4 and #7
4. **Section IV. Program Monitoring and Use of the Collaborative Service System of Arlington (CSSA).**

At the end, add the sentence, "Annually the Contractor shall have appropriate staff sign the needed CSSA agreements; the User Agreement, the Business Associate Agreement, and the Memorandum of Agreement (MOA), the new agreements will need to be in effect before the first payment can be issued in each fiscal year.

5. **Change current Exhibit D to Exhibit E: Budget and Finance to “Monthly Leasing for 18 THH households for $212,612”**

**Terms and Conditions**

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 (COUNTY)**

AUTHORIZED SIGNATURE: [Signature]

PRINT NAME: Richard D. Warren, Jr.

AND TITLE: Purchasing Agent

DATE: 8/27/09

**DOORWAYS FOR WOMEN AND FAMILIES, INC.**

AUTHORIZED SIGNATURE: [Signature]

PRINT NAME: LINDA DUNPHY

AND TITLE: EXECUTIVE DIRECTOR

DATE: 8-27-09
OUTCOME REPORT FOR PROGRAM PARTICIPANTS

EXHIBIT C

Provided September 30th, December 31st, March 31st, July 7th. Report on active participants verified through CSSA

<table>
<thead>
<tr>
<th>Outcome</th>
<th>Output</th>
<th>Measure</th>
<th>Quarter</th>
<th>Year to date</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improved client wealth and financial stability</td>
<td>Enhanced employment earnings</td>
<td>Number of households</td>
<td></td>
<td></td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td>Increased use of entitlement programs for which the client is eligible</td>
<td>Number of households</td>
<td></td>
<td></td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>Budget maintained for three months</td>
<td>Number of households</td>
<td></td>
<td></td>
<td>85%</td>
</tr>
<tr>
<td>Housing Stability</td>
<td>Maintenance of housing for six months independently</td>
<td>Number of graduates in the past 12 months (not previously reported)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number of total graduates who were contacted.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Number of these who, after leaving program, maintain housing for</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 3 months</td>
<td></td>
<td></td>
<td>75%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 6 months</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 12 months</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CLIENTS SERVED BY THE PROGRAM

- Clients who enter the program will have income on entry or are anticipated to have income within four months of program entry.
- The gross income of the individual/family shall be no greater than 50 percent of the AMI based on family size. Households whose income increases to more than 50 percent of the AMI during program participation may continue to participate and shall continue to pay the full tenant payment as determined by the HUD calculation worksheet.
- Households may participate in the Transitional Housing Grants Program for no longer than 24 months.
- Clients who may qualify for Housing Grants shall apply for that program. Clients may not receive both Housing grants and THG.
- THG funds may only be used as a rental subsidy payment and may never be transferred to a client escrow savings account.

PROGRAM REQUIREMENTS

- The Contractor shall assure that there is a sufficient number of case manager(s) to provide services that identify and address household barriers to obtaining and maintaining stable housing.
- The tenant shall pay 30% of their income towards their rent. The HUD calculation worksheet shall be utilized to determine the required payment at application, annual review, and when the household income changes. Exceptions to this requirement shall be handled on a case by case basis in collaboration with DHS Housing Bureau staff.
- Households shall live in reasonably sized units to accommodate all family members. Rents shall not exceed the Arlington County Section 8 payment standard for the family size. Clients in the program on July 1, 2009, who receive a subsidy based on a higher rent shall be “grandfathered-in” allowing participation at the unit rental rate as of July 1, 2009.
• As stated in the contract, CSSA use is required for all non-domestic violence program participants. For victims of domestic violence the information will be gathered as cited in the contract.

• Client files shall contain:
  • The service plan, case management and progress notes
  • The needed releases of information and confidentiality statements including permission to share the records with the County’s Homeless Coordinator and the Contract Specialist when requested for review
  • Each HUD calculation worksheet and supporting income documentation
  • A copy of the lease shall be attached to the HUD worksheet at intake, review and when the lease changes
  • Copy of escrow account for clients with all notations of deposits, withdrawals, and balances.

• DHS shall be granted access to client files to conduct monitoring visits

COMPLIANCE AND BILLING

• Billing is submitted monthly on the invoice provided by the County with the excel reimbursement form to be attached. Supporting documentation including any changed HUD worksheet and documentation of checks issued/cashed to landlords for THG payments

• The County may review monthly to see if families appearing on the bills are in CSSA and all date required by the contact has been entered

OUTCOMES

• Performance measurements are a part of the contract.
ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 364-07
AMENDMENT NUMBER 1

REFERENCE NUMBER 426-08

This Amendment Number 1 (Amendment) is made on the date of execution of the Amendment by the County and amends Agreement Number 364-07 (Main Agreement) made between Doorways for Women & Families, PO Box 100185, Arlington VA 22210, an incorporated 501(C)3 non-profit organization ("Contractor") 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.

CHANGE THE CONTRACT DOCUMENTS PARAGRAPH WITH BELOW:

CONTRACT DOCUMENTS
The Contract Documents consist of this Agreement and Exhibit A (Scope of Work), including Appendix A (Arlington County Department of Human Services Homeless Program's Transitional Housing Statistical Report), and Appendix B (Resident Rent Calculation Worksheet).

Where the terms and provisions of this Agreement vary from the terms and provisions of the other Contract Documents, the terms and provisions of this Agreement shall prevail over the other contract document. The terms and conditions of Exhibit A shall prevail over the terms and conditions of Exhibits B.

The Contract Documents set forth the entire Agreement between the County and the Contractor. The County and the Contractor agree that no representative or agent of either of them has made any representation or promise with respect to this Agreement which is not contained in the Contract Documents, and that all terms and conditions with respect to this Agreement are expressly contained herein. The Contract Documents shall constitute the Contract.

CHANGE THE CONTRACT AMOUNT PARAGRAPH TO READ:

CONTRACT AMOUNT
The County will pay the contractor up to $147,665 for leasing of up to 24 units of housing to serve up to 24 families. This will be in accordance with the terms of the Payment paragraph and Exhibit C for the Contractor's completion of the work described and required in the Grant Documents subject to the terms and conditions in those documents.

CHANGE THE SECTION I (GENERAL PROJECT DESCRIPTION) IN THE EXHIBIT A (SCOPE OF WORK) TO READ:

GENERAL PROJECT DESCRIPTION
The Contractor shall provide 24 units of transitional housing to homeless families and children as defined by the US Department of Housing and Urban Development for the County's Transitional Housing Program ("THP"). The Contractor shall utilize the County funds to provide monthly rental subsidies
for the identified families participating in THP. The Contractor shall provide program supervision of the THP. The Contractor shall also provide the County with performance information based upon the outcome measure guidance provided to the Contractor (Exhibit B - Transitional Housing Statistical Report). All participating families in the THP will not be eligible to access the regular housing grants program.

REPLACE BULLETS NO. 2 AND 5 IN THE SECTION I (SERVICE REQUIREMENTS) OF THE EXHIBIT A (SCOPE OF WORK) WITH:

2. The Contractor shall provide twenty four (24) units of transitional housing to homeless families and children;

5. The Contractor shall be responsible for billing the County on a monthly basis for expenses directly related for providing rental assistance. The Contractor shall submit supporting documents to include the Monthly Reimbursement Report, the Rental Calculation Sheet(s) and all cancelled checks;

ADD THE FOLLOWING TO THE SECTION I (SERVICE REQUIREMENTS) OF THE EXHIBIT A (SCOPE OF WORK):

12. The Contractor shall utilize the Resident Rent Calculation Worksheet (Exhibit C) for all new families entering the program. For existing families, the Resident Rent Calculation Worksheet shall be used to calculate new rents when there are changes in the family's income. Annually a re-calculation of all rents shall be performed on each family one year from the family's program entry date.

REPLACE BULLETS NO. 8 AND 9 IN THE SECTION III (ADMINISTRATIVE) OF THE EXHIBIT A (SCOPE OF WORK) WITH:

8. Clients will be expected to contribute 30% of their gross income (earned and unearned) toward their rent to help them develop independent skills for sustaining housing.

9. The 30% of the gross income (earned and unearned) for the monthly rental portion paid by the family will be determined by the use of the Resident Rent Calculation Worksheet (Exhibit C) by the Contractor. This form should be completed for all new clients entering the program and for clients who have changes in their monthly income.

ADD THE ATTACHED APPENDIX A TO THE EXHIBIT A

Terms and Conditions
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 (COUNTY)

SIGNED BY: [Signature]

PRINT NAME: RICHARD D. WARREN, JR.
AND TITLE: PURCHASING AGENT
DATE: 10/2/08

DOORWAYS FOR WOMEN AND FAMILIES, INC.
TAXPAYER ID NUMBER: 54-1087829

SIGNED BY: [Signature]

PRINT NAME: LINDA DUNPHY
AND TITLE: EXECUTIVE DIRECTOR
DATE: 10/1/08
Program Name: ______________________________

Reporting Period: ____________________________

Name & Title of the Person who can answer questions about this report:
Phone: (include area code)

Address: ________________________________
Fax Number: (include area code)

E-mail Address

I hereby certify that all the information stated herein is true and accurate.

Name & Title of Authorized Contractor Official: ____________________________
Signature: ____________________________
Date: ____________________________
**PART I. SHALL BE COMPLETED BY ALL CONTRACTORS**

**Part I: Program Progress**

1. **Program Level of Persons to be served at a given point in time.**

<table>
<thead>
<tr>
<th>Program Level</th>
<th>Number of Singles not in Families</th>
<th>Number of Households</th>
<th>Number of Adults in Family</th>
<th>Number of Children in Families</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Persons to be served at a given point in time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Persons Served during the operating year.**

<table>
<thead>
<tr>
<th></th>
<th>Number of Singles not in Families</th>
<th>Number of Households</th>
<th>Number of Adults in Family</th>
<th>Number of Children in Families</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Number on the first day of year (July 1)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Number entering program during the year.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Number who left the program during the year.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Number in the program on the last day of the year (a + b - c) = d</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Explanatory notes:**
See Definitions of Client/Household Types in the General Instructions above to determine which clients should be counted as Singles Not in Families, Adults in Families, and Children in Families. Note that this table does not account for changes in client/household type that may occur during the course of the year. Instead, each client should be assigned a single client/household type based on the client’s age and/or household composition at the program entry date closest to the start of the year. In this way, each client is counted only once in the table.

Use the following graphic and explanations to determine who should be counted in rows a-d:

* For purposes of the above schematic and completing your report, the operating year refers to year. No changes could be done to this chart.

**a. Number on the first day of the year:** This row includes all clients who entered the program before the first day of the year and did not leave the program until after the first day of the year.

**b. Number entering the program during the year:** This row includes all clients who entered the program on or after the first day of the year, up to and including the last day of the year. For clients with multiple program entry dates, use the entry date closest to the start of the year. Do not count the client more than once even if he/she entered the program more than once during the year.

**c. Number who left during the year:** This row includes all clients who left the program on or after the first day of the year, up to and including the last day of
the year. For clients with multiple program exit dates, use the exit date closest to the end of the year. Do not count the client more than once even if he/she exited the program more than once during the year.

d. Number in the program on the last day of the year: This row includes all clients who were in the program as of the first day of the year or who entered during the year and who did not leave during the year. The number of clients or families in the program on the last day of the year is calculated based on the responses to rows 2a through 2c. For each column, add the number of clients or families in row 2a to the number of clients or families in row 2b and subtract the number of clients or families in row 2c. Therefore, 2d = 2a + 2b - 2c.

3. Program Capacity.

<table>
<thead>
<tr>
<th></th>
<th>Number of Singles not in Families</th>
<th>Number of Households</th>
<th>Number of Adults in Family</th>
<th>Number of Children in Families</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Number on the last day (from 2d, columns 1 and 4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Number proposed in contract (from 1a, columns 1 and 4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| c. Capacity Rate (divide a by b) = $\%$ | % | % | % | %

4. Age and Gender. Of those who entered the program during the year, how many people are in the following age and gender categories?

<table>
<thead>
<tr>
<th>Single Persons (from 2b, column 1)</th>
<th>Age</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. 62 and over</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. 51-61</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. 31-50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. 18-30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. 17 and over</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Persons in Families (from 2b, column 2 &amp; 3)</th>
<th>Age</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>f. 62 and over</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. 51-61</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. 31-50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. 18-30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. 13-17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. 6-12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>l. 1-5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>m. Under 1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5a. Veterans Status. A veteran is anyone who has ever been on active military duty status.

How many participants were veterans?  

6. Ethnicity. How many participants are in the following ethnic categories?

| a. Hispanic or Latino |         |
| b. Non-Hispanic or Non-Latino |       |
7. Race. How many participants are in the following racial categories?

<table>
<thead>
<tr>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. American Indian/Alaskan Native</td>
</tr>
<tr>
<td>b. Asian</td>
</tr>
<tr>
<td>c. Black/African American</td>
</tr>
<tr>
<td>d. Native Hawaiian/Other Pacific Islander</td>
</tr>
<tr>
<td>e. White</td>
</tr>
<tr>
<td>f. American Indian/Alaskan Native &amp; White</td>
</tr>
<tr>
<td>g. Asian &amp; White</td>
</tr>
<tr>
<td>h. Black/African American &amp; White</td>
</tr>
<tr>
<td>i. American Indian/Alaskan Native &amp; Black/African American</td>
</tr>
<tr>
<td>j. Other Multi-Racial</td>
</tr>
</tbody>
</table>

8a. Needs. How many participants may have more so, count applicable

<table>
<thead>
<tr>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Mental illness</td>
</tr>
<tr>
<td>b. Alcohol abuse</td>
</tr>
<tr>
<td>c. Drug abuse</td>
</tr>
<tr>
<td>d. HIV/AIDS and related diseases</td>
</tr>
<tr>
<td>e. Developmental disability</td>
</tr>
<tr>
<td>f. Physical disability</td>
</tr>
<tr>
<td>g. Other (please specify)</td>
</tr>
</tbody>
</table>

8b. Special Needs. This category refers only the history of domestic violence.

<table>
<thead>
<tr>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
</tr>
</tbody>
</table>

8c. How many of the participants are disabled?

9. Prior Living Situation. How many participants slept in the following places in the week prior to entering the program? (For each participant, choose one place. The total number of participants in the “All” column should equal the number of participants in question 2b, columns 1 and 2).

<table>
<thead>
<tr>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Non-housing (street, park, car, bus station, etc.)</td>
</tr>
<tr>
<td>b. Emergency shelter</td>
</tr>
<tr>
<td>c. Transitional housing for homeless persons</td>
</tr>
<tr>
<td>d. Psychiatric facility*</td>
</tr>
<tr>
<td>e. Substance abuse treatment facility*</td>
</tr>
<tr>
<td>f. Hospital*</td>
</tr>
<tr>
<td>g. Jail/prison*</td>
</tr>
<tr>
<td>h. Living with relatives/friends</td>
</tr>
<tr>
<td>i. Rental housing</td>
</tr>
<tr>
<td>j. Other (please specify)</td>
</tr>
</tbody>
</table>

* If a participant came from an institution (psychiatric facility, substance abuse treatment facility, hospital, or jail), but was there less than 30 days and was living on the street or in emergency shelter before entering the treatment facility, he/she should be counted in either the street or shelter category, as appropriate.
10. **Amount and Source of Yearly Income at Entry and at Exit.**

Of those participants who left during the year, how many participants were at each yearly income level and with each source of income?

<table>
<thead>
<tr>
<th>A. Yearly Income at Entry</th>
<th>C. Income Sources At Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. No Income</td>
<td>a. Supplemental Security Income (SSI)</td>
</tr>
<tr>
<td>b. $1-150</td>
<td>b. Social Security Disability Income</td>
</tr>
<tr>
<td>c. $151 - $250</td>
<td>c. Social Security</td>
</tr>
<tr>
<td>d. $251 - $500</td>
<td>d. General Public Assistance</td>
</tr>
<tr>
<td>e. $501 - $1,000</td>
<td>e. Temporary Aid to Needy Families</td>
</tr>
<tr>
<td>f. $1,001 - $1,500</td>
<td>f. State Children’s Health Insurance</td>
</tr>
<tr>
<td>g. $1,501 - $2,000</td>
<td>g. Veterans Benefits</td>
</tr>
<tr>
<td>h. $2,001 +</td>
<td>h. Employment Income</td>
</tr>
<tr>
<td></td>
<td>i. Unemployment Benefits</td>
</tr>
<tr>
<td></td>
<td>j. Veterans Health Care</td>
</tr>
<tr>
<td></td>
<td>k. Medicaid</td>
</tr>
<tr>
<td></td>
<td>l. Food Stamps</td>
</tr>
<tr>
<td></td>
<td>m. Other (please specify)</td>
</tr>
<tr>
<td></td>
<td>n. No Financial Resources</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Yearly Income at Exit</th>
<th>D. Income Sources at Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. No Income</td>
<td>a. Supplemental Security Income (SSI)</td>
</tr>
<tr>
<td>b. $1-150</td>
<td>b. Social Security Disability Income</td>
</tr>
<tr>
<td>c. $151 - $250</td>
<td>c. Social Security</td>
</tr>
<tr>
<td>d. $251 - $500</td>
<td>d. General Public Assistance</td>
</tr>
<tr>
<td>e. $501 - $1,000</td>
<td>e. Temporary Aid to Needy Families</td>
</tr>
<tr>
<td>f. $1,001 - $1,500</td>
<td>f. State Children’s Health Insurance</td>
</tr>
<tr>
<td>g. $1,501 - $2,000</td>
<td>g. Veterans Benefits</td>
</tr>
<tr>
<td>h. $2,001 +</td>
<td>h. Employment Income</td>
</tr>
<tr>
<td></td>
<td>i. Unemployment Benefits</td>
</tr>
<tr>
<td></td>
<td>j. Veterans Health Care</td>
</tr>
<tr>
<td></td>
<td>k. Medicaid</td>
</tr>
<tr>
<td></td>
<td>l. Food Stamps</td>
</tr>
<tr>
<td></td>
<td>m. Other (please specify)</td>
</tr>
<tr>
<td></td>
<td>n. No Financial Resources</td>
</tr>
</tbody>
</table>

11a. Of those participants who **left** during the year (from 2c, columns 1 and 2), how many were in the program for the following lengths of time?
### 11b. Length of Stay in Program

For those participants who did not leave during the year (from 2d, columns 1 and 2), how long have they been in the program?

<table>
<thead>
<tr>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Less than 1 year</td>
</tr>
<tr>
<td>b. 1 to 2 years</td>
</tr>
<tr>
<td>c. 3 - 6 years</td>
</tr>
<tr>
<td>d. 7 years - 12 years</td>
</tr>
<tr>
<td>e. 13 years - 24 years</td>
</tr>
<tr>
<td>f. 25 years - 3 years</td>
</tr>
<tr>
<td>g. 4 years - 5 years</td>
</tr>
<tr>
<td>h. 6 years - 7 years</td>
</tr>
<tr>
<td>i. 8 years - 10 years</td>
</tr>
<tr>
<td>j. Over 10 years</td>
</tr>
</tbody>
</table>

### 12. Reasons for Leaving

Of those participants who left the program during the year (from 2c, columns 1 and 2), how many left for the following reasons? If a participant left for multiple reasons, include only the primary reason.

<table>
<thead>
<tr>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Left for a housing opportunity before</td>
</tr>
<tr>
<td>b. Completed program</td>
</tr>
<tr>
<td>c. Non-payment of rent/occupancy charge</td>
</tr>
<tr>
<td>d. Non-compliance with program rules</td>
</tr>
<tr>
<td>e. Criminal activity / destruction of property / violence</td>
</tr>
<tr>
<td>f. Reached maximum time allowed in program</td>
</tr>
<tr>
<td>g. Needs could not be met by program</td>
</tr>
<tr>
<td>h. Disagreement with rules/persons</td>
</tr>
<tr>
<td>i. Death</td>
</tr>
<tr>
<td>j. Other (please specify)</td>
</tr>
<tr>
<td>k. Unknown/disappeared</td>
</tr>
</tbody>
</table>
13. **Destination.** Of those participants who left during the year (from 2c, columns 1 and 2), how many left for the following destination?

<table>
<thead>
<tr>
<th>PERMANENT (a-h)</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Rental house or apartment (no subsidy)</td>
<td></td>
</tr>
<tr>
<td>b. Public Housing</td>
<td></td>
</tr>
<tr>
<td>c. Section 8</td>
<td></td>
</tr>
<tr>
<td>d. Shelter Plus Care</td>
<td></td>
</tr>
<tr>
<td>e. HOME subsidized house or apartment</td>
<td></td>
</tr>
<tr>
<td>f. Other subsidized house or apartment</td>
<td></td>
</tr>
<tr>
<td>g. Homeownership</td>
<td></td>
</tr>
<tr>
<td>h. Moved in with family or friends</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSITIONAL (i-j)</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Transitional housing for homeless</td>
<td></td>
</tr>
<tr>
<td>j. Moved in with family or friends</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INSTITUTION (k-m)</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>k. Psychiatric hospital</td>
<td></td>
</tr>
<tr>
<td>l. Inpatient alcohol or other drug</td>
<td></td>
</tr>
<tr>
<td>m. Jail/prison</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMERGENCY SHELTER (n)</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>n. Emergency shelter</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER (o-q)</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>o. Other supportive housing</td>
<td></td>
</tr>
<tr>
<td>p. Places not meant for human habitation</td>
<td></td>
</tr>
<tr>
<td>q. Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNKNOWN</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>r. Unknown</td>
<td></td>
</tr>
</tbody>
</table>

14. **Supportive Services.** Of those participants who left during year (from 2, columns 1 and 2), how many received the following supportive services during their time in the program? Participants may have received multiple services and all services should be reported in the table.

<table>
<thead>
<tr>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Outreach</td>
</tr>
<tr>
<td>b. Case management</td>
</tr>
<tr>
<td>c. Life skills (outside of case management)</td>
</tr>
<tr>
<td>d. Alcohol or drug abuse services</td>
</tr>
<tr>
<td>e. Mental health services</td>
</tr>
<tr>
<td>f. HIV/AIDS-related services</td>
</tr>
<tr>
<td>g. Other health care services</td>
</tr>
<tr>
<td>h. Education</td>
</tr>
<tr>
<td>i. Housing placement</td>
</tr>
<tr>
<td>j. Employment assistance</td>
</tr>
<tr>
<td>k. Child care</td>
</tr>
<tr>
<td>l. Transportation</td>
</tr>
<tr>
<td>m. Legal</td>
</tr>
<tr>
<td>n. Other (please specify)</td>
</tr>
</tbody>
</table>
**Part II: Occupancy Data**

**A. Persons Not Admitted into Transitional Housing**

<table>
<thead>
<tr>
<th>No. of Persons</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Lack of Space</td>
</tr>
<tr>
<td>2. Ineligible</td>
</tr>
<tr>
<td>3. No Show</td>
</tr>
</tbody>
</table>


AGREEMENT NO. 364-07
EXHIBIT A

APPENDIX B

RESIDENT RENT CALCULATION WORKSHEET
### Resident Rent Calculation Worksheet

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Annual income from all sources</td>
</tr>
<tr>
<td>(2)</td>
<td>Income Exclusions</td>
</tr>
<tr>
<td>(3) $</td>
<td>Annual Income</td>
</tr>
</tbody>
</table>

#### Calculating Adjusted Income

**Dependent Allowance**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(4)</td>
<td>Number of Dependents</td>
</tr>
<tr>
<td>(5) $</td>
<td>Multiply Line 4 by $480</td>
</tr>
</tbody>
</table>

**Child Care Allowance**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(6)</td>
<td>Anticipated Unreimbursed Expenses for Care of Children</td>
</tr>
</tbody>
</table>

**Disabled Assistance Allowance**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(7)</td>
<td>Disabled Assistance Expenses</td>
</tr>
<tr>
<td>(8) $</td>
<td>Multiply Line 3 by 0.03</td>
</tr>
<tr>
<td>(9) $</td>
<td>Subtract Line 8 from Line 7</td>
</tr>
<tr>
<td>(10)</td>
<td>Family Member Earnings which were dependent on the disabled assistance expenses</td>
</tr>
<tr>
<td>(11) $</td>
<td>Lesser of Lines 9 or 10</td>
</tr>
</tbody>
</table>

**Medical Expenses/Elderly Family Allowances**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(12)</td>
<td>List Total for Medical Expenses</td>
</tr>
<tr>
<td>(13) $</td>
<td>If Line 9 &gt; 0, enter amount from Line 12, otherwise add Line 7 and 12 and subtract Line 8.</td>
</tr>
<tr>
<td>(14)</td>
<td>Elderly/Disabled Allowance (Enter $400, if applicable)</td>
</tr>
</tbody>
</table>

**Adjusted Income**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(15) $</td>
<td>Total income Adjustments (Add Lines 5, 6, 11, 13, and 14)</td>
</tr>
<tr>
<td>(16) $</td>
<td>Adjusted Income (Subtract Line 15 from Line 3)</td>
</tr>
</tbody>
</table>

#### Resident Rent Determination

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(17) $</td>
<td>30% of Monthly Adjusted Income (Divide Line 16 by 12 and multiply by 0.3)</td>
</tr>
<tr>
<td>(18) $</td>
<td>10% of Monthly Income (Divide Line 3 by 12 and multiply by 0.1)</td>
</tr>
<tr>
<td>(19)</td>
<td>Portion of welfare payment designated by the agency to meet the family's housing cost, if applicable.</td>
</tr>
<tr>
<td>(20) $</td>
<td>Enter the Largest of Lines 17, 18 or 19. This is the Maximum amount per month that may be charged for resident rent.</td>
</tr>
</tbody>
</table>

**Determining Resident Rent for Units where Utilities are not included in Rent**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(21)</td>
<td>Utility Allowance</td>
</tr>
<tr>
<td>(22) $</td>
<td>Resident Rent (Subtract Line 21 from Line 20)</td>
</tr>
<tr>
<td>(23) $</td>
<td>Utility Reimbursement (Only if Line 22 &lt; 0, This is the amount that must be paid to the resident as a utility reimbursement.)</td>
</tr>
</tbody>
</table>
Annual income includes:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
2. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including lump sum payment for delayed start of a periodic payment;
3. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay;
4. Welfare assistance. Welfare or other payments to families or individuals, based on need, that are made under program funded, separately or jointly, by Federal, State or local governments (e.g., Social Security Income (SSI)) and general assistance available through state welfare programs;
5. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling;
6. Net income from the operation of a business or profession;
7. Interest, dividends, and other net income of any kind from real and personal property;
8. All regular pay, special pay and allowances of a member of the Armed Forces, except special hostile fire pay.
Excluded Income

**Income That Must Be Excluded**

Annual income does not include:

1. Income from employment of children (including foster children) under the age of 18 years;
2. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the tenant family, who are unable to live alone);
3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property;
4. Amounts received by the family, that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
5. Income of a live-in aide as defined in Sec. 813.102;
6. The full amount of student assistance paid directly to the student or to the educational institution;
7. Amounts received under training programs funded by HUD;
8. Amounts received by a disabled person that are disregarded for a limited time for purposes of SSI income eligibility and benefits because they are set aside for use under a Plan for Achieving Self-Support (PASS); or
9. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
10. A resident service stipend. A resident service stipend is a modest amount (not to exceed $200 per month) received by a resident for performing a service for the owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;
11. Compensation from state or local employment training programs and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance;
12. Temporary, non-recurring or sporadic income (including gifts);
13. For all initial determinations and reexaminations of income carried out on or after April 23, 1993, reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
14. Earnings in excess of $480 for each full time student 18 years old or older (excluding the head of household and spouse);
15. Adoption assistance payments in excess of $480 per adopted child;
16. Deferred periodic payments of SSI income and social security benefits;
17. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit;
18. Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home;
19. Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that included assistance under the U.S. Housing Act of 1937:
   (a) The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C. 2017(b));
   (b) Payments to volunteers under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044, 5058);
   (c) Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626);
Excluded Income

(d) Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e);
(e) Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f));
(f) Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1552(b));
(g) Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Public Law 94-540, 90 Statute 2503-2504);
(h) The first $2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims (25 U.S.C. 1407-1408) or from funds held in trust for an Indian tribe by the Secretary of Interior (25 U.S.C. 117);
(i) Scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs that are made available to cover the costs of tuition, fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of a student at an educational institution (20 U.S.C. 1087uu);
(j) Payments received from programs funded under Title V of the Older Americans Act of 1965 (U.S.C. 3056(f));
(k) Payments received after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.); and

(l) Payments received under Maine Indian Claims Settlement Act of 1980 (Pub.L. 96-420, 94 Statute 1785);
(m) Earned income tax credit refund payments received from the Internal Revenue Service on or after January 1, 1991. Payments may be received in a resident's regular pay or as a single sum payment;
(n) Payments received as AmeriCorps Living Allowances (29 U.S.C. Sec.1552);
(o) Payments received under WIC-Supplemental Food Program for Women, Infants, and Children;
(p) Payments received under the National School Lunch Program (42 U.S.C. 175-176);
(q) Payments received under the Child Nutrition Act (42 U.S.C. 1771-1778);
(r) Payments received under the Child Care Block Grant Act of 1990.
ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE COUNTY MANAGER
SUITE 302, 2100 CLARENDON BOULEVARD
ARLINGTON, VA 22201

AGREEMENT NO. 364-07

THIS AGREEMENT is made on the date of execution by the County between Doorways for Women & Families, PO Box 100185, Arlington VA 22210, an incorporated 501(C)3 non-profit organization ("Contractor") and the County Board of Arlington County, Virginia ("County").

The County and the Contractor, for the consideration specified, agree as follows:

CONTRACT DOCUMENTS
The Contract Documents consist of this Agreement and Exhibit A (Scope of Work). If the provisions of this Agreement and the other Contract Documents vary, the provisions of this Agreement shall prevail.

SCOPE OF WORK
The Contractor shall perform the services described in the contract Agreement Documents for operating a Transitional Housing Program ("THP") that will assist participants of the program with leasing assistance. The Contractor shall provide Seven (7) units with these grant funds. The Contractor shall be responsible for seeking and providing the transitional housing unit in which County funds will provide leasing assistance.

CONTRACT TERM
Work under this Agreement will commence upon execution of this Agreement by the County and will be completed no later than June 30, 2008 (Initial Contract Term), subject to any such modifications as provided in the Contract Documents. Upon satisfactory performance of the Contractor the County may through issuance of a Notice of Award authorize continued operations of the Contractor for not more than three (3) additional twelve month periods from July 1, 2008 to June 30, 2011 (Each period is referred to as "Subsequent Contract Term").

Notwithstanding anything herein to the contrary, the Contract Amount for each extension period shall be in an amount not to exceed the funds appropriated for the Contract by the County Board of Arlington County, Virginia for the Subsequent Contract Term. No Work shall be deemed complete until it is accepted by the Project Officer.

CONTRACT AMOUNT
The County will pay to the Contractor up to $64,240. This amount will be disbursed on a monthly, cost-reimbursement basis. Reimbursement cost for a previous month should be requested no later than the 15th of the subsequent month. The payment will be made by the County to the Contractor upon receipt and approval of the Contractor's reimbursement request. The request should include: (1) a letter stating the requested amount from the County, (2) supporting documentation which includes the tenants and their address, the monthly subsidy amount, and (3) the Rental Calculation Form for new clients and changes to rent, and (4) proof of payment to validate the request.

Reimbursement for leasing costs can only be requested up to the Contract Amount.

PROJECT OFFICER
The performance of the Contractor required by this Agreement is subject to the review and approval of the County Project Officer, to be appointed by the Director of the Department of Human Services or designee. However, it shall be the responsibility of the Contractor to manage the details of the execution and performance of the work under this Agreement.
PROGRAM MONITORING AND EVALUATION
The County's monitoring team shall be granted reasonable access to the Contractor's project staff, records and program participants in accordance with Federal, State, and local law, for the purpose of program monitoring and evaluation. The confidentiality and privacy of clients shall be maintained, to the extent permitted by law and the reasonable monitoring of this agreement by Federal, State, and County government officials. If in the opinion of the County the manner of delivery of scope of services or other related program activities are not in compliance with the provisions of this Agreement, the Contractor will be so notified by the County in writing with applicable recommendations and schedule for follow-up actions. If the Contractor fails to bring the program into compliance within the scheduled time frame, the County may terminate this Agreement and the Contractor shall return to the County all funds disbursed to it and not spent for the purposes of this grant as of the termination date.

PROJECT STAFF
The County will, throughout the life of this Agreement, have the right of reasonable rejection and approval of staff assigned to the project by the Contractor. The day-to-day supervision and control of the Contractor's staff shall be solely the responsibility of the Contractor.

COUNTY EMPLOYEES
No employee of Arlington County, Virginia shall be admitted to any share or part of this agreement or any benefit that may arise therefrom which is not available to the general public.

DRUG-FREE WORKPLACE TO BE MAINTAINED BY CONTRACTOR
During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Arlington County Resolution, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

ADA COMPLIANCE
Compliance with the Americans with Disabilities Act (ADA) shall be the sole responsibility of the Contractor. The Contractor shall defend and hold the County harmless from any expense or liability arising from the Contractor's non-compliance therewith. The Contractor's responsibilities related to ADA compliance shall include, but not be limited to, the following:

Access to Programs, Services and/or Facilities: The Contractor shall ensure its programs; services and facilities are accessible to persons with disabilities, as required by the ADA. If a particular facility or program is not accessible, the Contractor shall provide equivalent services in an accessible alternate location or manner to ensure that persons with disabilities are not denied access to services.

AGREEMENT NO. 364-07

2
Effective Communication: The Contractor, upon request, shall provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Contractor's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments, as required by the ADA.

Modifications to Policies and Procedures: The Contractor shall make the necessary modifications to its policies and programs to ensure that people with disabilities have an equal opportunity to enjoy the Contractor's programs, services, and activities, as may be required by the ADA. For example, individuals with service animals are welcomed in the Contractor's offices or facilities, even where pets are generally prohibited.

The Contractor shall not place a surcharge on a person with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy.

Employment: The Contractor shall not discriminate on the basis of disability in its hiring or employment practices and will comply with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under the ADA.

NON-DISCRIMINATION NOTICE
Arlington County does not discriminate against faith-based organizations.

EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED
During the performance of this agreement, the Contractor agrees as follows:

a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, sexual orientation, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause.

b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an Equal Opportunity Employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

d. The Contractor will comply with the provisions of the Americans with Disabilities Act of 1990 which prohibits discrimination against individuals with disabilities in employment and mandates their full participation in both publicly and privately provided services and activities.

e. The Contractor will include the provisions of the foregoing sub-paragraphs in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

INDEMNIFICATION
The Contractor covenants to save, defend, hold harmless, and indemnify the County, and all of its officers, departments, agencies, agents, and employees (collectively the "County") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's intentional, negligent, or grossly negligent acts in performance or nonperformance of the work called for by the
Agreement Documents.

ASSIGNMENT
The Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award, or any or all of its rights, obligations, or interests under this agreement, without the prior written consent of the County.

APPLICABLE LAW
This agreement shall be governed in all respects by the laws of the Commonwealth of Virginia and the venue for any litigation with respect thereto shall be in the Circuit Court for Arlington County, Virginia. The Contractor shall comply with applicable federal, state, and local laws and regulations.

IMMIGRATION REFORM AND CONTROL ACT OF 1986
The Contractor certifies that it does not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

ARBITRATION
It is expressly agreed that nothing under the agreement shall be subject to arbitration, and any references to arbitration are expressly deleted from the Agreement Documents.

AUDIT
The Contractor hereby agrees to retain all books, records and other documents relative to this procurement for five (5) years after final payment, or until audited by the County, whichever is sooner. The County or its authorized agents shall have full access to and the right to examine any of the above documents during this period. If the Contractor wishes to destroy or dispose of records after audit but within five years after final payment, the Contractor shall notify the County at least thirty days prior to such disposal. If the County objects to the disposal, the Contractor will retain the documents.

SUPERVISION BY CONTRACTOR
The Contractor shall at all times enforce strict discipline and good order among the workers performing under the agreement, and shall not employ on the work any person not reasonably proficient in the work assigned.

SAFETY
The Contractor agrees that it will comply with the applicable Virginia Occupational Safety and Health Standards and Regulations while performing services for which it has contracted with Arlington County.

REPORT STANDARDS
Reports or written material prepared by the Contractor in response to the requirements of this Contract shall, unless otherwise provided for in the Contract, meet standards of professional writing established for the type of report or written material provided, shall be thoroughly researched for accuracy of content, shall be grammatically correct and not contain spelling errors, shall be submitted in a format approved in advance by the Project Officer, and shall be submitted for advance review and comment by the Project Officer. The cost of correcting grammatical errors, correcting report data, or other revisions required to bring the report or written material into compliance with the Contract requirements shall be borne by the Contractor.

When submitting documents to the County, The Contractor shall comply with the following guidelines:

- All submittals and copies shall be printed on at least 30% recycled-content
and/or tree free paper;

- All copies shall be double-sided;
- Report covers or binders shall be recyclable, made from recycled materials, and/or easily removable to allow for recycling of report pages (reports with glued bindings that meet all other requirements are acceptable);
- The use of plastic covers or dividers should be avoided; and
- Unnecessary attachments or documents not specifically asked for should not be submitted, and superfluous use of paper (e.g. separate title sheets or chapter dividers) should be avoided.

**TERMINATION FOR THE CONVENIENCE OF THE COUNTY**
The County may terminate this agreement whenever the County determines that such termination is in the County's best interest. Any such termination shall be effected by the delivery to the Contractor of a written notice of termination at least ten days before the date of termination, specifying the extent to which the agreement is terminated and the date upon which such termination becomes effective.

Except as otherwise directed the Contractor shall stop incurring obligations for the use of grant funds on the date of receipt of the notice of termination.

Upon termination, Contractor agrees to immediately transfer all funds, accounts receivable, equipment, and other personal or real property obtained through the use of Grant funds to the County or its designee at the discretion of the County, except to the extent that the County determines such assets were or will be properly used to carry out the purpose of this Agreement. Such transfer will be completed within 30 days after the date of receipt of notice of termination.

**INSURANCE REQUIREMENTS**
The Contractor shall provide a Certificate of Insurance indicating the coverage below prior to the start of any work under the contract and agrees to maintain such insurance until the completion of the contract. The minimum coverage shall be:

- **Workers Compensation** - Workers Compensation coverage, if applicable, including Virginia benefits and employers liability with limits of $100,000/100,000/500,000;
- **Commercial General Liability** - $500,000 combined single limit coverage with $1,000,000 general aggregate covering all premises and operations and including Personal Injury, Contractual Liability, Products and Independent Contractors. The general aggregate limit shall apply to this project.
- **Professional Liability (Director's and Officer's)** in the amount of $500,000
- **Blanket Fidelity Bond** in the amount of $25,000

The County is to be named as an additional insured in the Contractor's Commercial General Liability policy. A forty-five (45) day notice of cancellation or non-renewal in writing shall be furnished by the Contractor's insurance carrier(s) or insurance agent(s) to the County Purchasing Agent. The insurance certificate shall state contract number and title.
NONEXCLUSIVITY OF REMEDIES
All remedies available to the County under this contract are cumulative and no
such remedy shall be exclusive of any other remedy available to the County at law
or in equity.

AMENDMENTS
This Contract shall not be amended except by written amendment executed by persons
duly authorized to bind the Contractor and the County.

SEVERABILITY
The sections, paragraphs, sentences, clauses and phrases of this Contract are
severable, and if any phrase, clause, sentence, paragraph or section of this
Contract shall be declared invalid by the valid judgment or decree of a court of
competent jurisdiction, such invalidity shall not affect any of the remaining
phrases, clauses, sentences, paragraphs and sections of this Contract.

MISCELLANEOUS
This Agreement is not intended to create a benefit for any third party or create a
third party beneficiary contract.

WITNESS THESE SIGNATURES:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA (COUNTY)

AUTHORIZED SIGNATURE: [Signature]
PRINT NAME Richard D. Warren, Jr.
AND TITLE: Purchasing Agent
DATE: 9/25/07

DOORWAYS FOR WOMEN AND FAMILIES, INC.

AUTHORIZED SIGNATURE: [Signature]
PRINT NAME LINDA DUNPHY
AND TITLE: EXECUTIVE DIRECTOR
DATE: 9/20-07

AGREEMENT NO. 364-07
AGREEMENT NO. 364-07
EXHIBIT A

SCOPE OF WORK

I. GENERAL PROJECT DESCRIPTION:

The Contractor shall provide seven (7) units of transitional housing to homeless families and children as defined by the US Department of Housing and Urban Development for the County’s Transitional Housing Program ("THP"). The Contractor shall utilize County funds to provide a monthly rental subsidy to identified families participating in their respective THP. The Contractor shall provide program supervision of the THP. The Contractor shall also provide the County with performance information based upon the outcome measure guidance provided to the Contractor (Exhibit B – Transitional Housing Grants Report). All participating families in the THP will NOT be eligible to access the regular housing grants program.

II. SERVICE REQUIREMENTS:

The Contractor shall:

1. Be responsible for the operation of a THP that allows a family to participate in the program for up to 24 months;

2. Provide seven (7) of units of transitional housing to homeless families and children;

3. Provide for each participating family a monthly rental subsidy towards the monthly rent that will be assisted via THP County funds;

4. Assist participating families of the transitional housing program in completing all related paper work to include the application and supporting documentation;

5. Be responsible for billing the County on a monthly basis for expenses directly related to providing rental assistance;

6. Be responsible for maintaining all financial records and supporting documentation associated with rental assistance billed to the County;

7. Identify a program manager that will be responsible for administration and program oversight for the THP;

8. Ensure that there are a sufficient number of case manager(s) who can assist clients in the program;

9. Maintain a transitional housing procedural manual that shall be updated as changes occur;

10. Meet with the County Project Officer when requested to provide updates on the program, review policy, recommend changes, and discuss any problems that may arise and other issues related to the program;

11. Provide to the County Project Officer a yearly Transitional Housing Statistical Report (Exhibit B) that will include but is not limited to: the number of families served, the number of families that exit the program, the number of new families that entered the program,
the reason why they left, the number who left voluntarily and
reason (if available), and number of evictions and for what reason.
This report shall be submitted to DHS no later than 30 days after
the end of the County fiscal year (June 30th).

III. Administrative
The Contractor shall follow the following guidelines to determine the rental
subsidy for clients served in the program:

1. The Contractor shall ensure that persons served live in reasonably-
sized units to accommodate all family members and within their
budget to ensure long term housing stability (following Section 8
Fair Market Rents for Arlington County).

2. The Contractor shall not approve housing if the rent is beyond a
client’s means (i.e. greater than 33% of gross income), as this may
increase the risk of loosing their housing.

3. The Contractor shall require families who can qualify to apply for
the County Housing Grants in an effort to preserve Transitional
Housing Grants and private funds for those most in need of
assistance.

4. The Contractor shall follow Arlington County Housing Grant
Guidelines income caps to determine eligibility for HomeStart
rental subsidies.

5. Families with incomes (earned and/or unearned) above the income
limit may be considered for rental assistance on a case-by-case
basis, and only as Doorways budget allows. The Financial Literacy
Educator will recommend rental subsidy amounts for these families
and submit them to the Client Services Director for approval each
month they are needed.

6. Contractor rent subsidies shall follow Section 8 Fair Market Rents
for Arlington County to determine reasonably affordable units for
families.

7. Clients will be responsible for any rent amount above the Section 8
Fair Market Rent.

8. Clients will be expected to contribute 33% of their gross income
(earned and unearned) toward their rent to help them develop
independent skills for sustaining housing.

9. The 33% of the gross income (earned and unearned) for the monthly
rental portion paid by the family will be determined by the use of
the Rental Subsidy Calculation Form by the Contractor. This form
should be completed for all new clients entering the program and
for clients who have changes in their monthly income.

10. Families who clearly demonstrate effort to comply with their budget
and goal plans to maximize income, however experience budgetary
shortfalls in their primary expenses may receive time-limited,
higher rental assistance to avoid compromising their housing
stability. This assistance MUST be reviewed monthly to verify the
need, and is dependent upon Doorways budgetary abilities.

11. All families receiving HomeStart rental subsidies are required to
provide proof of income (earned and unearned) to Doorways staff
once every three months, anytime there is a change in income,
and/or upon request.

AGREEMENT NO. 364-07
12. All families receiving rental assistance will be required to follow program expectations, progress on established goals, and meet as scheduled/expected with HomeStart staff (Family Resource Specialist, Financial Educator, and Children’s Services Counselor).

13. Families are required to sustain employment during program participation, unless it is mutually determined by participant and HomeStart staff that the client is currently unable to work due to family crisis, disability, or other demonstrated special need.

14. Exceptions to this policy may ONLY be made by the Client Services Director.

IV. PROGRAM MONITORING AND USE OF THE COLLABORATIVE SERVICE SYSTEM OF ARLINGTON (CSSA):
In order to evaluate the delivery of services to residents of the Family Home, the Contractor shall utilize the County’s Collaborative Services System of Arlington (CSSA). The Contractor shall ensure that all staff is trained on the system and contact the designated County staff (CSSA IT personnel) regarding changes in personnel who should be added or deleted from the system. The Domestic Violence Shelter will not enter client information into the CSSA System.

The Contractor shall ensure the confidentiality of client data through the following actions:
1. During the intake process, the Contractor shall request each client sign a CSSA release of information form that will be provided by the County.

2. If the Contractor determines that a client being admitted is not capable of informed consent, the client may be admitted but the release form shall be signed as soon as the client is capable doing so. If the person refuses to sign the consent form, the person shall not be admitted.

3. The Contractor shall take reasonable measures to ensure that only designated employees have access to the client information systems. Volunteers shall not be granted access to client information systems unless they have been licensed and signed an end user agreement. The Contractor shall designate which staff must have access to CSSA, provide an orientation to those staff members on the systems and client confidentiality, and have the staff sign a written statement verifying that they have received training in federal confidentiality requirements. The Contractor shall keep the signed statement in the employee’s files.

The Contractor shall obtain and enter the following client information:

1. The client’s First Name, Last Name, Date of Birth, Social Security Number, and Social Security Data Quality.
2. Release of Information
3. Additional Client Profile information (all fields should be completed)
4. Assign all clients to a bed using the Shelter Point module.
5. All data for the HUD APR Assessment (all fields should be completed).
6. All service providers (e.g. psychiatric, therapist, physician, etc.) assisting the client into the case worker section.
7. All emergency contacts.
8. All services provided to the client during their stay utilizing Service Transaction module.
9. Upon exit, the APR exit assessment shall be completed (all fields should be completed).

The Contractor shall ensure the accuracy and timely completion of information by completing the following actions:

1. All client information entered into the system will be checked to ensure accuracy of First Name, Last Name, Date of Birth, Social Security Number, and Social Security Number.
2. Ensure that all client information (i.e., APR Assessment Entry/Exit, Shelter Point Entry/Exit, etc.) is completed upon entry and exit from the program.

Perform daily or weekly (as needed) check of Shelter Point to ensure accuracy of bed availability.

V. FISCAL ACCOUNTABILITY

1. The Contractor shall use generally accepted accounting principles to document and report all expenditures, revenues and contributions to the contract, except as otherwise specified in this Agreement.
2. The Contractor shall provide monthly financial leasing expenditures reports and other reports, records, memoranda, or other documents concerning any fiscal matters or program related services provided, in such manner and at such times as may be required by the County.
3. The Contractor shall secure an independent certified public accountant's audit of its finances and program operation after the close of each fiscal year (June 30), but no later than November 15 of each such year, and shall forward to the County the findings of such audit in whole, including the management letter or other ancillary audit components, and permit the County to make such review of the records of the Contractor as may be deemed necessary to satisfy audit purposes. In the instances where a management letter was not prepared as an audit function, the Contractor must so certify in writing to the County at the time the audit report is submitted. All accounts of the Contractor are subject to such audit, regardless of whether the funds are used exclusively for specific program activities or mingled with funds for other Contractor activities. The audited financial statement shall disclose the total costs and components thereof, in accordance with the budget.

VI. Services by Arlington County:
The County agencies listed below will endeavor to provide the following services. However, the County's failure to provide such services shall not give rise to any liabilities on the part of the County, including, without limitation, liability for damages, or relieve the Contractor of any responsibility hereunder. Provided, however, that if such failure makes it impossible for the Contractor to continue providing services, the Contractor may terminate this Agreement upon fifteen days written notice to the County, and neither party shall incur any further obligations under this Agreement. Department of Human Services will:

1. Provide the Contractor a County Project Officer who will meet as often as needed with the Program Manager of the THP.
2. Provide monthly reimbursements based on payment of the grant;