NOTICE OF AWARD OF CONTRACT

TO: NORTHERN VIRGINIA FAMILY SERVICES, INC.  
10455 WHITE GRANITE DRIVE  
SUITE 100  
OAKTON VA 22124  

DATE ISSUED: AUGUST 22, 2013  
CURRENT REFERENCE NO: 229-11  
CONTRACT TITLE: NORTHERN VIRGINIA FAMILY SERVICES  
PRIOR REFERENCE NO: 282-10

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.

This is your notice that the above referenced contract has been renewed. The Contract Term shall be from the date the Agreement is executed by the County through June 30, 2014 (Fiscal Contract Year) and will continue thereafter until the County board of Arlington County no longer authorizes funds for the services covered by this Contract.

The contract documents consist of Agreement No. 292-09, its Exhibits, and Modification Amendments, if any.

CONTRACT PRICING:

REFER AGREEMENT 292-09 (ATTACHED) & AMENDMENT NO. 1 THROUGH 3

EMPLOYEES NOT TO BENEFIT:

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

VENDOR CONTACT: MARY AGEE  
VENDOR TEL. NO.: 571-748-2501  
VENDOR PAYMENT TERMS: NET 30 DAYS  
VENDOR FAX. NO.: 703-385-5261  
VENDOR EMAIL: magee@NVFS.org  
COUNTY CONTACT: NANCY HART  
COUNTY TEL. NO.: 703-228-1327

CONTRACT AUTHORIZATION  

JUANITA GONZALEZ  
Procurement Officer

DISTRIBUTION  

BID FOLDER: 1  
DATE: 8/22/13
ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 292-09

AMENDMENT NUMBER 3

NEW REFERENCE NUMBER 229-11

This Amendment Number 3 (Amendment) is made on the date of execution of the Amendment by the County and amends Agreement Number 306-09-1 as amended by Amendments No. 1 and 2 (Main Agreement) and made between Northern Virginia Family Services, Inc., 10455 White Granite Drive, Suite 100, Oakton VA 22124 (Contractor) and the County Board of Arlington County, Virginia (County).

Whereas the County and the Contractor desire to amend the term of 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:

INCORPORATE PLAN OF MERGER OF HISPANIC COMMITTEE OF VIRGINIA INTO NORTHERN VIRGINIA FAMILY SERVICES, INC EFFECTIVE IMMEDIATELY.

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

CONTRACT TERM
Work under this Agreement shall continue from JULY 1, 2013 until JUNE 30, 2014 (second "Subsequent Contract Term"), 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 $292,699 to be paid with an invoice submitted at the beginning of the contract period.

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

AUTHORIZED SIGNATURE:

NAME AND TITLE: RICHARD D. WARREN, JR.

DATE: 8/22/13

NORTHERN VIRGINIA FAMILY SERVICES, INC.,

AUTHORIZED SIGNATURE: Mary Agee

NAME AND TITLE: Mary Agee, President + CEO

DATE: August 12, 2013
ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 292-09

AMENDMENT NUMBER 2

NEW REFERENCE NUMBER 229-11

This Amendment Number 2 (Amendment) is made on the date of execution of the Amendment by the County and amends Agreement Number 292-09 as amended by Amendment No. 1 (Main Agreement) and made between HISPANIC COMMITTEE OF VIRGINIA, 5827 Columbia Pike # 200, Falls Church, VA 22041, Virginia (County).

Whereas the County and the Contractor desire to amend the term of 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, 2011 until JUNE 30, 2012 (“Subsequent Contract Term”), 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 $292,699 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.

REPLACE EXHIBIT B – QUARTERLY OUTCOME MEASUREMENTS:

REPLACE EXHIBIT C – BUDGET

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

HISPANIC COMMITTEE OF VA

AUTHORIZED SIGNATURE: [signature]

NAME AND TITLE: RICHARD D. WARREN, Jr.
Purchasing Agent

DATE: 5/25/11

TAXPAYER ID NUMBER, SSN/EIN: 54-0843915

AUTHORIZED SIGNATURE: [signature]

NAME AND TITLE: Nury Marquez, Exec. Director

DATE: 5/16/11
<table>
<thead>
<tr>
<th>Month</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YTD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Volunteers**

<table>
<thead>
<tr>
<th>Month</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YTD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Volunteers who completed interim goal**

**1st Time clients**

**2nd Time clients**

**Unadvertised clients**

---

**Financial Literacy Outcomes Performance Report**

<p>| Month of Year | Exhibit B | HCAPAC Committee |</p>
<table>
<thead>
<tr>
<th>TOTAL</th>
<th>Other</th>
<th>Connection</th>
<th>Immigration</th>
<th>Housing</th>
<th>Family</th>
<th>School/Education</th>
<th>Translation &amp; Interpretation</th>
<th>Medical/Dental/Visita</th>
<th>Employment</th>
</tr>
</thead>
</table>


<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>0.50</td>
<td>0.35</td>
<td>0.25</td>
<td>0.20</td>
<td>0.15</td>
<td>0.10</td>
<td>0.05</td>
<td>0.05</td>
<td>0.05</td>
<td>0.05</td>
<td>0.05</td>
<td>0.05</td>
<td>0.05</td>
</tr>
<tr>
<td>Finance Specialist</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Coordinator</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
</tr>
<tr>
<td>Education/Programs</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
</tr>
<tr>
<td>Workforce</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
</tr>
<tr>
<td>Literacy Team Leader/</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
</tr>
<tr>
<td>Financial Manager</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
</tr>
<tr>
<td>Information Worker</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
</tr>
<tr>
<td>Case Support</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
</tr>
<tr>
<td>Case Worker/Coordinator</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
<td>0.25</td>
</tr>
</tbody>
</table>

EXHIBIT C: Budget
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Budget</th>
<th>Operating Expenses</th>
<th>Equipment/Operating Supplies</th>
<th>Fuel</th>
<th>Insurance Premium Expenses</th>
<th>Membership Expenses</th>
<th>Rent/Equipment</th>
<th>Staff Training</th>
<th>Travel</th>
<th>Postage</th>
<th>Printing</th>
<th>Publications Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>General office supplies</td>
<td>2,150</td>
<td>8,600</td>
<td>7,858</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional development</td>
<td>0.600</td>
<td>2,000</td>
<td>2,315</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General photography expenses</td>
<td>1,000</td>
<td>6,000</td>
<td>4,750</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>0.450</td>
<td>3,800</td>
<td>2,110</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td>0.400</td>
<td>5,70</td>
<td>15,013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication expenses</td>
<td>0.525</td>
<td>18,400</td>
<td>15,300</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subtotal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The table above shows budget details for various categories, including office supplies, professional development, general photography, travel, and communication expenses.
<table>
<thead>
<tr>
<th>Legal Services</th>
<th>2016</th>
<th>2017-18</th>
<th>2019-20</th>
<th>2020-21</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit, accounting, and auditing</td>
<td>$1,409</td>
<td>$26,460</td>
<td>$23,330</td>
<td>$4,440</td>
<td>$159,967</td>
</tr>
<tr>
<td>Interest Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting, Audit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other (less than $10,000)
This Amendment Number 1 (Amendment) is made on the date of execution of the Amendment by the County and amends Agreement Number 292-09 (Main Agreement) and made between HISPANIC COMMITTEE OF VIRGINIA, 5827 Columbia Pike # 200, Falls Church, VA 22041, Virginia (County).

Whereas the County and the Contractor desire to amend the term of 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 ("Subsequent Contract Term"), 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 $292,699 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.

REPLACE SECTIONS IN EXHIBIT A - SCOPE OF WORK TO READ AS FOLLOWS:

SECTION II - STATEMENT OF WORK

• **Delete** current Statement of Work and replace with the following:

**Information and Referral:** One time intervention to assess need and connect to existing services and resources:

Staff, in person and by telephone, will help residents access information, services and resources. Staff will make a brief assessment of basic client needs and interests, answer questions, provide information and referral to public and private resources, and assist in completing needed applications. Clients needing more extensive involvement will be offered short-term case management services. The
number anticipated to receive this service: Client contacts- 1800

Case Management/Social Service: Provision of service to returning clients whose needs were not met by the brief Information and referral intervention.

The staff will provide short-term case management services to the low income population, many of whom have multiple needs and significant difficulty in meeting them. Focus will be on helping stabilize the family by ensuring that basic needs such as shelter, food, and medical care are accessible. Brief counseling, linking clients to appropriate educational and training opportunities, help with family issues and providing guidance are major components of the services. For clients in need of housing services, an assessment of appropriate housing choices, linking to appropriate housing options and programs, as well as counseling on landlord/tenant relations, and/or foreclosure prevention may be provided. The number anticipated to receive this service: 800.

Financial Literacy
The goal of this service component is to increase a clients' ability remain stable in the community, economically and financially. The Contractor will provide at least eight financial literacy or housing stability workshops, two five-week peer group financial literacy sessions, and up to three individual counseling sessions per client. The number anticipated to receive this service: 180

Employment Services
Employment workshops will be presented at the Arlington Office which will provide an orientation to seeking employment, resume building and individualized employment counseling. Services will include basic assessment of skills, interests and job readiness; development of resumes, completion of job applications including on-line employment applications. Referrals to potential employers and the Arlington Employment Center, and other appropriate employment service providers will be made. The number anticipated to receive services in this component: 275

SECTION III - SERVICES BY CONTRACTOR

- Re-order the letters to correct the sequencing.
- The current "H" becomes "I" and changes to provide quarterly Outcome Reports to the contract manager, see Exhibit B

SECTION V - REPLACE BUDGET, FINANCE AND PAYMENT WITH THE FOLLOWING:

- **Budget:**
The County will make payment for the next quarter within 10 days of the reconciled submission provided a budget has been submitted and approved for the fiscal year.

- **Payment:**
  1. The Contractor will submit to the County the expenditure report for the previous quarter by the 20th of the October, January, April and by July 10th for the final quarter. The expenditure report will list expenditures for items approved in the budget and the cost of
those items, e.g. salaries, fringe benefits, technology costs. Documentation of expenses will be submitted with the report.

2. The cost of any items for which the County is billed but supporting documentation is not available or which the County had not approved in the submitted budget will be deducted from the following quarterly payment.

- **Finance:**
  Provide biannually to Arlington County audit results of the previous fiscal year. This audit is due November of each odd-numbered calendar year for the previous fiscal year, e.g. in November of 2011 for FY 2011

**SECTION VII - DELETE ENTIRE SECTION THAT READS "PERFORMANCE MEASUREMENTS" AND REPLACE WITH THE ATTACHED EXHIBIT B.**

**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  

**AUTHORIZED SIGNATURE:** [Signature]  

**NAME AND TITLE:** RICHARD D. WARREN, JR.  
**DATE:** 6/1/10  

HISPANIC COMMITTEE OF VA  

**AUTHORIZED SIGNATURE:** [Signature]  

**NAME AND TITLE:** Mary Márquez, Executive Director  
**DATE:** 6/10/10
AGREEMENT NO. 292-09
NEW REFERENCE NUMBER 282-10

EXHIBIT B

QUARTERLY OUTCOME MEASUREMENTS:
DUE October, January, April, July

1. Information and Referral: Annual and Quarterly Measures

<table>
<thead>
<tr>
<th>Output/Outcome</th>
<th>Annual Expectation/Standard</th>
<th>1st QTR</th>
<th>2nd QTR</th>
<th>3rd QTR</th>
<th>4th QTR</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of contacts for information and referral services</td>
<td>1,800</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unduplicated number of clients provided I and R services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number who returned for an additional service in the quarter.</td>
<td>Target No more than 25%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Case Management

<table>
<thead>
<tr>
<th>Output/Outcome</th>
<th>Annual Expectation/Standard</th>
<th>1st QTR</th>
<th>2nd QTR</th>
<th>3rd QTR</th>
<th>4th QTR</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clients served the year.</td>
<td>800</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number who completed service plan</td>
<td>25% (200)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Financial Literacy and Housing Education and Stabilization

<table>
<thead>
<tr>
<th>Output/Outcome</th>
<th>Annual Expectation/Standard</th>
<th>1st QTR</th>
<th>2nd QTR</th>
<th>3rd QTR</th>
<th>4th QTR</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of workshops where topic is financial literacy/housing stability</td>
<td>8 workshops per year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of people attending</td>
<td>150 per year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of people who complete course</td>
<td>135 (90%)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of people attending peer group session in the year.</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Target: 70%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of people who complete all sessions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of individual counseling sessions, up to three session per client</td>
<td>30 people served</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Target: 70%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of people who received above services who achieve their financial goal.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of volunteers used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Employment

<table>
<thead>
<tr>
<th>Output/Outcome</th>
<th>Annual Expectation/Standard</th>
<th>1st QTR</th>
<th>2nd QTR</th>
<th>3rd QTR</th>
<th>4th QTR</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of workshops surrounding employment readiness per year</td>
<td>50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Target: 275</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number attending workshops annually</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of people who</td>
<td>200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>receive individual employment counseling per year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>--</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of people served in the two programs above who gained employment</td>
<td>Target: 15%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT
2100 CLARENDON BOULEVARD, SUITE 500
ARLINGTON, VA  22201

AGREEMENT NO. 292-09

THIS AGREEMENT is made, on the date of execution by the County, between the HISPANIC COMMITTEE OF VIRGINIA, 5827 Columbia Pike # 200, Falls Church, VA 22041 (Contractor) and the County Board of Arlington County, Virginia (County). The County and the Contractor, for the consideration hereinafter specified, agree as follows:

CONTRACT DOCUMENTS
The Contract Documents consist of this Agreement, Exhibit A (Scope of Work) and Exhibit B (HIPAA Business Associate Agreement). 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 Documents.

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.

SCOPE OF WORK
The Contractor agrees to perform the services described in the Contract Documents (alternatively, the "Work"). The primary purpose of the Work is to create and provide to the County services and support to the low income residents of the Hispanic Community. The Contract Documents set forth the minimum Work estimated by the County and the Contractor to be necessary to complete the Work. It shall be the Contractor's responsibility, at the Contractor's sole cost, to provide the specific services set forth in the Contract Documents and sufficient services to fulfill the purposes of the Work. Nothing in the Contract Documents shall be construed to limit the Contractor's responsibility to manage the details and execution of its Work.

PROJECT OFFICER
The performance of the Contractor required by this Agreement is subject to the review and approval of the County Project Officer, who shall be appointed by the Director of the Arlington County 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 its Work under this Contract.

CONTRACT TERM
The Contractor shall provide the service designated in Exhibit A beginning July 1, 2009, and unless terminated as provided below, shall continue until June 30, 2010 renewable thereafter at the sole
discretion of the County at annual amounts to be determined by the County."

CONTRACT AMOUNT
For services rendered by the Contractor and accepted by the Project Officer and the County shall pay the Contractor $295,656 payable in 4 equal installments of $73,914 during the Contract Term on the first day of July, October, January and April of the Contract Term. The County shall not pay the Contractor any other sum under this Agreement

ADDITIONAL SERVICES
The Contractor shall not be compensated for any goods or services provided except those included in Exhibit * and paid for by the Contract Amount unless those goods or services are covered by a written Amendment to this Agreement signed by the County and the Contractor and a County Purchase Order is issued covering the expected cost of such services.

ARLINGTON COUNTY BUSINESS LICENSES
The Contractor must comply with the provisions of Chapter 11 (Business Licenses) of the Arlington County Code.

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

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

EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED
During the performance of this contract, the contractor agrees as follows:

A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law related to discrimination in employment except where there 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 provisions 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 paragraphs in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

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.

INDEMNIFICATION
The Contractor covenants to save, defend, hold harmless, and indemnify the County, and all of its elected and appointed officials, officers, employees, agents, departments, agencies, boards, and commissions (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 or omissions in performance or nonperformance of its work called for by the Contract Documents. This indemnification shall survive the termination of this Contract.

COUNTY PURCHASE ORDER REQUIREMENT
County purchases of goods over $5,000.00 per transaction and purchases of services over $500 per transaction are authorized only if a County Purchase Order is issued in advance of the transaction, indicating that the ordering agency has sufficient funds available to pay for the purchase. A purchase order will be issued for any purchase if the vendor requires a purchase order for its records. The County will not be liable for payment for any purchases of goods over $5,000 per
transaction or purchases of services over $500 per transaction made by its employees without appropriate purchase authorization issued by the County Purchasing Agent. Contractors providing goods or services without a signed County Purchase Order do so at their own risk and must satisfy themselves that the ordering person or agency is authorized to purchase goods or services in the name of the County. Please direct questions regarding this requirement to the County Procurement Officers at 703-228-3410.

ADJUSTMENTS FOR CHANGE IN SCOPE
The County may order changes in the work within the general scope of the work consisting of additions, deletions or other revisions. No claim may be made by the Contractor that the scope of the project or of the Contractor's services has been changed requiring adjustments to the amount of compensation due the Contractor unless such adjustments have been made by a written amendment to the Contract signed by the County and the Contractor. If the Contractor believes that any particular work is not within the scope of the project or is a material change or otherwise will call for more compensation to the Contractor, the Contractor must immediately notify the Project Officer in writing of this belief. Within ten (10) days after any change or event which the Contractor believes calls for more compensation, the Contractor must provide to the Project Officer a proposal which sets forth the amount of additional compensation claimed, together with the basis therefor and supportive documentation for the amount. The Contractor will not be compensated for performing any work unless a proposal complying with this paragraph has been submitted in the time specified above and a written amendment has been signed by the County and the Contractor and a County purchase order is issued covering the cost of the services to be provided under the amendment. If the Project Officer believes that the work is within the scope of the Contract as written, the Contractor will be ordered to continue work.

FAILURE TO DELIVER
In case of failure to deliver goods or services in accordance with the Contract terms and conditions, the County, after due oral or written notice, may procure the goods or services from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs; provided, that if public necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted and payment therefor shall be made at a reduction in price to be determined solely by the County. This remedy shall be in addition to any other remedies, which the County may have. The County shall be entitled to offset such costs against any sums owed by the County to the Contractor.

ETHICS IN PUBLIC CONTRACTING
This Contract incorporates by reference Article 9 of the Arlington County, Virginia, Purchasing Resolution, as well as any state or federal law related to ethics, conflicts of interest, or bribery, including by way of illustration and not limitation, the Virginia State and Local Government Conflict of Interests Act, the Virginia Governmental Frauds Act, and Articles 2 and 3 of Chapter 10 of Title
18.2 of the Virginia Code, as amended. The Contractor certifies that its offer is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer, or subcontractor and that it has not conferred on any public employee having official responsibility for this purchase any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

LIABILITY
The Contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by this Contract if such failure is due to strikes, fires, riots, rebellions, or Force Majeure, beyond the control of the Contractor, that make performance impossible or illegal, unless otherwise specified in the Contract.

The County shall not be held responsible for failure to perform the duties and responsibilities imposed by the Contract if such failure is due to strikes, fires, riots, rebellions, or Force Majeure, beyond the control of the County, that make performance impossible or illegal, unless otherwise specified in the Contract.

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 Contract, without the prior written consent of the County.

APPLICABLE LAW
This Contract and the work performed hereunder 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, and in no other court. In performing the Work under this Contract, the Contractor shall comply with applicable federal, state, and local laws, ordinances and regulations.

AUTHORITY TO TRANSACT BUSINESS
Any firm or entity submitting a bid or proposal in response to this solicitation must be authorized to transact business in the Commonwealth of Virginia. THIS SAME REQUIREMENT SHALL APPLY TO ALL FIRMS, REGARDLESS OF THE LEGAL FORM OF THE ENTITY. The proper legal name of the firm or entity must be written in the space provided on the Bid Form or Proposal Form. The County may require a firm to provide documentation (preferably from a governmental entity) prior to award which: 1) clearly identifies the complete name and legal form of the firm or entity (i.e. corporation, partnership, etc.), and 2) establishes that the firm or entity is authorized to transact business in the Commonwealth of Virginia. Failure of a firm to provide such documentation shall be grounds for cancellation of the award.
EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED
In accordance with §2.2-4311.1 of the Virginia Code, the Contractor acknowledges that it does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

ANTITRUST
By entering into this Contract, the Contractor conveys, sells, assigns and transfers to the County all rights, title, and interest in and to all causes of action the Contractor may now have or hereafter acquire under the antitrust laws of the United States or the Commonwealth of Virginia, relating to the goods or services purchased or acquired by the County under said Contract.

RELATION TO COUNTY
The Contractor will be legally considered as an independent contractor and neither the Contractor nor its employees will, under any circumstances, be considered employees, servants or agents of the County. The County will not be legally responsible for any negligence or other wrongdoing by the Contractor, its employees, servants or agents. The County will not withhold payments to the Contractor for any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to the Contractor. Further, the County will not provide to the Contractor any insurance coverage or other benefits, including Workers' Compensation, normally provided by the County for its employees.

ARLINGTON COUNTY PURCHASING RESOLUTION
The Contract is governed by the applicable provisions of the Arlington County Purchasing Resolution. The time limit for final written decision by the County Manager in the event of a contractual dispute, as that term is defined in the Purchasing Resolution, is fifteen (15) days. Procedures for considering contractual claims, disputes, administrative appeals, and protests are contained in the Purchasing Resolution, incorporated herein by reference, and available upon request from the Office of the Purchasing Agent.

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

PATENTS AND ROYALTIES
The Contractor covenants to save, defend, hold harmless, and indemnify the County, and all of its officers, officials, 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, for or on account of any trademark, copyright, patented or unpatented invention, process, or article manufactured or used in the performance of this Contract, including its use by the County. If the Contractor uses any design, device, or
materials covered by letters patent or copyright, it is mutually agreed and understood, without exception, that the Contract price includes all royalties or costs arising from the use of such design, device, or materials in any way involved with the work.

CONFIDENTIALITY AND RETURN OF RECORDS
The Contractor agrees that all findings, memoranda, correspondence, documents or records of any type, whether written or oral, and all documents generated by the Contractor or its subcontractors as a result of the County's request for services under this Contract, are confidential records ("Record" or "Records"), and neither the Records nor their contents shall be released by the Contractor, its subcontractors, or other third parties; nor shall their contents be disclosed to any person other than the Project Officer or designee. The Contractor agrees that all oral or written inquiries from any person or entity regarding the status of any Record generated as a result of the existence of this Contract shall be referred to the Project Officer or designee for response. At the County's request, the Contractor shall deliver all Records to the Project Officer, including "hard copies" of computer records, and at the County's request, shall destroy all computer records created as a result of the County's request for services under this Contract.

The Contractor agrees to include the provisions of this section as part of any Contract or Agreement the Contractor enters into with subcontractors or other third parties for work related to work pursuant to this Agreement.

No termination of this Agreement shall have the effect of rescinding, terminating or otherwise invalidating this section.

PROJECT STAFF
The County will, throughout the Contract Term and any renewal term, have the right of reasonable rejection and approval of staff or subcontractors assigned to the project by the Contractor. If the County reasonably rejects staff or subcontractors, the Contractor must provide replacement staff or subcontractors satisfactory to the County in a timely manner and at no additional cost to the County. The day-to-day supervision and control of the Contractor's employees, and employees of any of its subcontractors, shall be solely the responsibility of the Contractor.

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

SAFETY
The Contractor shall comply with, and ensure that the Contractor's personnel and subcontracted personnel comply with, all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health program of the Department of Labor and Industry for General
Industry and for the Construction Industry, the Federal Environmental Protection Agency Standards and the applicable standards of the Virginia Department of Environmental Quality.

The Contractor shall provide, or cause to be provided, all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified to be performed by the Contractor and subcontractor(s).

The Contractor shall identify to the County Project Officer at least one on-site person who is the Contractor's competent, qualified, and authorized person on the worksite and who is, by training or experience, familiar with policies, regulations and standards applicable to the work being performed. The competent, qualified and authorized person must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous or dangerous to employees, shall be capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Contractor's personnel from the work site.

The Contractor shall provide to the County, at the County's request, a copy of the Contractor's written safety policies and safety procedures applicable to the scope of work. Failure to provide this information within seven (7) days of the County's request may result in cancellation of the award.

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.
ADJUSTMENTS FOR CHANGE IN SCOPE

The County may order changes in the work within the general scope of the work consisting of additions, deletions or other revisions. No claim may be made by the Contractor that the scope of the project or of the Contractor's services has been changed requiring adjustments to the amount of compensation due the Contractor unless such adjustments have been made by a written amendment to the Contract signed by the County and the Contractor. If the Contractor believes that any particular work is not within the scope of the project or is a material change or otherwise will call for more compensation to the Contractor, the Contractor must immediately notify the Project Officer in writing of this belief. Within ten (10) days after any change or event which the Contractor believes calls for more compensation, the Contractor must provide to the Project Officer a proposal which sets forth the amount of additional compensation claimed, together with the basis therefor and supportive documentation for the amount. The Contractor will not be compensated for performing any work unless a proposal complying with this paragraph has been submitted in the time specified above and a written amendment has been signed by the County and the Contractor and a County purchase order is issued covering the cost of the services to be provided under the amendment. If the Project Officer believes that the work is within the scope of the Contract as written, the Contractor will be ordered to continue work.

NONAPPROPRIATION

All funds for payments by the County under this Contract are subject to the availability of an annual appropriation for this purpose by the County Board of Arlington County. In the event of nonappropriation of funds by the County Board of Arlington County for the goods or services provided under this Contract or substitutes for such goods or services which are as advanced or more advanced in their technology, the County will terminate the Contract, without termination charge or other liability to the County, on the last day of the then current fiscal year or when the appropriation made for the then current year for the services covered by this Contract is spent, whichever event occurs first. If funds are not appropriated at any time for the continuation of this Contract, cancellation will be accepted by the Contractor on thirty (30) days prior written notice, but failure to give such notice shall be of no effect and the County Board of Arlington County shall not be obligated under this Contract beyond the date of termination.

TERMINATION FOR CAUSE

The Contract will remain in force for the full period specified and until the County determines that all requirements and conditions have been satisfactorily met and the County has accepted the Work, and thereafter until the Contractor has met all requirements and conditions relating to the Work under the Contract Documents following the Initial Contract Term and all Subsequent Contract Terms, including warranty and guarantee periods. However, the County will have the right to terminate this Contract sooner if the Contractor has failed to perform satisfactorily the Work required or otherwise defaults, as determined by the County in its discretion.
In the event the County decides to terminate this Contract for failure to perform satisfactorily, the County will give the Contractor at least fifteen (15) days written notice before the termination takes effect. Such fifteen (15) day period will begin upon the mailing of notice by the County. If the Contractor fails to cure within the fifteen (15) days period specified in the notice and the Contract is terminated for the Contractor's failure to provide satisfactory Contract performance, the Contractor will be entitled to receive compensation for all Contract services satisfactorily performed by the Contractor and allocable to the Contract and accepted by the County prior to such termination unless otherwise barred by the Contract.

In the event the County terminates the Contract for default of any Contract term or condition, the termination will be immediate, unless the County in its discretion provides for an opportunity to cure, and the Contractor will not be entitled to termination costs.

Upon any termination for cause, an amount equal to all additional costs required to be expended by the County to complete the Work covered by the Contract, including costs of delay in completing the project, shall be either subtracted from any amount due the Contractor or charged to the Contractor.

Except as otherwise directed by the County, the Contractor shall stop Work on the date of receipt of notice of the termination or other date specified in the notice, place no further orders or subcontracts for materials, services, or facilities except as are necessary for the completion of such portion of the Work not terminated, and terminate all vendors and subcontracts and settle all outstanding liabilities and claims.

In the event any termination for cause shall be found to be improper or invalid by any court of competent jurisdiction, then such termination shall be deemed to have been a termination for convenience.

**TERMINATION FOR THE CONVENIENCE OF THE COUNTY**

The performance of work under this Contract may be terminated by the Purchasing Agent in whole or in part whenever the Purchasing Agent shall determine 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 fifteen (15) days before the date of termination, specifying the extent to which performance of the work under this Contract is terminated and the date upon which such termination becomes effective. The Contractor will be entitled to receive compensation for all Contract services satisfactorily performed by the Contractor and allocable to the Contract and accepted by the County prior to such termination and any other termination costs as negotiated by the parties, but no amount shall be allowed for anticipatory profits.

After receipt of a notice of termination and except as otherwise directed, the Contractor shall stop all work on the date of receipt of the notice of termination or other date specified in the notice; place
no further orders or subcontracts for materials, services or facilities except as are necessary for the completion of such portion of the work not terminated; immediately transfer all documentation and paperwork for terminated work to the County; and terminate all vendors and subcontracts and settle all outstanding liabilities and claims.

INSURANCE REQUIREMENTS
The Contractor shall provide to the County Purchasing Agent a Certificate of Insurance indicating that the Contractor has in force the coverage below prior to the start of any Work under this Contract. The Contractor agrees to maintain such insurance until the completion of this Contract. All required insurance coverages must be acquired from insurers authorized to do business in the Commonwealth of Virginia and acceptable to the County. The minimum insurance coverage shall be:

Workers Compensation - Virginia Statutory Workers Compensation (W/C) coverage including Virginia benefits and employers liability with limits of $100,000/100,000/500,000. The County will not accept W/C coverage issued by the Injured Worker's Insurance Fund, Towson, MD.

Commercial General Liability - $1,000,000 combined single limit coverage with $1,000,000 general aggregate covering all premises and operations and including Personal Injury, Completed Operations, Contractual Liability, Independent Contractors, and Products Liability. The general aggregate limit shall apply to this Contract. Evidence of Contractual Liability coverage shall be typed on the certificate.

Additional Insured - Arlington County, its officers, elected and appointed officials, and employees shall be named as an additional insured in the Contractor's Commercial General Liability policy; evidence of the Additional Insured endorsement shall be typed on the certificate.

Cancellation - All insurance policies required hereunder shall be endorsed to include the following provision: "It is agreed that this policy is not subject to cancellation, non-renewal, material change, or reduction in coverage until thirty (30) days prior written notice has been given to the Purchasing Agent, Arlington County, Virginia."

Contract Identification - The insurance certificate shall state this Contract's number and title.

Business Automobile Liability - $500,000 Combined Single Limit (Owned, non-owned and hired).

The Contractor shall carry Professional Liability insurance which will pay for injuries arising out of errors or omissions in the rendering, or failure to render professional services or perform Work under the contract, in the amount of $1,000,000.
The Contractor assumes all risks for direct and indirect damage or injury to the property or persons used or employed on or in connection with the Work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract, or in connection in any way whatsoever with the contracted Work.

No acceptance or approval of any insurance by the County shall be construed as relieving or excusing the Contractor from any liability or obligation imposed upon the Contractor by the provisions of the Contract Documents.

The Contractor shall be responsible for the Work performed under the Contract Documents and every part thereof, and for all materials, tools, equipment, appliances, and property of any description used in connection with the Work.
The Contractor shall be as fully responsible to the County for the acts and omissions of its subcontractors and of persons employed by them as it is for acts and omissions of persons directly employed by it.

Notwithstanding any of the above, the Contractor may satisfy its obligations under this section by means of self insurance for all or any part of the insurance required, provided that the alternative coverages are submitted to and acceptable to the County.

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 judgement 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.

WITNESS these signatures:
THE COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA

AUTHORIZED SIGNATURE: [Signature]
NAME: RICHARD D. WARREN JR.
TITLE: PURCHASING AGENT
DATE: 7/8/01

HISPANIC COMMITTEE OF VA.

TAXPAYER
ID (SSN/EIN) 51-0207684
AUTHORIZED SIGNATURE: [Signature]
NAME AND TITLE: Nury Marquez, Exec. Dir.
DATE: 6/19/09

Agreement No. 292-09
Hispanic Committee
Page 12 of 27
AGREEMENT NO. 292-09

EXHIBIT A

SCOPE OF WORK

I. GENERAL PROJECT DESCRIPTION:

The goal of these contractual services is to provide services and support to the low income residents of the Hispanic community and to the wider community of Arlington who are in need of unique services provided by the organization.

Specific programmatic components of the services provided are information and referral, case management, financial literacy, housing education and stabilization, and employment.

II. STATEMENT OF WORK

Information and Referral

Staff, in person and by telephone, will help residents access information, services and resources. Staff will assess basic client needs and interests, answer questions, provide information and referral to public and private resources. They may assist clients with the application process, and needed interpretation and translation services. Clients needing more extensive involvement will be offered case management services. The number anticipated to receive this service: 1,800.

Case Management/Social Service

Community workers will provide case management services to the low income population, many of whom have multiple needs and significant difficulty in meeting their basic needs. Focus will be on helping stabilize the family by ensuring that basic needs such as shelter, food, and medical care are provided. Counseling, linking clients to appropriate employment, educational, and training opportunities; help with children and school issues; providing guidance and support in adjusting to the different social and cultural facets for new immigrants are also major components of the services provided. The number anticipated to receive this service: 675.

Financial Literacy, Housing Education and Stabilization

The goal of this service component is to increase clients' ability to maintain economic and housing stability. Staff will link clients to services and programs designed to increase their financial literacy, ability to develop and maintain a budget, and understand the appropriate use of the banking system with encouragement to maintain the ability, through savings, to meet
unexpected costs. Discussion of housing standards, landlord/tenant relations, foreclosure prevention and home purchasing will also be a service offered to appropriate clients. The committee will provide eight financial stability workshops in Spanish. These will be held in Arlington. The number anticipated to receive these services is 210, although some clients counted in this may receive several of the service components.

**Employment Services**

The Contractor will provide individualized employment counseling to clients. Services will include: assessment of skills and job readiness, development of resumes, completing of job applications including on-line employment applications. The Committee will develop a broad range of employment resources, trainings, and job development efforts, and provide employment and job readiness workshops. The Committee will work with the designated Hispanic Program Employment Services Specialist at the Arlington Employment Center to make appropriate referrals to the specific services the AEC provides. In FY 2010, the Committee will work with the AEC to determine the appropriate number of clients that may be referred to this specific program as well as to assist the clients in meeting their training and employment goals. The Committee and the AEC will create a referral/communication tool to be used both to refer clients to the AEC program and to provide updates when customers reach their training (for example, increased English skills) and employment and notify the AEC when the client has additional needs noted by the employment counselor. The number anticipated to receive this service: 624.

**III. SERVICES BY THE CONTRACTOR**

The Contractor shall:

A. Ensure that there is sufficient staffing to fulfill the contract duties.

B. The Committee will work with the County to provide one half day of services at a County site to help with application completion for benefits. Intake for other HVC programs may be accomplished during this time.

C. In arrangement with the Crisis Assistance Bureau Chief or designee, case management staff, as well as any other staff, will attend a unit meeting, quarterly or as arranged, to discuss issues of mutual interest and share information about programs offered and about community needs.

D. Meet with the County Project Officer when requested or needed to provide program updates, policy reviews, recommend changes, and to discuss program related issues and problems that may arise.

E. Submit required reports. These quarterly reports include outcome reports and expenditure reports including supporting documentation of the personnel and operating expenses approved for reimbursement by Arlington County.
A. Make accessible case records for monitoring by DHS staff.

F. Be responsible for maintenance of all financial records and supporting documentation.

G. Provide a quarterly narrative report on any additional information not included in the Outcome Report but that is important to evaluate services.

H. Provide quarterly outcome reports to the Contract Manager.

IV. SERVICES BY ARLINGTON COUNTY:

The County shall:

A. Provide funds to the Hispanic Committee on a quarterly basis, e.g. on or about July 1, October 1, January 1, and April 1 during FY 2010, assuming compliance with the terms of this Agreement. Reference Section IV.

B. Provide a Contract Manager to discuss any problems or concerns with performance or Contract terms. Staff of the Economic Independence Division of DHS shall be available to collaborate on service needs and concerns.

V. BUDGET, FINANCE and PAYMENTS

Budget:

A. Several weeks before the start of the Fiscal Year, generally by May 30th, the Contractor will submit a budget sheet with line item expenditures for the coming fiscal year based on the allocation awarded to the Contractor for that year. If needed, the Contractor and the County will discuss any changes from the budget that had been submitted in the Contractor’s request for funding the previous fall. When set, this will become the basis for the quarterly payments and reconciliations.

B. In preparation for the next fiscal year, the Contractor shall submit no later than September 30, a line item budget for each fiscal year (July 1 to June 30) or portion of fiscal year included in the Contract Term. Such line item budget shall conform to a format approved by the County Project Officer. The budget shall be the total operational budget of the Contractor with the County funds constituting a set monetary contribution toward the total budget. The County shall notify the Contractor in writing of the approved budget for the upcoming fiscal year no later than May 15th.
Payment:

A. Payments will be made to the Contractor in four quarterly installments. The County will advance the first quarter payment on or about July 1.

B. The Contractor by the 20th of September, December, March, will submit to the County, documentation of the quarter’s expenditures to that date, reconciling any differences with the projected costs for the quarter.

1. The County will make payment for the next quarter within 10 days of the reconciled submission.

2. By July 10th, of the subsequent fiscal year, the Contractor shall submit the year end expenditure report, including a final reconciliation of the total expenses compared to the total funding approved by the County. The Contractor will submit the full fiscal year’s expenditures and reconciliation, over and under reimbursements.

3. Any funds due to the County after the close of the fiscal year shall be refunded to the County within thirty days, in the event that the contract is not renewed, or credited towards the County’s first quarterly payment of the subsequent fiscal year at the County’s sole discretion.

Finance:

A. The Contractor shall use established and generally accepted accounting practices. All revenue received by the Contractor shall be credited to the fiscal year of receipt, unless otherwise designated by the grantor.

B. 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.
C. The Contractor shall provide reports, records, memoranda, or other writing concerning any fiscal matter or program related to services provided in such a manner and at such times as may be required by the County.

D. The Contractor shall operate under a budget approved by its own Board of Directors and the County.

VI. FISCAL ACCOUNTABILITY

A. 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.

B. The Contractor shall provide quarterly financial expenditures reports (Exhibit B) 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.

VII. PERFORMANCE MEASUREMENTS

1. Information and Referral: Annual and Quarterly Measures

<table>
<thead>
<tr>
<th>Output/Outcome</th>
<th>Expectation/Standard</th>
<th>Quarter Actual</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clients served in the year</td>
<td>1,800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clients served who access one or more</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>service(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>resources(s) in Arlington after being</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>helped with Information and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Referral</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Case Management

<table>
<thead>
<tr>
<th>Output/Outcome</th>
<th>Expectation/Standard</th>
<th>Quarter Actual</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clients served the year</td>
<td>675</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Number who remain financially stable after six months. | 25% | (169) |

Agreement No. 292-09
Hispanic Committee
Page 17 of 27
### 3. Financial Literacy, Housing Education and Stabilization

<table>
<thead>
<tr>
<th>Output/Outcome</th>
<th>Expectation/Standard</th>
<th>Quarter Actual</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of workshops where topic is financial literacy/housing stability</td>
<td>8 workshops per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of people attending</td>
<td>150 per year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of people attending peer group session in the year.</td>
<td>10 people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of people who complete all ten session</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of individual counseling sessions, up to three session per client</td>
<td>50 people served</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of people who received above services who achieve their financial goal.</td>
<td>50%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>53 per year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 4. Employment

<table>
<thead>
<tr>
<th>Output/Outcome</th>
<th>Expectation/Standard</th>
<th>Quarter Actual</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of workshops surrounding employment readiness per year</td>
<td>48</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number attending workshops annually</td>
<td>480</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of people who receive individual employment counseling per year</td>
<td>144</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of people served in the programs above who gained employment.</td>
<td>125</td>
<td>20%</td>
<td></td>
</tr>
</tbody>
</table>