NOTICE OF RENEWAL OF CONTRACT

TO: ARLINGTON STREET PEOPLE'S ASSISTANCE NETWORK
PO BOX 100731
ARLINGTON, VA 22210

DATE ISSUED: AUGUST 12, 2013
CURRENT REFERENCE NO: 292-11

CONTRACT TITLE: HOMELESS SERVICES PROGRAM

THIS IS A NOTICE OF RENEWAL 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 covered by this Notice of Award is effective IMMEDIATELY and expires on JUNE 30, 2014.

The contract documents consist of the terms and conditions of Agreement No. 371-09, including any exhibits, attached or amendments thereto

CONTRACT PRICING:
REFER TO AGREEMENT 371-09 AMENDMENT NO. 4

ATTACHMENTS:
AGREEMENT 371-09 AMENDMENT NO. 4

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

VENDOR CONTACT: KATHLEEN SIBERT   VENDOR TEL. NO.: 703-820-4357
VENDOR PAYMENT TERMS: NET 30 DAYS   VENDOR FAX. NO.: 703-820-4405
EMAIL ADDRESS: Ksibert@A-SPAN.org

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

CONTRACT AUTHORIZATION

8/12/13
DISTRIBUTION
VENDOR: 1
ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 371-09

AMENDMENT NUMBER 4

NEW REFERENCE NUMBER 292-11

This Amendment Number 4 (Amendment) is made on the date of execution of the Amendment by the County and amends Agreement Number 371-09 as amended by Amendment No. 1 through 3 ("Main Agreement") and made between Arlington Street People's Assistance Network, P. O. Box 100731, Arlington, Virginia 22210 an incorporated 501(c) (3) a 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.

REVISED THE CONTRACT TERM AND PARAGRAPH TO READ AS FOLLOWS:

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. Each successive Contract Year in which the County Board authorizes funds shall cover the period from July 1 through June 30.

REVISED THE CONTRACT AMOUNT PARAGRAPH TO READ AS FOLLOWS:

The Contract Amount may vary year-to-year based on the amount of funds appropriated by the County Board of Arlington County for the services covered by this Contract. The Contractor will be notified of the approved budget amount, and continuation of the Contract, not less than thirty (3) days prior to start of a new Contract Year through issuance of a Purchase Order.

If funds are not appropriated for the continuation of this Contract, the Contractor will be giving notice pursuant to the contract Non-Appropriation paragraph.

ADD THE FOLLOWING SERVICES TO THE SCOPE OF WORK AND REVISED EXHIBIT PAGES:

Arlington County has a significant long-term commitment to and investment in ending homelessness in the County. This commitment has warranted the development of a number of initiatives that serve Arlington's homeless individuals and families and are part of the Continuum of Care (CoC). Among those programs serving individuals and families are shelter services; transition in place programs, permanent supportive housing for residents with disabilities who need permanent subsidies and supportive services; funding for rapid re-housing and a homeless prevention services, and a drop-in center with outreach and case management services for those living in the street. The goal of these programs is to help Arlington residents move from living in the streets to living in permanent housing and to provide support to residents who are at risk of losing their housing. Additionally, Arlington has dedicated funds for a Housing Locator position to work with the rental community to identify properties which might be available for the residents in need of housing.

The following five staff are provided under this contract to ASPAN to further the efforts of providing housing to homeless Arlington residents.

- Two Outreach staff
- Two Case Managers
- One Housing Locator
WITNESS THESE SIGNATURES:

THE COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA (COUNTY)

SIGNED BY: Juliette Young

PRINT NAME: RICHARD D. WARREN, JR. PRINT NAME: ARLINGTON STREET PEOPLE ASSISTANCE NETWORK

SIGNED BY: Kathleen Sibert

NAME: KATHLEEN SIBERT

AND TITLE: PURCHASING AGENT AND TITLE: EXECUTIVE DIRECTOR

DATE: 8/12/13 DATE: 7/12/13
Exhibit A

OUTREACH AND CASE MANAGEMENT

General Scope of Work

This contract provides funding for services that will further the efforts of Arlington’s 10 Year Plan to End Homelessness by providing services to Arlington residents who are living in the street or in places not meant for human habitation. The goal of the services provided is to move homeless persons into permanent housing. With this funding, the Contractor will provide three staff who perform Outreach and Case Management services to Arlington’s street homeless. One staff member will be bilingual in English and Spanish.

Outreach Services

Two Outreach Staff shall provide services which shall include, but shall not be limited to

- Identifying Arlington’s street homeless population and entering their information in the CSSA system
- Assisting persons in crisis to help them stabilize and be safe.
- Assessing the individual social and economic needs, noting observations on possible mental health and substance abuse issues.
- Working with the residents to engage them in activities and services to prepare them for housing,
- Helping residents obtain identity documents
- Linking residents to mainstream services, shelter and health benefits.
- Offering available shelter
- Linking clients with case management services.
Exhibit B

Case Management Services

Two housing focused case managers shall give preference to clients on the 100 Homes Coordinating Council’s vulnerable list in the provision of the following services:

- Develop a service plan that engages residents in needed activities and services and help them obtain documents.
- Assist persons in crisis to ensure safety and stabilization.
- Link resident to mainstream services, shelter and health benefits.
- Identify housing barriers, specifically credit and criminal history.
- Develop a specific housing-focused plan for those clients who are housing ready or working towards permanent housing.
- Maintain a case record for each person open to case management that includes detailed progress notes.
- Coordinate efforts towards housing with DHS and community partners who are working with and providing benefits or services to clients.
- Provide stabilization services for clients housed.
- Report monthly status updates on clients to the 100 Homes Coordinating Council.
- Provide case management in conjunction with BHD for 100 homes’ clients housed through the County PSH program as rental assistance is available.
### Exhibit C: ASPAN /Homeless Services Quarterly Report:

<table>
<thead>
<tr>
<th>Each month- unduplicated counts</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th># YTD</th>
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<tbody>
<tr>
<td>Number of clients who provided additional information for CSSA or other assessment (increased engagement) in the month</td>
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<td>Number of clients in the month who engaged with case manager on issues beyond simple daily needs</td>
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<td>Number of clients who received additional required/needed documents in the month</td>
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<td>Number of clients ASPAN linked for the first time with TOW in the month</td>
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<td>Number of clients who received additional mainstream benefits in the month</td>
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<td>Number of clients newly linked to medical/dental in the month</td>
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<td>Number of clients taken for medical appointments</td>
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<td>Number of clients who entered RPC in month</td>
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<td>Number of clients who were housed in month</td>
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<td>Number of housed clients met with in month</td>
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<td>Number of clients who lost housing in the month</td>
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**Notes:**
EXHIBIT D

HOUSING LOCATOR

Over the years, Arlington County has committed multiple resources designed to ensure that its low and moderate income residents can remain housed in the County. In 2009 the County was awarded federal Homeless Prevention Rapid Re-housing Program Funds (HPRP) through the American Reinvestment and Recovery Act. Funds were used for financial assistance to prevent homelessness and to re-house those without housing and to provide housing focused case management services to households receiving financial assistance. Arlington County, recognizing the difficulty of locating housing for the households with high barriers, provided the funds for a Housing Locator to work with families in need of a new place to live. HPRP, utilizing different funding sources, has been serving residents of the County since its inception.

For FY 2014, the HPRP program consists of funding from Arlington County, from the state’s Emergency Solutions Grant (ESG) the Homeless Prevention Program (HPP) and the Homeless Solutions Grant (HSG) for case management and financial assistance. The County continues to fund the Housing Locator.

Section I: General Project Description: The Housing Locator works within the CoC to develop and strengthen relationships with the County’s moderately priced landlords, both companies and individuals, to provide them with information on the CoC’s housing programs, encourage their participation in working with households who have atypical barriers to housing, and to identify and facilitate procurement of residences for households served by the CoC.

Scope of Work

The Housing Locator Shall:

- Build and maintain relationships with private landlords and other housing providers; utilizing sources such as Craigslist, Apartment Guide, etc. to expand the CoC’s landlord portfolio.

Provide updates on local housing trends at monthly HST meetings and other appropriate venues.

- Receive referrals and match households to the appropriate available units, negotiating with landlords for acceptance of participants who may have poor credit, criminal history or other housing barriers. Referrals may come from HPRP, the Family Unification Voucher Program (FUP), and the shelters.

- As work permits, take housing referrals from CoC agencies. Referrals will be coordinated through the Homeless Services Coordinator or his designee.

- On a quarterly basis, contact landlords that are not regularly contacted.

- Contact case managers expeditiously of actions needed when appropriate housing has been identified, such as setting a time to view unit and complete application, all costs associated with the unit, contact information, coordination of payment deliveries.

- Inspect units as required by policy. Work with landlords to try to resolve inspection-related issues.

- Complete Rent Reasonableness documentation for all new units where clients are approved after being assigned to case management.
• Serve as the mediator with the case manager between landlords and tenants regarding tenancy issues.

• Maintain a list of available properties to include tenancy requirements, rent and fees, accessibility information and location. Make this available at the start of every fiscal year.

• Develop and maintain a housing directory/contact list that must, at minimum, document contacts with landlords including corporate name, contact name, address, telephone number, date of contact and result of contact. Include new landlords in monthly report.

• Track households for which housing has not been found within 60 days of referral. Case Manager will set up a meeting with client and housing locator to discuss specifics of location difficulty. Develop documented plan outlining barriers, previous attempts, recommendations and future options. Provide a summary in monthly report.

• When an available unit has been identified with no person in need of it, share these housing leads with others in the Continuum (CAB, non-profit partners, etc.)

• Utilize as requested any housing report that may become available in HMIS

• Work closely with and collaborate efforts with other Housing Locators on behalf of the CoC.

• Submit the Monthly Report according to program deadlines

• Perform other duties as assigned
EXHIBIT E: HOUSING LOCATOR FY 2014
MONTHLY REPORT FOR

<table>
<thead>
<tr>
<th>Homeless Prevention</th>
<th>Carried Over</th>
<th>Housing Located this Month</th>
<th>Habitation Inspections done</th>
<th>Lead Paint Inspections done</th>
<th>Total remaining in search</th>
<th>Remaining in search, unlikely to place</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Rapid Re-Housing</th>
<th>Carried Over</th>
<th>Housing Located this Month</th>
<th>Habitation Inspections done</th>
<th>Lead Paint Inspections done</th>
<th>Total remaining in search</th>
<th>Remaining in search, unlikely to place</th>
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<tbody>
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</table>

2. For households approved this month, the time from referral to housing approved

<table>
<thead>
<tr>
<th>1-30 days</th>
<th>31-60 days</th>
<th>61 or more days</th>
</tr>
</thead>
</table>

3. Number of households who were assigned 60 or more days ago but have no placement

4. Primary reason no housing located
   a. Poor payment history/eviction
   b. Poor Credit
   c. Criminal background or criminal activity
   d. Sex offender
   e. Inadequate Income
   f. Appropriate housing identified, but client declined
   g. Appropriate housing identified, client did not meet with landlord/complete the application

5. Number of clients met with to discuss their barriers and any next steps

6. Landlord participation
   a. New landlords contacted
   b. New landlords accepting clients
   c. Landlords who ceased working with the program. Reason (if given)

7. Units identified that were referred to partners.
<p>| Noted Accomplishments this Month/Comments: |</p>
<table>
<thead>
<tr>
<th>Position</th>
<th>FTE</th>
<th>Salary</th>
<th>Fringe</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outreach Worker</td>
<td>1.00</td>
<td>38,375</td>
<td>9,277</td>
<td>47,652</td>
</tr>
<tr>
<td>Outreach Worker</td>
<td>1.00</td>
<td>36,572</td>
<td>8,521</td>
<td>45,093</td>
</tr>
<tr>
<td>Case Manager</td>
<td>1.00</td>
<td>37,700</td>
<td>9,433</td>
<td>47,203</td>
</tr>
<tr>
<td>Case Manager</td>
<td>1.00</td>
<td>42,000</td>
<td>8,000</td>
<td>50,000</td>
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<tr>
<td>Housing Locator</td>
<td>1.00</td>
<td>44,283</td>
<td>10,014</td>
<td>54,297</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>5.00</td>
<td>199,000</td>
<td>45,244</td>
<td>244,244</td>
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</table>

**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.

"ASPN MAY REALLOCATE ANY UNUSED FRINGE BENEFIT FUNDS TO INDIRECT OPERATING COST UP TO $9,000". THE FUNDS SHALL BE REQUESTED IN A SINGLE INVOICE FOR ANY FUNDS ALLOCATED TO FRINGE BENEFITS FOR STAFF THAT WILL NOT BE USED FOR THAT PURPOSE."