NOTICE OF CONTRACT AMENDMENT

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

DATE ISSUED:  December 10, 2014
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.

THE ABOVE REFERENCED CONTRACT IS HEREBY AMENDED. REFER TO AMENDMENT 6 TO AGREEMENT NO. 292-11 FOR CHANGES.

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 PAYMENT TERMS: NET 30 DAYS
EMAIL ADDRESS: Ksibert@A-SPAN.org

VENDOR TEL. NO.:  703-820-4357
VENDOR FAX. NO.:  703-820-4405

COUNTY CONTACT: NANCY HART

COUNTY TEL. NO.:  703-228-1327

CONTRACT AUTHORIZATION

GUINEVERE BRUNER, CPPB
PROCUREMENT OFFICER

DATE 12/10/14

DISTRIBUTION
FOLDER:  1
ARLINGTON COUNTY, VIRGINIA
AGREEMENT NO. 371-09
AMENDMENT NUMBER 6
NEW REFERENCE NO. 292-11

This Amendment Number 6 ("Amendment") is made on the date of execution of the Amendment by the County and amends Agreement Number 292-11 as amended by Amendment No. 1 through 5 ("Main Agreement"), made between Arlington Street People’s Assistance Network ("Contractor") non-profit, non-stock corporation authorized to do business in the Commonwealth of Virginia, and the County Board of Arlington County, Virginia ("County").

Whereas the County and the Contractor desire to amend the Work called for 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.

REVISE CONTRACT AMOUNT PARAGRAPH TO READ AS FOLLOWS:

In addition to the FY 2015 contracted amount, the County shall pay the Contractor an additional amount not to exceed a $125,829. This additional contracted amount shall be used for additional staff and expenses; an outreach monitor, a case manager with additional emphasis on employment, part time supervisory staff, for specific supplies and rental costs, with an additional six percent of these costs available for administration of the program.

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

Replace all current Exhibits with Exhibits A through G below.

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 VIRGINIA

AUTHORIZED SIGNATURE: [Signature]
NAME: RICHARD D. WARREN, JR.
TITLE: PURCHASING AGENT
DATE: 12/10/14

ARLINGTON STREET PEOPLE’S ASSISTANCE NETWORK

AUTHORIZED SIGNATURE: [Signature]
NAME AND TITLE: KATHLEEN SIBERT
DATE: 12/10/14
GENERAL SCOPE OF WORK

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, 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 and others in need of the help offered. 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 at-risk residents in need of housing.

For FY 2015, the following five staff are provided under this contract to ASPAN to further the efforts of providing housing to homeless Arlington resident:

- Two Outreach staff
- Two Case Managers
- One Housing Locator

In addition to the FY 2015 contracted amount, the County shall pay the Contractor an additional amount not to exceed $125,829. This additional contracted amount shall be used for additional staff and expenses:

- An outreach monitor
- A case manager with additional emphasis on employment
- Part time supervisory staff
- Specific supplies
- Building rental costs
- An administrative fee of six percent.
Exhibit A

Housing Locator Scope of Work

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 homeless or at-risk households who have atypical barriers to housing, and to identify and facilitate procurement of residences for households served by the CoC.

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 meetings and other appropriate venues.
- According to established protocol, 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 different members of the CoC.
- 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 as established by protocol.
- 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 Managers working with the locator 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.
- 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 B

HOUSING LOCATOR: MONTHLY REPORT FOR 

<table>
<thead>
<tr>
<th>Homeless Prevention</th>
<th>Carried Over</th>
<th>Housing Located this Month</th>
<th>Habitability 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>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Rapid Re-Housing</th>
<th>Carried Over</th>
<th>Housing Located this Month</th>
<th>Habitability 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>
<tr>
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</tbody>
</table>

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

- 1-30 days
- 31-60 days
- 61 or more days

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 in month __________ Notes:
   b. New landlords participating in month __________ Notes:
   c. Landlords who ceased working with the program. Reason (if given) __________
7. Units identified that were referred to partners.

<table>
<thead>
<tr>
<th>Noted Accomplishments this Month/Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Exhibit C

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 residents into permanent housing. With this funding, the Contractor will provide 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 Scope of Work.

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

Effective October 2014, funding from HUD for one outreach monitor was replaced with local funding.

Additional Outreach Monitor

One staff shall provide services which shall include, but not be limited to:

- Participate in planning of community room policies and direct operation of the community room to ensure effective and efficient client service delivery.
- During walk-in hours, assist clients in accessing available services.
- Provide daily facility oversight for such items as copier maintenance, water delivery, exterminator services and minor repairs.
- He/She is the first point of contact for many clients and community members, must be friendly, courteous and have good communications skills, both in person and by telephone
Exhibit D

Case Management Services Scope of Work

Two housing focused case managers shall give priority to any group identified by the Continuum of Care, such as veterans, or the chronically homeless:

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

- 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 and others requesting the information.
- Provide case management in conjunction with BHD for 100 homes’ clients housed through the County PSH program as rental assistance is available.

Effective October 2014, funding from HUD for one additional case manager was replaced with local funding.

Effective October 2014, One Generalist Case Manager with Focus on Employment

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

- Attend biweekly team meetings to discuss appropriate referral to the employment program.
- Provide job placement services for clients, including individualized encouragement and support.
- Coordinate all services and resources available to homeless individuals seeking employment.
- Utilize appropriate assessment tools to assist clients in identifying barriers they may have to obtain employment.
- Develop an individual service plan with client identifying goals and steps to be taken to achieve the goals.
- Identify clients who need additional training such as life skills education.
- Locate and arrange for education opportunities for clients, including GED, ESL, computer training, and life skills workshops.
- Assist clients with resume and cover letter preparation, job interview practice, job search and job placement.
- Provide job coaching and follow-up counseling services for employed clients for up to 6 months.
- Update skills by identifying and taking advantage of available training opportunities.
Homeless Services Quarterly Report:
Quarter 1, 2, 3, 4 Yr: ____________

Outputs/Outcomes
Each month - unduplicated counts

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

Scope of Work for the Supervision of Opportunity Place Staff

The supervisor shall provide services which shall include, but shall not be limited to:

- Provide direct supervision to Case managers, Outreach Workers and Outreach Monitor
- Conduct staff recruitment, supervision and evaluations as stated in A-SPAN’s Personnel Policies’ and Procedures’ Manual
- Identify training needs for staff and coordinate trainings that will benefit staff.
- Provide one on one training and counseling to staff during supervision.
- Provide crisis intervention and crisis management as needed.
- Coordinate all volunteers and corresponding activities working with this program
- Responsible for all data collection and reports using HMIS-Database.
EXHIBIT G

Original FY 2015 Arlington Budget:

<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>8,277</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>
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<td>Case Manager</td>
<td>1.00</td>
<td>37,700</td>
<td>9,433</td>
<td>47,233</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>
</tr>
<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>

Additional FY 2015 Opportunity Place Funding:

<table>
<thead>
<tr>
<th>Position</th>
<th>Expense</th>
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<tbody>
<tr>
<td>Outreach</td>
<td>41,346</td>
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<tr>
<td>Case Manager</td>
<td>32,670</td>
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<tr>
<td>Supervision</td>
<td>10,044</td>
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<tr>
<td>Cell Phone</td>
<td>675</td>
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<tr>
<td>Health Related Supplies</td>
<td>5,670</td>
</tr>
<tr>
<td>Transportation</td>
<td>648</td>
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<tr>
<td>Housing Assistance</td>
<td>6,750</td>
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<tr>
<td></td>
<td>97,803</td>
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<tr>
<td>Administration</td>
<td>7,119</td>
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<tr>
<td>Leased Structure</td>
<td>20,907</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>125,829</td>
</tr>
</tbody>
</table>