



COUNTY OF PRINCE WILLIAM

1 County Complex Court, (MC 460) Prince William, Virginia 22192-9201
(703) 792-6770 Metro 631-1703, Ext. 6770 Fax: (703) 792-4611

FINANCE DEPARTMENT
Purchasing

CONTRACT: 9123NA4

SUBJECT: Case Management for Transitional Housing Program

Between:

PRINCE WILLIAM COUNTY
1 COUNTY COMPLEX COURT (MC460)
PRINCE WILLIAM, VA 22192-9201

(703) 792-6770 METRO 631-1703 EXT 6770

And the Contractor:

BENEDICTINE COUNSELING SERVICES
9535 LINTON HALL ROAD
BRISTOW, VA 20136-1217
Telephone: 703-369-3800
Facsimile: 703-369-3877

This Contract is entered into this 10th day of July, 2009, by and between the Board of County Supervisors of Prince William County, Virginia, or its authorized agents, and the Contractor identified above for services identified herein, on the following terms and conditions. This Contract is prepared in accordance with the Purchasing Regulations of Prince William County, which are incorporated herein by reference.

An Equal Opportunity Employer

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SECTION I
SPECIAL PROVISIONS

I.1 Definitions

"County" shall mean the Board of County Supervisors of Prince William County, Virginia, or the using department identified below and authorized by the Purchasing Regulations or other law to enter into Contracts.

"Using Department" for the purpose of this Contract shall mean Office of Housing and Community Development.

"Contract Administrator" assigned to administer this Contract for the County is Teresa Giesting, Housing Finance and Development Program Manager.

"Contractor" shall mean:

BENEDICTINE COUNSELING SERVICES
9535 LINTON HALL ROAD
BRISTOW, VA 20136-1217
Telephone: 703-369-3800
Facsimile: 703-369-3877

whose authorized representative is Sister Glenna Smith, OSB, Director, who is responsible for the performance obligation of the Contractor under this Contract.

I.2 Contract Period

The term for this Contract shall be for one year from date of July 1, 2009. The County shall have the option to extend the Contract for four (4) additional one-year periods, contingent upon availability of funds for the purpose. The option to renew shall be exercised at the sole discretion of the County.

The County shall give the Contractor reasonable written notice of intent to renew prior to the expiration date of the current contract. In the absence of any notification to renew, the contract shall automatically terminate on the expiration date specified in the contract. Agreement to extend the contract term shall not be final until the Contractor provides written acknowledgement of the extension.

I.3 Incorporation of Documents

The following documents are hereby incorporated by reference into this Contract:

1. Contractor's Proposal entitled Proposal from: Benedictine Counseling Services and dated April 16, 2009, and revised cost proposal dated June 17, 2009.
2. County's Solicitation number RFP090018 entitled Case Management for Transitional Housing Program and dated March 19, 2009.

In the event of an inconsistency between the above referenced documents the inconsistency shall be resolved by giving precedence to the following: RFP090018. This Contract shall take precedence over all the documents referenced above.

I.4 Provision of Services

The Contractor hereby agrees to provide Case Management Services for the Transitional Housing Program to the County as described herein and further outlined in Attachment A, Scope of Work. This Scope of Work shall take precedence over the documents set forth in Provision I.3, Incorporation of Documents, in the event of inconsistency.

I.5 Contract Amount

In return for the services identified above, and subject to the "Non-Appropriation of Funds" clause herein, the County certifies that sufficient funds are budgeted and appropriated and shall compensate the Contractor the total amount of \$35,000.00 in accordance with such formula for payments as set forth herein.

Eleven (11) Monthly Payments of \$2,916.67
One (1) Monthly Payment of \$2,916.63

I.6 Method of Payment

The Contractor shall submit monthly invoices listing the services performed and completed as outlined in Attachment A. The invoice should cite the Purchase Order Number, Contract Number and date of services or delivery of an end product.

The County will make payment to the Contractor, net 30 days or in accordance with discount terms, if offered, after receipt of an acceptable invoice, time allocation sheets, required reports by the 10th of each month and satisfactory completion of each of the requested services, as set forth in Provision I.5 Contract Amount.

I.7 Time of the Essence and Completion

Time shall be of the essence to this Contract, except where it is herein specifically provided to the contrary.

I.8 Key Personnel

The Contractor shall assign to this Contract the following key personnel:

Sister Glenna Smith, Director
Anna Farrell, Case Management Coordinator
Case Manager

During the period of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contract Administrator within 5 calendar days after the occurrence of any these events and provide the information required by the paragraph below.

The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contract

Administrator. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contract Administrator will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

I.9 Inspection and Acceptance

All tasks and reports shall be conducted and completed in accordance with recognized and customarily accepted industry practices, and shall be considered complete when the deliverables are approved as acceptable by the Contract Administrator in writing. In the event of rejection of any report or deliverable, the Contractor shall be notified in writing and shall have ten (10) working days from date of issuance of notification to correct the deficiencies and resubmit the report/deliverable. Failure to submit acceptable work within the 10 days shall constitute a breach of the contract for which the Contractor may be held in default.

I.10 Insurance

The Contractor shall maintain insurance, in an amount and a form set forth herein.

REQUIRED	LIMITS (FIGURE DENOTES MINIMUM)
X 1. Workers' Compensation and Employers' Liability;	1. Statutory Limits of the Commonwealth of VA:
X Admitted in Virginia	Yes
X Employers' Liability	\$1,000,000.00
X All States Endorsement	Statutory
USL&H Endorsement	Statutory
Voluntary Compensation	Statutory
X 2. General Liability	2. \$500,000.00 Limit Each Occurrence
Products	Single Limit Bodily
Completed Operations	Injury and Property
X Contractual Liability	Damage Each Occurrence
X Personal Injury	
Independent Contractors	
XCU Prop. Damage Excl.	
X 3. Automobile Liability	3. \$1,000,000.00 Combined
X Owned, Hired, & Non-Owned	Single Limit Bodily
Motor Carrier Act End.	Injury and Property
	Damage Each Occurrence
4. Prof. Errors and Omissions	4. \$1,000,000.00 Limit Each Occurrence
5. Garage Liability	
6. Garagekeepers' Legal Liability	
7. Fire Legal Liability	
X 8. Other Insurance:	8. Counseling Errors and Omissions
X 9. County named as additional insured on General Liability Policies (This coverage is primary to all other coverages the County may possess)	
X 10. 30 day cancellation notice required.	
11. Best's Guide Rating - A:VI or Better, or Equivalent	
X 12. The Certificate must state Bid/RFP No. and Bid/RFP Title	

X 13. Umbrella/Excess Liability 13. \$500,000 Excess of Primary Policies

I.11 Hold Harmless

The Contractor hereby agrees to indemnify and hold harmless Prince William County, Virginia, its officers, agents and all employees and volunteers, from any and all claims for property damage, bodily injuries and personal injuries to the public, including cost of investigation, all reasonable attorneys fees, and the cost of appeals arising out of any such claims or suits, because of any and all acts of omission or commission of the Contractor, including its agents, Subcontractors, employees and volunteers, in connection with Work under this Contract.

It is understood and agreed that the Contractor is at all times herein acting as an independent Contractor.

I.12 County Responsibilities

The County shall provide the following on site: office space in the property's Community Center, desk, file cabinets, use of telephone, FAX, computer, internet access, and standard office supplies. OHCD will be responsible for property management, site management, cost of drug test kits and lab cost to obtain test results, operations, and maintenance of the housing units, community center and grounds.

I.13 Background Investigation

The Contractor may be required to provide the name, address, date of birth, gender, race and social security number of all employees and/or subcontractors' employees assigned to conduct on-site work so that the County may conduct a background investigation. Provide this information to the County no later than 30 days prior to the scheduled start of work. The County shall only use this information to conduct background investigations. The Contractor should be prepared to make reasonable changes or accommodations to the staff at the County's discretion after the completion of the background investigation.

SECTION II

GENERAL PROVISIONS

II.1 Assignability of Contract

Neither this Contract, nor any part hereof, may be assigned by the Contractor to any other party without the express written permission of the County.

II.2 Modifications or Changes to the Contract

All modifications and changes to the Contract shall be in writing.

The Head of the Using Department of this Contract, with the concurrence of the Purchasing Manager (except as otherwise provided by the Purchasing Regulations), shall, without notice to any sureties, have the authority to order changes in this Contract which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a "Change Order." Such orders shall be limited to reasonable changes in the services to be performed or the time of performance; provided that the Contractor shall not be excused from performance under the changed Contract by failure to agree to such changes, and it is the express purpose of this provision to permit unilateral changes in the Contract subject to the conditions and limitations herein.

The Contractor need not perform any work described in any change order unless it has received a certification from the County that there are funds budgeted and appropriated sufficient to cover the cost of such changes.

The Contractor shall make a demand for payment for completed changed work within 30 days of receipt of a change order, unless such time period is extended in writing, or unless the Purchasing Manager requires submission of a cost proposal prior to the initiation of any changed work or supplies. Later notification shall not bar the honoring of such claim or demand unless the County is prejudiced by such delay.

No claim for changes ordered hereunder shall be considered if made after final payment in accordance with the Contract.

II.3 Employment Discrimination for Contracts Over \$10,000

1. 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 relating 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.

2. The Contractor will include the provisions of the foregoing paragraphs a, b, and c in every Subcontract or purchase order over \$10,000.00, so that the provisions will be binding upon each Subcontractor or Contractor.

II.4 Drug-free Workplace to be Maintained by Contractor for Contracts over \$10,000.00

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 over \$10,000.00, so that the provisions will be binding upon each Subcontractor or Contractor.

For the purpose 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 this chapter, 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 this Contract.

II.5 Claims/Disputes

In accordance with Section 2.2-4363, VA Code Ann., this provision shall be followed for consideration and handling of all claims by the Contractor under this contract. Section 2.2-4365, VA Code Ann., is not applicable to this Contract, and under no circumstances is this paragraph to be construed as an administrative appeals procedure governed by Section 2.2-4365, VA Code Ann.

Notice of the intent to submit a claim setting forth the basis for any claim shall be submitted in writing within ten (10) days after the occurrence of the event giving rise to the claim, or within ten (10) days of discovering the condition giving rise to the claim, whichever is later. In no event, shall any claim arising out of this Contract be filed after the submission of the request for Final Payment by the Contractor.

Claims by the Contractor with respect to this Contract shall be submitted in writing in the first instance for consideration by the Contract Administrator. The decision of the Contract Administrator shall be rendered in writing within forty-five (45) days from the receipt of the claim from the Contractor. If the Contractor is not satisfied with the decision or resolution of the Contract Administrator, the Contractor may file a formal dispute with regards to the claim with the Prince William County Director of Finance, which claim shall be received within thirty (30) days of the date of decision of the Contract Administrator. The Director of Finance shall reduce his or her decision to writing and shall mail or otherwise furnish a copy of this decision to the Contractor within forty-five (45) days of the receipt of the claim from the Contractor. The decision of the Director of Finance shall be final on behalf of Prince William County unless the Contractor submits the claim to the County Executive within thirty (30) days of the Director of Finance's decision. The Contractor may submit the claim to the County Executive by mailing or otherwise furnishing the Purchasing Manager a copy of the claim and a request for the County Executive's determination.

The County Executive's decision on the claim shall be rendered in writing to the Contractor within forty-five (45) days of the Purchasing Manager's receipt of the request from the Contractor, and shall be final and binding on behalf of Prince William County, unless the Contractor submits the claim for determination by the Board of County Supervisors by mailing or otherwise furnishing the Purchasing Manager a copy of the claim, along with a request for determination by the Board within thirty (30) days of the County Executive's decision. The Board shall consider the claim and render a decision within forty-five (45) days of the date on which the Board hears the

claim in open meeting. The Board's procedure in considering claims under this Contract shall be the same as that for other decisions of the Board on claims made under Section 15.2-1245 et seq., VA Code Ann. The decision of the Board shall be final.

Should any decision-maker designated under this procedure fail to make a decision within the time period specified, then the claim is deemed to have been denied by the decision-maker.

Pending a final determination of a claim, the Contractor shall proceed diligently with the performance of the Work under the Contract.

In accordance with the provisions of Section 2.2-4363, VA Code Ann., full compliance with this procedure set forth in the provision shall be a precondition to the filing of any lawsuit by the Contractor against the Board of County Supervisors of Prince William County arising out of this Contract.

II.6 Termination for Convenience of the County

The parties agree that the County may terminate this Contract, or any work or delivery required hereunder, from time to time either in whole or in part, whenever the County Executive of Prince William County shall determine that such termination is in the best interests of the County.

Termination, in whole or in part, shall be effected by delivery of a Notice of Termination signed by the County Executive or his designee, mailed or delivered to the Contractor, and specifically setting forth the effective date of termination.

Upon receipt of such Notice, the Contractor shall:

1. Cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;
2. Place no further orders with any subcontractors except as may be necessary to perform that portion of this Contract not subject to the Notice;
3. Terminate all subcontracts except those made with respect to Contract performance not subject to the Notice;
4. Settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Purchasing Manager of Prince William County; and
5. Use its best efforts to mitigate any damages which may be sustained by it as a consequence of termination under this clause.

After complying with the foregoing provisions, the Contractor shall submit a termination claim, in no event later than six (6) months after the effective date of its termination, unless an extension is granted by the Purchasing Manager.

The Purchasing Manager, with the approval of the County's signatory to this Contract, shall pay from the using department's budget reasonable costs of termination, including a reasonable amount for profit on supplies or services delivered or completed. In no event shall this amount be greater than the original Contract price, reduced by any payments made prior to Notice of Termination and further reduced by the price of the supplies not delivered, or the services not provided. This Contract shall be amended accordingly, and the Contractor shall be paid the agreed amount.

In the event that the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, the Purchasing Manager shall pay to the Contractor the amounts determined as follows, without duplicating any amounts which may have already been paid under the preceding paragraph of this clause:

1. With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - a. Cost of work performed or supplies delivered;
 - b. The cost of settling and paying any reasonable claims as provided in subparagraph (4), above;
 - c. A sum as profit on (a) determined by the Purchasing Manager to be fair and reasonable.
2. The total sum to be paid under (a) above shall not exceed the Contract price, as reduced by the amount of payments otherwise made, and as further reduced by the Contract price of work or supplies not provided.

In the event that the Contractor is not satisfied with any payments which the Purchasing Manager shall determine to be due under this clause, the Contractor may appeal any claim to the Board of County Supervisors in accordance with the "Claims/Disputes" clause of this Contract.

The Contractor shall include similar provisions in any subcontract, and shall specifically include a requirement that subcontractors make all reasonable efforts to mitigate damages which may be suffered. Failure to include such provisions shall bar the Contractor from any recovery from the County whatsoever of loss or damage sustained by a subcontractor as a consequence of termination for convenience.

II.7 Termination for Default

Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.

II.8 Termination for Non-Appropriation of Funds

If funds are not appropriated for any succeeding fiscal year subsequent to the one in which this Contract is entered into, for the purposes of this Contract, then the County may terminate this Contract upon thirty (30) days prior written notice to the Contractor. Should termination be accomplished in accordance with this Section, the County shall be liable only for payments due through the date of termination.

II.9 Payments to Subcontractors

In the event that the Contractor utilizes a subcontractor for any portion of the work under this Contract, the Contractor hereby agrees to:

1. The Contractor shall take one (1) of the two (2) following actions within seven (7) days after receipt of amounts paid to the Contractor by the County for work performed by a subcontractor under the Contract.
 - a. Pay a subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by that subcontractor under the Contract; or
 - b. Notify the agency and any subcontractors, in writing, of its intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

2. The Contractor shall be obligated to pay interest to a subcontractor on all monies owed by the Contractor that remain unpaid after seven (7) days following receipt by the Contractor of payment from the County for work performed by a subcontractor under the Contract, except for amounts withheld under Subsection 1 b. of this section. The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the provisions of this section may not be construed to be an obligation by the County. A contract modification may not be made for the purpose of providing reimbursement for any such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.
3. Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent (1%) per month.
4. The Contractor is hereby required to include in each of its subcontracts a provision requiring each subcontractor to otherwise be subject to the same payment and interest requirements set forth in subsection 2. and 3. of this section with respect to each lower-tier subcontractor.

II.10 Examination of Records

The Contractor agrees that the County, or any duly authorized representative, shall, until the expiration of three (3) years after final payment hereunder, have access to and the right to examine and copy any directly pertinent books, documents, papers and records of the Contractor involving transactions related to this Contract.

The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the County or any duly authorized representative shall, until the expiration of three (3) years after final payment under the subcontract, have access to and the right to examine and copy any directly pertinent books, documents, papers and records of such Contractor involved in transactions related to such subcontract, or this Contract. The term "subcontract" as used herein shall exclude subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public. The period of access provided herein for records, books, documents and papers which may relate to any arbitration, litigation, or the settlement of claims arising out of the performance of this Contract or any subcontract shall continue until any appeals, arbitration, litigation or claims shall have been finally disposed of.

II.11 Ethics in Public Contracting

The Contractor hereby certifies that it has familiarized itself with Article 6 of Title 2.2 of the Virginia Public Procurement Act, Sections 2.2-4367 through 2.2-4377, VA Code Ann., and that all amounts received by it, pursuant to this Procurement, are proper and in accordance therewith.

II.12 Governing Law and Choice of Forum

This Contract and any disputes hereunder shall be governed by the laws of the Commonwealth of Virginia. It is further agreed that all disputes and matters whatsoever arising under, in connection with or incident to this Contract, shall be litigated, if at all, in and before a state Court located in the County of Prince William in the Commonwealth of Virginia or a federal Court located in the Eastern District of Virginia, and any appropriate appellate Court thereof, to the exclusion of the courts of any other state, territory, country or other jurisdiction.

II.13 Immigration Reform and Control Act of 1986

The Contractor certifies that it does not and will not during the performance of this contract violate the provisions of the Federal Immigration Reform and Control Act of 1986 which prohibits employment of illegal aliens. The Contractor agrees that its employment of any person without legal status may subject it to termination of this contract for default and agrees to include a similar provision in any subcontract.

II.14 Integration

This Contract shall constitute the whole agreement between the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto.

II.15 Rider Clause

The contract may be extended, with the authorization of the Contractor, to other public bodies, public agencies, or institutions of the United States to permit their use of the contract at the same prices and/or discounts and terms and conditions of the contract. The Contractor shall deal directly with public bodies utilizing the contract concerning issuance of purchase orders, contractual disputes, invoicing and payment. Prince William County Government acts only as the "Contracting Agent" for these public bodies.

It is the Contractor's responsibility to notify public bodies of the availability of the contract. Other public bodies desiring to use the contract shall make their own legal determination as to whether the use of the contract is consistent with their laws, regulations, and other policies. Other public bodies if mutually agreed may add terms and conditions required by their statute, ordinances, and regulations, to the extent that they do not conflict with the contract's terms and conditions.

Prince William County shall not be held liable for any costs or damages incurred by other public bodies as a result of any contract extended to other public bodies by the Contractor.

BOARD OF COUNTY SUPERVISORS OF
PRINCE WILLIAM COUNTY, VIRGINIA

BENEDICTINE COUNSELING SERVICES

County Representative

Contractor Representative

Title

Title

ATTEST:

Purchasing Manager

APPROVED AS TO FORM COUNTY ATTORNEY'S OFFICE

_____ Date: _____

ATTACHMENT A

SCOPE OF WORK

The Contractor shall provide case management services for up to nine families participating in Prince William County Office of Housing and Community Development's (OHCD) Dawson Beach Transitional Housing Program with the goal of enabling the families to attain permanent housing within the two-year program.

Contractor Responsibilities:

- a. The Contractor shall provide services under the direction of the Office of Housing and Community Development Housing Finance and Development Program Manager.
- b. The Contractor will be responsible for providing support services to up to nine (9) families with children in the Dawson Beach Transitional Housing Program. Duties may include, but not be limited to:

Self Sufficiency Component:

- 1) Conduct pre occupancy assessment with each family to determine initial needs of family in terms of crisis management, and household needs (i.e., furniture, kitchen items). Make referrals to assist family to obtain available resources.
- 2) Conduct face-to-face individual sessions, on an as-needed basis as determined by case manager or OHCD staff to assess progress, decreasing when appropriate to less frequent meetings. A minimum of one individual face-to-face session each week is required until case manager and OHCD determine the family has stabilized. As family demonstrates self-sufficiency, meetings will decrease to a minimum of once per month. Conduct at least one case management meeting per month in the participant's unit to assess services or skills the participant may need to be a responsible renter in the private housing market.
- 3) Provide initial and ongoing self-sufficiency assessment of each participant family to include discussion of services received and progress toward self-sufficiency goals. Individual client/family report to be updated and made available to OHCD by the 10th calendar day of each month.
- 4) Develop individual self-sufficiency action plans with head of household that may be inclusive of other adult family members. Action plan shall include determination of income/wages needed for family to be successful in maintaining current financial responsibilities and attain permanent housing within two years. Self-sufficiency action plan to be updated quarterly, and submitted to OHCD by the 10th calendar day of month following each quarter.
- 5) Identify specific supportive service needs of each family and refer to the appropriate resources as needed, or requested by OHCD.
- 6) Provide the appropriate level of support services needed, as determined by case manager and OHCD, to enable the family to achieve their self-sufficiency goals.
- 7) Crisis intervention counseling and services to be performed as deemed necessary by case manager, or requested by the family or OHCD.
- 8) Develop and coordinate ongoing community resources to enhance program and assist families in meeting need for basic furniture/kitchen items, transportation, group childcare during community meetings, tutoring, mental health services, and other supportive service needs.
- 9) Solicit and coordinate volunteer resources to provide childcare for children of residents during monthly group meetings, or other special events that require provision of childcare services.

- 10) Teach families about tenant responsibilities, apartment maintenance, household organization and cleanliness. In conjunction with OHCD Property Manager, coordinate ongoing neighborhood litter control program, and community involvement program.
- 11) Coordinate twenty four (24) monthly support, educational, community improvement group meetings per year. Purpose of the meetings is to develop life skills, employment skills and strengthen neighborhood activities. Time will be allowed to provide support group activities either separately or in connection with educational session. Twelve (12) of the monthly groups will be mandated for participant attendance.

Financial Counseling:

- 1) Teach and assist family to develop monthly household budget and savings plan. Monitor plan monthly with family using actual bills and paid receipts to verify progress.
- 2) Obtain fully completed monthly budget and savings plan for each family. If necessary, work with participant one on one to satisfactorily complete the monthly budget.
- 3) Assist family to obtain credit report. Review credit report with family. Develop a plan and household budget with family to rectify credit issues within two years.
- 4) Referral and follow-up to Prince William County Cooperative Extension Service for financial counseling for all heads of household.

Employment/Training Counseling:

- 1) Conduct, or coordinate testing and assessment of participant skills and aptitudes, discuss results and develop appropriate strategies with participants.
- 2) Teach and assist participants to develop resume.
- 3) Direct unemployed, or under employed participants to appropriate training, educational programs and educational financial assistance.
- 4) Develop employment/career goals, plans and training strategies with program participants which may involve education, work orientation, skill training.
- 5) Develop or coordinate seminars relative to development of improved job search skills and orientation to work.
- 6) Oversee job search activities of participants.
- 7) Monitor participant's employment, and provide job coaching if needed.

Coordination with OHCD:

- 1) Provide a monthly written client/family self sufficiency report along with a copy of the completed household budget/spending plan, and copies of pay stubs for each household by the 10th calendar day of each month on each family, using the form developed by OHCD to report household income, supportive services received and/or family crisis intervention, and progress on self-sufficiency goals.
- 2) Coordinate resident selection and interview process with OHCD Property Manager when vacancies occur. Schedule interviews, serve on interview panel to screen and select participants. Within two weeks of receipt of application packets make recommendation on applicant selection, or request OHCD to solicit additional applicants from area emergency shelters.
- 3) Coordinate with OHCD the appeal process and make recommendations regarding participant termination for program non-compliance and/or lease violations.
- 4) Maintain client level data as may be required by program grant funding sources.
- 5) Prepare and submit records and reports in comprehensive, accurate and professional manner.
- 6) Report incidents in writing monthly to OHCD that are in violation of the lease and/or program participation agreement or an infraction of the rules and regulations of the program.

- 7) Report immediately, to OHCD staff by phone, any safety or health issues observed regarding the individual housing units, community center, or site. Follow up in writing within 48 hours.
 - 8) Meet with OHCD Staff with the responsibility of property management as needed for case review, discuss coordination of issues and clarify program needs.
 - 9) Review of total program with OHCD, and service provider management every 6 months to discuss progress and determine if any changes are needed.
 - 10) Copy of all participant correspondence relating to Dawson Beach continued participation shall be sent to case manager from OHCD staff.
 - 11) Make individual participant files available to OHCD, or HUD as may be required. Case files to be considered property of OHCD, not service provider.
 - 12) Provide a copy of the Community Meeting sign in sheet using the form developed by OHCD by the 10th calendar day of each month showing the date of the Community Meeting, topic, speaker, and signature of each person attending.
 - 13) Provide a schedule of planned monthly events, community meetings and activities for that month and the upcoming month by the 10th calendar day of each month.
 - 14) Submit requests for reimbursement by the 10th calendar day of each month, along with the Case Management Individual Client/Family Self-Sufficiency report, Community Meeting Sign in sheet and Schedule of Planned monthly events.
 - 15) Report to OHCD immediately any police activity on site, unauthorized persons or vehicles on the property, or resident conflicts.
 - 16) Supervise random drug testing on residents as may be necessary to ensure a Drug Free Community. Test kit will be mouth swab type provided to the contractor by OHCD. Cost of the Drug Test kits and lab costs are the responsibility of OHCD.
- c. The Contractor shall be available to provide services in July, 2009, with receipt of properly executed purchase order. Contractor shall provide an average total of 30 hours of case management services per week. Of the total hours, 25 hours of case management services shall be provided on site, Monday through Friday between the hours of 3:00 p.m. to 9:00 p.m., or on Saturday or Sunday as may be necessary to meet the needs of the program and participants. The remaining 5 hours of service may be provided either on or off site. Delivery of services is not expected on Prince William County holidays. OHCD Housing Finance and Development Program Manager and the Contractor shall mutually agree upon schedule changes.
- d. Hours of service shall mean from the time of reporting to assignment to discharging from assignment. The Contractor shall provide an average of 130 hours of service per month. The County will pay for services delivered on a monthly basis in twelve monthly installments. The minimum number of hours of service the Contractor shall provide for one year is 1560 hours. The County shall pay no travel time or other expense.
- e. The Contractor shall comply with all Federal and State regulations and Prince William County Policies and Procedures.