

AMENDATORY AGREEMENT

THIS AMENDATORY AGREEMENT is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **THE GATHERING PLACE: A REFUGE FOR REBUILDING LIVES**, a Colorado nonprofit whose address is 1535 N High St, Denver, CO 80218 (the “Contractor”), individually a “Party” and jointly the “Parties.”

WITNESSETH:

WHEREAS, the Parties entered into an Agreement dated December 7, 2023 (the “Agreement”) These funds will be utilized for the site operations and client support and management for transgender and non-binary people, and women located at the mutually agreed upon micro-community site; and

WHEREAS, the Parties now wish to amend the Agreement to extend the Term, decrease the Maximum Contract Amount and to make such other amendments as are herein set forth.

NOW THEREFORE, in consideration of the premises and the Parties’ mutual covenants and obligations, the Parties agree as follows:

1. All references to “...Exhibit A...” in the existing Agreement shall be amended to read: “...Exhibit A and A-1...” as applicable. **Exhibit A-1** the Scope of Work is attached and will control from and after the date of execution.

2. Section 3 of the Agreement, entitled “**TERM**”, is amended to read as follows:

“**3. TERM:** This Agreement will commence on December 1, 2023 and will expire, unless sooner terminated, on December 31, 2025 (the ”Term”).”

3. Section 4 of the Agreement, entitled “**COMPENSATION AND PAYMENT**”, Subsection 4.4 entitled “**Maximum Contract Amount**” paragraph 4.4.1 is amended to read as follows:

“**4.4. Maximum Contract Amount**

4.4.1 Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) (the “Maximum Contract Amount”). The City is not obligated to execute an agreement or any amendments for any further services, including services performed by the Contractor beyond that specifically described in **Exhibits A and A-1**. Any services performed beyond those in **Exhibits A and A-1** or performed outside the Term are performed at the Contractor’s risk and without authorization under this Agreement.”

4. A new section 44 entitled “**COMPLIANCE WITH DENVER WAGE LAWS**”, is hereby being added to the Agreement to read as follows:

“**44. COMPLIANCE WITH DENVER WAGE LAWS**: To the extent applicable to the Contractor’s provision of Services hereunder, the Contractor shall comply with, and agrees to be bound by, all rules, regulations, requirements, conditions, and City determinations regarding the City’s Minimum Wage and Civil Wage Theft Ordinances, Sections 58-1 through 58-26 D.R.M.C., including, but not limited to, the requirement that every covered worker shall be paid all earned wages under applicable state, federal, and city law in accordance with the foregoing D.R.M.C. Sections. By executing this Agreement, the Contractor expressly acknowledges that the Contractor is aware of the requirements of the City’s Minimum Wage and Civil Wage Theft Ordinances and that any failure by the Contractor, or any other individual or entity acting subject to this Agreement, to strictly comply with the foregoing D.R.M.C. Sections shall result in the penalties and other remedies authorized therein.”

5. As herein amended, the Agreement is affirmed and ratified in each and every particular.

6. This Amendatory Agreement will not be effective or binding on the City until it has been fully executed by all required signatories of the City and County of Denver, and if required by Charter, approved by the City Council.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]

Contract Control Number: HOST-202476448-01/HOST-202371201-01
Contractor Name: THE GATHERING PLACE

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of:

SEAL

CITY AND COUNTY OF DENVER:

ATTEST:

By:

APPROVED AS TO FORM:

REGISTERED AND COUNTERSIGNED:

Attorney for the City and County of Denver

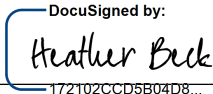
By:

By:

By:

Contract Control Number:
Contractor Name:

HOST-202476448-01/HOST-202371201-01
THE GATHERING PLACE

By:  _____
172102CCD5B04D8...

Name: Heather Beck
(please print)

Title: President and CEO
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

SCOPE OF WORK

DEPARTMENT OF HOUSING STABILITY

THE GATHERING PLACE

HOST-202476448-01

I. INTRODUCTION

Period of Performance Start and End Dates: 12-01-2023 – 12-31-2025

Project Description:

The purpose of this contract agreement is to provide a Department of Housing Stability (HOST) Amendment to the contract with The Gathering Place: A Refuge for Rebuilding Lives (TGP). This amended agreement reduces funding by \$951,142.00 for a new total contract amount of \$500,000.00, and new term end date of 12/31/2025. These funds will be utilized for site operations, client support, and management of the micro-community serving transgender people, non-binary people, and women located at the mutually agreed upon site. This contract is not for Research and Development.

Funding Source:	American Rescue Act State & Local Fiscal Recovery
Project Name:	Micro - Communities
Budget Type:	Cost Reimbursement
Activity Name:	Non - Congregate Shelter – Micro - Communities
Federal Award ID (FAIN) #:	SLFRP4316
Federal Award Date:	03/03/2021
Federal Awarding Agency:	US Department of Treasury
Pass-Through Entity:	City and County of Denver
Awarding Official:	NA
Unique Entity Identifier:	QMZGSKH3JS89
Catalog of Federal Domestic Assistance (CFDA#):	21.027
SAM.gov Expiration Date:	May 7, 2025
Contractor Address:(Include Zip+4)	1535 High Street Denver, CO 80218
Organization Type:	Non-Profit

II. SERVICES DESCRIPTION

TGP will oversee and maintain the micro-community for people experiencing unsheltered homelessness. This specifically includes the following:

A. Site Operations

1. Keep site operating 24 hours a day, seven days a week, 365 days a year
2. Provide facility management to oversee the day-to-day operations and maintenance of the micro-community to ensure compliance with all building codes, health regulations, and safety issues
3. Maintain the infrastructure, amenities, and utilities, providing regularly scheduled and general repairs and maintenance services such as trash, exterior litter removal, pest control, snow removal both inside the fenced area and from entries, changing light bulbs, minor repairs to plugged toilets and leaky faucets and any other basic repairs; provide necessary emergency maintenance services under \$500. Please see Appendix A for matrix of responsibilities.
4. Collaborate with City representative(s) to notify and address any critical incidents on site
5. Maintain a minimum ratio of one staff member on-site per 40 clients 24/7 with proper credentials including knowledge and experience in, conflict de-escalation and mediation, and trauma-informed care
6. Communal spaces should be cleaned at least twice per week, or more frequently as needed, and cleaning supplies should be available for clients as needed
7. Manage site safety to establish and enforce safety protocols to ensure the safety of residents and staff
8. Training for all staff will include but not be limited to, de-escalation training and Cardiopulmonary Resuscitation (CPR)
9. Vaccinated and working on full vaccination non-aggressive pets will be allowed at the facility
10. Site Operator will intake clients in cooperation with HOST's encampment resolution and outreach team process

B. Client Case Management and Navigations Services

1. Resident Intake and orientation including Homeless Management Information System (HMIS) intake and subsequent services and exits documented in HMIS
2. Provide necessary referrals and coordination for any mental and physical healthcare needs
3. Provide benefit, resource navigation and employment referrals based on clients' circumstances and eligibility within 30 days of the client completing enrollment into site.
4. Provide housing navigation
5. Provide case management and supportive services that are housing-focused, trauma-informed, person-centered, and utilize a harm reduction approach for all clients

6. Provide resources for Limited English Proficient (LEP) individuals to ensure all guests have access to services in their language of choice.

III. ROLES AND RESPONSIBILITIES FOR BOTH PARTIES

A. Contractor will:

1. Work with City to host any city-designated sensitivity training on an annual basis.
2. Provide any online modular sensitivity training developed and provided by the City to all new direct-service staff within 15 days of hire date. Ensure direct-service staff complete training refresher on a biennial basis.
 - a. Sensitivity Training is available at https://denvergov.org/media/denvergov/housingstability/context_of_homelessness/story.html
 - b. The Executive Director or their delegate are required to complete and sign the “Statement of Completion of Required Training: Informed, Compassionate, and Positive Interactions with Persons Experiencing Homelessness” form biennially and submit to HOST.
3. Post the City and County of Denver’s Anti-Discrimination Office signage in an area where information is available to staff and program participants.

B. The City will:

1. Provide signage that includes information about the City and County of Denver’s Anti-Discrimination Office in both [Spanish and English](#).

IV. EQUITY ACCESS AND OUTCOMES

The Department of Housing Stability, in alignment with the Mayor’s Office of Social Equity and Innovation, values racial equity and inclusiveness and seeks to reflect this value in our funding practices. Our commitment to producing racially equitable housing outcomes is paramount to HOST’s overall mission of Denver residents being healthy, housed and connected. HOST requires all programs it funds to report on the demographic characteristics of households served by the program throughout the duration of the contract in coordination with other required reporting. The contractor will also report on the demographics of staff working on this program throughout the duration of this contract. Specific information outlining the required data systems to be used and data to be collected are contained within the scope of work of this contract. This information will help HOST monitor demographic trends in who is served. The underlying objective of collecting and disaggregating data and outcomes by race is to understand who is currently served by HOST-funded programs. This information will help inform future evaluation on any potential disparate impacts across HOST programs, as well as strategies to help address equity in access to and outcomes from programs where appropriate. Additionally, HOST program and monitoring staff will be reviewing data, and will discuss your program’s progress or challenges towards racially equitable services and outcomes at site visits and monitoring.

V. FUNDS WILL BE USED TO

- A. Description of how funding will be used under this Scope of Work. In description, please identify if Organization received income from operations and if non-personnel costs are being funded.

Project Site Operations & Client Support and Management	Year 2023 and 2024	2024 Amended Budget
Total Amount	\$1,452,142.00	\$500,000.00

VI. OUTPUTS AND OUTCOMES

Outputs: The direct results of program activities that may include types, levels and targets of services to be delivered by the program. They are indicators of how effective you were in implementing your program	Benchmark	Outcomes: The intended accomplishments of the program	Benchmark
Number of individuals to be served annually	41	Number and percentage of all individuals who exit to a stable or permanent housing solution	75%
Percentage of individuals served who are engaged in individualized housing focus case management (Non-Congregate and Congregate Shelters only)	80%	Percentage of individuals served who are engaged in case management	80%
Number of individuals served who stay overnight each night	20		
Number of individuals who enroll in benefits	Count		
Number and percentage of individuals who are referred mental health support	Count		
Number and percentage of individuals who are referred substance use support assistance	Count		
Number and percentage of individuals who receive employment assistance	Count		

VII. REPORTING

- A. Contractor is required to use Homeless Management Information System (HMIS) for program data collection. Contractor’s use of HMIS must adhere to COHMIS and [Data Quality](#) standards to demonstrate clients’ eligibility, and meet indicators in this scope of work. Disbursement of funds is contingent upon the ability to collect program data using HMIS.
- B. Contractors will be required to use HOST Programs Community to submit all program narrative and qualitative data reports. These reports are due the 15th day of the month following each reporting period. Each narrative report will content information on program success, challenges, and funding leverage during the reporting period.

Report Type	Due Date
Quarterly Report for December 1 – March 31	April 15
Quarterly Report for April 1 – June 30	July 15
6-month Match report for Jan 1 – June 30	July 31
Quarterly Report for July1 – Sept 30	Oct15
Quarterly Report for Oct1 – Dec 31	Jan 15
Annual Match Report for Jun 1 – Dec 31	Jan 30

- C. HOST Programs Community will provide Contractor with an online forum to submit reports for each reporting period. Supplemental reporting may be required when HMIS data and narrative reports are insufficient to demonstrate program impact. Submitted reports will be reviewed by the designated Program Officer for completeness, clarity, and accuracy.
- D. Upon execution of this contract, HOST will provide a user guide for using HOST Programs Community portal along with the required login information. Prior to the due date for the first required report, HOST will provide resources and support as needed or as requested by the Contractor to support the use of HOST Programs Community.
- E. Contractor may be required to submit a Contract Summary Report at the end of the contract period within 30 days after the Term End Date of this contract agreement.
- F. Data Monitoring

A description of the scope of data that will be monitored by HOST throughout the lifecycle of the contract. This includes the mechanism for reporting, the primary goal for households to be served, desired program outcomes, and any program-specific reporting requirements.

 - 1. Program data
 - a. Data sources
 - 1. Homeless service providers: All program data reports will be sourced from client-level data entered in HMIS unless otherwise specified. Qualitative program narratives, data quality reports, and any requested supplemental reports can be submitted through the HOST Programs Community

2. All other programs: Summary reports on clients served will use the HOST Programs Community to report narrative, and households served information. Additional data may be required in the reporting form and/or a supplemental data template provided by HOST.
 - i. Number of unique individuals served:
Individuals proposed to be served over the contract term – 41
Individuals proposed to be served each calendar year –
Year 1 (2024): 41
 - ii. Demographics of households served:
Demographic data of households served are monitored to ensure fair and equitable access to services. The scope of demographic data collected are specific to the needs of the program or any related funding sources. Demographic data can include but is not limited to race and ethnicity, income level, participant age/ age-group/ number of age-qualifying participants, disability status, mental health condition, or gender identity.
The measures and benchmarks specified in the objectives and outcomes section.
3. Qualitative narratives: This includes reports on program successes and challenges, programmatic updates, and supplemental reports. These reports can be submitted through the Salesforce programs community.
4. Financial Data
 - a. Funding sources and amount included
 - b. Total Contract spend to date, by budget category

VIII. ADD IN (S) SPECIFIC TO SCOPE OF WORK FOR PROGRAM REQUIREMENTS

A. The Federal Funding Accountability and Transparency Act (FFATA) requirements include that all subrecipient entities report to HOST if they received:

1. 80 percent or more of annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and
2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and
3. had gross income, from all sources, of \$300,000 or more; and
4. the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1).
 - a. The subrecipient will forward the names and amounts of the five most highly compensated officers and/or executives to their designated Contract Administrator.

IX. FINANCIAL ADMINISTRATION

A. Compensation and Methods of Payment

1. Disbursements shall be processed through the Department of Housing Stability (HOST) and the City and County of Denver's Department of Finance.

2. The method of payment to the Contractor by HOST shall be in accordance with established HOST procedures for this Agreement line-item reimbursements. Invoice requests for reimbursement of costs should be submitted on a regular and timely basis in accordance with HOST policies. Invoices should be submitted within thirty (30) days of the actual service, expenditure, or payment of expense.
3. The Contractor shall be reimbursed for services provided under this Agreement according to the approved line-item reimbursement budget
4. Invoice request shall be completed and submitted on or before the 15th of each month following the month services were rendered. Contractor shall use HOST's preferred invoice template, if requested HOST Financial Services may require a Cost Allocation Plan and budget narrative for detailed estimated description and allocation of funds. This is dependent upon funding source and program requirements.
5. Invoices shall be submitted to the HOST contractor online portal at <https://denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Department-of-Housing-Stability/Partner-Resources/Contractor-Payment-Requests> or by US Mail to:
Attn: Department of Housing Stability
Financial Services Team
201 W. Colfax Ave.
Denver CO 80202

B. Invoicing Requirements

1. To meet Government requirements for current, auditable books at all times, it is required that all vouchers be submitted monthly to HOST in order to be paid. Expenses cannot be reimbursed until the funds under this contract have been encumbered.
2. No more than four (4) vouchers may be submitted per contract per month, without prior approval from HOST.
3. All vouchers for all Agreements must be correctly submitted within thirty (30) days of the Agreement end date to allow for correct and prompt closeout.
4. City and County of Denver Forms shall be used in back-up documents whenever required in the Voucher Processing Policy.
5. For contracts subject to Federal Agreements, only allowable costs determined in accordance with 2 CFR Chapter I, Chapter II, Parts 200, 215, 220, 225 and 230, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (the "OMB Omni Circular") applicable to the organization incurring the cost will be reimbursed.
6. The reimbursement request, or draw request, for personnel and non-personnel expenses should be submitted to the City on a monthly basis, no later than the 15th day of the following month for expenses incurred in the prior month. The request for reimbursement should include:
 - a. Amount of the request in total and by line item.
 - b. Period of services for current reimbursement.
 - c. Budget balance in total and by line item.

- d. Authorization for reimbursement by the contract signatory (i.e., executive director or assistant director).
7. If another person has been authorized by the Contractor to request reimbursement for services provided by this contract, then the authorization should be forwarded in writing to HOST prior to the draw request.
8. The standardized HOST "Expense Certification Form" should be included with each payment request to provide the summary and authorization required for reimbursement.

C. Payroll

1. A summary sheet should be included to detail the gross salary of the employee, amount of the salary to be reimbursed, the name of the employee, and the position of the employee. If the employee is reimbursed only partially by this contract, the amount of salary billed under other contracts with the City or other organizations should be shown on the timesheet as described below. Two items are needed for verification of payroll: (1) the amount of time worked by the employee for this pay period; and (2) the amount of salary paid to the employee, including information on payroll deductions.
2. The amount of time worked will be verified with timesheets. The timesheets must include the actual hours worked under the terms of this contract, and the actual amount of time worked under other programs. The total hours worked during the period must reflect all actual hours worked under all programs including leave time. The employee's name, position, and signature, as well as a signature by an appropriate supervisor, or executive director, must be included on the timesheets. If an electronic time system is used, signatures are not required. If the timesheet submitted indicates that the employee provided services payable under this contract for a portion of the total time worked, then the amount of reimbursement requested must be calculated and documented in the monthly reimbursement request.
3. A payroll registers or payroll ledger from the accounting system will verify the amount of salary. Copies of paychecks are acceptable if they include the gross pay and deductions.

D. Fringe Benefits

1. Fringe benefits paid by the employer can be requested by applying the FICA match of 7.65 percent to the gross salary -less pre-tax deductions, if applicable, paid under this contract. Fringe benefits may also include medical plans, retirement plans, worker's compensation, and unemployment insurance. Fringe benefits that exceed the FICA match may be documented by
 - a. A breakdown of how the fringe benefit percentage was determined prior to first draw request; or
 - b. By submitting actual invoices for the fringe benefits. If medical insurance premiums are part of the estimates in item #1, one-time documentation of these costs will be required with the breakdown. Payroll taxes may be questioned if they appear to be higher than usual.
2. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. The cost of fringe benefits is allowable if they are provided under established

written leave policies, the costs are equitably allocated to all funding sources, including HOST awards; and, the accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the vendor. HOST does not allow payments for unused leave when an employee retires or terminates employment.

E. General Reimbursement Requirements

1. Invoices: All non-personnel expenses need dated and readable invoices. The invoices must be from a vendor separate from the Contractor and must state what goods or services were provided and the delivery address. Verification that the goods or services were received should also be submitted, this may take the form of a receiving document or packing slips, signed, and dated by the individual receiving the good or service. Copies of checks written by the Contractor, or documentation of payment such as an accounts payable ledger which includes the check number shall be submitted to verify that the goods or services are on a reimbursement basis.
2. Mileage: A detailed mileage log with destinations and starting and ending mileage must accompany mileage reimbursement. The total miles reimbursed and per mile rate must be stated. Documentation of mileage reimbursement to the respective employee must be included with the voucher request.
3. Cell Phone: If the monthly usage charge is exceeded in any month, an approval from the Executive Director or designee will be required.
4. Administration and Overhead Cost: Other non-personnel line items, such as administration, or overhead need invoices, and an allocation to this program documented in the draw request. An indirect cost rate can be applied if the Contractor has an approved indirect cost allocation plan. The approved indirect cost rate must be submitted to HOST and reflected in the contract budget.
5. Service Period and Closeout: All reimbursed expenses must be incurred during the time period within the contract. The final payment request must be received by HOST within thirty (30) days after the end of the service period stated in the contract.

F. Program Income

1. For contracts subject to Federal Agreements, program income includes, without limitation, income from fees for services performed, from the use or rental of real or personal property acquired with contract funds, from the sale of commodities or items fabricated under a contract agreement, and from payments of principal and interest on loans made with contract funds.
2. Program income may be deducted from total allowable costs to determine net allowable costs and may be used for current reimbursable costs under the terms of this contract. Program income which was not anticipated at the time of the award may be used to reduce the award contribution rather than to increase the funds committed to the project. ALL PROGRAM INCOME GENERATED DURING ANY GIVEN PERIOD SUBMITTED FOR PAYMENT SHALL BE DOCUMENTED ON THE INVOICE REQUEST.
3. The Contractor, at the end of the program, may be required to remit to the City all or a part of any program income balances (including investments thereof) held by the

Contractor (except AS PRE-APPROVED IN WRITING BY HOST, INCLUDING those needed for immediate cash needs).

G. Budget Modification Requests

1. HOST may, at its option, restrict the transfer of funds among cost categories, programs, functions, or activities at its discretion as deemed appropriate by program staff, HOST executive management or its designee.
2. Budget Modifications may be required for changes related to increase or decrease of individual budget line items within an approved budget, to add budget line items, or to make changes to a budget narrative. A budget modification can adjust the award amount available for purposes outlined within the executed contract but cannot increase or decrease the total contract amount or assign resources to a purpose not already included in the original contract agreement.
3. Budget modifications will require submittal of written justification and new budget documents by the Contractor. These budget documents will require approval by HOST program, contracting and financial staff.
4. The Contractor understands that any budget modification requests under this Agreement must be submitted to HOST after the 30 days from the contract Agreement start date and before the last Quarter of the fiscal period, unless waived in writing by the HOST Deputy Director or their designee.
5. Budget modification requests are limited to two per each fiscal year of a contract agreement term. Exceptions to this limit may be made by the HOST Deputy Director or their designee.

H. Contract Amendments

1. All contract modifications that increase or decrease award amount, alter the contract term date and/or change the scope of work will require an amendment to this Agreement executed in the same manner as the original Agreement.

I. Financial Management Systems

The Contractor must maintain financial systems that meet the following standards:

1. Financial reporting must be accurate, current, and provide a complete disclosure of the financial results of financially assisted activities and be made in accordance with federal and/or city financial reporting requirements.
2. Accounting records must be maintained which adequately identify the source and application of the funds provided for financially assisted activities. The records must contain information pertaining to contracts and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. Accounting records shall provide accurate, separate, and complete disclosure of fund status.
3. Effective internal controls and accountability must be maintained for all contract cash, real and personal property, and other assets. Adequate safeguards must be provided on all property, and it must be assured that it is used solely for authorized purposes.

4. Actual expenditures or outlays must be compared with budgeted amounts and financial information must be related to performance or productivity data, including the development of cost information whenever appropriate or specifically required.
5. For contracts subject to Federal Agreements, applicable OMB Omni Circular cost principles, agency program regulations, and the terms of the agreement will be followed in determining the reasonableness, allowability and allocability of costs.
6. Source documents such as canceled checks, paid bills, payrolls, time and attendance records, contract documents, etc., shall be provided for all disbursements. The Contractor will maintain auditable records, i.e., records must be current and traceable to the source documentation of transactions.
7. For contracts subject to Federal Agreements, the Contractor shall maintain separate accountability for HOST funds as referenced in 2 C.F.R. 200.
8. The Contractor must properly report to Federal, State, and local taxing authorities for the collection, payment, and depositing of taxes withheld. At a minimum, this includes Federal and State withholding, State Unemployment, Worker's Compensation (staff only), City Occupational Privilege Tax, and FICA.
9. A proper filing of unemployment and worker's compensation (for staff only) insurance shall be made to appropriate organizational units.
10. The Contractor shall participate, when applicable, in HOST-provided staff training sessions.

J. Monitoring Requirements

1. Monitoring may be performed by the program area, contract administration and financial services throughout the term of the agreement. Contractor will be notified in writing 30 days prior to facilitation of contract monitoring.
2. Program or Managerial Monitoring: The quality of the services being provided and the effectiveness of those services addressing the needs of the program. This may include reviewing the current spending and outcomes to date for the contract.
3. Contract Monitoring: Review and analysis of current program information to determine the extent to which contractors are achieving established contractual goals. HOST will conduct performance monitoring and reporting reviews. This includes reviewing the current spending and outcomes to date for the contract. City staff will address any performance issues and require a corrective action plan to resolve concerns.
4. Compliance Monitoring: Will ensure that the terms of the contract document are met, as well as Federal, State and City legal requirements, standards, and policies.

K. Audit Requirements

1. For Federal Agreements subject to 2 C.F.R. 200, a copy of the final audit report must be submitted to the Federal Audit Clearinghouse within thirty (30) calendar days after receipt of the auditor's report, or nine (9) months after the end of the period audited.
2. All audit related material and information, including reports, packages, management letters, correspondence, etc., shall be submitted to **HOST Financial Services Team**.
3. The Contractor will be responsible for all Disallowed Costs.

4. The Contractor may be required to engage an audit committee to determine the services to be performed, review the progress of the audit and the final audit findings, and intervene in any disputes between management and the independent auditors. The Contractor shall also institute policy and procedures for its sub-recipients that comply with these audit provisions, if applicable.

L. Procurement

1. The Contractor shall follow the City Procurement Policy to the extent that it requires that at least three (3) documented quotations be secured for all purchases or services supplies, or other property that costs more than ten thousand dollars (\$10,000) in the aggregate.
2. The Contractor will ensure selected vendor or proposer has required insurance once the Contractor identifies a successful vendor or proposer.
3. The Contractor will maintain records sufficient to detail the significant history of procurement. These records will include but are not limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
4. For contracts subject to federal agreements, if there is a residual inventory of unused supplies exceeding five thousand dollars (\$5,000) in total aggregate upon termination or completion of award, and if the supplies are not needed for any other federally sponsored programs or projects the Contractor will compensate the awarding agency for its share.

M. Bonding

1. If applicable, for contracts subject to federal agreements, HOST may require adequate fidelity bond coverage, in accordance with 2 C.F.R. 200, where the subrecipient lacks sufficient coverage to protect the Federal Government's interest.

N. Records Retention

1. In addition to the records requirements contained in the Agreement, the Contractor (or subrecipient) must also retain for seven (7) years financial records pertaining to the contract award. The retention period for the records of each fund will start on the day the single or last expenditure report for the period, except as otherwise noted, was submitted to the awarding agency.
2. The awarding agency and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access, upon reasonable notice, to any pertinent books, documents, papers, or other records which are pertinent to the contract, in order to make audits, examinations, excerpts, and transcripts.

O. Contract Close-Out

1. All Contractors are responsible for completing required HOST contract close-out forms and submitting these forms to their appropriate HOST Contract Specialist within sixty (60) days after the Agreement end date, or sooner if required by HOST in writing.
2. Contract close out forms will be provided to the Contractor by HOST within thirty (30) days prior to end of contract.

3. HOST will close out the award when it determines that all applicable administrative actions and all required work of the contract have been completed. If Contractor fails to perform in accordance with this Agreement, HOST reserves the right to unilaterally close out a contract, “unilaterally close” means that no additional money may be expended against the contract.

P. Collection of Amounts Due

1. Any funds paid to a Contractor in excess of the amount to which the Contractor is determined to be entitled under the terms of the award constitute a debt to the City and County of Denver. If not paid within a reasonable period after demand HOST may:
 - a. makes an administrative offset against other requests for reimbursements.
 - b. withholds advance payments otherwise due to the Contractor; or
 - c. other action permitted by law.
2. The Contractor shall participate, when applicable, in HOST-provided staff training sessions in the following financial areas including, but not limited to Budgeting and Cost Allocation Plans, and Invoicing Process.

X. Budget

Contract Program Budget Summary									
Contractor Name: Project : Contract Term: Program/Fiscal Year:	The Gathering Place			City Contract #:	202476448				
	Micro-Community 44 Units								
	From:	12/1/2023	To:	12/31/2025					
	2024								
Budget Category	Agency Total (original budget)	HOST Funding 1 - ARPA Interest	HOST Funding 2	Total Costs requested from HOST - \$1,451,142		Agency Total (All Funding Sources for Agency)		Budget Narrative	
Personnel: Job Title	Total	Amount	Amount	HOST Total	%	Amount	%		
Program Director 1.0 FTE	\$85,000	\$17,000	\$41,369	\$58,369	69%	\$58,369	68.67%	Provide program vision, direction, and planning. Recruit and hire staff. Supervise Community Manager and Facilities and Operations Manger. Manage outcome reporting and budget tracking. Collaborate with community stakeholders.	
Member Experience Manager 1.0 FTE	\$70,000	\$14,000	\$7,421	\$21,421	31%	\$21,421	30.60%	Provide program design and management. Recruit and hire staff. Supervise Resource Navigators. Manage outcome reporting. Hourly.	
Manager of Case Management 1.0 FTE	\$70,000	\$14,000	\$23,788	\$37,788	54%	\$37,788	53.98%	Lead housing program. Supervise Wellness Navigator and Case Managers. Oversee HMIS documentation and reporting. Support client assistance budget management. Hourly.	
Internal Resources Coordinator 1.0 FTE	\$62,000	\$13,400	\$12,190	\$25,590	41%	\$25,590	41.27%	Coordinate staff training. Provide HR support with payroll, benefits, and on-boarding. Provide on-site technology support for all staff. Hourly.	
Resource Navigator 3.0 FTE	\$116,000	\$23,200	\$86,551	\$109,751	95%	\$109,751	94.61%	Provide residents with basic necessities such as food, hygiene supplies, and clothing. Connect residents with internal and external resources to remove barriers and support long-term stability. Hourly.	
Overnight Resource Navigator 3.0 FTE	\$180,000	\$0	\$0	\$0	0%	\$0	0.00%	Provide residents with basic necessities such as food, hygiene supplies, and clothing. Provide facility and program support such as data entry, housekeeping, and logistics. Hourly.	
Bilingual Resource Navigator 1.0 FTE	\$62,000	\$0	\$0	\$0	0%	\$0	0.00%	Provide residents with basic necessities such as food, hygiene supplies, and clothing. Connect residents with internal and external resources to remove barriers and support long-term stability. Hourly.	
Peer Wellness Navigator 1.0 FTE	\$58,000	\$57	\$0	\$57	0%	\$57	0.10%	Referrals and connection to medical, dental, vision, and behavioral health services. Provide basic wellness supplies, include safe use supplies and support. Hourly.	
Case Manager 2.0 FTE	\$125,000	\$25,000	\$48,226	\$73,226	59%	\$73,226	58.58%	Housing navigation. Coordinated Entry (OneHome) enrollment and assessment. HMIS documentation for resident data, services provided, and exits from the program. Provide employment navigation and access to training and certification programs. Benefit navigation and acquisition. Financial literacy. Hourly.	
Total Salary:	\$828,000	\$106,657	\$219,545	\$326,202	39%	\$326,202	39.40%		
Fringe Benefits	\$149,040	\$33,509	\$8,612	\$42,121	28%	\$42,121	28.26%	Fringe benefits and payroll taxes (Fringe) will be reimbursed at cost or at the Federally Approved Fringe Rate. To receive a Fringe percentage, a contractor must provide a Federally Approved Fringe Rate letter or flat rate percentage for contracted staff. Please see section Financial Administration E. Fringe Benefits.	
Total Salary and Fringe Benefits:	\$977,040	\$140,166	\$228,157	\$368,323	38%	\$368,323	37.70%		
Other Direct Costs	Total	Amount	Amount	Subtotal	%	Amount	%		

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Equipment- keyless entry system	8,000	\$0	\$0	\$0	0%	\$0	0.00%	Installation and materials for keyless entry system for shower, laundry, and community space units.
Equipment- dumpsters	\$1,000	\$1,000	\$0	\$1,000	100%	\$1,000	100.00%	Commercial trash, recycling and compost receptacles.
Equipment- staff computers	\$26,000	\$17,762	\$0	\$17,762	68%	\$17,762	68.32%	11 staff laptops and 2 for client members to utilize for job search, housing applications, and other relevant needs.
Equipment- printers	\$6,000	\$0	\$0	\$0	0%	\$0	0.00%	Two staff printers
Equipment- office furnishings	\$3,000	\$0	\$0	\$0	0%	\$0	0.00%	Desks, tables, chairs, book shelves, and filing cabinets for staff and communal spaces
Equipment- community room	\$400	\$0	\$0	\$0	0%	\$0	0.00%	Television for communal lounge.
Supplies & Materials- food	\$6,000	\$0	\$5,744	\$5,744	96%	\$5,744	95.73%	Snacks for clients.
Supplies & Materials- wellness supplies	\$880	\$0	\$483	\$483	55%	\$483	54.89%	Over-the-counter medications, first-aid supplies, safe-use supplies (fentanyl and xylazine test strips, naloxone)
Supplies & Materials - bedding	\$4,000	\$0	\$0	\$0	0%	\$0	0.00%	Bedding for all units
Supplies & Materials- hygiene supplies	\$1,500	\$0	\$0	\$0	0%	\$0	0.00%	Soap, shampoo, toothpaste, laundry detergent, menstrual supplies, hand sanitizer, towels, washcloths
Supplies & Materials- facility cleaning supplies	\$1,500	\$123	\$0	\$123	8%	\$123	8.20%	Disinfectants, trash bags, cleaning solutions, disposable gloves, brooms, vacuum, and mops
Supplies & Materials- computer software and maintenance	\$13,000	\$0	\$6,609	\$6,609	51%	\$6,609	50.84%	Software, license and maintenance fees for staff computers \$1,000 per computer
Supplies & Materials- fencing for dog park	\$1,200	\$0	\$0	\$0	0%	\$0	0.00%	Chain link fence to enclose grass space for residents' dogs
Supplies & Materials- sod and plants for outdoor community room	\$1,000	\$0	\$0	\$0	0%	\$0	0.00%	Grass sod, soil, and small planting space for community garden
Translation	\$1,000	\$0	\$0	\$0	0%	\$0	0.00%	Translation of printed client materials
Telephonic interpretation	\$2,000	\$0	\$0	\$0	0%	\$0	0.00%	Telephonic and video interpretation line for non-English speakers and hearing impaired clients @ approx \$2.00/ minute x
Supplies & Materials- bathroom supplies	\$1,500	\$226	\$0	\$226	15%	\$226	15.07%	Towels, rugs, soap and shampoo dispensers
Mileage or Public Transport Reimbursement	\$700	\$26	\$0	\$26	4%	\$26	3.71%	Mileage reimbursement for staff travel
Travel- member transportation	\$5,000	\$693	\$0	\$693	14%	\$693	13.86%	Bus passes and ride shares for travel to medical and behavioral healthcare, job interviews, apartment tours, TGP's day-center to access the food pantry and other resources
Subcontracts	\$25,000	\$2,500	\$22,500	\$25,000	100%	\$25,000	100.00%	\$10k for Consultation with Community Village Collaborative, to learn best practices from an existing micro-community provider and support planning and implementation; \$15k for weekend security support
Other: Staff training, development and recognition	\$6,500	\$1,657	\$0	\$1,657	25%	\$1,657	25.49%	Education and training to include but not limited to harm reduction, trauma-informed care, de-escalation and other training as needed \$500/ staff member
Other: Client support and incentives	\$132,000	\$0	\$2,330	\$2,330	2%	\$2,330	1.77%	HOST-eligible client support costs to reduce barriers to stability and housing, such as vital documents, housing application fees, and housing deposits, at approximately \$3,000/ member
Other: Facilities	\$92,000	\$7,000	\$17,560	\$24,560	27%	\$24,560	26.70%	Utilities, internet, and maintenance
Other: Group facilitation fee	\$3,000	\$0	\$0	\$0	0%	\$0	0.00%	Honoraria or group facilitation fees for community partners or members who design and lead supportive groups.
Total Other Direct Costs	342,180	\$30,987	\$55,226	\$86,213	25%	\$86,213	25.20%	
Total Salaries, Fringe and Other Direct Costs	\$ 1,319,220.00	\$ 171,153.00	\$ 283,383.00	\$ 454,536.00	34%	454,536	34.45%	

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Indirect Costs								
Indirect Costs	\$131,922	\$24,102.00	\$21,362	\$45,464	34%	\$45,464	34.46%	
Total Project Cost (Direct + Indirect)	1,451,142.00	195,255	304,745	\$500,000	34%	\$500,000	34.46%	
Grand Total	1,451,142.00	195,255	304,745	\$500,000	34.5%	\$500,000	34.46%	