

## SECOND AMENDATORY AGREEMENT

This **SECOND AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **BROTHERS REDEVELOPMENT, INC.**, a Colorado non-profit corporation whose address is 2250 Eaton Street, Suite B, Denver, Colorado 80214 (the “Contractor”), jointly (“the Parties”).

### RECITALS:

**A.** The Parties entered into an Agreement dated November 1, 2017, as amended by that certain Amendatory Agreement dated May 23, 2018 (the “Agreement”) to deliver the City's Temporary Rent/Utility Assistance (TRUA) program to help stabilize Denver renters and homeowners.

**B.** The Parties wish to amend the Agreement to increase funding and extend the term of the program described therein.

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

1. Capitalized terms used herein and not otherwise defined shall have the meanings ascribed to them in the Agreement.

2. Paragraph 3 of the Agreement entitled **Term** is amended to read as follows:

**“3. TERM:**

The term of this Agreement shall commence on November 1, 2017 and shall terminate on January 31, 2019, unless extended in accordance with the terms of the Agreement (the “Term”). Subject to the Executive Director's prior written authorization, the Contractor shall complete any work in progress as of the expiration date and the Term of the Agreement will extend until the work is completed or earlier terminated by the Executive Director.”

3. Sub-paragraph 4(d)(1) of the Agreement entitled “**Maximum Contract Amount**” is amended to read as follows:

**“4.(d)(1) Maximum Contract Amount:** Notwithstanding any other provision of the Agreement, the City's maximum payment obligation will not exceed ONE MILLION SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$1,007,500) (the "Maximum Contract Amount"). The City is

not obligated to execute an Agreement or any amendments for any further services, including any services performed by Contractor beyond that specifically described in Exhibit A. Any services performed beyond those in Exhibit A are performed at Contractor's risk and without authorization under the Agreement.”

4. **Exhibit A** and **Exhibit A-1** of the Agreement, with components entitled “**Scope of Services**”, “**Program Budget and Cost Allocation Plan Summary**”, and “**Budget Narrative**” are hereby amended to include and incorporate **Exhibit A-2** attached to this Second Amendatory Agreement. All references in the Agreement to “Exhibit A” or “Exhibits A and A-1” are hereby amended to read “Exhibits A, A-1 and A-2, as applicable”.

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

6. This Second 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 BALANCE OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]**

**Contract Control Number:**

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:

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_



**Contract Control Number:** OEDEV-201737244-02

**Contractor Name:** BROTHERS REDEVELOPMENT, INC.

By: 

Name: Jeff Martinez  
(please print)

Title: President  
(please print)

**ATTEST: [if required]**

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_  
(please print)



**SCOPE OF SERVICES**  
**OFFICE OF ECONOMIC DEVELOPMENT**  
**HOUSING DIVISION**

**ACTIVITY NAME: Temporary Rental & Utility Assistance (TRUA) Program**

**I. INTRODUCTION**

**Period of Performance Start and End Dates:** November 1, 2017 – January 31, 2019

**Project Description:**

The purpose of this contract agreement is to provide an *Affordable Housing Fund Subaward* for \$1,007,500 through the Office of Economic Development’s Housing Division. These funds will be provided to the *Brothers Redevelopment Inc.* to be utilized for administration of the TRUA program. Brother’s provide housing rental assistance and utility assistance to eligible households of Denver. The program is designed to mitigate displacement by assisting low and moderate income residents experiencing a housing crisis maintain stability in the time that it might take to find alternative housing. This award is not for Research and Development (R&D).

**Funding Source: Amount:**  
 Affordable Housing Fund \$ 1,007,500

**Proposed Number of outcomes:** 702 households (hh) in rental and 166 in utility (water and energy) assistance  
 This projection is based on the following assumptions:

| Eligible Activity                          | Amount Requested      | Estimated cost/hh | Proposed Number |
|--|-----------------------|-------------------|-----------------|
| Admin (salaries to administer the program) | \$98,500.00           |                   | N/A             |
| Housing Counseling/Benefit Navigation      | \$50,000.00           |                   |                 |
| Rental Assistance                          | \$804,250.00          | \$1,145           | 702             |
| Utility (water and energy) Assistance      | \$54,750.00           | \$330             | 166             |
| <b>TOTAL</b>                               | <b>\$1,007,500.00</b> |                   | <b>868</b>      |

**Sub-awardee Organization:** Brothers Redevelopment, Inc.  
**EIN#:** 84-0615347  
**DUNS#:** 078354792  
**CCR (Central Contractor Registration) Expiration Date:** 3/6/2019  
**Address:** 2250 Eaton St, Garden Level B, Edgewater, CO 80214-1276  
**Contact Person:** Jeff Martinez  
**Phone:** 303-685-4222  
**Email:** jeff@brothersredevelopment.org

**Organization Type:**  
 Non-Profit  For-Profit  Individual  Partnership  Corporation  Publicly Owned  Other  
**Council District(s):** \_\_\_\_\_ **Target Zip Codes:** 80227, 80219, 80221, \_\_\_\_\_

EXHIBIT A-2

80211, 80210, 80212,  
80209, 80223, 80236,  
80202, 80216, 80213,  
80110, 80204, 80235

Project/activity located in a Target Area:  Yes  No  
If yes, indicate type:  Local Target Area  Strategy Area (NRSA)  CDFI  Other

This program is a citywide program to all low- and moderate-income individuals in Denver, with targeted outreach efforts to neighborhoods vulnerable to gentrification as appropriate given housing demand. Brothers is responsible for administering the program to residents living in the afore mentioned zip codes.

Program income (of any type, e.g., fees) will be generated by this activity.  Yes  No  
Contract will be funding architectural, engineering or other project soft cost.  Yes  No  
If yes, final project be completed within 24 months.  Yes  No  
Purpose of this activity is to:  
Help prevent homelessness  Yes  No  
Help the homeless  Yes  No  
Help those with HIV/AIDS  Yes  No  
Primarily help persons with disabilities  Yes  No

II. ACTIVITY DESCRIPTION

**Description of Activity:** The funds are to support low and moderate income residents in Denver County by maintaining housing stability due to economic pressures, unsafe housing conditions or a potential eviction, with the ultimate goal of mitigating displacement. Program funds will be used to provide rental and utility assistance to eligible residents of Denver as detailed in the Program Guidelines, Exhibit B.

**Activity Requirements:**

**Rental Assistance (RA):** Brothers Redevelopment will provide rental assistance to eligible households for a period up to 6 months depending upon need. The program is designed to mitigate displacement by assisting low and moderate income residents experiencing a housing crisis maintain stability in the time that it might take to find alternative housing.

- i. The participant must provide evidence of tenancy via a lease reflecting the participant’s name or other evidence of residency at the current address for a period of time identified by City policy. Evidence of residency at the current address may include demonstrated regular payments to the owner of the property or a signed Affidavit that the property is the participant’s primary residence.
- ii. Program assistance must be provided according to Fair Housing requirements that protect citizens from discrimination on the basis race, color, religion or creed, national origin, ancestry, age, sex, gender, sexual orientation, gender identity or gender expression, marital or familial status, military status or physical or mental disability.
- iii. The participant must demonstrate a current financial or other housing crisis to be eligible for financial assistance, which may include but is not limited to a notice of rent increase that will make existing housing unaffordable to the participant, evidence of uninhabitable living conditions such as a notice of public health violations or a past due notice.

- iv. **Assistance will not exceed 6 months within a 52-week period.** Assistance up to the maximum of 6 months in a 52-week period does not need to be continuous, but in the event that a household is seeking sporadic assistance, the assistance must be provided to assist a household experiencing a unique housing crisis. For example, a household receiving two months of rental assistance in January and February while seeking alternative housing during a crisis may be eligible for assistance later in the same calendar year in the event that they are experiencing a separate but demonstrable housing crisis. Assistance provided past the first time will require an “Action Plan” the client and housing counselor/navigator have jointly developed and the client has agreed to. The “Action Plan” will specify measurable and documentable actions the client will take to address the crisis. Lack of progress in taking action by the client may be grounds of ineligibility for further assistance.
- v. **To receive more than one month of assistance, participants are required to participate in housing counseling/benefit navigation services as outlined below.**
- vi. Assistance may include deposit assistance and first month’s rent if Brothers Redevelopment is unable to help mitigate displacement from current residence.
- vii. Brothers Redevelopment will process rental payments for eligible participant households who are deemed eligible for the program.
- viii. Payment requests will be delivered from Brothers Redevelopment to the individual/vendor where the funds are due on behalf of clients.
- ix. Brothers Redevelopment may pay no more than 80% of the contractual rent amount as determined by the lease documentation or standard amount paid by the tenant based on evidence of residency as defined in these program guidelines. Exceptions may be granted to these amounts if special circumstances existing where a household is at imminent risk of homelessness. The rent charged for the unit must be reasonable in relation to rents currently being charged by the owner of comparable unassisted units.
- x. Rental assistance is not intended to provide perpetual assistance beyond the six-month maximum as outlined in the program guidelines. Assistance is intended to benefit participants who are not able to meet their monthly housing expenses due to unexpected situations Clients seeking more than one-time assistance will be required to demonstrate action plan progress as stated above.

**Utility Assistance (UA): Brothers Redevelopment will provide utility assistance to eligible households for a period of up to 2 months. The assistance is designed to mitigate displacement by assisting low and moderate-income residents experiencing a housing crisis maintain stability in the time that it might take to find alternative housing. This program provides UA in the form of water, electric, gas assistance for renters and homeowners.**

- i. The participant must provide evidence of tenancy at the current address via a lease reflecting the participant’s name or alternative evidence of residency in accordance with the program guidelines. To be eligible for utility assistance, homeowners/renters must provide proof of ownership/tenancy for the property in which they reside.
- ii. **To receive more than one month of assistance, participants are required to participate in housing counseling/benefit navigation services as outlined below.**

- iii. Program assistance must be provided according to Fair Housing requirements that protect citizens from discrimination on the basis race, color, religion or creed, national origin, ancestry, age, sex, gender, sexual orientation, gender identity or gender expression, marital or familial status, military status or physical or mental disability.
- iv. The participant must demonstrate need in the form of a disconnection notice.
- v. **Assistance will not exceed 2 months or \$1000 within a 52-week period.**
- vi. Water and utilities may be paid separately.
- vii. Brothers Redevelopment will process utility payments for eligible participant households who are deemed eligible for the program.
- viii. Payment requests will be delivered from the Brothers Redevelopment to the vendor where the funds are due on behalf of clients.
- ix. UA assistance is not intended to provide perpetual assistance. Assistance is intended to benefit participants who are not able to meet their monthly housing expenses due to unexpected situations.

**Housing Counseling and Benefit Navigation: Agencies will provide housing counseling and benefit navigation services to eligible households participating in the TRUA program. These services will include, but are not limited to: verification, landlord communication and relationship building, client education, referrals to additional services, and sustainability plan development.**

i. VERIFICATION

Housing counselors/navigators will complete a thorough verification process to ensure provided documentation is consistent with statement of need provided by client. Housing counselors/navigators will always inquire about income for all household members; ensuring all clients are reporting income accurately and truthfully; and clarifying situations such as private landlords without record keeping and tenants renting from friends or family members without leases.

ii. LANDLORD COMMUNICATION:

Housing counselors/navigators will contact landlords to ensure the tenant is at risk of eviction (in many cases, landlords are willing to make payment plans or clients live in supportive housing and are very unlikely to be evicted); housing counselors/navigators will make sure to have these conversations with landlords before the tenant is approved for rental assistance. In addition, housing counselors/navigators will take time to negotiate with landlords to reduce/eliminate fees, requesting additional time, and inquire about payment plans. Lastly, landlords will be asked to sign a form acknowledging that by receiving TRUA funds they agree to stop any eviction proceedings currently underway, if any.

iii. CLIENT COMMUNICATIONS:

Housing counselors/navigators will advocate on behalf of TRUA participants to ensure clients are not being overcharged and that they fully understand their lease. All housing counselors/navigators will have ongoing discussions with clients about their plan of sustainability and budget navigation through education



and referrals to services. Additionally, housing counselors/navigators will work with clients to understand the how much they are able to contribute in amount owed to best leverage TRUA funds. TRUA assistance will not be released until the client can provide proof their portion to ensure that the rent owed amount will be brought to a zero balance, thus ending the housing crisis.

iv. REFERRALS

Housing counselors/navigators will refer TRUA clients to budget/credit workshops, which will provide an educational service to increase financial literacy. Housing counselors/navigators will work to establish partnerships with other providers in Denver for the following areas: employment search, food assistance, domestic violence, etc. to ensure clients are supported by local resources. Housing counselors/navigators will be a resource to help identify services and facilities that can be brought to bear to help resolve or address the crisis. The role of the housing counselors/navigators will be to provide the information and referrals needed for the client to make educated and well-informed housing related decisions.

v. LONGER-TERM HOUSING COUNSELING AND BENEFIT NAVIGATION:

It is not uncommon for TRUA participants to request repeat financial assistance. When re-assessing return client files, housing counselors/navigators must understand the history of the case and decide whether the reason for return is valid. The housing counselors/navigators will assist the client in developing a sustainability action plan that will help identify the cause(s) of the housing crisis and long-term solutions to address the cause(s). Once the cause(s) are identified the housing counselors/navigators will work with the client to develop the set of action items that will help reduce and or mitigate the crisis and help stabilize the housing need of the client. The goals will be realistic and achievable within a defined time frame with the understanding that the clients will be required to meet milestones set out in the plan if he/she is to continue getting assistance past the initial first time. Clients will be encouraged and assisted in determining what is affordable and how and where to make the best and highest housing related choices. The range of housing choices: location, cost, utility, proximity to school/job, will be considered in developing a short- and long-term plan. The assistance will primarily be focused on providing "sustainability" for the client/household. This may be staying at current home or relocating to a better choice. The goals will be focused on the cause(s) of the crisis, and must be able to demonstrate real and achievable benchmarks.

vi. CLIENT-CENTERED, TRAUMA-INFORMED CARE:

In addition to housing instability, a large percentage of TRUA clients are requesting this emergency assistance because of traumatic, life-altering events, such as: loss of employment, death of a loved one, personal injury or illness, domestic violence, etc. Housing counselors/navigators will assume that all TRUA clients are coping with the effects of trauma and will modify delivery of services

accordingly. In addition, housing counselors/navigators must look at the client's entire situation to ensure the client can remain stably housed after TRUA assistance is issued. Housing counselors/navigators will refer internally to other programs and partnering agencies to ensure client is connected to resources need to thrive.

**Program Responsibilities:**

- i. Assess each client to determine appropriate resources and services to eliminate housing related barriers.
- ii. Refer clients with housing barriers to appropriate resources.
- iii. Maintain well-developed partnerships with other service and housing providers, agencies, and local governments.
- iv. Demonstrate understanding of the local housing market.
- v. Work with each client in a culturally appropriate way.
- vi. Maintain well-developed internal policies that address the administration of programs.

**Outreach**

- i. Phase One of the marketing strategy will include a city-wide effort to notify prospective participants of available resources and the method of accessing program assistance. The first phase of the marketing strategy will be led by the City.
- ii. Phase Two of marketing will require Brothers Redevelopment to develop or enhance its marketing efforts to reach residents in the target neighborhoods identified in this Scope of Services.
  - a. Brothers Redevelopment will identify a specific marketing plan to include outreach to individuals in the specific zip codes covered in this scope of service, with particular focus on neighborhoods vulnerable to gentrification as identified by Denver's five-year housing plan, *Housing an Inclusive Denver*, and OED's Gentrification and Displacement study.
    - i. Outreach efforts may include partnerships with local organizations that will help enhance the applicant's own marketing efforts in these neighborhoods. Applicants may market rental and utility assistance to low and moderate income residents on a city-wide basis to supplement targeted, neighborhood specific efforts.
    - ii. Additionally, all marketing and outreach efforts must be multilingual and address how residents of limited English proficiency and individuals with a disability will have access to information and services.

**Payment Process Requirement**

- i. Brothers Redevelopment will receive, review, and approve signed requests that contain all the information needed to determine eligibility and determine that the amount requested is allowed under established guidelines as noted in the participant eligibility above.

- ii. Brothers will require a receipt or signed form from the landlord/vendor for each payment made in accordance with these program guidelines. Receipts for each payment made will be included as part of the client file.
- iii. Once approved, checks will be issued within three (3) business days. No checks are to be made out to the participant. Checks will be made out to each individual (vs. companies/utilities) only after the individual has been identified through City property records as the owner of the property where the participant lives.
- iv. Maintain financial assistance records and notify OED if the request does not fit the established guidelines. Brothers Redevelopment will contact the referring case manager who will be responsible to inform the participants.
- v. Provide OED with monthly financial data summarizing the financial assistance provided to each participant to avoid disallowed assistance. In all cases, assistance will be paid directly to the owner, vendor or management company providing the housing/utilities.
- vi. Brothers must submit invoices at least once per month, up to four times per month, with back up documentation on each of the payments. Brothers will be reimbursed on terms of Net 30.

**Client Requirements:**

1. **Proof of Residency** - The participant must provide evidence of tenancy via a lease reflecting the participant's name or other evidence of residency at the current address for a period of time identified by City policy. Evidence of residency at the current address may include demonstrated regular payments to the owner of the property or a signed Affidavit that the property is the participant's primary residence.
2. **Proof of Income** – For the purposes of this contract, the participant household must be low to moderate income, with household income defined as at or below the current HUD 80% Area Median Income (AMI) as provided and updated annually here:

<https://www.huduser.gov/portal/datasets/il.html>.

Written proof of income may include the following:

- Pay stubs (wages, salary, armed forces income)
- Proof of unemployment application
- State or benefit notice
- Court order (alimony, child support)
- Federal or state tax return
- Dividend interest statement
- Other written verification of income:
  - o Name of income source, and applicant name
  - o Income amount and frequency
  - o Contact information for authorized income source representative
  - o Signed and dated by authorized income source representative

Self-declaration (only if written verification cannot be obtained) of income:

- a. Self-declaration of income is acceptable ONLY in very limited circumstances. A self-declaration must be clearly documented in the case file, including all attempts to obtain third party verification and a signed Affidavit that the declared income is accurate. Self-declared cases will be monitored closely for compliance with program requirements.

**3. Verification of Need -**

The participant must have a verifiable documentation of need as outlined in each program area. Agencies will be responsible for determining that the participant meets the eligibility requirements and will maintain participant financial assistance records.

- The household must meet the following circumstances:
  - No appropriate subsequent housing options have been identified;
  - The household lacks the financial resources to obtain immediate housing or remain in its existing housing;
  - The household lacks the support networks needed to obtain immediate housing or remain in its existing housing.

- 4. **Identification** – The applicant must provide identification as required by City policies and ordinances.

**Ineligible Activities:**

Ineligible program, activities include:

- Assistance to individuals or households with income exceeding 80% of AMI. For the purpose of this contract, we will use the income limits as published by HUD, as provided and updated annually here: <https://www.huduser.gov/portal/datasets/il.html>
- Mortgage costs including payment, fees, taxes and refinancing expenses
- Direct legal services
- Other costs such as credit card bills or other consumer debt, car repair or other transportation costs, travel, food, medical and dental care and medicines, clothing and grooming, home furnishings, pet care, entertainment activities, work or education related materials
- Direct cash assistance to program participants

**Implementation Plan and Timeline**

The following table outlines the implementation plan and timelines for this contract.

| Task   | Projected Beginning & End Dates |
|--|---------------------------------|
| Provide UA program services to eligible households | Nov 1, 2017- Jan 31, 2019       |
| Provide RA program services to eligible households | Nov 1, 2017- Jan 31, 2019       |
| Provide monthly reports                            | Monthly by the 15 <sup>th</sup> |

**Objective & Outcome**

**Objective**

Provide temporary financial assistance for low and moderate income resident households of Denver experiencing a housing crisis including economic pressures, unsafe housing conditions or a potential eviction including economic pressures, unsafe housing conditions or a potential eviction.

**Outcome**

Mitigate the displacement of low and moderate income residents of Denver.

**III. Budget**

Please refer to the Cost Allocation Plan and budget narrative for a detailed estimated description and allocation of funds. Organization receives income from operations.  Yes  No If Yes, describe:  
Non-personnel costs are being funded.  Yes  No

**IV. Reporting**

Data collection is required and must be completed demonstrating income eligibility and progress toward meeting the proposed number of outcomes contained in this Scope of Services.

**If the Contractor completes the project and all money is drawn, a final report will be submitted indicating “final report” and no further reports are required.**

Contractor will email the following report to the Program Specialist and copy the Contract Administrator:

TRUA Performance Report  
Frequency:

Monthly by the 15<sup>th</sup> day

The information reported must include a narrative discussing successes and obstacles of administering the program, progress toward meeting the proposed number of outcomes, and participant demographic information as outlined on the TRUA Performance Report.

**Exhibit A-2  
BRI – TRUA Budget Narrative**

**A. Personnel:**

**Name/Position Computation Cost**

Bilingual Housing Specialist \$41,600 x 22.56009% of time spent on project = \$11,000  
(Eden A.)

*Point of contact for utility clients and Spanish speaker, collects source documentation. Refers clients to any outside agencies and attends housing education and outreach activities.*

Receptionist \$36,400 x 10.43956% of time spent on project= \$3,800 (Laura A.)

*Directs all incoming TRUA calls to CHC Helpline, distributes TRUA checks, facilitates walk-in appointments*

Housing Coordinator \$46,000 x 14% of time spent on project = \$6,440  
(Patrick N.)

*Conducts TRUA Workshops and Counselings, provides case supervision, completes monthly reports, program development*

Project Administrator \$45,000 x 69.78222% of time spent on project = \$31,402  
(Abigail B.)

*Provides case supervision, data tracking, tracking all UA and RA payments to landlords and/or utility service providers, submitting reimbursement requests, program development*

Bookkeeper \$72,744 x 12.5% of time spent on project= \$9,093 (Patty R.)

*Processes all TRUA rent/utility assistance payments*

Compliance & Evaluation \$85,044 x 38.09792% of time spent on project= \$32,400  
(Yvonne D.)

*Ensures compliance with contract requirements, fill in for staff when unavailable*

CO Vincentian Volunteer: \$4,365 x 100% of time spent on project= \$4,365 (Emilio T.)

*Prescreens applications before processing, collects missing documentation, data-entry*

**TOTAL PERSONNEL COST: \$98,500**

**B. Rental Assistance: \$804,250**

Rent to be paid directly to the owner of housing unit. The average cost is estimated to be: \$1,145 (685 households)

**C. Utility Assistance: \$54,750**

The average cost per unit is estimated to be: \$330 (158 households)

**D. Benefit Navigation/Housing Counseling**

TRUA Administrator \$38,500 x 50% of time spent on project = \$19,250  
(Raymond T)

*Creates files, point of contact for clients, property managers, collects source documentation. Processes rental assistance cases. Refers clients to any outside agencies and attends housing education and outreach activities.*

EXHIBIT A-2

Housing Navigator                      \$17,561 x 70.44% of time spent on project =                      \$12,370  
(Kaley W.)

*Creates files, point of contact for clients, property managers, collects source documentation.  
Processes rental assistance cases.*

Housing Specialist                      \$41,000 x 44.82926% of time spent on project =                      \$18,380  
(Whitney W.)

Point of contact for clients, property managers, collects source documentation, refers clients to any outside partnering agencies and attends housing education and outreach activities.  
Processes rental emergency cases. Coordinates check pick-up and mail-out.

**TOTAL BENEFIT NAVIGATION/HOUSING COUNSELING COST:                      \$50,000**

**Total Amount Requested from OED:                      \$1,007,500**

EXHIBIT A-2



Program Budget and Cost Allocation Plan Summary

Contractor Name: **Brothers Redevelopment, Inc.** Program Year: **2017**  
 Project : **Temporary Rental & Utility Assistance (TRUA)**  
 Contract Dates: **11/1/2017** to **1/31/2019** Return to OED Project Specialist: **Melissa Thale**

| Budget Category  | Agency Total (All Funding Sources) | Project Costs OED Funding 1 201100000 |                | Project Costs OED Funding 2 201100000 |                | Total Project Costs requested from OED |                | Other City & County of Denver Funding (Add applicable funding as necessary) |                | Other Federal Funding |                | Other Non-Federal Funding |                | Agency Total     |                |
|--|------------------------------------|---------------------------------------|----------------|---------------------------------------|----------------|--|----------------|---|----------------|-----------------------|----------------|---------------------------|----------------|------------------|----------------|
|  | Total                              | Amount                                | %              | Amount                                | %              | Subtotal                               | %              | Amount  | %              | Amount                | %              | Amount                    | %              | Amount           | %              |
| <b>Personnel: Name and Job Title</b>                                   |                                    |                                       | #DIV/0!        |                                       | #DIV/0!        |  | #DIV/0!        |   | #DIV/0!        |                       | #DIV/0!        |                           | #DIV/0!        |                  | #DIV/0!        |
| Bilingual Housing Specialist, Eden Amendariz                           | \$11,000.00                        | 11,000                                | 100.00%        |                                       | 0.00%          | 11,000                                 | 100.00%        |   | 0.00%          |                       | 0.00%          |                           | 0.00%          | 11,000           | 100.00%        |
| Receptionist, Laura Amendariz  | \$3,800.00                         | 3,800                                 | 100.00%        |                                       | 0.00%          | 3,800                                  | 100.00%        |   | 0.00%          |                       | 0.00%          |                           | 0.00%          | 3,800            | 100.00%        |
| Housing Coordinator, Pat Noonan  | \$6,440.00                         | 6,440                                 | 100.00%        |                                       | 0.00%          | 6,440                                  | 100.00%        |   | 0.00%          |                       | 0.00%          |                           | 0.00%          | 6,440            | 100.00%        |
| Project Administrator, Abigail Bugas                                   | \$31,402.00                        | 31,402                                | 100.00%        |                                       | 0.00%          | 31,402                                 | 100.00%        |   | 0.00%          |                       | 0.00%          |                           | 0.00%          | 31,402           | 100.00%        |
| Bookkeeper, Patty Richmond   | \$9,093.00                         | 9,093                                 | 100.00%        |                                       | 0.00%          | 9,093                                  | 100.00%        |   | 0.00%          |                       | 0.00%          |                           | 0.00%          | 9,093            | 100.00%        |
| Compliance & Evaluation Manager, Yvonne Duvall                         | \$32,400.00                        | 32,400                                | 100.00%        |                                       | 0.00%          | 32,400                                 | 100.00%        |   | 0.00%          |                       | 0.00%          |                           | 0.00%          | 32,400           | 100.00%        |
| CO Vincentian Volunteer  | \$4,365.00                         | 4,365                                 | 100.00%        |                                       | 0.00%          | 4,365                                  | 100.00%        |   | 0.00%          |                       | 0.00%          |                           | 0.00%          | 4,365            | 100.00%        |
| Job Title  |                                    |                                       | #DIV/0!        |                                       | #DIV/0!        |  | #DIV/0!        |   | #DIV/0!        |                       | #DIV/0!        |                           | #DIV/0!        |                  | #DIV/0!        |
| Job Title  |                                    |                                       | #DIV/0!        |                                       | #DIV/0!        |  | #DIV/0!        |   | #DIV/0!        |                       | #DIV/0!        |                           | #DIV/0!        |                  | #DIV/0!        |
| Job Title  |                                    |                                       | #DIV/0!        |                                       | #DIV/0!        |  | #DIV/0!        |   | #DIV/0!        |                       | #DIV/0!        |                           | #DIV/0!        |                  | #DIV/0!        |
| Job Title  |                                    |                                       | #DIV/0!        |                                       | #DIV/0!        |  | #DIV/0!        |   | #DIV/0!        |                       | #DIV/0!        |                           | #DIV/0!        |                  | #DIV/0!        |
| <b>Total Salary:</b>   | <b>98,500</b>                      | <b>98,500</b>                         | <b>100.00%</b> | <b>-</b>                              | <b>0.00%</b>   | <b>98,500</b>                          | <b>100.00%</b> | <b>-</b>  | <b>0.00%</b>   | <b>-</b>              | <b>0.00%</b>   | <b>-</b>                  | <b>0.00%</b>   | <b>98,500</b>    | <b>100.00%</b> |
| <b>Fringes</b>   |                                    |                                       | #DIV/0!        |                                       | #DIV/0!        |  | #DIV/0!        |   | #DIV/0!        |                       | #DIV/0!        |                           | #DIV/0!        |                  | #DIV/0!        |
| <b>Personnel Total:</b>  | <b>98,500</b>                      | <b>98,500</b>                         | <b>100.00%</b> | <b>-</b>                              | <b>0.00%</b>   | <b>98,500</b>                          | <b>100.00%</b> | <b>-</b>  | <b>0.00%</b>   | <b>-</b>              | <b>0.00%</b>   | <b>-</b>                  | <b>0.00%</b>   | <b>98,500</b>    | <b>100.00%</b> |
| <b>Non-Personnel:</b>  | <b>Total</b>                       | <b>Amount</b>                         | <b>%</b>       | <b>Amount</b>                         | <b>%</b>       | <b>Subtotal</b>                        | <b>%</b>       | <b>Amount</b>   | <b>%</b>       | <b>Amount</b>         | <b>%</b>       | <b>Amount</b>             | <b>%</b>       | <b>Amount</b>    | <b>%</b>       |
| Rent Assistance  | \$804,250.00                       | 804,250                               | 100.00%        |                                       | 0.00%          | 804,250                                | 100.00%        |   | 0.00%          |                       | 0.00%          |                           | 0.00%          | 804,250          | 100.00%        |
| Utility Assistance   | \$54,750.00                        | 54,750                                | 100.00%        |                                       | 0.00%          | 54,750                                 | 100.00%        |   | 0.00%          |                       | 0.00%          |                           | 0.00%          | 54,750           | 100.00%        |
|  |                                    |                                       | #DIV/0!        |                                       | #DIV/0!        |  | #DIV/0!        |   | #DIV/0!        |                       | #DIV/0!        |                           | #DIV/0!        |                  | #DIV/0!        |
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|  |                                    |                                       | #DIV/0!        |                                       | #DIV/0!        |  | #DIV/0!        |   | #DIV/0!        |                       | #DIV/0!        |                           | #DIV/0!        |                  | #DIV/0!        |
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| Professional Services - Housing Counseling/Benefit Navigation Services |                                    |                                       | #DIV/0!        |                                       | #DIV/0!        |  | #DIV/0!        |   | #DIV/0!        |                       | #DIV/0!        |                           | #DIV/0!        |                  | #DIV/0!        |
| TRUA Admin, RJ Toledo  | \$19,250.00                        | 19,250                                | 100.00%        |                                       | 0.00%          | 19,250                                 | 100.00%        |   | 0.00%          |                       | 0.00%          |                           | 0.00%          | 19,250           | 100.00%        |
| Housing Navigator, Kaley Wind  | \$12,370.00                        | 12,370                                | 100.00%        |                                       | 0.00%          | 12,370                                 | 100.00%        |   | 0.00%          |                       | 0.00%          |                           | 0.00%          | 12,370           | 100.00%        |
| Housing Specialist, Whitney Whitson                                    | \$18,380.00                        | 18,380                                | 100.00%        |                                       | 0.00%          | 18,380                                 | 100.00%        |   | 0.00%          |                       | 0.00%          |                           | 0.00%          | 18,380           | 100.00%        |
|  |                                    |                                       | #DIV/0!        |                                       | #DIV/0!        |  | #DIV/0!        |   | #DIV/0!        |                       | #DIV/0!        |                           | #DIV/0!        |                  | #DIV/0!        |
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|  |                                    |                                       | #DIV/0!        |                                       | #DIV/0!        |  | #DIV/0!        |   | #DIV/0!        |                       | #DIV/0!        |                           | #DIV/0!        |                  | #DIV/0!        |
| <b>Total Non-Personnel</b>   | <b>909,000</b>                     | <b>909,000</b>                        | <b>100.00%</b> | <b>-</b>                              | <b>0.00%</b>   | <b>909,000</b>                         | <b>100.00%</b> | <b>-</b>  | <b>0.00%</b>   | <b>-</b>              | <b>0.00%</b>   | <b>-</b>                  | <b>0.00%</b>   | <b>909,000</b>   | <b>100.00%</b> |
| <b>Total Project Cost</b>  | <b>1,007,500</b>                   | <b>1,007,500</b>                      | <b>100.00%</b> | <b>-</b>                              | <b>0.00%</b>   | <b>1,007,500</b>                       | <b>100.00%</b> | <b>-</b>  | <b>0.00%</b>   | <b>-</b>              | <b>0.00%</b>   | <b>-</b>                  | <b>0.00%</b>   | <b>1,007,500</b> | <b>100.00%</b> |
| Program Income (through funded activities)                             |                                    |                                       | #DIV/0!        |                                       | #DIV/0!        |  | #DIV/0!        |   | #DIV/0!        |                       | #DIV/0!        |                           | #DIV/0!        |                  | #DIV/0!        |
| <b>Non-Project:</b>  | <b>Total</b>                       | <b>Amount</b>                         | <b>%</b>       | <b>Amount</b>                         | <b>%</b>       | <b>Subtotal</b>                        | <b>%</b>       | <b>Amount</b>   | <b>%</b>       | <b>Amount</b>         | <b>%</b>       | <b>Amount</b>             | <b>%</b>       | <b>Amount</b>    | <b>%</b>       |
| Personnel Costs:   |                                    |                                       | #DIV/0!        |                                       | #DIV/0!        |  | #DIV/0!        |   | #DIV/0!        |                       | #DIV/0!        |                           | #DIV/0!        |                  | #DIV/0!        |
| Non-Personnel Costs:   |                                    |                                       | #DIV/0!        |                                       | #DIV/0!        |  | #DIV/0!        |   | #DIV/0!        |                       | #DIV/0!        |                           | #DIV/0!        |                  | #DIV/0!        |
| Other (Specify):   |                                    |                                       | #DIV/0!        |                                       | #DIV/0!        |  | #DIV/0!        |   | #DIV/0!        |                       | #DIV/0!        |                           | #DIV/0!        |                  | #DIV/0!        |
| <b>Total Non-Project Cost</b>  | <b>-</b>                           | <b>-</b>                              | <b>#DIV/0!</b> | <b>-</b>                              | <b>#DIV/0!</b> | <b>-</b>                               | <b>#DIV/0!</b> | <b>-</b>  | <b>#DIV/0!</b> | <b>-</b>              | <b>#DIV/0!</b> | <b>-</b>                  | <b>#DIV/0!</b> | <b>-</b>         | <b>#DIV/0!</b> |
| <b>Grand Total</b>   | <b>1,007,500</b>                   | <b>1,007,500</b>                      | <b>100%</b>    | <b>-</b>                              | <b>0.00%</b>   | <b>1,007,500</b>                       | <b>100.00%</b> | <b>-</b>  | <b>0.00%</b>   | <b>-</b>              | <b>0.00%</b>   | <b>-</b>                  | <b>0.00%</b>   | <b>1,007,500</b> | <b>100.00%</b> |