

## **FIRST AMENDATORY AGREEMENT**

THIS FIRST AMENDATORY AGREEMENT (the “Amendment”) is made and entered into by and between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **THE COLORADO COALITION FOR THE HOMELESS**, a Colorado nonprofit corporation, whose address is 2111 Champa Street, Denver, Colorado 80205 (the “Contractor”), collectively the “Parties.”

### **RECITALS:**

**A.** The Parties entered into an agreement on or about February 19, 2019 for the Contractor to provide bridge housing and supportive services for homeless individuals (the “Agreement”); and

**B.** The Parties wish to amend the Agreement to amend the scope of services and budget, extend the term, increase the compensation to the Contractor, and modify certain other terms as forth in this Amendment.

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

1. Exhibits A, B, and C of the Agreement shall be replaced with Exhibits A-1, B, and C attached to this Amendment. The updated Scope of Services marked as Exhibit A-1, the updated Financial Administration marked as Exhibit B, and the updated Certificate of Insurance marked as Exhibit C are attached hereto and incorporated herein by this reference and shall supersede and replace all previous exhibits attached to the Agreement.

2. All references to the “Office of Economic Development” and “OED” in the Agreement shall be replaced to read “Department of Housing Stability” and “HOST,” respectively.

3. Section 2 of the Agreement entitled “**TIME OF PERFORMANCE**” is amended to read as follows:

“This Agreement shall begin on January 1, 2019, and end on December 31, 2020, unless such time as extended by written agreement of the parties in the same manner as this Agreement.”

4. Section 3 of the Agreement entitled “**COMPENSATION**” is amended to read as follows:

“The amount to be paid by the City to the Contractor shall not exceed One Million Nine Hundred Eighty-Five Thousand Dollars (\$1,985,000). The obligation of the City for payments under this Agreement is limited to monies appropriated by the City Council and paid into the City Treasury. Funds will be released to the Contractor in accordance with the budget and other requirements set forth in Exhibits A-1 and B. The Parties agree that (i) the City does not by this Agreement irrevocably pledge present cash reserves for payment or performance in future fiscal years, and (ii) this Agreement is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of the City.”

5. Section 29 of the Agreement entitled “**NOTICES**” is amended to read as follows:

“All notices required by the terms of the Agreement must be hand delivered, sent by overnight courier service, mailed by certified mail, return receipt requested, or mailed via United States mail, postage prepaid, if to the Contractor at the address first above written, and if the City at:

Executive Director of the Department of Housing Stability  
City and County of Denver  
201 West Colfax Avenue, Department 615  
Denver, Colorado 80202

With a copy of any such notice to:

Denver City Attorney’s Office  
1437 Bannock Street, Room 353  
Denver, Colorado 80202

6. Except as herein amended, the Agreement continues in effect, and is affirmed and ratified in each and every particular.

7. This Amendment 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.

**[SIGNATURE PAGES AND EXHIBITS TO FOLLOW]**

**Contract Control Number:**  
**Contractor Name:**

OEDEV-201952655-01 / ALF-201947213-01  
THE COLORADO COALITION FOR THE HOMELESS

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:**

OEDEV-201952655-01 / ALF-201947213-01  
THE COLORADO COALITION FOR THE HOMELESS

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

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

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

ATTEST: [if required]


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

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

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

**Contract Control Number:**  
**Contractor Name:**

OEDEV-201952655-01 / ALF-201947213-01  
THE COLORADO COALITION FOR THE HOMELESS

By:   
Name: John Parvency  
(please print)  
Title: President  
(please print)

ATTEST: [if required]

By: N/A  
Name: \_\_\_\_\_  
(please print)  
Title: \_\_\_\_\_  
(please print)

**SCOPE OF SERVICES**

**DEPARTMENT OF HOUSING STABILITY**

**PROJECT NAME: CCH Bridge to Home Program**  
**ACTIVITY NAME: *Innovative Housing and Services Program***  
**2019 - 2020 Affordable Housing Fund Services Award**

**I. INTRODUCTION**

**Period of Performance Start and End Dates:** [01/01/2019] – [12/31/2020]

**Project Description:**

The purpose of this contract agreement is to provide a Denver Affordable Housing Fund Award for \$1,985,000 through the Department of Housing Stability (HOST). These funds will be provided to Colorado Coalition for the Homeless to be utilized for Bridge Housing and Supportive Services for highly vulnerable households experiencing homelessness.

**Funding Source:** **Amount:**  
 Affordable Housing Fund \$ 1,985,000

**Proposed Number of outcomes:** 600 households

**Awardee Organization:** Colorado Coalition for the Homeless

**EIN#:** 84-0951575  
**Address:** 2111 Champa Street, Denver, CO 80202  
**Contact Person:** Lisa Thompson  
**Phone:** 303-312-9603  
**Email:** lthompson@coloradocoalition.org

**Organization Type:**

Non-Profit  For-Profit  Individual  Partnership  Corporation  Publicly Owned  
 Other

**Council District(s):** City-Wide **Neighborhood(s):** City-Wide **Census Block(s):**  
Wide (only required for Low Mod Area)

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

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

**II. ACTIVITY DESCRIPTION**

**1. Description of Activity and Program Requirements and Responsibilities:**

CCH's innovative Bridge to Home Program will serve highly vulnerable individuals and families experiencing 'literal' or 'chronic' homelessness, sleeping in places not meant for human habitation, such as streets, cars, and encampments. Both OneHome and the Denver Street Outreach Collaborative will refer participants to housing who will be eligible for CCH's Bridge to Home project. Half of all referrals to bridge housing is anticipated to come from each system (50% of all referrals from OneHome and 50% from DSOC).

The Bridge to Home Program will primarily serve households referred through OneHome and outreach to encampments but may also serve individuals and families staying at an emergency shelter or safe haven, or fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions related to violence, who have no identified subsequent residence; and lack the resources and support networks needed to obtain other permanent housing. The Bridge Housing Program can also serve individuals exiting homelessness from an institution such as a Colorado State institution, a hospital, jail or prison, a halfway house, child welfare or another institution, at risk of institutionalization, at risk of becoming homeless or for formally homeless individuals who have been asked to leave their current housing environment and need a temporary safe place to stay while awaiting a new unit. The Bridge Housing provided will be short-term housing utilizing the Housing First philosophy. Applicants' personal information revealed in background or credit checks will not bar participation in the proposed project. This low-barrier access for participants will be possible because of the various Bridge Housing models proposed for the project.

CCH is currently developing the Fusion Studios, at 3737 N. Quebec St., to provide both PSH and Bridge Housing in this newly acquired facility. Twenty-five of the proposed HOST supported Bridge Housing units will be located at Fusion Studios. The Fusion Studios will also have an additional 114 PSH units that may be available for eligible Bridge Housing participants to transition into as their PSH placement.

Additional supported Bridge Housing units will be created at CCH's Beacon Place transitional housing facility on West Colfax. Bridge to Home will also use master-leased apartments and motel units, where appropriate, to serve homeless families with children, as well as homeless adults (both singles and couples).

Once in Bridge Housing, each participant not currently matched to a permanent housing resource and not in OneHome will be enrolled in OneHome by project staff to provide an efficient pathway to PSH or other permanent housing options.

Bridge housing participants will also include households who have previously been prioritized and referred to PSH by OneHome but need bridge housing until their PSH applications are complete and/or their PSH unit becomes available.

CCH proposed Bridge to Home project staff positions will be created with requested HOST funding. Each newly hired staff person will work collaboratively with existing CCH service teams, including Housing Intake and Placement, Street Outreach, Stout Street Health Center and the Housing Assistance Department and will assist in completion of OneHome assessments, completion of applications for PSH, outreach to landlords, searches for available apartments where PSH vouchers can be used, and accessing needed medical, behavioral health, substance, and other clinical treatment.

The proposed project will leverage services of Denver Street Outreach Collaborative (DSOC), for which CCH is the lead agency. For the Bridge to Home project, DSOC will provide targeted outreach and engagement to people who are chronically homeless and living in street encampments. The outreach goal will be assisting moves from the streets into bridge housing and, ultimately, into appropriate longer-term housing. This aspect of the Bridge to Home project will provide unique opportunities to transform "communities" of street dwellers in encampments into communities of stable residents in affordable, supportive housing.

HOST funds will enable the provision of supportive services including housing counseling, housing intake, landlord search and recruitment, and case management that will facilitate links to needed health and mental health services.

HOST funds will also provide rental assistance for the proposed 25 bridge housing units at Fusion Studios and the proposed bridge housing units at Beacon Place. HOST funds will also be used to pay rent for master-leased private apartments and, in some cases, rental of motel units. HOST funds could also be used as rental assistance at CCH managed properties, for non-PSH units as a bridge to longer term housing.

Once bridge housing participants transition into their permanent supportive housing, CCH staff will provide ongoing case management, clinical counseling and other supports to help them maintain housing stability. These services will be provided by CCH's Housing First, Residential Services, and Family Support Services with other funding.

OneHome and outreach referrals will include only those participants who completed the VI-SPDAT in the City and County of Denver.

**3. Implementation Plan and Timeline**

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

<b>Task</b>	<b>Projected Beginning &amp; End Dates</b>
Partner with landlords and Master Lease units for Bridge Housing	01/01/2019 -12/31/2020
Enroll households in Bridge Housing program	01/01/2019 -12/31/2020
Serve 600 households for 2-3 months on average	01/01/2019 -12/31/2020

**4. Objective & Outcome and Indicators**

**Objective (select one)**



- Enhance Suitable Living Environment
- Create Decent Housing
- Promote Economic Activity

**Outcomes (select one)**

- Availability/Accessibility
- Affordability
- Sustainability

**Indicators**

The following indicators will be used to measure the success of the contract/activity.

Indicators
<p>Money Leveraged Number of proposed outcomes <b>600 households</b> for 2-3 months on average. Income Levels of people/family <b>Will be collected during intake process – Serving residents experiencing homelessness</b> Race and Ethnicity <b>Will be collected during intake process</b></p> <p style="margin-left: 40px;"><b>1. <u>Households Served</u></b></p> <ul style="list-style-type: none"><li>a. Data source: HMIS</li><li>b. Measures:<ul style="list-style-type: none"><li>a. Number of households served each reporting period and deduplicated count of households served to date</li><li>b. Number of households that exited the program within the reporting period and year to date</li></ul></li></ul> <p style="margin-left: 40px;"><b>2. <u>Household characteristics</u></b></p> <ul style="list-style-type: none"><li>a. Data source: HMIS</li><li>b. Measures:<ul style="list-style-type: none"><li>c. Number and percent of heads of household by race, ethnicity, and income level at entry (if reported in HMIS for program type)</li></ul></li></ul> <p style="margin-left: 40px;"><b>3. <u>For Current Participants</u></b> (those participants actively enrolled in your program on the last day of the quarter/reporting period).</p> <ul style="list-style-type: none"><li>a. Data source: HMIS</li><li>b. Measures:<ul style="list-style-type: none"><li>a. Time from bridge referral to bridge move in</li><li>b. Average and median length of program enrollment</li></ul></li></ul>

- c. Number and percentage of currently participating households enrolled in the program for: less than 3 months, 3-6 months, 6-12 months, and longer than 12 months
          - d. Note: program enrollment period is defined as the time between the household's program enrollment date and the last day of the reporting period.
  - 4. **For Exiting Participants** (anyone who exited the program during the quarter/reporting period).
  - 5. 90% of program participants who entered the program **with** an identified subsidy will exit the program into a permanent housing outcome
    - a. Data source: HMIS
    - b. Measures:
      - a. Number and percent of exiting households by destination at exit. Destinations at exit will be grouped into permanent housing, other stable housing outcomes, and outcomes to other locations (e.g., nightly shelter, street, jail, or unknown destinations).
  - 6. 65% of program participants who entered the program **without** an identified subsidy will exit the program into a permanent housing outcome
    - a. Data source: HMIS
    - b. Measures:
      - a. Number and percent of exiting households by destination at exit. Destinations at exit will be grouped into permanent housing, other stable housing outcomes, and outcomes to other locations (e.g., nightly shelter, street, jail, or unknown destinations).
  - 7. Length of stay for exiting households
    - a. Data source: HMIS
    - b. Measures:
      - a. Average and median length of program enrollment
      - b. Number and percentage of currently participating households enrolled in the program for: less than 3 months, 3-6 months, 6-12 months, and longer than 12 months
3. **Returns to homelessness:**
  - a. How many of the households that were housed are still housed 6 months later? (CCD-funded households only)
    - c. Data source: HMIS
    - d. Measures: Number and percent of households who have a subsequent HMIS service that indicates homelessness within 6 months of housed exit date, 1 year of housed exit date, 2 years of housed exit date

<b>Specific Indicators: Specific to this scope of work</b>
<ol style="list-style-type: none"> <li>1. 90% of program participants who entered the program with an identified subsidy will exit the Bridge to Home program to permanent housing</li> <li>2. 65% of program participants who entered the program without an identified subsidy will exit the Bridge to Home program to permanent housing</li> <li>3. 100% of the program participants served will be, at minimum, literally or chronically homeless at the time of entry as defined in II. Activity Description 1.</li> </ol>

**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 indicators contained in this Scope of Services. Disbursement of funds is contingent based on the ability to collect the required information.

Regardless of when the executed contract was received by the Contractor, Contractor is responsible for submitting a report from the start date of the contract; **even if no activity was conducted or expended. Contractor should report “No Activity” or outline those activities reimbursed with grant funds. 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 update HMIS at intake and email the following report to the Program Officer and copy the Contract Administrator:

Outcome Performance Measurement Report

Frequency:

Monthly by the 15<sup>th</sup> day  Quarterly: 15 days after the end of the quarter  Other: \_\_\_\_\_

Program Officer will provide the format of the performance report to the Contractor. The information reported must include progress on the indicators included in this Scope of Services. The report includes current and cumulative (year-to-date) indicator information. Information on the overall progress of the program and/or project should be reported in the narrative section of the report. If the project is not being performed in a timely manner, an explanation must be included in the narrative section of the report.

**Homeless Management Information System (HMIS)**

It is the Department of Housing Stability’s policy, in alignment with adopted plans, to require the use of the Homeless Management Information System (HMIS) and the Coordinated Entry System (OneHome) for all federally and locally funded programs addressing the needs of residents experiencing homelessness.

EXHIBIT A - 1

The Contractor agrees to fully comply with the rules and regulations required by the U.S. Department of Housing and Urban Development (HUD) which govern the HMIS<sup>1</sup>. The contractor, in addition to the HUD requirements, shall conform to the HMIS policies and procedures established and adopted by the Metro Denver Homeless Initiative (MDHI) Continuum of Care (CoC). These are outlined in the COHMIS Policies and Procedures<sup>2</sup>, and the COHMIS Security, Privacy and Data Quality Plan<sup>3</sup>.

Metro Denver Homeless Initiative (MDHI) is the implementing organization for the (HMIS). The HMIS software is called Clarity.

Contractor's aggregate HMIS performance data for projects may be shared with the funder and the community to improve system performance and assist with monitoring. MDHI and/or DEDO will monitor contractor compliance and performance on an annual basis through a site visit. Technical assistance and training resources for HMIS are available to the Contractor via the COHMIS Helpdesk.<sup>4</sup>

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<sup>1</sup> <https://www.hudexchange.info/programs/hmis/hmis-data-and-technical-standards/>

<sup>2</sup> <https://cohmis.zendesk.com/hc/en-us/articles/360013991371-Policy-Procedures>

<sup>3</sup> <https://cohmis.zendesk.com/hc/en-us/articles/360013991371-Policy-Procedures>

<sup>4</sup> <https://cohmis.zendesk.com>

**HOST Budget Narrative**

**Colorado Coalition for the Homeless | Bridge to PSH Project**

This Budget is based on the information available at the time of contracting, the Department of Housing Stability will reimburse based on actual expenditures.

**A. Personnel:** List each position by title, as outlined in the Cost Allocation Plan (Budget) Spreadsheet. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization and match the figures provided in the Budget Spreadsheet.

<u>Name/Position</u>	<u>To Be Hired (TBH)</u>	<u>Computation</u>	<u>Cost</u>
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**Year One 1/1/19 – 12/31/19**

Intake Coordinator (1.0 FTE): \$45,911/FTE/year x 100% of time spent on project =			<b>\$45,911</b>
The Intake Coordinators' role is to assist participants gather documents and necessary paperwork for acceptance into Permanent Supportive Housing (PSH)			

Intake Coordinator (0.5 FTE): \$45,911/FTE/year x 50% of time spent on project =			<b>\$22,956</b>
The Intake Coordinators' role is to assist participants gather documents and necessary paperwork for acceptance into Permanent Supportive Housing (PSH)			

Housing Navigator (1.0FTE): \$43,000/FTE/year x 100% of time spent on project =			<b>\$43,000</b>
The Housing Navigator's role is to assist participants in identifying housing units in the community that fit the participants' needs. The Housing Navigator will work directly with private landlords to secure low-barrier access to safe and affordable housing units in the Denver Metro community that accept housing vouchers.			

TOTAL PERSONNEL COST Year One: \$ 111,867 (salary)

**Year Two 1/1/20 – 12/31/20**

TBH/Program Manager (1 FTE): \$58,000/yr/FTE x 100% of time spent on project =			<b>\$58,000</b>
The Program Manager's role is to oversee and manage project implementation, monitor budget expenditures, directly supervise and work closely with other project staff. <i>This person will be supervised by Director of Housing Intake and Placement (HIPS).</i>			

TBH/Administrative Assistant (0.5 FTE): \$35,500/year/FTE x 50% of time spent on project =			<b>\$17,750</b>
The Administrative Assistant's role centers on office tasks, such as filing, generating reports and presentations, setting up for meetings, reordering supplies, and real-time scheduling support by booking appointments and preventing conflicts. <i>This person will be supervised by Program Manager Housing Intake and Placement (HIPS).</i>			

TBH/Intake Coordinator (1 FTE): \$45,500/yr/FTE x 1 FTE=			\$45,500
TBH/Intake Coordinator (.5 FTE): \$45,500/yr/FTE x .5 FTE=			\$22,750
Current Intake Coordinator(.5 FTE): \$45,500/yr/FTE x.5 FTE=			\$22,750
Current Intake Coordinator (1 FTE): \$45,500/yr/FTE x 1 FTE=			\$45,500

**\$136,500**

EXHIBIT A - 1

The Intake Coordinator’s role is to assist participants in gathering documents and necessary paperwork for acceptance into Permanent Supportive Housing (PSH), and to provide initial case management and support for bridge housing participants. *These staff will be supervised by Program Manager Housing Intake and Placement (HIPS).*

Current Housing Navigator (1FTE): \$44,760/yr/FTE x 1 FTE x \$44,760

**\$44,760**

The Housing Navigator’s role is to assist participants in identifying housing units in the community that fit the participants’ needs. The Housing Navigator will work directly with private landlords to secure low-barrier access to safe and affordable housing units in the Denver Metro community that accept housing vouchers. *This staff will be supervised by Program Manager Housing Assistance Department (HAD).*

**All proposed program staff to be hired / employed by collaborating partner organizations should be included under the consultant / contracts cost category.**

TOTAL PERSONNEL COST Year Two: \$257,010 (salary)

**TOTAL PERSONNEL COSTS 2 YEARS = \$368,877**

**B. Fringe Benefits:** Fringe benefits should be based on actual known costs or an established formula. Fringe benefits expenses are only for the personnel listed in budget category (A) and only for the percentage of time devoted to the project as described above and in the Budget Spreadsheet. Below is a list of common benefit expenses. Include all benefits your agency provides employees if more are offered than those listed below. Please note that the FICA rate will be applied to salaries and/or wages less pre-tax benefits, if applicable.

**Year One 1/1/19 – 12/31/19**

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
<i>Intake Coordinators (1.5 FTE)</i>		
Employers FICA	\$68,687 x 6.2% of salary	\$4,258
Health Insurance	\$68,687 x 11.51% of salary	\$7,606
Workers’ Compensation	\$68,687 x 1.13% of salary	\$807
Unemployment Compensation	\$68,687 x 1.116% of salary	\$767
Employers FICAMED	\$68,687 x 1.45% of salary	\$996
403(B) Match	\$68,687 x 3.63% of salary	\$2,100
Dental Insurance	\$68,687 x 0.19% of salary	\$131
Life Insurance	\$68,687 x 0.164% of salary	\$113
Long Term Disability Insurance	\$68,687 x 0.61% of salary	\$419
		Total \$17,197
<i>Housing Navigator (1.0FTE)</i>		
Employers FICA	\$43,000x 6.2% of salary	\$2,606
Health Insurance	\$43,000 x 11.51% of salary	\$4,349
Workers’ Compensation	\$43,000 x 1.13% of salary	\$486
Unemployment Compensation	\$43,000 x 1.116% of salary	\$480
Employers FICAMED	\$43,000x 1.45% of salary	\$623

EXHIBIT A - 1

403(B) Match	\$43,000 x 3.63% of salary	\$1,561
Dental Insurance	\$43,000 x 0.19% of salary	\$817
Life Insurance	\$43,000 x 0.164% of salary	\$705
Long Term Disability Insurance	\$43,000 x 0.61% of salary	\$261
		Total \$11,888

TOTAL FRINGE BENEFITS Year One: \$ 29,085

**Year Two 1/1/20 – 12/31/20**

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
<i>TBH, Program Manager (1.0 FTE x \$58,000 FTE/year)</i>		
Employers FICA	\$58,000 x 7.65 % of salary	\$ 4,437
Health Benefits	\$58,000 x 13.3% of salary	\$7,714
Dental Insurance	\$58,000 x 0.32 % of salary	\$186
Life Insurance	\$58,000 x 0.23 % of salary	\$133
Workers' Comp. & Unemployment	\$58,000 x 2.44 % of salary	\$1,415
Disability	\$58,000 x 0.54% of salary	\$313
Retirement	\$58,000 x 3.52% of salary	<u>\$2,042</u>
Total		\$16,240

*TBH, Administrative Assistant (0.50 FTE x \$35,500 FTE/year = \$17,750)*

Employers FICA	\$17,750 x 7.65 % of salary	\$1,358
Health Benefits	\$17,750 x 13.3% of salary	\$2,360
Dental Insurance	\$17,750 x 0.32 % of salary	\$57
Life Insurance	\$17,750 x 0.23 % of salary	\$41
Workers' Comp. & Unemployment	\$17,750 x 2.44 % of salary	\$433
Disability	\$17,750 x 0.54% of salary	\$96
Retirement	\$17,750 x 3.52% of salary	<u>\$625</u>
Total		\$4,970

*TBH/Current Intake Coordinators (3.0 FTE x \$45,500FTE/year = \$136,500)*

Employers FICA	\$ x 7.65 % of salary	\$10,442
Health Benefits	\$ x 13.3% of salary	\$18,154
Dental Insurance	\$ x 0.32 % of salary	\$437
Life Insurance	\$ x 0.23 % of salary	\$314
Workers' Comp. & Unemployment	\$ x 2.44 % of salary \$3,331	
Disability	\$ x 0.54% of salary	\$737
Retirement	\$ x 3.52% of salary	<u>\$4,805</u>
Total		\$38,220

*Current Housing Navigator (1.0 FTE x \$44,760FTE/year)*

Employers FICA	\$44,760 x 7.65 % of salary	\$3,424
Health Benefits	\$44,760 x 13.3% of salary	\$5,953
Dental Insurance	\$44,760 x 0.32 % of salary	\$143
Life Insurance	\$44,760 x 0.23 % of salary	\$103

CCH / Dedicated Funds / BT  
 HOST EV-201947213-01  
 1/1/2019 – 12/31/2020

EXHIBIT A - 1

Workers' Comp. & Unemployment	\$44,760 x 2.44 % of salary	\$1092
Disability	\$44,760 x 0.54% of salary	\$242
Retirement	\$44,760 x 3.52% of salary	<u>\$1,576</u>
Total		\$12,533

TOTAL FRINGE BENEFITS COST Year Two: \$71,963

**TOTAL FRINGE BENEFITS COST Two Years: \$101,048**

TOTAL PERSONNEL COST Year One: \$140,952

TOTAL PERSONNEL COST Year Two: \$328,973

**TOTAL PERSONNEL COST Two Years: \$469,925**

**C. Office Expenses:** List items by type (office supplies, postage, copying paper, and other expendable items such as books, handheld tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies (paper, pens, etc.)	\$125.00/month x 12 months	\$3000

**TOTAL SUPPLIES COSTS: \$ 3,000**

Staff will be completing housing paperwork with clients utilizing pens, paper, ink toner, fasteners, folders, etc.

**D. Communication:** List items by type (cell phones, landlines, internet, etc.) and show the basis for computation.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Cell phones Year One	\$35/month x 2 of staff x 12 months	\$840
Cell phones Year Two	\$25/month x 5.5 of staff x 12 months	\$1,650

**TOTAL COMMUNICATION COSTS: \$2,490**

Staff will utilize cell phone for client needs and other coordination.

**E. Insurance:** Itemize insurance expenses of project and include justification.

**TOTAL INSURANCE COSTS: \$ N/A**

**F. Travel Staff:** Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). If the application includes putting on training, travel and meals for trainees should be listed separately from travel and meals of the applicant's staff. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied. Applicant or Federal Travel Regulations.



**Note: Only travel of employees should be included in this category. Travel of partners or volunteers should be included in the “consultants/contracts” category.**

**Year One 1/1/19 – 12/31/19**

<b>Location</b>	<b>Item</b>	<b>Computation</b>	<b>Cost</b>
Local Travel	Mileage	278 miles/mo.x12mo=3,333 miles @ \$0.45/mile	\$1,500

TOTAL TRAVEL COSTS Year One: \$1,500

**Year Two 1/1/20 – 12/31/20**

<b>Location</b>	<b>Item</b>	<b>Computation</b>	<b>Cost</b>
Conferences	Airfare	\$600 (avg.) x 2 x 2	\$2,400
Conferences	Lodging	\$130 (avg.) x 4 x 2 x 2	\$2,080
Conferences	Per diem	\$55 (avg.) x 4 x 2 x 2	\$880
Conferences	Conference Fee	\$625(avg.) x 2 x 2	\$2,500
Local Travel	Mileage	\$.050/Mile x 325/mnth x 12	\$3,900

TOTAL STAFF TRAVEL COSTS Year Two: \$ 11,760

**TOTAL STAFF TRAVEL COSTS Two Years: \$13,260**

Travel Example A: The Housing First Partners Conference is a national best practices conference in which staff will learn important skills and share information about the Bridge to PSH program to others in the community. Training funds have been allocated in accordance with program guidelines. The sites of the training sessions are located Seattle, WA. Travel estimates are based upon research into airfare and lodging + actual conference fee and agency per diem policy.

**G. Travel Client:** Itemize client travel expenses of project by type and purpose (e.g., bus tokens, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., ten people travel to and from counseling sessions at \$X bus tokens).

**Year One 1/1/19 – 12/31/19**

<b>Item</b>	<b>Computation</b>	<b>Cost</b>
Bus Tickets	\$22.75(average cost/yr/participant household) X 220 households annually	\$5,000

<b>Item</b>	<b>Computation</b>	<b>Cost</b>
Bus Tickets	\$28 (average cost/yr/participant household) X 400 households annually	\$11,200

**TOTAL TRAVEL CLIENT COST Two Years: \$16,200**

**H. Equipment Rental: N/A**

**I. Facilities: N/A**

**K. Meetings/Events: N/A**

**L. Professional Services: For each Professional Services: N/A**  
**Name of Consultant Service Provided Computation Cost : N/A**

**M. Subcontractor: N/A**

**N. Construction Costs: N/A**

**O. Other Direct Expenses: Client/Unit Needs**

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
Food	\$15.77/month x 400	\$6,306
Basic Needs/Move-In Kit/Furniture		\$37.10/avg x
620	\$22,000	
Storage	\$ 500/month (avg.) x12	\$6,000
Moving Expenses	\$ 100 x 50 (avg.)	\$5,000

FOOD: \$6,306

The Households referred into the Bridge to PSH project will be literally homeless upon entry and not have a way to store food before they enter one of the master leased units. CCH will provide basic food staples to the households utilizing our internal pantry or affordable frozen meals until a time can be scheduled to get the participants to food banks or grocery shopping with their own funds. Food will be distributed to clientele as needed.

BASIC NEEDS/MOVE-IN KITS/ FURNITURE: \$22,000

Basic Needs and Move-In Kits will be provided by CCH to all Bridge to PSH clientele to ensure that no households have what is needed to keep themselves and their units clean. These items will be distributed to clientele upon move-in to their unit and as needed. Furniture will be provided by CCH to all Bridge to PSH master leased properties to ensure that no households are placed into units without furniture. The furniture provided will stay with the unit when participants move out so that the next household can utilize the resource. If furniture becomes too damaged or is unsanitary it will be replaced prior to the next occupant being placed in the unit.

STORAGE: \$6,000

Storage will be utilized by CCH staff to store furniture moving into bridge housing units, move-in kit supplies, bedding, cleaning supplies, etc. These items will be distributed to clientele upon move-in to their unit and as needed.

MOVING EXPENSES: \$5,000

There are times when CCH staff and clients are unable to move furniture themselves for bridge housing units and will utilize movers from our Stout Street Works programs or other moving services to assist with these tasks.

**TOTAL OTHER DIRECT COSTS: \$ 39,306**

**TOTAL LINES C - O: \$74,256**

CCH / Dedicated Funds / BT  
 HOST EV-201947213-01  
 1/1/2019 – 12/31/2020

**P. Bridge Housing Expenses**

**Year One 1/1/19 – 12/31/19**

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
Bridge Housing Costs	20 units X \$13,971.05/unit/year	\$279,421
Security Deposits/Damage Payments To Cover 20 Units at \$1,485 per unit		\$29,708

Requested funds will cover costs of master leasing housing units in which Bridge Housing participants will reside. Twenty such units will be master leased at an average cost of \$13,971.05/unit/year or an average cost of \$1,164.25/unit/month. Unit size will vary to accommodate number of participant household members. Requested funds to cover security deposits at Bridge Housing units and any damage costs associated with units above and beyond the Security Deposit provided.

TOTAL BRIDGE HOUSING COSTS Year One: \$309,129

**Year Two 1/1/20 – 12/31/20**

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
95 subsidies at given time (avg.) year 1	95 subsidies/year x \$11,176.48 per voucher/year	\$1,061,765

Average voucher cost per month is \$11,176.48/12 months = \$931.37

Project funding request is for approximately 95 subsidies/year to be used in multiple bridge housing models including 1) Fusion Studio, a facility CCH is currently developing into PSH and Bridge Housing for adults experiencing homelessness; 2) Newly created Bridge Housing Units at Beacon Place, a transitional facility exclusively for adults experiencing homelessness; 3) Master-leased apartments in the community for homeless families and adults; 4) motel units in the community for homeless families and adults; 5) Existing CCH managed apartments, as available. Unit size will vary to accommodate number of participant household members.

TOTAL BRIDGE HOUSING COSTS Year Two: \$1,061,765

**TOTAL BRIDGE HOUSING COSTS Two Years: \$1,370,894**

**Q. Indirect Costs:** Indirect costs are allowed only if the applicant has a federally-approved indirect cost rate and if permitted by the grant program. A copy of the rate approval (a fully executed, negotiated agreement) must be attached as well as a full description of which direct costs are used to calculate indirect costs.

**Year One 1/1/19 – 12/31/19**

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
14.6% of Total Personnel Costs	\$140,952 x 14.6%	\$20,579

**Year Two 1/1/20 – 12/31/20**

<b>Description</b>	<b>Computation</b>	<b>Cost</b>
15.0% of Total Personnel Costs	\$328,973 x 15.0%	\$49,346

EXHIBIT A - 1

**TOTAL INDIRECT COSTS:** Attached please finds CCH's federally-approved indirect cost rate, which is a fully executed, negotiated agreement.

TOTAL INDIRECT COSTS: Year 1 \$20,579

TOTAL INDIRECT COSTS: Year 2 \$49,346

**TOTAL INDIRECT COSTS: Two Years \$69,925**

**T. Total NON-PERSONNEL COSTS Year 2 \$1,515,075**

**U. Total Project Cost: Year 2 \$1,985,000**

**V. Match Amount: \$0.00**

**R. Match Amount : N/A – No match is required or provided voluntarily**

**Total Amount Requested from HOST: \$1,985,000.00**

# Program Budget and Cost Allocation Plan Summary

Contractor Name: Colorado Coalition for the Homeless Program Year: 2019/2020  
 Project : Bridge to PSH  
 Contract Dates: 1/1/2019 to 12/31/2020 Turn to HOST Program Officer: David Riggs

Budget Category	Agency Total (All Funding Sources)	Project Costs HOST Funding 1 201100000		Total Project Costs requested from HOST		Other City & County of Denver Funding (Add applicable funding as necessary)		Other Federal Funding		Other Non-Federal Funding		Agency Total	
		Total	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount
<b>Personnel: Name and Job Title</b>													
<i>Intake Coordinator (1.0 FTE) Year One</i>	\$45,911.00	\$45,911.00	100.00%	\$45,911.00	100.00%		0.00%		0.00%		0.00%	\$45,911.00	100.00%
<i>Intake Coordinator (0.5 FTE) Year One</i>	\$22,956.00	\$22,956.00	100.00%	\$22,956.00	100.00%							\$22,956.00	100.00%
<i>Housing Navigator (1 FTE) Year One</i>	\$43,000.00	\$43,000.00	100.00%	\$43,000.00	100.00%							\$43,000.00	100.00%
<i>TBH/Program Manager (1.0) FTE Year Two</i>	\$58,000.00	\$58,000.00	100.00%	\$58,000.00	100.00%							\$58,000.00	100.00%
<i>TBH/Administrative Assistant (0.5 FTE) Year Two</i>	\$17,750.00	\$17,750.00	100.00%	\$17,750.00	100.00%							\$17,750.00	100.00%
<i>TBH/Intake Coordinator (0.5) FTE Year Two</i>	\$45,500.00	\$45,500.00	100.00%	\$45,500.00	100.00%							\$45,500.00	100.00%
<i>TBH/Intake Coordinator (1.0) FTE Year Two</i>	\$22,750.00	\$22,750.00	100.00%	\$22,750.00	100.00%							\$22,750.00	100.00%
<i>Current Intake Coordinator (0.5) FTE Year Two</i>	\$22,750.00	\$22,750.00	100.00%	\$22,750.00	100.00%							\$22,750.00	100.00%
<i>Current Intake Coordinator (1.0) FTE Year Two</i>	\$45,500.00	\$45,500.00	100.00%	\$45,500.00	100.00%							\$45,500.00	100.00%
<i>Current Housing Navigator (1.0) FTE Year Two</i>	\$44,760.00	\$44,760.00	100.00%	\$44,760.00	100.00%							\$44,760.00	100.00%
<b>Total Salary:</b>	<b>368,877</b>	<b>368,877</b>	100.00%	<b>368,877</b>	100.00%	-	0.00%	-	0.00%	-	0.00%	<b>368,877</b>	100.00%
<b>Fringes</b>	<b>\$101,048</b>	<b>101,048</b>	100.00%	<b>101,048</b>	100.00%		0.00%		0.00%		0.00%	<b>101,048</b>	100.00%
<b>Personnel Total:</b>	<b>469,925</b>	<b>469,925</b>	100.00%	<b>469,925</b>	100.00%	-	0.00%	-	0.00%	-	0.00%	<b>469,925</b>	100.00%
<b>Non-Personnel:</b>	Total	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount	%
<i>Office Expenses, Supplies &amp; Equipment</i>	\$3,000.00	\$3,000.00	100.00%	\$3,000.00	100.00%		0.00%		0.00%		0.00%	\$3,000.00	100.00%
<i>Communication</i>	\$2,490.00	\$2,490.00	100.00%	\$2,490.00	100.00%		0.00%		0.00%		0.00%	\$2,490.00	100.00%
<i>Travel - Staff</i>	\$13,260.00	\$13,260.00	100.00%	\$13,260.00	100.00%		0.00%		0.00%		0.00%	\$13,260.00	100.00%
<i>Travel - Client</i>	\$16,200.00	\$16,200.00	100.00%	\$16,200.00	100.00%		0.00%		0.00%		0.00%	\$16,200.00	100.00%
<i>Moving Expenses</i>	\$5,000.00	\$5,000.00	100.00%	\$5,000.00	100.00%		0.00%		0.00%		0.00%	\$5,000.00	100.00%
<i>Storage</i>	\$6,000.00	\$6,000.00	100.00%	\$6,000.00	100.00%		0.00%		0.00%		0.00%	\$6,000.00	100.00%
<i>Basic Needs/Move-In Supplies/Furniture</i>	\$22,000.00	\$22,000.00	100.00%	\$22,000.00	100.00%		0.00%		0.00%		0.00%	\$22,000.00	100.00%
<i>Food</i>	\$6,306.00	\$6,306.00	100.00%	\$6,306.00	100.00%		0.00%		0.00%		0.00%	\$6,306.00	100.00%
<i>Rent Assistance Year One</i>	\$279,421.00	\$279,421.00	100.00%	\$279,421.00	100.00%							\$279,421.00	100.00%
<i>Security Deposits, Damage Payments Year One</i>	\$29,708.00	\$29,708.00	100.00%	\$29,708.00	100.00%							\$29,708.00	100.00%
<i>Rent Assistance Year Two</i>	\$1,061,765	1,061,765	100.00%	\$1,061,765	100.00%		0.00%		0.00%		0.00%	\$1,061,765	100.00%
<i>Indirect Costs</i>	\$69,925	69,925	100.00%	\$69,925	100.00%		0.00%		0.00%		0.00%	\$69,925	100.00%
<b>Total Non-Personnel</b>	<b>1,515,075</b>	<b>1,515,075</b>	100.00%	<b>1,515,075</b>	100.00%	-	0.00%	-	0.00%	-	0.00%	<b>1,515,075</b>	100.00%
<b>Total Project Cost</b>	<b>1,985,000</b>	<b>1,985,000</b>	100.00%	<b>1,985,000</b>	100.00%	-	0.00%	-	0.00%	-	0.00%	<b>1,985,000</b>	100.00%
<b>Program Income (through funded activities)</b>												-	
<b>Non-Project:</b>	Total	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%		
<i>Personnel Costs:</i>												-	
<i>Non-Personnel Costs:</i>												-	
<i>Other (Specify):</i>												-	
<b>Total Non-Project Cost</b>	-	-				-		-		-		-	
<b>Grand Total</b>	<b>1,985,000</b>	<b>1,985,000</b>	100%	<b>1,985,000</b>	100.00%	-	0.00%	-	0.00%	-	0.00%	<b>1,985,000</b>	100.00%

## **EXHIBIT B**

### **FINANCIAL ADMINISTRATION:**

#### **1.1 Compensation and Methods of Payment**

- 1.1.1 Disbursements shall be processed through the Department of Housing Stability (HOST) and the City and County of Denver's Department of Finance.
- 1.1.2 The method of payment to the Contractor by HOST shall be in accordance with established HOST procedures for line-item reimbursements. The Contractor must submit expenses to HOST on or before the last day of each month for the previous month's activity. Voucher requests for reimbursement of costs should be submitted on a regular and timely basis in accordance with HOST policies. Vouchers should be submitted within thirty (30) days of the actual service, expenditure or payment of expense.
- 1.1.3 The Contractor shall be reimbursed for services provided under this Agreement according to the approved line-item reimbursement budget attached to and made a part of this Agreement (Exhibit A).

#### **1.2 Vouchering Requirements**

- 1.2.1 In order to meet Federal 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.
- 1.2.2 No more than four (4) vouchers may be submitted per contract per month, without prior approval from HOST.
- 1.2.3 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.
- 1.2.4 City and County of Denver Forms shall be used in back-up documents whenever required in the Voucher Processing Policy.
- 1.2.5 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.
- 1.2.6 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 last 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).
- 1.2.7 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.
- 1.2.8 The standardized HOST “Expense Certification Form” should be included with each payment request to provide the summary and authorization required for reimbursement.

### **1.3 Payroll**

- 1.3.1 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.
- 1.3.2 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.
- 1.3.3 A payroll register 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.

### **1.4 Fringe Benefits**

- 1.4.1 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 1) a breakdown of how the fringe benefit percentage was determined prior to first draw request; or, 2) 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.

## **1.5 General Reimbursement Requirements**

- 1.5.1 **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.
- 1.5.2 **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.
- 1.5.3 **Cell Phone:** If the monthly usage charge is exceeded in any month, an approval from the Executive Director or designee will be required.
- 1.5.4 **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 and approved by HOST.
- 1.5.5 **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.

## **2.1 Program Income**

- 2.1.1 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.



- 2.1.2 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 VOUCHER REQUEST.
- 2.1.3 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).

### **3.1 Financial Management Systems**

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

- 3.1.1 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 financial reporting requirements.
- 3.1.2 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.
- 3.1.3 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.
- 3.1.4 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.
- 3.1.5 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.
- 3.1.6 Source documents such as cancelled 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.

- 3.1.7 For contracts subject to Federal Agreements, the Contractor shall maintain separate accountability for HOST funds as referenced in 24 C.F.R. 85.20 and the OMB Omni Circular.
- 3.1.8 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.
- 3.1.9 A proper filing of unemployment and worker's compensation (for staff only) insurance shall be made to appropriate organizational units.
- 3.1.10 The Contractor shall participate, when applicable, in HOST provided staff training sessions in the following financial areas including, but not limited to (1) Budgeting and Cost Allocation Plans; (2) Vouchering Process.

#### **4.1 Audit Requirements**

- 4.1.1 For contracts subject to Federal Agreements, if the Contractor expends seven hundred and fifty thousand dollars (\$750,000) or more of federal awards in the Contractor's fiscal year, the Contractor shall ensure that it, and its sub recipients(s), if any, comply with all provisions of the OMB Omni Circular.
- 4.1.2 A copy of the final audit report must be submitted to the HOST Financial Manager within the earliest of thirty (30) calendar days after receipt of the auditor's report; or nine (9) months after the end of the period audited.
- 4.1.3 A management letter, if issued, shall be submitted to HOST along with the reporting package prepared in accordance with the Single Audit Act Amendments and the OMB Omni Circular. If the management letter is not received by the subrecipient at the same time as the Reporting Package, the Management Letter is also due to HOST within thirty (30) days after receipt of the Management Letter, or nine (9) months after the end of the audit period, whichever is earlier. If the Management Letter has matters related to HOST funding, the Contractor shall prepare and submit a Corrective Action Plan to HOST in accordance with the Single Audit Act Amendments and the OMB Omni Circular, as set forth in 24 C.F.R. Part 45 for each applicable management letter matter.
- 4.1.4 All audit related material and information, including reports, packages, management letters, correspondence, etc., shall be submitted to **HOST Financial Services Team**.
- 4.1.5 The Contractor will be responsible for all Questioned and Disallowed Costs.
- 4.1.6 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.

### **5.1 Budget Modification Requests**

- 5.1.1 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.
- 5.1.2 Minor modifications to the services provided by the Contractor or changes to each line item budget equal to or less than a ten percent (10%) threshold, which do not increase the total funding to the Contractor, will require notification to HOST program staff and upon approval may be submitted with the next monthly draw. Minor modifications to the services provided by Contractor, or changes to each line item budget in excess of the ten percent (10%) threshold, which do not increase the total funding to Contractor, may be made only with prior written approval by HOST program staff. Such budget and service modifications will require submittal by Contractor of written justification and new budget documents. All other contract modifications will require an amendment to this Agreement executed in the same manner as the original Agreement.
- 5.1.3 The Contractor understands that any budget modification requests under this Agreement must be submitted to HOST prior to the last Quarter of the Contract Period, unless waived in writing by the HOST Director.

### **6.1 Procurement**

- 6.1.1 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 (including insurance) supplies, or other property that costs more than ten thousand dollars (\$10,000) in the aggregate.
- 6.1.2 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.
- 6.1.3 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.

### **7.1 Bonding**

- 7.1.1 HOST may require adequate fidelity bond coverage, in accordance with 24 C.F.R. 84.21, where the subrecipient lacks sufficient coverage to protect the Federal Government's interest.

## **8.1 Records Retention**

- 8.1.1 The Contractor must retain for seven (7) years financial records pertaining to the contract award. The retention period for the records of each fund will start on
- 8.1.2 the day the single or last expenditure report for the period, except as otherwise noted, was submitted to the awarding agency.
- 8.1.3 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.

## **9.1 Contract Close-Out**

- 9.1.1 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.
- 9.1.2 Contract close out forms will be provided to the Contractor by HOST within thirty (30) days prior to end of contract.
- 9.1.3 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.

## **10.1 Collection of amounts due**

- 10.1.1 Any funds paid to a Contractor in excess of the amount to which the Contractor is finally determined to be entitled under the terms of the award constitute a debt to the Federal Government and the City. If not paid within a reasonable period after demand, HOST may 1) Make an administrative offset against other requests for reimbursements, 2) Withhold advance payments otherwise due to the Contractor, or 3) other action permitted by law.

# **EXHIBIT C**



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