

FIRST AMENDATORY AGREEMENT

This **FIRST AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **COLORADO VILLAGE COLLABORATIVE**, a Colorado non-profit corporation located at 1600 N Downing Street Ste 700 Denver, Colorado 80218 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated February 14, 2025 (the “Agreement”) to perform, and complete all of the services and produce all the deliverables set forth on Exhibit A, the Scope of Work, to the City’s satisfaction.

B. The Parties wish to amend the Agreement to extend the term, increase the maximum contract amount, and amend the scope of work.

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

1. Section 3 of the Agreement entitled “**TERM**” is hereby deleted in its entirety and replaced with:

“**3. TERM:** The Agreement will commence on **January 1, 2025** and will expire on **September 30, 2026** (the “Term”). The term of this Agreement may be extended by the City under the same terms and conditions by a written amendment to this Agreement. 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.”

2. Section 4 of the Agreement entitled “**Compensation and Payment**” Sub-section 4.4.1 entitled “**Maximum Contract Amount:**” is hereby deleted in its entirety and replaced with:

“**4.4. Maximum Contract Amount:**

4.4.1 Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **TWO MILLION FOUR HUNDRED TWENTY-ONE THOUSAND EIGHT HUNDRED FIVE DOLLARS AND NO CENTS (\$2,421,805.00)** (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.”

3. **Exhibit A** is hereby deleted in its entirety and replaced with **Exhibit A-1 Scope of Work**, attached and incorporated by reference herein. All references in the original Agreement to Exhibit A are changed to Exhibit A-1.

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

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

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Contract Control Number: HOST-202581930-01/HOST-202477532-01
Contractor Name: COLORADO VILLAGE COLLABORATIVE

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:

Attorney for the City and County of Denver

By:

REGISTERED AND COUNTERSIGNED:

By:

By:

Contract Control Number:
Contractor Name:

HOST-202581930-01/HOST-202477532-01
COLORADO VILLAGE COLLABORATIVE

By:  Signed by:
71FF8058D4AA44D...

Name: Jessica Ehinger
(please print)

Title: CEO
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

EXHIBIT A-1
SCOPE OF WORK
DEPARTMENT OF HOUSING STABILITY
COLORADO VILLAGE COLLABORATIVE
HOST-202581930-01

I. INTRODUCTION

Contract Term Dates: January 1, 2025 – September 30, 2026

Project Description:

This agreement is entered between the Department of Housing Stability (HOST) and Colorado Village Collaborative (CVC) for the purpose of operations and programming at the Micro Community at Monroe Village. The Fiscal Year 2026 award amount for this contract is **\$940,602.00** for a total contract amount of \$2,421,805.00.

Funding Source:	General Fund
Project Name:	Monroe Village Micro Community
Budget Type:	Focused Cost Reimbursement
Contractor Address:	1600 N Downing St, Suite 700, Denver CO 80218
Organization Type:	Non-Profit

II. SERVICES DESCRIPTION

- A. CVC will be responsible for adhering to the Shelter Program Standards document and other Performance Based Standards to be provided by HOST.
- B. CVC will provide operations and programming at the Monroe Village Micro Community which will serve people experiencing unsheltered homelessness. This specifically includes the following:
 - 1. **Service Standards**
 - a. Staff should have relevant professional accreditations, education, and experience, including lived or living experiences to implement both holistic and housing-focused services. Staff should be community-based and multi-disciplinary when possible.
 - b. Services should be implemented using best practice models, including Housing First, Harm Reduction, Motivational Interviewing, and Trauma-Informed Care. Other services and treatment models may be coordinated with or incorporated into the services programming based on the individuals served. The delivery of all services should be guided by the principles of cultural competence, recovery, and resiliency, with an emphasis on building individuals' strengths and resources in the community, with family, and with peer/social relationships.

- c. Services and the delivery of the support should be adjusted appropriately based on the intended population the project will serve.
- d. CVC shall work collaboratively with community-based partners and referral sources as necessary to ensure that households served acquire and maintain housing within the constraints of the known affordable housing crisis.

2. Site Operations

- a. Keep sites operating 24 hours a day, seven days a week, 365 days a year.
- b. Provide facility management to oversee the day-to-day operations and maintenance of micro-communities to ensure compliance with all building codes, health regulations, and safety issues.
- c. Maintain the infrastructure, amenities, and utilities, providing regularly scheduled and general repairs and maintenance services such as trash, exterior litter removal, pest control, snow removal both inside the fenced area and from entries, changing light bulbs, minor repairs to plugged toilets and leaky faucets and any other basic repairs; provide necessary emergency maintenance services under \$500. Please see Appendix A for matrix of responsibilities.
- d. Collaborate with City representative(s) to notify and address any critical incidents on site.
- e. Maintain a minimum ratio of one staff member on-site per 40 clients 24/7 with proper credentials including knowledge and experience in, conflict de-escalation and mediation, and trauma-informed care.
- f. Communal spaces should be cleaned at least twice per week, or more frequently as needed and cleaning supplies should be available for clients as needed.
- g. Manage site safety to establish and enforce safety protocols to ensure the safety of residents and staff.
- h. Training for all staff will include but not be limited to, de-escalation training and Cardiopulmonary Resuscitation (CPR)
- i. Vaccinated and working on full vaccination non-aggressive pets will be allowed at the facility.
- j. Referrals to the micro-community will be directed by HOST's encampment resolution and outreach teams. Site Operator will intake clients in cooperation with HOST's encampment resolution and outreach teams.
- k. Temporary housing units or shelter facilities must meet HUD's habitability standards defined in 24 CFR part 576.403 (c). Documentation of meeting minimum standards must be provided to HOST. Grantees may use the ESG Habitability Standards Checklist found at <https://www.hudexchange.info/resource/3766/esg-minimum-habitability-standards-for-emergency-shelters-and-permanent-housing/> or an equivalent checklist.
- l. CVC will close down the Monroe Village Micro Community site. This includes providing client services, clean-up and other activities to return the site to original state before the time home village was established at this location.
 - i. Closure for client population is June 30, 2025

3. Client Case Management and Navigation Services

- a. Resident Intake and orientation including Homeless Management Information System (HMIS) intake and subsequent services and exits documented in HMIS
- b. Provide necessary referrals and coordination for any mental and physical healthcare needs.
- c. Provide benefit, resource navigation and employment referrals based on clients' circumstances and eligibility within 30 days of the client completing enrollment into site.
- d. Provide housing navigation.
- e. Provide case management and supportive services that are housing-focused, trauma-informed, person-centered, and utilize a harm reduction approach for all clients. Case management ratio will aim to be one case manager for every 30 households.
- f. Provide resources for Limited English Proficient (LEP) individuals to ensure all guests have access to services in their language of choice.

III. ROLES AND RESPONSIBILITIES FOR BOTH PARTIES

A. Contractor will:

1. Operate the site according to HOST's Program Standards and the requirements outlined in this Agreement.
2. Work with City to host any City-designated sensitivity training on an annual basis.
3. Provide any online modular sensitivity training developed and provided by the City to all new direct-service staff within 15 days of hire date. Ensure direct-service staff complete training refresher on a biennial basis.
 - a. Sensitivity Training is available at this
https://denvergov.org/media/denvergov/housingstability/context_of_homelessness_story.html
 - b. The Executive Director or their delegate is required to complete and sign the "Statement of Completion of Required Training: Informed, Compassionate, and Positive Interactions with Persons Experiencing Homelessness" form biennially and submit to HOST.
3. Post the City and County of Denver's Anti-Discrimination Office signage in an area where information is available to staff and program participants.
4. Ensure completion of requisite training as outlined by HOST Program Standards document.
5. Obtain consumer feedback on a regular basis. Gathering and utilizing consumer input ensures that the services provided effectively address the needs and preferences of the individuals/households served by this contractor. The City reserves the right to issue specific guidelines on the methods for collecting and integrating consumer feedback which may include use of a third-party evaluator. Details will be outlined in Program Standards documents. Consumer feedback will be reviewed with the Contractor during monitoring and site visits by HOST.

6. Provide grievance policy and procedure to HOST within the first 90 days of this contract and annually or as updates are made thereafter. Grievance policies and procedures must be approved by HOST.
7. Complete a security assessment and provide a security plan for each shelter site that must be reviewed and approved by HOST within the first 90 days of this contract and annually or as updates are made thereafter. Security plan requirements will be detailed in HOST Program Standards document.

B. The City will:

1. Provide signage that includes information about the City and County of Denver's Anti-Discrimination Office in both Spanish and English.
2. Provide access to sensitivity training and curricula for other required trainings for staff.
3. Provide access to the HOST Program Standards document and HOST will communicate any changes or updates made to the document and ensure that the most current version is made available to partners in a timely manner.

IV. EQUITY ACCESS AND OUTCOMES

The Department of Housing Stability, in alignment with the Mayor's Office of Social Equity and Innovation, values racial equity and inclusiveness and seeks to reflect this value in our funding practices. Our commitment to producing racially equitable housing outcomes is paramount to HOST's overall mission of Denver residents being healthy, housed and connected. HOST requires all programs it funds to report on the demographic characteristics of households served by the program throughout the duration of the contract in coordination with other required reporting. The contractor will also report on the demographics of staff working on this program throughout the duration of this contract.

Specific information outlining the required data systems to be used and data to be collected are contained within the scope of work of this contract. This information will help HOST monitor demographic trends in who is served. The underlying objective of collecting and disaggregating data and outcomes by race is to understand who is currently served by HOST funded programs. This information will help inform future evaluation on any potential disparate impacts across HOST programs, as well as strategies to help address equity in access to and outcomes from programs where appropriate. Additionally, HOST program and monitoring staff will be reviewing data, and will discuss your program's progress or challenges towards racially equitable services and outcomes at site visits and monitoring.

V. OBJECTIVE AND OUTCOMES

Resources	Activities	Outputs	Metric	Outcomes	Metric	Impacts
1:40 staff ratio including Supervisory and Operational positions	<ul style="list-style-type: none"> • 24/7 • Bed & bedding • Shower access • Laundry • Hygiene supplies • Meals • Resource Navigation • Reunification • Vital document acquisition • Relationship building • OneHome Access • Housing Search • Referrals to health-related services • Weekly Case Management meeting • Enrollments, annual assessments, case management notes, and exit assessments • HOST required trainings • Participant feedback 	Households served annually	90	Households are provided a safe place to sleep and access to services to help them exit homelessness	100%	
45 beds/units in shelter		Households engaged in housing-focused case management	80%	Households that receive assistance exit to permanent or stable housing, and institutions	50%	
Support Services		Household receiving assistance with increasing their income through benefits and/or employment	40%	Households receiving assistance that have an increase in income through benefits or employment	70%	Address Unsheltered Homelessness
Homeless Management Information System (HMIS) use		Households receiving assistance obtaining/maintaining vital documents	40%	Households that receive assistance obtain/maintain vital documents	75%	Complete shelter system transformation toward rehousing
Staff training		Households without OneHome assessments offered housing assessments	80%	Households offered assistance receive housing assessments	40%	Use customer feedback to improve shelter operations
Program Policies		Households offered the opportunity to provide feedback on services received	100%	Households that complete a survey report being satisfied or better	70%	
HOST funding						

Assumptions: Unless otherwise indicated, data will be pulled from the Homeless Management Information System (HMIS). Contractor will upload a HMIS Data Quality report in Salesforce with each quarterly report. Data quality must be in alignment with expectations and standards outlined by COHMIS (<https://cohmis.zendesk.com/hc/en-us>). All Metrics will be reviewed quarterly and annually.

VI. REPORTING

- A. Contractor is required to use Homeless Management Information System (HMIS) for program data collection. Contractor's use of HMIS must adhere to COHMIS [Policy](#) and [Data Quality](#) standards to demonstrate clients' eligibility, and meet indicators in this scope of work. Disbursement of funds is contingent upon the ability to collect program data using HMIS. Contractor's operating emergency shelters for survivors of domestic violence are not required to enter data into HMIS but must be able to provide data that shows progress towards contracted outcomes and match federal reporting standards.
- B. Contractors will be required to use HOST Programs Community to submit all program narrative and qualitative data reports. These reports are due the 15th day of the month following each reporting period. Each narrative report will contain information on program success, challenges, and funding leverage during the reporting period.

Report Type	Due Date
Quarterly Report for January 1 – March 31	April 15
Quarterly Report for April 1 – June 30	July 15
Quarterly Report for July 1 – September 30	October 15

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

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

 1. Program data
 - a. Data sources
 1. Homeless service providers: All program data reports will be sourced from client-level data entered in HMIS unless otherwise specified. Qualitative program narratives, data quality reports, and any requested supplemental reports can be submitted through the HOST Programs Community.
 2. All other programs: Summary reports on clients served will use the HOST Programs Community to report narrative, and households served information.

Additional data may be required in the reporting form and/or a supplemental data template provided by HOST.

- i. Number of unique Households served (universal for all HOST-funded programs) and progress toward the households served goal:
Households proposed to be served over the contract term – 135
Year 2025: 90
Half Year 2026: 45
- ii. Demographics of households served:
Demographic data of households served are monitored to ensure fair and equitable access to services. The scope of demographic data collected are specific to the needs of the program or any related funding sources. Demographic data can include but is not limited to race and ethnicity, income level, participant age/ age-group/ number of age-qualifying participants, disability status, mental health condition, or gender identity.
The measures and benchmarks specified in the objectives and outcomes section.

2. Qualitative narratives: This includes reports on program successes and challenges, programmatic updates, and supplemental reports. These reports can be submitted through the Salesforce programs community.
3. Financial Data
 - a. Funding sources and amount included.
 - b. Total Contract spend to date, by budget category.
4. HMIS Data Quality reports (Required for all program reporting in HMIS): Data quality reports are a tool to assist with tracking data quality progress for client data entered into HMIS.
 - a. Data quality standards: The [COHMIS Data Quality Standards](#) determine expected data quality standards by project type. Timeliness is the primary data quality component assessed at HOST to support policies around voluntary client reporting. Table A below summarizes minimum data quality timeliness standards for each project.

Table A		
HMIS Data Entry Time Frame		
Program Type	Minimum Data Elements	Time Frame for Entry
Emergency Shelters	Housing Check-In/Check Out, Services	Same Day
Transitional Housing Programs	Program Entry/Exit, Services	7 Calendar Days
Permanent Supportive Housing Programs		7 Calendar Days After Enrollment/ Eligibility is Established
Rapid Re-Housing Programs		
Homelessness Prevention Programs	Program Entry/Exit, Services	2 Working Days
Outreach Programs	Services	

VII. FINANCIAL ADMINISTRATION

A. Compensation and Methods of Payment

1. Disbursements shall be processed through the Department of Housing Stability (HOST) and the City and County of Denver's Department of Finance.
2. The method of payment to the Contractor by HOST shall be in accordance with established HOST procedures for this Agreement line-item reimbursements. Invoice requests for reimbursement of costs should be submitted on a regular and timely basis in accordance with HOST policies. Invoices should be submitted within thirty (30) days of the actual service, expenditure, or payment of expense. Invoices submitted more than 90 days beyond the billing period of the actual service, expenditure, or payment expense, may not be reimbursed without prior written approval from HOST.
3. The Contractor shall be reimbursed for services provided under this Agreement according to the approved line-item reimbursement budget.
4. Invoice request shall be completed and submitted on or before the 15th of each month following the month services were rendered. Contractor shall use HOST's preferred invoice template, if requested, HOST Financial Services may require a Cost Allocation Plan and budget narrative for detailed estimated description and allocation of funds. This is dependent upon funding source and program requirements.
5. No more than four (4) Invoices may be submitted per contract per month, without prior approval from HOST.
6. All Invoices must be correctly submitted within thirty (30) days of the Agreement end date to allow for correct and prompt closeout of the contract.
7. All invoices are paid on a "Net 30" payment timeline, presuming invoices are free from errors, and do not require additional documentation or calculation revisions.

8. Sign Up to send all reimbursement documentation (including this form) to:
<https://denvergovhostlightningforce.my.site.com/AffordableHousing/s/partner-sign-up>

B. Invoicing Requirements

1. To meet Government requirements for current, auditable books at all times, it is required that all Invoices be submitted monthly to HOST to be paid. Expenses cannot be reimbursed until the funds under this contract have been encumbered.
2. City and County of Denver Forms shall be used in back-up documents whenever required in the Invoice Processing Policy.
3. 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.
4. The standardized HOST “Expense Certification Form” should be included with each payment request to provide the summary and authorization required for reimbursement. HOST reserves the right to cancel an invoice if there are material errors that must be corrected and will require the invoice to be resubmitted.

C. Payroll

1. A payroll register or payroll ledger from the official accounting system will verify the amount of salary. Payroll registers must detail the pay period, gross pay, and deductions.
2. If the employee(s) is reimbursed only partially by this contract, the amount of salary billed under other contracts with the City or other organizations should be deducted from the requested reimbursement amount and documented on each reimbursement summary sheet or payroll register.
3. HOST reserves the right to request submittal of additional documentation including timesheets or additional accounting system reports to substantiate payroll reimbursement requests.

D. Fringe Benefits

1. Fringe benefits paid by the employer can be requested as substantiated by the payroll registers or accounting records submitted for the appropriate period.
2. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. The cost of fringe benefits is allowable if they are provided under established written leave policies, equitably allocated to all funding sources, including HOST awards; and, the accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the vendor. HOST will not reimburse payments for unused leave when an employee separates from employment.

E. General Reimbursement Requirements

1. Invoices: All non-personnel expenses should be documented on a summary sheet for the period indicated on the reimbursement request to include:
 - a. Vendor Name
 - b. Amount

- c. Purpose
- d. Payment Method (Check #, ACH Date & Amount, Wire Number, Date & Amount, Credit Card Date & Amount)
- e. All invoices and supporting documentation must be kept on file for audit purposes for three (3) years. For Audit purposes all invoices must be dated and readable invoices. The invoices must be from a vendor separate from the Contractor and must state what goods or services were provided and the delivery address. Verification that the goods or services were received should also be submitted, this may take the form of a receiving document or packing slips, signed, and dated by the individual receiving the good or service. Copies of checks written by the Contractor, or documentation of payment such as an accounts payable ledger which includes the check number shall be submitted to verify that the goods or services are on a reimbursement basis.
2. Administration and Overhead Cost: Other non-personnel line items, such as administration, or overhead require 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.

F. Budget Modification Requests

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

G. Contract Amendments

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

H. Financial Management Systems

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

1. Financial reporting must be accurate, current, and provide a complete disclosure of the financial results of financially assisted activities and be made in accordance with federal and/or city financial reporting requirements.
2. Accounting records must be maintained which adequately identify the source and application of the funds provided for financially assisted activities. The records must contain information pertaining to contracts and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. Accounting records shall provide accurate, separate, and complete disclosure of fund status.
3. Effective internal controls and accountability must be maintained for all contract cash, real and personal property, and other assets. Adequate safeguards must be provided on all property, and it must be assured that it is used solely for authorized purposes.
4. Actual expenditures or outlays must be compared with budgeted amounts and financial information must be related to performance or productivity data, including the development of cost information whenever appropriate or specifically required.
5. All HOST contracts will be subject to applicable Uniform Guidance (2 C.F.R. Part 200), agency program regulations, and the terms of the agreement will be followed in determining the reasonableness, allowability and allocability of costs.
6. Source documents such as 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.
7. 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.
8. A proper filing of unemployment and worker's compensation (for staff only) insurance shall be made to appropriate organizational units.
9. The Contractor will be responsible for all Disallowed Costs.
10. 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.

I. Procurements

1. The Contractor shall follow the City Procurement Policy to the extent that it requires that at least three (3) documented quotations be secured for all purchases or services supplies, or other property that costs more than twenty-five thousand dollars (\$25,000) in the aggregate.
2. The Contractor will ensure selected vendor or proposer has required insurance once the Contractor identifies a successful vendor or proposer.

3. The Contractor will maintain records sufficient to detail the significant history of procurement. These records will include but are not limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
4. For contracts subject to federal agreements, if there is a residual inventory of unused supplies exceeding five thousand dollars (\$5,000) in total aggregate upon termination or completion of award, and if the supplies are not needed for any other federally sponsored programs or projects the Contractor will compensate the awarding agency for its share.

J. Monitoring Requirements

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

K. Records Retention

1. The Contractor must retain for three (3) years financial records pertaining to the contract award. The retention period for the records of each fund will start on the day the single or last expenditure report for the period, except as otherwise noted, was submitted to the awarding agency.
2. The awarding agency and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access, upon reasonable notice, to any pertinent books, documents, papers, or other records which are pertinent to the contract, to make audits, examinations, excerpts, and transcripts.

L. Contract Close-Out

1. All Contractors are responsible for submitting a final invoice marked "Final Invoice" and any required performance and outcome reports to HOST by the required due dates outlined in this Contract.
2. All Contractors are responsible for completing required HOST contract close-out forms and submitting these forms to their appropriate HOST Contract Specialist within ninety (90-days) days after the Agreement end date, or sooner if required by HOST in writing.
3. Contract close out forms will be provided to the Contractor by HOST prior to end of contract.

4. HOST will close out the Contract 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.

M. Collection of Amounts Due

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

VIII. FUNDS WILL BE USED TO

- A. Funding will be provided for programming and operations at the Monroe Village Micro-Community.

Contract	Amount
Base	\$1,481,203.00
1 st Amendment	\$940,602.00
TOTAL	\$2,421,805.00

IX. Budget

Contract Program Budget Summary

Contractor Name/Project:		COLORADO VILLAGE COLLABORATIVE/Monroe Village Micro-Community				
City Contract #:		HOST 202581930-01				
Budget Term:		1/1/2026-6/30/2026		Program/Fiscal Year:		2026
Budget Category		GENERAL FUND HOST Funding	Total Costs requested from HOST	Agency Total		Budget Narrative
Personnel: Job Title		Amount	HOST Total	Amount	%	
CEO		\$3,900	\$3,900	\$78,000	5.00%	Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: As head of CVC, the CEO is responsible for overseeing strategic planning for micro-community model, managing organizational relationship with City of Denver, City Council, organizational partners, including RNOs and DPD, advocating for policy and financial support to grow MCs, and supervising Senior Staff. Split 33/33/33 between three sites. NOT ELIGIBLE FOR INDIRECT
Director of Finance		\$4,290	\$4,290	\$57,200	7.50%	Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Reporting to the CEO, the Director of Finance is responsible for tracking spending, managing cost allocations, providing financial forecasting and compliance recommendations to CEO and Senior Directors of Operations and Homelessness Programs, guaranteeing that spending is both within the assigned budget and in keeping with all federal, state, and contractual requirements. Split 33/33/33 between three sites. NOT ELIGIBLE FOR INDIRECT
Assistant Director of Site Operations		\$15,451	\$15,451	\$46,821	33.00%	Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Oversees the development, implementation, and evaluation of shelter services provided to individuals experiencing homelessness or housing instability. Responsible for CVC micro-communities and oversees all shelter operations. This position directly supervises the Operation Program Manager.

Budget Category	GENERAL FUND HOST Funding	Total Costs requested from HOST	Agency Total		Budget Narrative
Assistant Director of Supportive Services	\$4,999	\$4,999	\$42,848	11.67%	<p>Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Oversees the development, implementation, and evaluation of supportive services provided to individuals and families experiencing homelessness or housing instability. Responsible for CVC micro-communities and oversees the comprehensive supportive services programs and oversees Case Managers and Peer Specialists, directly supervising the Supportive Services Manager.</p>
Case Manager	\$27,580	\$27,580	\$55,162	50.00%	<p>Up to 2 Full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Case Manager provides direct service case management to the community members, including pre-CTI services as well as assessing, coordinating, and delivering individualized services to obtain housing, developing case management plans, and support groups, connection to legal services, services for physical health care, mental health care, behavioral health care, and other medical care, connecting individuals to with educational, vocational, and work-based learning opportunities that resolve the individual's homelessness as quickly as possible.</p>
Lead Case Manager	\$10,213	\$10,213	\$30,638	33.33%	<p>Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Lead Case Manager works across all three sites, providing additional coverage, training, and support for all Case Managers and serving as the primary point of contact for warm hand offs to Housing Central Command to guarantee longterm success for all community members moving into housing navigation.</p>

Budget Category	GENERAL FUND HOST Funding	Total Costs requested from HOST	Agency Total		Budget Narrative
Facilities & Safety Manager	\$13,168	\$13,168	\$39,902	33.00%	<p>Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Works with outside contractors and City & County of Denver for ongoing design and management of the built environment at all sites, oversees and manages maintenance technicians, provides guidance and training on environmental health and safety for all staff. Budget is for this position to be split 33/33/33 between three sites.</p>
Floating Site Coordinators	\$49,584	\$49,584	\$49,584	100.00%	<p>Up to 2 Full-time hourly wages will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: The Floating Coordinator is an adaptable and versatile staff member, assisting various site operations as needs arise, ensuring continuity and efficiency across multiple sites. The Floating Coordinator transitions between different site roles, assisting where operational support is most needed, offering additional support during peak times, staff shortages, or special events, ensuring that each site's standards and protocols are consistently maintained during their shift, and providing timely feedback and reports to management about varying site operations and potential areas of improvement. This position is hourly and non-exempt.</p>
On Call Floater	\$13,520	\$13,520	\$13,520	100.00%	<p>1 On Call hourly wages will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Similar to the Floating Coordinator, the On-call Float is assists with various site operations as needs arise, ensuring continuity and efficiency across multiple sites. On-call Floats can cover for Site Assistants during leave, staff transition, or PTO, as well as offering additional support during peak times or special events. This position is on call, as needed, and non-exempt, budget assumes 20 hours per week for 26 weeks.</p>

Budget Category	GENERAL FUND HOST Funding	Total Costs requested from HOST	Agency Total		Budget Narrative
Floating Site Manager	\$10,923	\$10,923	\$33,100	33.00%	Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Supports a team of on-call staff. Budget is for this position to be split 33/33/33 between three sites.
Housing Support Manager	\$10,300	\$10,300	\$30,900	33.33%	Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Oversees the operation of the Case Management team to assist with client support. Responsible for operationalizing Case Management workflow standards and processes, maintaining consistency in caseload, and managing consistent data entry into HMIS. Budget is for this position to be split 33/33/33 between three sites.
Maintenance Technician	\$32,586	\$32,586	\$32,586	100.00%	Up to 3 Staff Portion of salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Supports the site for all plumbing, electrical, hvac related issues for the tasks associated with contractor responsibilities. Budget is for three staff total across three sites, allowing for implementation of large work projects as needed as well.
Program Manager - Micro-Communities	\$13,313	\$13,313	\$40,343	33.00%	Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Oversees three micro-community sites, provides guidance to three Site Managers, and is responsible for the success of all community member experiences on site. Budget is for this position to be split 33/33/33 between three sites.

Budget Category	GENERAL FUND HOST Funding	Total Costs requested from HOST	Agency Total		Budget Narrative
Program Training Manager	\$3,913	\$3,913	\$33,540	11.67%	<p>Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Manages training programs for orientation of new staff, regular all-staff trainings on topics important for low-barrier, culturally-sensitive service provision, and provides in-depth training in line with the HOST Program Training Standards. Budget is for this position to be paid 65% from Caring 4 Denver w / remaining funds split 33/33/33 between three sites.</p>
Senior Director of Homelessness Program	\$20,016	\$20,016	\$66,720	30.00%	<p>Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Responsible for strategically planning the operations and supportive services over all CVC micro-communities to maintain viability and sustainability, work with external stakeholders, and provide oversight to Operation Program Assistant Director and Supportive Services Assistant Director. Split 33/33/33 between three sites.</p>
Senior Director of Operations	\$18,319	\$18,319	\$61,064	30.00%	<p>Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Responsible for supervising facilities team, overseeing maintenance and use of property at site in accordance with City contract, managing permitting and permissions for any changes to site structures, including partnering with City offices as needed, overseeing utilities, IT, data systems, and HMIS integration to internal Salesforce system, and directly supervising the Facilities & Safety Manager. Split 33/33/33 between three sites.</p>

Budget Category	GENERAL FUND HOST Funding	Total Costs requested from HOST	Agency Total		Budget Narrative
Site Assistants	\$88,420	\$88,420	\$88,420	100.00%	Up to 4 Full-time hourly wages will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Supporting the Site Coordinator, the Site Assistant assists in facilitating smooth daily operations and ensuring that the site remains orderly and functional. The Site Assistant aids the Site Coordinator in managing daily tasks and addressing any challenges, acts as a point of contact in the absence of the Site Coordinator, helps in coordinating activities and events for program participants, ensures that protocols and guidelines are adhered to consistently, including managing schedules, reports, and communications. This position is hourly and non-exempt.
Site Coordinators	\$100,684	\$100,684	\$100,684	100.00%	Up to 4 Full-time hourly wages will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Overseeing and managing the day-to-day operations of the site. Site Coordinators ensure the site environment remains safe, well-maintained, and tailored to support the well-being of our program participants, carry out intake processing efficiently, and are HMIS-trained to manage and record essential data. This position is hourly and non-exempt.
Site Manager	\$33,100	\$33,100	\$33,100	100.00%	1 Full-time of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: On-site lead and is responsible for managing site coordinators and assistants and community member intake.
Supportive Services Program Manager	\$4,216	\$4,216	\$36,140	11.67%	Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Manages the Peer Support Manager and Housing Support Manager, assists with the development, implementation, and evaluation of supportive services provided to individuals and families experiencing homelessness or housing instability. Budget is for this position to be paid 65% from Caring 4 Denver w / remaining funds split 33/33/33 between three sites.

Budget Category	GENERAL FUND HOST Funding	Total Costs requested from HOST	Agency Total		Budget Narrative
Total Salary:	\$478,495	\$478,495	\$835,072	57.30%	
Fringe Benefits	\$92,547	\$92,547	\$221,880	41.71%	Fringe benefits and payroll taxes (Fringe) will be reimbursed at cost or at the Federally Approved Fringe Rate. To receive a Fringe percentage, a contractor must provide a Federally Approved Fringe Rate letter or flat rate percentage for contracted staff. Please refer to the scope of work section Financial Administration-Fringe Benefits.
Total Salary and Fringe Benefits:	\$571,042	\$571,042	\$1,056,952	54.03%	
Other Direct Costs	Amount	Subtotal	Amount	%	
Program Expenses & Supplies	\$15,115	\$15,115	\$15,115	100.00%	Program-related expenses and supplies that are not given directly to a client. Includes Personal Protective Equipment (PPE), cleaning and laundry supplies, beds, mats, mat covers, hand sanitizers, storage bags, hygiene & kitchen supplies, paper products, basic drinks, and materials for engagement/community activities.
Training & Staff Development	\$5,000	\$5,000	\$5,000	100.00%	Directly program-related training materials and registration fees. Must be directly related to the scope of work. Aiming to enhance the proficiency of our peers, specialized training in trauma-informed care, conflict resolution, and other scope of work pertinent areas.
Direct Client Support	\$7,000	\$7,000	\$7,000	100.00%	Items provided directly to clients, includes hygiene essentials, such as soap, shampoo, toothpaste, and other personal care item, bus tickets, work clothing and footwear, heavy duty work gloves, insulated bags for work, work related tools, drivers license fees, GED classes and testing, training programs, Educational opportunities, household supplies and laundry supplies, furniture essentials, client transportation assistance and groceries. Any items that exceed \$250.00 require Program approval. NOT ELIGIBLE FOR INDIRECT
Rental Assistance	\$10,000	\$10,000	\$10,000	100.00%	Eligible Costs may include Short-Term rent up to 3 months of rent and Medium-term rent between 3-24 months of rental assistance in a 3-year period. Unit must be within Fair Market Rate. Include rental arrears-one-time payment up to 6 months of rent in arrears. Rent to be paid directly to the owner of the housing unit. NOT ELIGIBLE FOR INDIRECT
Minor Equipment	\$5,000	\$5,000	\$5,000	100.00%	Minor office equipment should directly relate to the service provided in the contract and be readily identifiable. Equipment must be used exclusively for program/project. Minor office equipment should be less than \$500.00 per item with a maximum expense to be determined by the program requirements. Printers/Scanners. NOT ELIGIBLE FOR INDIRECT

Budget Category	GENERAL FUND HOST Funding	Total Costs requested from HOST	Agency Total		Budget Narrative
Direct Facilities	\$40,000	\$40,000	\$40,000	100.00%	Specific office space dedicated for use for the program only and not a shared space. Associated expenses can be allocated proportionately based on actual size or percentage of the building space. Associated expenses can include rent, lease, utilities, and maintenance & repair costs. Shared space costs should be part of Indirect Costs. NOT ELIGIBLE FOR INDIRECT
Monroe Village Close Out Costs	\$173,913	\$173,913	\$173,913	100.00%	Clean up operations related to closing the Monroe Village site, may include dumpster rental, movers, storage
Total Other Direct Costs	\$256,028	\$256,028	\$256,028	100.00%	
Total Salaries, Fringe and Other Direct Costs	\$ 827,070.00	\$ 827,070.00	1,312,980	62.99%	
Indirect Costs					
Indirect Costs	\$113,532.00	\$113,532	\$199,388	56.94%	Indirect calculated 15% of Allowable Salaries, Fringe and Other Direct Costs
Grand Total	940,602.00	940,602.00	1,512,368.13	62.19%	