

FOURTH AMENDATORY AGREEMENT

THIS FOURTH AMENDATORY AGREEMENT is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **THE SALVATION ARMY**, a California nonprofit corporation registered to do business in Colorado whose address is 30840 Hawthorne Blvd, Rancho Palos Verdes, CA 90275 (the “Contractor”), individually a “Party” and jointly the “Parties.”

WHEREAS, the Parties entered into an Agreement dated September 23, 2021 an Amendatory Agreement dated March 8, 2023 a Second Amendatory Agreement dated September 28, 2023 and a Third Amendatory Agreement dated February 10, 2025 (the “Agreement”) to provide funding for the Connection Call Center that will provide immediate access to family shelter, rapid resolution services housing assessment and cold weather support to families experiencing housing instability and literal homelessness within Denver City and County; and

WHEREAS, the Parties now wish to amend the Agreement to extend the Term and increase the Maximum Contract Amount.

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

1. All references to “...Exhibits A, A-1, A-2 and A-3...” in the existing Agreement shall be amended to read: “...Exhibits A, A-1, A-2, A-3 and A-4...” as applicable. **Exhibit A-4** the Scope of Work is attached and will control from and after the date of execution.

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

“**3. TERM**: This Agreement will commence on July 1, 2021 and will expire, unless sooner terminated, on December 31, 2026 (the “Term”). Subject to the Director’s prior written authorization, the Contractor shall complete any work in progress as of the expiration date and the Term will extend until the work is completed or earlier terminated by the Director.”

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

“**4.4. Maximum Contract Amount**

4.4.1 Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **THREE MILLION TWO HUNDRED THIRTY-SIX THOUSAND SIX HUNDRED THIRTY-EIGHT DOLLARS (\$3,236,638.00)** (the “Maximum Contract Amount”). The City is not obligated to execute an agreement or any amendments for any further services, including services performed by the Contractor beyond that specifically described in **Exhibits A, A-1, A-2, A-3 and A-4**. Any services performed beyond those in **Exhibits A, A-1, A-2, A-3 and A-4** or performed outside the Term are performed at the Contractor’s risk and without authorization under this Agreement.”

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

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

**[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK;
SIGNATURE PAGES FOLLOW.]**

Contract Control Number:
Contractor Name:

HOST-202581663-04/ HOST-202159210-00
THE SALVATION ARMY

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: _____

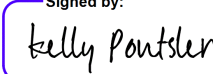
By: _____

Contract Control Number:
Contractor Name:

HOST-202581663-04/ HOST-202159210-00
THE SALVATION ARMY

By: _____

Signed by:



B5A76D961FD7467...

Name: Kelly Pontsler

(please print)

Title: Treasurer

(please print)

ATTEST: [if required]

By: _____

Name: _____

(please print)

Title: _____

(please print)

**EXHIBIT A-4
SCOPE OF WORK
DEPARTMENT OF HOUSING STABILITY
THE SALVATION ARMY
HOST-202581663-04**

I. INTRODUCTION

Contract Term Dates: July 1, 2021 – December 31, 2026

Project Description:

This agreement is entered between the Department of Housing Stability (HOST) and The Salvation Army (TSA) for the purpose of the Connection Center to provide immediate access to family shelter, rapid resolution services housing assessment and cold weather support to families experiencing housing instability and literal homelessness within Denver City and County. This location will serve as an access point to homelessness/eviction prevention, shelter, and Coordinated Entry. The Fiscal Year 2026 award amount is \$1,615,427.00 for a total contract amount of \$3,236,638.00.

Funding Source:	Homelessness Resolution Fund
Project Name:	Connection Center
Budget Type:	Focused Cost Reimbursement
Contractor Address:	30840 Hawthorne Blvd, Rancho Palos Verdes, CA 90275
Organization Type:	Non-Profit

II. SERVICES DESCRIPTION

- A. The access point and intake team will serve as an access point for all families seeking shelter or housing services. Staff will assess needs and determine if rapid resolution, diversion or another option is most appropriate for the household based on eligibility criteria.
- B. The Access Point and Intake Team will provide access to resources and referrals on days, evenings, weekends, and holidays to accommodate working households. TSA will work in close coordination with other agencies and community partners to provide direct referral to family shelter beds as appropriate.
- C. Access points should include but are not limited to in-person, virtual meetings, emails, and/or phone calls.
- D. The Access Point and Intake Team will be responsible for providing access to shelter during severe weather events in alignment with citywide severe weather policies. This will include expanding hours of operation and/or operating an additional telephone line to provide additional access during severe weather events. This also includes working with HOST on a procedure to provide additional hours of operation and additional staff coverage during distinct weather events. Additionally, TSA will be responsible for

providing on-site staffing at the Cold Weather sheltering location during activation, to include screening families for eligibility, providing rapid resolution services as appropriate, writing vouchers on the spot for cold weather, and completing HMIS intakes and data entry.

E. Tasks that will be completed by the Access Point and Intake Team include the following:

1. Screening for eligibility in accordance with HOST's Waitlist Prioritization Policy.
2. Verifying literal homelessness based on United States Department of Housing and Urban Development (HUDO definition at https://files.hudexchange.info/resources/documents/HomelessDefinition_Recordkeepingrequirementscriteria.pdf).
3. Providing appropriate resources and referrals for shelter.
4. Coordinating with hotels/motels and other family shelters around capacity and referrals needed daily. This includes following up with shelters on referrals made in a timely manner to determine outcomes of said referrals and if additional referrals are needed to fill shelter vacancies.
 - i. Data on referrals sent, including wait-list number, how many openings each shelter had, the number of referrals sent, and the outcomes of the referrals will be sent to HOST on a weekly basis and will be made available to HOST upon request.
5. All households will be entered into HMIS and enrolled in the appropriate program with services in accordance with HMIS Data Timeliness standards. HMIS profiles will be complete and will be entered into the database at point of prescreen and enrolled in appropriate programs upon the assignment of a case manager. TSA staff is also responsible for completing Coordinated Entry Assessments with all appropriate households.
6. TSA will provide transportation assistance as needed; this includes during times of cold weather activation.
7. TSA will provide additional referral information if not appropriate for family shelter programs
8. TSA will review expectations of shelter programs with households being referred to shelter. This may be shelter-specific information.
9. TSA will minimize turn aways using person centered and trauma informed care.
10. TSA will manage and comply with the HOST approved Waitlist Prioritization policy and maintain contact with households waiting to enter programs. This includes regular maintenance of waitlist to ensure that it is current and accurate each day. The Waitlist Prioritization Policy will include information on maintaining contact with households waiting to enter programs and regular maintenance of waitlist to ensure that it is current and accurate each day. Waitlist data will be provided to HOST a minimum of three times a week. Additionally, data on referrals sent, including how many openings each shelter had, the number of referrals sent, and the outcomes of the referrals will be sent to HOST on a weekly basis at a minimum.
11. TSA will provide Rapid Resolution and Diversion resources to appropriate households with the goal of keeping households from entering the shelter system.

Screening for Rapid Resolution and Diversion services should occur during each client contact.

12. Establish written policies and procedures for waitlist and referral activities, which incorporate feedback from the shelter community and HOST. These written policies and procedures will be approved by HOST.
- F. The TSA Access Point and Intake Team will utilize the TSA's Connection Center. This site will serve as a navigation center for families experiencing homelessness, precariously housed, or needing housing crisis support. TSA will work with other family shelter providers to be a shelter access point to reduce the need for families to call or physically visit multiple shelters. Ultimately, the Connection Center provides trauma informed access, providing appropriate referral or resolution supports, reducing or eliminating the burden placed on families of securing basic needs assistance as well as housing assistance while in crisis.
- G. The Access Point and Intake Team will respond to phone calls, walk-ups, website applications, emails and dependent on staffing levels, staff can meet households at locations of client preference in the community.
- H. Those that are assessed and qualify for non-congregate shelter will be provided intake and referral to the appropriate shelter team. Those qualifying for emergency shelter will be provided transportation to the shelter if needed, including families receiving Cold Weather vouchers for contract motels/hotels. For those not entering an emergency family shelter Rapid Resolution case managers will complete coordinated e3ntjry assessments as well as provide ongoing case management support and connectivity to appropriate resources until the housing situation resolves.
- I. A comprehensive list of households who are unable to access shelter services at all due to significant behavioral issues will be maintained and updated as needed.
- J. TSA will attend and participate in HOST required meetings.

III. ROLES AND RESPONSIBILITIES FOR BOTH PARTIES

- A. Contractor will:
 1. Work with City to host any city-designated sensitivity training on an annual basis.
 2. Provide any online modular sensitivity training developed and provided by the City to all new direct-service staff within 15 days of hire date. Ensure direct-service staff complete training refresher on a biennial basis.
 - a. Sensitivity Training is available at https://denvergov.org/media/denvergov/housingstability/context_of_homelessness/story.html
 - b. The Executive Director or their delegate are required to complete and sign the "Statement of Completion of Required Training: Informed, Compassionate, and Positive Interactions with Persons Experiencing Homelessness" form biennially and submit to HOST.
 3. Post the City and County of Denver's Anti-Discrimination Office signage in an area where information is available to staff and program participants.
 4. Ensure completion of requisite training as outlined by HOST Program Standards document.
 5. Obtain consumer input at least quarterly. Gathering and utilizing consumer input ensures that the services provided effectively address the needs and preferences of

the individuals/households served by this contractor. Feedback will collect information to ensure equity in access and outcomes. 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.

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.

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 the HOST Program Standards document and HOST will communicate any changes or updates made to the document.

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
Managers and Supervisors Case Managers Homeless Management Information System (HMIS) Staff training Program Policies	Fielding Call Center calls during operating	Denver households experiencing homelessness engaged at the call center	1500	Households served who are experiencing homelessness, housing instability or poverty are provided access to resources	100%	Address Unsheltered Homelessness
	Support Severe Weather Shelter Operations					
	Resource Navigation	Refer household experiencing homelessness to family shelters	500	Successful Referrals to Family shelters based on family shelter need	65%	Expand pathways to successful rehousing
	Reunification services					
	Vital document acquisition assistance	Households enrolled in Rapid Resolution	100	Rapid Resolution exits to permanent or stable housing	80%	Improve homelessness resolution system for families
	Relationship building					
	Housing search assistance	Households who are engaged in individualized resource focused case management	100			
	Referrals to health-related services					
	Enrollments, annual assessments, case management notes, and exit assessments					

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
Quarterly Report for October 1 – December 31	January 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 – 5,050
 Year 2021-2022: 1050
 Year 2023: 500
 Year 2024: 500
 Year 2025: 1500
 Year 2026: 1500
 - 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		
Rapid Re-Housing Programs		
Homelessness Prevention Programs	Program Entry/Exit, Services	7 Calendar Days After Enrollment/ Eligibility is Established
Outreach Programs	Services	2 Working Days

VII. FINANCIAL ADMINISTRATION

A. Compensation and Methods of Payment

- Disbursements shall be processed through the Department of Housing Stability (HOST) and the City and County of Denver's Department of Finance.
- 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.
- The Contractor shall be reimbursed for services provided under this Agreement according to the approved line-item reimbursement budget.
- 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.
- No more than four (4) Invoices may be submitted per contract per month, without prior approval from HOST.
- 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.
- 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 in the amount of \$1,615,427.00 will be provided to the Connection Center.

Contract	Amount
Base	\$480,519.00
1 st Amendment	\$320,346.00
2 nd Amendment	\$320,346.00
3 rd Amendment	\$500,000.00
4 th Amendment	\$1,615,427.00
TOTAL	\$3,236,638.00

IX. Budget

Contract Program Budget Summary					
Contractor Name/Project:	The Salvation Army - Connections Center				
City Contract #:	HOST 202581663-04				
Budget Term:	1/1/2026-12/31/2026		Program/Fiscal Year:		2026
Budget Category	HOST General Fund	Total Costs requested from HOST	Agency Total		Budget Narrative
Personnel: Job Title	Amount	HOST Total	Amount	%	
Program Manager	\$64,000.00	\$64,000	\$76,467	83.70%	A 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: Senior Manager, Associate Director
Family Housing Resolution Director	\$11,380.00	\$11,380	\$92,275	12.33%	A 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: Senior Director, Principal Analyst.
Lead Resource Case Manager	\$58,240.00	\$58,240	\$59,987	97.09%	Full-time 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: Supervises the Case Managers and Housing Navigator in addition to carrying a small caseload. 100% of time will be dedicated to this program
Lead Access Intake Case Manager	\$58,240.00	\$58,240	\$58,240	100.00%	Full-time 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: Supervises the Case Managers and Housing Navigator in addition to carrying a small caseload. 100% of time will be dedicated to this program
Call Center Case Managers	\$432,640.00	\$432,640	\$445,619	97.09%	Up to 8 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 Managers 100% of time will be dedicated to work on this program

Budget Category	HOST General Fund	Total Costs requested from HOST	Agency Total		Budget Narrative
Seasonal Lead Cold Weather Case Manager	\$29,120.00	\$29,120	\$38,234	76.16%	Full-time 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: Supervisory Case Manager for a 6 month time frame (January-March, October-December) to lead onsite vouchersing, supervise a small team of case managers, and carry a small case load. 100% of time will be dedicated to this program.
Seasonal Cold Weather Case Managers	\$81,120.00	\$81,120	\$83,554	97.09%	Up to 3 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 Managers for a time frame of 6 months (January-March, October-December). 100% of time will be dedicated to work on this program.
Total Salary:	\$734,740	\$734,740	\$854,376	86.00%	
Fringe Benefits	\$257,159	\$257,159	\$307,263	83.69%	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:	\$991,899	\$991,899	\$1,161,639	85.39%	
Other Direct Costs	Amount	Subtotal	Amount	%	
Program Expenses & Supplies	\$16,152	\$16,152	\$15,500	104.21%	Program-related expenses and supplies that are not given directly to a client. Includes computer supplies, printing, and cell phone service for full time staff only for Connections Center
Client Support	\$425,868	\$425,868	\$425,868	100.00%	Items provided to clients include rapid resolution support, client crisis response assistance such as short term hotel vouchers, transportation (train, bus, car service, etc), food and document assistance. (EXCLUDED FROM INDIRECT RATE CALCULATION)
Professional Services	\$15,000	\$15,000	\$15,000	100.00%	File Invite for client/landlord/shelter document collection; Translation services.
Staff Training	\$5,000	\$5,000	\$5,000	100.00%	CPI, First Aid, Trauma Informed Care, Harm Reduction, etc. All training is related to client and customer care and homeless service best practices.
Direct Facilities	\$5,000	\$5,000	\$5,000	100.00%	Specific office space dedicated for use for the program only and not a shared space. Associated expenses can include rent, lease, utilities, maintenance & repair costs. (EXCLUDED FROM INDIRECT RATE CALCULATION)
Staff Mileage	\$2,000	\$2,000	\$2,500	80.00%	Reimbursement of personal vehicle mileage (not to exceed the standard IRS rate at the time of travel), public transportation and ride share services for work purposes not commuting to/from work. Transportation must be associated with the scope of work.
Total Other Direct Costs	\$469,020	\$469,020	\$468,868	100.03%	

Budget Category	HOST General Fund	Total Costs requested from HOST	Agency Total		Budget Narrative
Total Salaries, Fringe and Other Direct Costs	\$ 1,460,919.00	\$ 1,460,919.00	1,630,507	89.60%	
Indirect Costs					
Indirect Costs	\$154,508.00	\$154,508	\$154,508	100.00%	Indirect calculated 15% of Salaries, Fringe and Other Direct Costs
Grand Total	1,615,427.00	1,615,427.00	1,785,015.20	90.50%	