

AMENDATORY AGREEMENT

THIS AMENDATORY AGREEMENT is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **THE COLORADO COALITION FOR THE HOMELESS**, a Colorado nonprofit corporation, whose address is 2111 Champa St., Denver, CO 80205 (the “Contractor”), individually a “Party” and jointly the “Parties.”

WHEREAS, the Parties entered into an Agreement dated July 31, 2023 (collectively, the “Agreement”) to provide services and oversight of Non-Congregate Shelter (NCS) at the Park Avenue Inn located at 3500 Park Avenue West, Denver, Colorado for persons experiencing homelessness. (the “Agreement”); and

WHEREAS, the Parties now wish to modify the Agreement as set forth below.

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

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

2. Section 4 of the Agreement entitled “**COMPENSATION AND PAYMENT**” Sub-section 4.4 entitled “**Maximum Contract Amount**” paragraph 4.4.1 is amended to read as follows:

“4.4. Maximum Contract Amount

4.1.1 Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed TWO MILLION NINE HUNDRED EIGHTY-SEVEN THOUSAND TWO HUNDRED THIRTY-FIVE DOLLARS (\$2,987,235.00) (the “Maximum Contract Amount”). The City is not obligated to execute an agreement or any amendments for any further services, including services performed by the Contractor beyond that specifically described in **Exhibits A and A-1**. Any services performed beyond those in **Exhibits A and A-1** or performed outside the Term are performed at the Contractor’s risk and without authorization under the Agreement.”

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

4. 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-202370187-01, HOST-202368622-01
Contractor Name: THE COLORADO COALITION FOR THE HOMELESS

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

SEAL

CITY AND COUNTY OF DENVER:

ATTEST:

By:

APPROVED AS TO FORM:

REGISTERED AND COUNTERSIGNED:

Attorney for the City and County of Denver

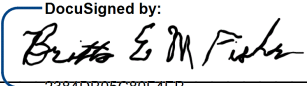
By:

By:

By:

Contract Control Number:
Contractor Name:

HOST-202370187-01, HOST-202368622-01
THE COLORADO COALITION FOR THE HOMELESS

By: 
2384DB05C80F4EB...

Name: Britta Fisher
(please print)

Title: President & CEO
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

SCOPE OF WORK

DEPARTMENT OF HOUSING STABILITY

THE COLORADO COALITION FOR THE HOMELESS

HOST-202370187-01

I. INTRODUCTION

Period of Performance Start and End Dates: July 1, 2023 – August 31, 2025

Project Description:

The purpose of this contract agreement is to provide a Department of Housing Stability (HOST) award for **\$2,987,235.00**. These funds will be provided to The Colorado Coalition for the Homeless (“CCH”, also referred to as “contractor”) to be utilized for the purpose of providing services and oversight of Non-Congregate Shelter (NCS) at the **Park Avenue Inn** located at 3500 Park Avenue West, Denver, Colorado for persons experiencing homelessness. This includes the ability to serve all diverse adult individuals, couples, and adult family members as capacity permits. Population includes men, women, individuals who identify, express, and present as transgender, non-binary and/or gender non-conforming.

Funding Source:	Homelessness Resolution Fund
Project Name:	Non-Congregate Shelter Operations & Program
Contractor Address:	2111 Champa St, Denver, CO 80205
Organization Type:	Non-Profit

II. SERVICES DESCRIPTION

- A. CCH will provide services and Non-Congregate Shelter Operations at the Park Avenue Inn for **300 unduplicated households** served per program year.
1. Park Avenue Inn will accommodate unaccompanied adults, adult couples, adult families, and their approved pets. People of all gender identities, expressions, and presentations will be welcome as residents.
 2. CCH’s integrated health team will evaluate prospective resident’s ability to safely function in a semi-private living environment.
 3. Person-centered, trauma-informed, housing-focused supportive services and integrated medical and behavioral health care will be offered, including case management, housing navigation, peer support, and meals.
 4. The proposed project's housing-focused case management team will facilitate housing placement by advocating with prospective landlords and facilitating access to OneHome Coordinated Entry.

B. NCS Programming Service

1. Park Avenue Inn will provide a low-barrier, Housing First Model approach designed to encourage shelter entry through progressive engagement and maximize exits into permanent and stable housing.
2. Orientation and intake will be completed for each new guest. Case Management supports include a Community Policies and orientation intake packet, and completion of HMIS and assessments.
3. Non-compulsory case management meetings will be offered, at a minimum, weekly to:
 - a. identify housing barriers and solutions,
 - b. support in the vital documents acquisition necessary for rehousing services
 - c. provide connection to CCH's integrated healthcare team
 - d. and to provide benefit enrollment and resource connections.
4. Housing-focused case managers will engage, recruit, and maintain landlords, support lease-ups, provide mediation, and coach tenancy skills.
5. CCH will provide private rooms if necessary and appropriate in the event of an adult household requiring medical isolation related to communicable disease transmission referred through either a hospital or public health department and in the event that no appropriate private recuperative care rooms are available at other local respite locations.

C. NCS Operations

1. Shelter Operations investments facilitate environments that are safe, hygienic, accessible, equitable, inclusive, and hospitable to all eligible shelter guests. Funding for shelter operations at Park Avenue Inn includes support of the day-to-day hospitable functions of NCSs including the following.
 - a. Guests are provided with on-site laundry for washing their own belongings. Guests can receive new linens on a weekly basis from front desk, after turning in used linens.
 - b. Room amenities such as on-site parking, Wi-Fi, television, and telephone
 - c. Meals
 - d. Security services utilizing a trauma informed, harm reduction approach.
 - e. Custodial support including sanitization of common areas
 - f. Pest control
 - g. Storage within the individual unit, in accordance with policies
2. CCH will make available three (3) meals a day to guests. Meal preparations services include:
 - a. All meals are prepared to meet adult daily nutritional needs and are prepared in accordance with ServeSafe guidelines and all Public Health requirements for food safety.
 - b. Provide all utensils and serving supplies.

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. Staff will need to complete, sign, and submit to HOST the “Statement of Completion of Required Training: Informed, Compassionate, and Positive Interactions with Persons Experiencing Homelessness” form.
- B. The City will:
1. Provide signage that includes information about the City and County of Denver’s Anti-Discrimination Office.

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 contract staff will be reviewing data, and will discuss your program’s progress or challenges towards racially equitable services and outcomes at site visits and monitoring.

V. FUNDS WILL BE USED TO

- A. Funds in the amount of **\$2,905,235.00** will be provided to CCH to be utilized for the purpose of providing NCS operations and programming at the Park Avenue Inn for persons experiencing homelessness.

VI. OBJECTIVE AND OUTCOMES

A. Household Characteristics

1. Number of households served within the reporting period and contract period to date
 - a. Source: Homeless Management Information System (HMIS)
2. Number of households that exited the program within the reporting period and contract period to date:
 - a. Source: HMIS
3. Number and percent of heads of household by race, ethnicity, gender, age, and income at entry (if reported in HMIS for program type) and household size

- a. Source: HMIS

B. Data quality

1. To determine the accuracy and comprehensiveness of the reporting on the performance measures, Contractor will submit an HMIS Data Quality Report on the program for each reporting period.
 - a. Source: HMIS

C. Program narrative reports

1. For each reporting period, Contractor will provide a narrative update on program success, challenges, and funding leveraged quarterly through the HOST Programs Community portal.

D. Non-Congregate Shelter Operations and Programs

1. Process Measure: Shelter capacity. Capacity will be communicated to HOST at the start of the contract term, and Contractor will notify the HOST Program Officer of any changes to capacity that occur during the contract term.
2. Process Measure: Number of households served who stay overnight each night.
 - a. Source: HMIS
3. Process Measure: Number and percentage of households served who receive case management or housing focused case management.
 - a. Source: HMIS
 - b. Benchmark: At least 80% of all guests served within the reporting period
4. Outcome Measure: Average length of program enrollment within reporting period
 - a. Source: HMIS
5. Outcome Measure: Number and percentage of all households who exit to a stable or permanent housing solution
 - a. Source: HMIS
 - b. Benchmark: At least 40.0% of households who exit the shelter program
Note: This will be measured from the destination at exit field in HMIS, categories will be grouped into permanent housing, stable housing, and other destinations.
6. Outcome Measure: Number and percentage of households engaged in rehousing services who exit to a stable or permanent housing solution.
 - a. Source: HMIS
 - b. Benchmark: At least 75% of households who exit the shelter program
Note: This will be measured from the destination field in HMIS, categories will be grouped into permanent housing.

VII. Reporting

- A. Data collection is required and must be completed demonstrating eligibility and progress toward meeting the indicators contained in this Scope of Work. Disbursement of funds is contingent based on the ability to collect the required information.
- B. Contractor will submit reports via the HOST Programs Community portal provided to the contractor (unless otherwise specified). Reports will be due on the 15th of the month following the end of the reporting period unless otherwise specified.
- C. The HOST Programs Community portal provides the Contractor with an online form in which to enter data for the reporting period. Supplemental forms and information may be required by HOST. The online portal and any supplemental requirements provide HOST with the quantitative and qualitative information necessary to determine Contractor's progress towards meeting the indicators contained in this Scope of Work. Submitted forms 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 the HOST Programs Community portal along with the required login information. Prior to the due date for the first required report, HOST shall provide training as needed or requested by the Contractor to support the online HOST Programs Community portal.
- 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. INDICATORS
 1. HOST Required
 - a. Qualitative narrative report on program successes and challenges
 - b. Participant success stories
 - c. Money Leveraged (Funds by source)
 - d. Number of Households served:
 - i. Households proposed to be served over contract term: **300 unduplicated households served per program year.**
 - ii. Total households served this report period
 - iii. Unduplicated households served this report period
 - iv. Unduplicated households served contract period to date
 - e. Number of households served who are experiencing homelessness
 - f. Number of households by race and ethnicity of head of household
 - g. Number of households that include someone age 62 and older
 - h. Number of households that include a person with a disability
 - i. Income Levels of people/family: *optional for Homelessness Resolution program types that do not require income collection (e.g., shelter)
 2. Specific to this Scope of Work
 - a. Contractor will be responsible for updating the Homeless Management Information system (HMIS) daily with household program enrollments and program exits.
 - b. Program exit data should include destination at exit, exit date, and departure reason.
 - c. Income Levels of Households

Reporting Period	Report Due Date
7/1/2023 – 9/30/2023	10/15/2023
10/1/2023 – 12/31/2023	1/15/2024
1/1/2024 – 3/31/2024	4/15/2024
4/1/2024 – 6/30/2024	7/15/2024
7/1/2024 – 9/30/2024	10/15/2024
10/1/2024 – 12/31/2024	1/15/2025
1/1/2025 – 3/31/2025	4/15/2025
4/1/2025 – 6/30/2025	7/15/2025
7/1/2025 – 8/31/2025	9/15/2025

VIII. HOMELESS MANAGEMENT INFORMATION SYSTEM AND REPORTING

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

The Contractor agrees to fully comply with the rules and regulations required by the U.S. Department of Housing and Urban Development (HUD) which govern the HMIS¹.

The contractor, in addition to the HUD requirements, shall conform to the HMIS policies and procedures established and adopted by the Metro Denver Homeless Initiative (MDHI) Continuum of Care (CoC). These are outlined in the COHMIS Policies and Procedures², and the COHMIS Security, Privacy and Data Quality Plan³.

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

Contractor's aggregate HMIS performance data for projects may be shared with the funder and the community to improve system performance and assist with monitoring. MDHI and/or HOST will monitor contractor compliance and performance on an annual basis through a site visit.

Technical assistance and training resources for HMIS are available to the Contractor via the COHMIS Helpdesk.⁴

HMIS data will be used to monitor performance under this contract in addition to quarterly program narratives. HMIS outcome reports may be sent to HOST directly from MDHI. Contractor will also have access to all outcome reports generated for this contract. Narrative reports will be due to HOST two weeks after each HMIS outcome report is generated and sent to HOST to allow the Contractor the opportunity to address any issues they observe in their outcomes report in that narrative. Outcomes measures and other required reporting as well as the data source for each reporting element are detailed below. HOST may request aggregate data from MDHI for City related reporting needs.

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

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

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

⁴ <https://cohmis.zendesk.com>

IX FINANCIAL ADMINISTRATION

A. Compensation and Methods of Payment

1. Disbursements shall be processed through the Department of Housing Stability (HOST) and the City and County of Denver's Department of Finance.
2. The method of payment to the Contractor by HOST shall be in accordance with established HOST procedures for line-item reimbursements. Invoice requests for reimbursement of costs should be submitted on a regular and timely basis in accordance with HOST policies. Invoices should be submitted within thirty (30) days of the actual service, expenditure, or payment of expense.
3. The Contractor shall be reimbursed for services provided under this Agreement according to the approved line-item reimbursement budget
4. Invoices and reports shall be completed and submitted on or before the 15th of each month following the month services were rendered 100% of the time. Contractor shall use HOST's preferred invoice template, if requested HOST Financial Services may require a Cost Allocation Plan and budget narrative for detailed estimated description and allocation of funds. This is dependent upon funding source and program requirements.
5. Invoices shall be submitted to the HOST contractor online portal at <https://denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Department-of-Housing-Stability/Partner-Resources/Contractor-Payment-Requests> or by US Mail to:

Attn: Department of Housing Stability
Financial Services Team
201 W. Colfax Ave.
Denver CO 80202

B. 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 to the services provided by Contractor, or changes to each line-item budget in excess of the ten percent (10%) or \$10,000 threshold, which do not increase the total funding to Contractor, are considered a Budget Modification. Such budget modifications will require submittal of written justification and new budget documents by the Contractor. These budget documents will require approval by HOST program and contracting staff. All other contract modifications will require an amendment to this Agreement executed in the same manner as the original Agreement.
3. The Contractor understands that any budget modification requests under this Agreement must be submitted to HOST no sooner than 30 days after the contract Agreement start date and prior to the last Quarter of the fiscal period, unless waived in writing by the HOST Director or their designee.
4. 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 Executive Director or their designee.

C. 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. No more than four (4) Invoices may be submitted per contract per month, without prior approval from HOST.
3. All Invoices for all Agreements must be correctly submitted within thirty (30) days of the Agreement end date to allow for correct and prompt closeout.
4. City and County of Denver Forms shall be used in back-up documents whenever required in the Invoice Processing Policy.
5. For contracts subject to Federal Agreements, only allowable costs determined in accordance with 2 CFR Chapter I, Chapter II, Parts 200, 215, 220, 225 and 230, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (the “OMB Omni Circular”) applicable to the organization incurring the cost will be reimbursed.
6. The reimbursement request, or draw request, for personnel and non-personnel expenses should be submitted to the City on a monthly basis, no later than the 15th day of the following month for expenses incurred in the prior month. The request for reimbursement should include:
 - a. Amount of the request in total and by line item.
 - b. Period of services for current reimbursement.
 - c. Budget balance in total and by line item.
 - d. Authorization for reimbursement by the contract signatory (i.e., executive director or assistant director).
7. If another person has been authorized by the Contractor to request reimbursement for services provided by this contract, then the authorization should be forwarded in writing to HOST prior to the draw request.
8. The standardized HOST “Expense Certification Form” should be included with each payment request to provide the summary and authorization required for reimbursement.

D. Payroll

1. A summary sheet should be included to detail the gross salary of the employee, amount of the salary to be reimbursed, the name of the employee, and the position of the employee. If the employee is reimbursed only partially by this contract, the amount of salary billed under other contracts with the City or other organizations should be shown on the timesheet as described below. Two items are needed for verification of payroll: (1) the amount of time worked by the employee for this pay period; and (2) the amount of salary paid to the employee, including information on payroll deductions.
2. The amount of time worked will be verified with timesheets. The timesheets must include the actual hours worked under the terms of this contract, and the actual amount of time worked under other programs. The total hours worked during the period must reflect all actual hours worked under all programs including leave time. The employee’s name, position, and signature, as well as a signature by an appropriate supervisor, or executive director, must be included on the timesheets. If an electronic time system is used, signatures are not required. If the timesheet

submitted indicates that the employee provided services payable under this contract for a portion of the total time worked, then the amount of reimbursement requested must be calculated and documented in the monthly reimbursement request.

3. A payroll registers or payroll ledger from the accounting system will verify the amount of salary. Copies of paychecks are acceptable if they include the gross pay and deductions.

E. Fringe Benefits

1. Fringe benefits paid by the employer can be requested by applying the FICA match of 7.65 percent to the gross salary -less pre-tax deductions, if applicable, paid under this contract. Fringe benefits may also include medical plans, retirement plans, worker's compensation, and unemployment insurance. Fringe benefits that exceed the FICA match may be documented by 1) a breakdown of how the fringe benefit percentage was determined prior to first draw request; or, 2) by submitting actual invoices for the fringe benefits. If medical insurance premiums are part of the estimates in item #1, one-time documentation of these costs will be required with the breakdown. Payroll taxes may be questioned if they appear to be higher than usual.
2. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. The cost of fringe benefits is allowable if they are provided under established written leave policies, the costs are equitably allocated to all funding sources, including HOST awards; and, the accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the vendor. HOST does not allow payments for unused leave when an employee retires or terminates employment.

F. General Reimbursement Requirements

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

5. Service Period and Closeout: All reimbursed expenses must be incurred during the time period within the contract. The final payment request must be received by HOST within thirty (30) days after the end of the service period stated in the contract.

G. 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 OMB Omni Circular cost principles, agency program regulations, and the terms of the agreement will be followed in determining the reasonableness, allowability and allocability of costs.
6. Source documents such as 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. For contracts subject to Federal Agreements, the Contractor shall maintain separate accountability for HOST funds as referenced in 24 C.F.R. 85.20 and the OMB Omni Circular.
8. The Contractor must properly report to Federal, State, and local taxing authorities for the collection, payment, and depositing of taxes withheld. At a minimum, this includes Federal and State withholding, State Unemployment, Worker's Compensation (staff only), City Occupational Privilege Tax, and FICA.
9. A proper filing of unemployment and worker's compensation (for staff only) insurance shall be made to appropriate organizational units.
10. The Contractor shall participate, when applicable, in HOST provided staff training sessions in the following financial areas including, but not limited to (1) Budgeting and Cost Allocation Plans; (2) Invoicing Process.
11. The Contractor will be responsible for all Disallowed Costs.

12. 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.

H. 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 (including insurance) supplies, or other property that costs more than ten thousand dollars (\$10,000) in the aggregate.
2. The Contractor will maintain records sufficient to detail the significant history of procurement. These records will include but are not limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
3. 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.

I. 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 also include reviewing the current spending 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 provide performance monitoring and reporting reviews. City staff will manage any performance issues and will develop interventions 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.

J. 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.

K. 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. 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.

L. Collection of Amounts Due

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

X. Budget

Contract Program Budget Summary

Contractor Name:	The Colorado Coalition for the Homeless	City Contract #:	HOST 202370187-01
Project :	Park Avenue Inn Non-Congregate Shelter		
Contract Term:	From:	7/1/2023	To:
Program/Fiscal Year:	2023		
		8/31/2025	

Budget Category	Agency Total (All Funding Sources for Agency)	Homelessness Resolution Fund	Total Costs requested from HOST for 2023	Agency Total		Budget Narrative
	Total	Amount	HOST Total	Amount	%	
Personnel: Job Title						
Program Director	\$ 38,271.00	\$ 8,300.00	\$8,300	\$38,271	100.00%	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Provides oversight to program manager and all staff on site. Ultimately responsible for program outcomes and deliverables.
Program Manager	\$ 32,500.00	\$ 32,500.00	\$32,500	\$32,500	100.00%	One 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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Oversees the day-to-day provision of supportive services at the NCS site.
Shelter Associate - Front Desk Staff	\$ 140,400.00	\$ 92,000.00	\$92,000	\$140,400	100.00%	Portion of multiple Shelter Associate 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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Provides 24/7/365 coverage and serves as the first point of contact for individuals entering the NCS lobby.
Case Manager	\$ 204,000.00	\$ 80,000.00	\$80,000	\$204,000	100.00%	Portion of multiple Shelter Associate salaries (Up to 4 Staff) 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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Develops initial treatment/service plans for all residents and updates as appropriate; ensures that each resident is receiving the support and services they require to maintain their housing and support recovery; provides crisis intervention as required.
Registered Nurse	\$ 38,000.00	\$ 38,000.00	\$38,000	\$38,000	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Provides assessment of prospective resident's ability to safely function in a semi-private living environment. Provides direct nursing care and coordination and linkage to CCH integrated health care services.
Behavioral Health Clinician	\$ 19,000.00	\$ 19,000.00	\$19,000	\$19,000	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Provides comprehensive treatment to support mental health conditions, develop personalized treatment plans, and provide therapeutic services to address issues such as addiction, trauma, depression, and anxiety.
Total Salary:	\$472,171	\$269,800	\$269,800	\$472,171	100.00%	
Fringe Benefits	\$111,668	\$61,623	\$61,623	\$111,668	100.00%	Fringe benefits and payroll taxes (Fringe) will be reimbursed at cost or at the Federally Approved Fringe Rate. To receive a Fringe percentage, a contractor must provide a Federally Approved Fringe Rate letter or flat rate percentage for contracted staff. Please see section Financial Administration E. Fringe Benefits.

Budget Category	Agency Total (All Funding Sources for Agency)	Homelessness Resolution Fund	Total Costs requested from HOST for 2023	Agency Total		Budget Narrative
Total Salary and Fringe Benefits:	\$583,839	\$331,423	\$331,423	\$583,839	100.00%	
Other Direct Costs	Total	Amount	Subtotal	Amount	%	
Program Expenses & Supplies	\$ 110,000	\$ 63,580	\$63,580	\$110,000	100.00%	Program/Project-related supplies not given directly to a client and/or directly related to program function. Includes but not limited to: staff cell phones, office supplies, General Medical supplies needed to provide integrated health care services, laundry, linen, cleaning supplies and services, repairs, replacement of furniture, other items found in client rooms, tables, desks, water filter system, shelves, TV, coffee pots, other items found in shared spaces and other misc start up needs. Must be allowable and a direct cost.
Client Support	\$ 20,000	\$ 13,505	\$13,505	\$20,000	100.00%	Items provided to clients. Must be allowable and related to the scope of work. Includes but not limited to: food, transportation, moving expenses, basic needs kits, move-in supplies, furniture, storage units for furnishings or program supplies, gas cards, perscriptions, toiletries/hygiene items, pre-paid phones or data plans, clothing and/or uniforms for work. Assistance dollars provided to support deposit and/or move-in expenses to eligible participants.
Food Service	\$ 256,444	\$ 256,444	\$256,444	\$256,444	100.00%	Estimated at 103 clients per day x 3 meals for 365 days @ City provided estimated daily cost of \$15. May also include food service and beverage items such as dining ware, cutlery, to-go items, coffee, snacks, or special items related to dietary needs.
Staff Training	\$ 500	\$ 500	\$500	\$500	100.00%	Directly program-related training materials and registration fees.
IT / Computers	\$ 12,500	\$ 12,500.00	\$12,500	\$12,500	100.00%	5 laptop computers, docking stations, computer software/equipment needed for new set up
Staff Mileage	\$ 1,000	\$ 500.00	\$500	\$1,000	100.00%	Public transit and mileage reimbursement for program staff not to exceed the standard IRS rate at the time of travel. Expenses should follow IRS guidelines regarding travel.
Total Other Direct Costs	400,444	\$347,029	\$347,029	\$400,444	100.00%	
Total Salaries, Fringe and Other Direct Costs	\$984,283	\$ 678,452.00	\$ 678,452.00	984,283	100.00%	
Indirect Costs						
Indirect Costs	\$105,850	\$60,087	\$60,087	\$105,850	100.00%	Indirect capped at 10% of modified total direct costs
Grand Total	\$1,090,133	\$ 738,539.00	\$ 738,539.00	\$ 1,090,133	100.00%	

Contract Program Budget Summary

Contractor Name: Colorado Coalition for the Homeless **City Contract #:** HOST 202370187-01
Project : Park Avenue Inn Non-Congregate Shelter
Contract Term: **From:** 7/1/2023 **To:** 8/31/2025
Program/Fiscal Year: 2024

Budget Category	Agency Total (All Funding Sources for Agency)	Homelessness Resolution Fund	Total Costs requested from HOST for 2024	Agency Total		Budget Narrative
				Amount	%	
Personnel: Job Title	Total	Amount	HOST Total	Amount	%	
Program Director	\$ 38,271.00	\$ 7,500.00	\$7,500	\$7,500	19.60%	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Provides oversight to program manager and all staff on site. Ultimately responsible for program outcomes and deliverables.
Program Manager	\$ 65,000.00	\$ 65,000.00	\$65,000	\$65,000	100.00%	One 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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Oversees the day-to-day provision of supportive services at the NCS site.
Shelter Associate - Front Desk Staff	\$ 140,400.00	\$ 74,768.00	\$74,768	\$74,768	53.25%	Portion of multiple Shelter Associate 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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Provides 24/7/365 coverage and serves as the first point of contact for individuals entering the NCS lobby.
Case Manager	\$ 204,000.00	\$ 204,000.00	\$204,000	\$204,000	100.00%	Portion of multiple Shelter Associate salaries (Up to 4 Staff) 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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Develops initial treatment/service plans for all residents and updates as appropriate; ensures that each resident is receiving the support and services they require to maintain their housing and support recovery; provides crisis intervention as required.
Registered Nurse	\$ 76,000.00	\$ 76,000.00	\$76,000	\$76,000	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Provides assessment of prospective resident's ability to safely function in a semi-private living environment. Provides direct nursing care and coordination and linkage to CCH integrated health care services.
Behavioral Health Clinician	\$ 76,000.00	\$ 56,000.00	\$56,000	\$56,000	73.68%	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Provides comprehensive treatment to support mental health conditions, develop personalized treatment plans, and provide therapeutic services to address issues such as addiction, trauma, depression, and anxiety.
Total Salary:	\$599,671	\$483,268	\$483,268	\$483,268	80.59%	

Budget Category	Agency Total (All Funding Sources for Agency)	Homelessness Resolution Fund	Total Costs requested from HOST for 2024	Agency Total		Budget Narrative
				Amount	%	
Fringe Benefits	\$143,921	\$115,948	\$115,948	\$115,948	80.56%	Fringe benefits and payroll taxes (Fringe) will be reimbursed at cost or at the Federally Approved Fringe Rate. To receive a Fringe percentage, a contractor must provide a Federally Approved Fringe Rate letter or flat rate percentage for contracted staff. Please see section Financial Administration E. Fringe Benefits.
Total Salary and Fringe Benefits:	\$743,592	\$599,216	\$599,216	\$599,216	80.58%	
Other Direct Costs	Total	Amount	Subtotal	Amount	%	
Program Expenses & Supplies	\$ 50,000.00	\$ 50,000.00	\$50,000	\$50,000	100.00%	Program/Project-related supplies not given directly to a client and/or directly related to program function. This includes laundry, linen, repairs, replacement of furniture and other items found in client rooms. Must be allowable and a direct cost.
Client Support	\$ 20,000.00	\$ 12,000.00	\$12,000	\$12,000	60.00%	Items provided to clients. Must be allowable and related to the scope of work. include food, transportation, moving expenses, basic needs kits, move-in supplies, furniture, storage units for furnishings or program supplies, gas cards, toiletries/hygiene items, pre-paid phones or data plans, clothing and/or uniforms for work. General Medical supplies needed to provide integrated health care services. Assistance dollars provided to support deposit and/or move-in expenses to eligible participants.
Food Service	\$ 516,931.00	\$ 511,072.00	\$511,072	\$511,072	98.87%	103 clients per day x 3 meals for 365 days @ City provided estimated daily cost of \$13.75
Staff Training	\$ 3,000.00	\$ 3,000.00	\$3,000	\$3,000	100.00%	Directly program-related training materials and registration fees.
Staff Mileage	\$ 1,000.00	\$ 1,000.00	\$1,000	\$1,000	100.00%	Public transit and mileage reimbursement for program staff not to exceed the standard IRS rate at the time of travel. Expenses should follow IRS guidelines regarding travel.
Total Other Direct Costs	\$ 590,931.00	\$ 577,072.00	\$ 577,072.00	\$577,072	97.65%	
Total Salaries, Fringe and Other Direct Costs	\$ 1,334,523.00	\$ 1,176,288.00	\$ 1,176,288.00	1,176,288	88.14%	
Indirect Costs						
Indirect Costs	\$133,452	\$108,681.00	\$108,681	\$108,681	81.44%	Indirect capped at 10% of modified total direct costs
Grand Total	1,467,975	1,284,969.00	1,284,969	1,284,969	87.53%	

Contract Program Budget Summary

Contractor Name:	The Colorado Coalition for the Homeless	City Contract #:	HOST 202370187-01
Project :	Park Avenue Inn Non-Congregate Shelter		
Contract Term:	From:	7/1/2023	To:
Program/Fiscal Year:	2025		
		7/1/2023	8/31/2025

Budget Category	Agency Total (All Funding Sources for Agency)	Homelessness Resolution Fund	Total Costs requested from HOST for 2025	Agency Total		Budget Narrative
	Total	Amount	HOST Total	Amount	%	
Personnel: Job Title						
Program Director	\$ 38,271.00	\$ 4,375.00	\$4,375	\$4,375	11.43%	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Provides oversight to program manager and all staff on site. Ultimately responsible for program outcomes and deliverables.
Program Manager	\$ 65,000.00	\$ 37,917.00	\$37,917	\$37,917	58.33%	One 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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Oversees the day-to-day provision of supportive services at the NCS site.
Shelter Associate - Front Desk Staff	\$ 140,400.00	\$ 52,150.00	\$52,150	\$52,150	37.14%	Portion of multiple Shelter Associate 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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Provides 24/7/365 coverage and serves as the first point of contact for individuals entering the NCS lobby.
Case Manager	\$ 204,000.00	\$ 119,000.00	\$119,000	\$119,000	58.33%	Portion of multiple Shelter Associate salaries (Up to 4 Staff) 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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Develops initial treatment/service plans for all residents and updates as appropriate; ensures that each resident is receiving the support and services they require to maintain their housing and support recovery; provides crisis intervention as required.
Registered Nurse	\$ 76,000.00	\$ 44,333.00	\$44,333	\$44,333	58.33%	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Provides assessment of prospective resident's ability to safely function in a semi-private living environment. Provides direct nursing care and coordination and linkage to CCH integrated health care services.
Behavioral Health Clinician	\$ 76,000.00	\$ 44,333.00	\$44,333	\$44,333	58.33%	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Description: Provides comprehensive treatment to support mental health conditions, develop personalized treatment plans, and provide therapeutic services to address issues such as addiction, trauma, depression, and anxiety.
Total Salary:	\$599,671	\$302,108	\$302,108	\$302,108	50.38%	

Budget Category	Agency Total (All Funding Sources for Agency)	Homelessness Resolution Fund	Total Costs requested from HOST for 2025	Agency Total		Budget Narrative
Fringe Benefits	\$143,921	\$72,506	\$72,506	\$72,506	50.38%	Fringe benefits and payroll taxes (Fringe) will be reimbursed at cost or at the Federally Approved Fringe Rate. To receive a Fringe percentage, a contractor must provide a Federally Approved Fringe Rate letter or flat rate percentage for contracted staff. Please see section Financial Administration E. Fringe Benefits.
Total Salary and Fringe Benefits:	\$743,592	\$374,614	\$374,614	\$374,614	50.38%	
Other Direct Costs	Total	Amount	Subtotal	Amount	%	
Program Expenses & Supplies	\$ 50,000.00	\$ 29,167.00	\$29,167	\$29,167	58.33%	Program/Project-related supplies not given directly to a client and/or directly related to program function. This includes laundry, linen, repairs, replacement of furniture and other items found in client rooms. Must be allowable and a direct cost.
Client Support	\$ 20,000.00	\$ 80,000.00	\$80,000	\$80,000	400.00%	Items provided to clients. Must be allowable and related to the scope of work. include food, transportation, moving expenses, basic needs kits, move-in supplies, furniture, storage units for furnishings or program supplies, gas cards, toiletries/hygiene items, pre-paid phones or data plans, clothing and/or uniforms for work. General Medical supplies needed to provide integrated health care services. Assistance dollars provided to support deposit and/or move-in expenses to eligible participants.
Food Service	\$ 516,931.00	\$ 307,858.00	\$307,858	\$307,858	59.55%	103 clients per day x 3 meals for 365 days @ City provided estimated daily cost of \$13.75
Staff Training	\$ 3,000.00	\$ 1,750.00	\$1,750	\$1,750	58.33%	Directly program-related training materials and registration fees.
Staff Mileage	\$ 1,000.00	\$ 583.00	\$583	\$583	58.30%	Public transit and mileage reimbursement for program staff not to exceed the standard IRS rate at the time of travel. Expenses should follow IRS guidelines regarding travel.
Permanent Housing Placement	\$101,838	\$101,838	\$101,838	\$101,838	100.00%	Assistance dollars provided to support deposit and/or move-in expenses to eligible participants.
Total Other Direct Costs	692,769	\$521,196	\$521,196	\$101,838	14.70%	
Total Salaries, Fringe and Other Direct Costs	\$ 1,436,361.00	\$ 895,810.00	\$ 895,810.00	476,452	33.17%	
Indirect Costs						
Indirect Costs	\$143,636	\$67,917.00	\$67,917	\$67,917	47.28%	Indirect capped at 10% of modified total direct costs
Grand Total	1,579,997	963,727.00	963,727	963,727	61.00%	