

SECOND AMENDATORY AGREEMENT

THIS SECOND AMENDATORY AGREEMENT is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **JEWISH FAMILY SERVICE OF COLORADO, INC.**, a Colorado nonprofit corporation whose address is 3201 S. Tamarac Dr, Denver, CO 80231 (the “Subrecipient”), individually a “Party” and jointly the “Parties.”

RECITALS:

A. The Parties entered into an Agreement dated August 28, 2024 and an Amendatory Agreement dated July 7, 2025 (the “Agreement”) for the purpose of Transformational Homelessness Response (THR) Rapid Rehousing; and

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

2. Section 4 of the Agreement, entitled “**TERM**”, is amended to read as follows:

“**4. TERM**: This Agreement will commence on June 1, 2024 and will expire, unless sooner terminated, on June 30, 2026 (the “Term”). Subject to the Director’s prior written authorization, the Subrecipient 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 5 of the Agreement, entitled “**COMPENSATION AND PAYMENT**”, Subsection 5.5 entitled “**Maximum Contract Amount**” Subparagraph 5.5.1 is amended to read as follows:

“**5.5. Maximum Contract Amount**

5.5.1 Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **ONE MILLION FIVE HUNDRED FORTY-FIVE THOUSAND SEVEN HUNDRED SIXTY-SIX**

DOLLARS AND FIVE CENTS (\$1,545,766.05) (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 Subrecipient beyond that specifically described in **Exhibits A, A-1 and A-2**. Any services performed beyond those in **Exhibits A, A-1 and A-2** or performed outside the Term are performed at the Subrecipient’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 Second Amendatory Agreement will not be effective or binding on the City until it has been fully executed by all required signatories of the City and County of Denver, and if required by Charter, approved by the City Council.

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

Contract Control Number:
Contractor Name:

HOST-202581891-02/HOST-202475174-02
JEWISH FAMILY SERVICE OF COLORADO

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: _____

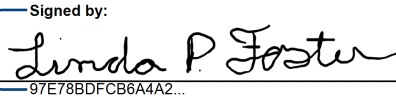
By: _____

Contract Control Number:
Contractor Name:

HOST-202581891--02/HOST-202475174-02
JEWISH FAMILY SERVICE OF COLORADO

By: _____

Signed by:


97E78BDFCB6A4A2...

Name: _____

Linda Foster
(please print)

Title: _____

President and CEO
(please print)

ATTEST: [if required]

By: _____

Name: _____

(please print)

Title: _____

(please print)

**EXHIBIT A-2
SCOPE OF WORK
DEPARTMENT OF HOUSING STABILITY
JEWISH FAMILY SERVICE OF COLORADO
HOST-202581891**

I. INTRODUCTION

Contract Term Dates:

June 1, 2024 - June 30, 2026

Project Description:

This agreement is entered between the Department of Housing Stability (HOST) and Jewish Family Service of Colorado (JFS) for the purpose of Transformational Homelessness Response (THR) Rapid Rehousing. The Fiscal Year 2026 award amount for this contract is \$795,766.05 for a total contract amount of \$1,545,766.05.

This subaward is not for Research and Development. JFS is identified as a subrecipient for the purposes of this agreement and is therefore subject to all terms, conditions and regulatory requirement required of federal funding subrecipients per 2 CFR Part 200, as well as specific rules and regulations for American Rescue Plan Act (ARPA) program.

Funding Source:	State of Colorado American Rescue Plan Act
Project Name:	Transformational Homelessness Response Rapid Rehousing
Budget Type:	Cost Reimbursement
Federal Award ID (FAIN) #:	SLFRP0126
Federal Award Date:	5/18/2021
Federal Awarding Agency:	Department of Treasury
Pass-Through Entity:	City and County of Denver
Awarding Official:	State of Colorado
Unique Entity Identifier:	LXPHAWKJDQ76
SAM.gov Expiration Date:	07/07/2026
Catalog of Federal Domestic Assistance (CFDA#):	21.027
Contractor Address:	3201 S. Tamarac Drive, Denver CO 80231
Organization Type:	Non-Profit

II. SERVICES DESCRIPTION

- A. JFS will be responsible for adhering to the Rapid Rehousing Program Standards document to be provided by HOST.
- B. Rapid rehousing (RRH) services provided by JFS include the following:

1. Housing Navigation – Identify, recruit, engage and maintain relationships with landlords. Conduct housing inspections and help participants choose and access desirable, sustainable housing.
 2. Move-in assistance and rental assistance – financial assistance for rent, utilities, deposits and moving expenses. Participants shall have income recertification every 90 days while in the program. This assistance is intended to be flexible, progressive, and tailored to the specific needs of each participant, enabling them to transition quickly out of homelessness and into permanent housing.
 3. Housing stability case management – works closely with housing navigator and employment supports to help participants rapidly move into permanent housing, remain stable in their housing, and connect them with community resources and other support networks as needed. Case managers work with participants to develop a housing plan with goals focused on housing and income.
- C. Referrals for this program will come through both OneHome coordinated entry and direct referrals from family shelter through case conferencing.
 - D. JFS will administer the THR Rapid Rehousing Program. This includes providing financial assistance to eligible participants, assisting them in locating, obtaining, and maintaining suitable housing.
 - E. JFS shall have a staff to participant ration of no less than one case manager to every 15 households for any component of the project that includes housing, such as transitional or supportive housing, as well as no fewer than one case manager to every 30 households in shelter or community-based programming with preference for a 1:15 case management to participant ratio for all program components.
 - F. JFS staff should have relevant professional accreditation, education, and experience to implement both holistic and housing focused services. Staff should be community based and multi-disciplinary when possible.
 - G. Services should be implemented using best practice models, including Housing First, Harm Reduction, Motivational Interviewing, and Trauma Informed Care. Other services and treatment models may be coordinated with or incorporated into the services programming based on the individuals served. The delivery of all services should be guided by the principles of cultural competence, recovery, and resiliency, with an emphasis on building individuals' strengths and resources in the community, with family, and with peer/social networks.
 - H. Habitability standards: Temporary housing units or shelter facilities must meet U.S. Department of Housing and Urban Development (HUD) habitability standards defined in 24 CFR part 576.403(c). Documentation of meeting minimum standards must be maintained in household files. Grantees may use Emergency Solutions Grants (ESG) Habitability Standards Checklist found at: <https://www.hudexchange.info/resource/3766/esg-minimum-habitability-standards-for-emergency-shelters-a11d-pe1111a11ent-housing/> or equivalent checklist.
 - I. Housing Quality Standards (HQS) are required both at initial occupancy and during the duration of housing assistance for Supportive Housing, Rapid Rehousing, and Prevention programs.

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
Housing Specialists	- Accepting referrals from OneHome and other sources - Intake process for households referred - Housing Identification - Relationships with landlords - Move-In rental assistance - Payment of rent subsidies - Housing Stability Plan for all enrolled clients - Case Management Services - Housing First Interventions - Assistance with budgeting and increasing income - Support ensuring that households remain housed after subsidy ends - Participant feedback	Total households served through the contract term	90	Households are provided permanent housing and services through the rapid rehousing program	90%	Expand pathways to successful rehousing Improve homelessness resolution system for households experiencing homelessness
Case Managers		Number of lease applications submitted for each participating household	3 applications for 1 hh housed	Household exits to permanent housing at the end of the program (either in their rapid rehousing or other unit).	80%	
Short- (1-3 months) to medium-term (3-24 months)		Number of households engaged in case management and ongoing support	100%	Length of time between enrollment and lease up is less than or equals to 60 days	85%	
Rent subsidies		Households receiving assistance with increasing income or maintaining income through benefit acquisition and/or employment	100%	Households that have an increase or maintaining income through benefit acquisition or employment annually or at exit	80%	
Landlord partners		Households offered the opportunity to provide feedback on services received	100%	Households that complete survey report being satisfied with the services received	80%	
Homeless Management Information System (HMIS) use						
Staff training						
Program Policies						

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 Jun 1 – Aug 31	Sept 15
Quarterly Report for Sept 1 – Nov 30	Dec 15
Semi-Annual report for Jun 1 – Dec 31	Jan 31
Quarterly Report for Dec 1 – Feb 28	March 15
Quarterly Report for March 1 – May 31	June 15
Annual Report	June 30

- 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 – 90
 - 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.
 - a. JFS to fill out the 5 narrative prompts in Attachment C and provide their program total number for connections care for that quarter (See Attachment C “2024 Quarter 1 report One-Pager”).
 3. Financial Data
 - b. Funding sources and amount included.
 - c. Total Contract spend to date, by budget category.

VII. FINANCIAL ADMINISTRATION

A. Compensation and Methods of Payment

1. Disbursements shall be processed through the Department of Housing Stability (HOST) and the City and County of Denver’s Department of Finance.
2. The method of payment to the Contractor by HOST shall be in accordance with established HOST procedures for this Agreement line-item reimbursements. Invoice requests for reimbursement of costs should be submitted on a regular and timely basis in accordance with HOST policies. Invoices should be submitted within thirty (30) days of the actual service, expenditure, or payment of expense. Invoices submitted more than 90 days beyond the billing period of the actual service, expenditure, or payment expense, may not be reimbursed without prior written approval from HOST.
3. The Contractor shall be reimbursed for services provided under this Agreement according to the approved line-item reimbursement budget.
4. Invoice request shall be completed and submitted on or before the 15th of each month following the month services were rendered. Contractor shall use HOST’s preferred invoice template, if requested, HOST Financial Services may require a Cost

Allocation Plan and budget narrative for detailed estimated description and allocation of funds. This is dependent upon funding source and program requirements.

5. No more than four (4) vouchers may be submitted per contract per month, without prior approval from HOST.
6. All Invoices must be correctly submitted within thirty (30) days of the Agreement end date to allow for correct and prompt closeout of the contract.
7. All invoices are paid on a “Net 30” payment timeline, presuming invoices are free from errors, and do not require additional documentation or calculation revisions.
8. Sign Up to send all reimbursement documentation (including this form) to:
<https://denvergovhostlightningforce.my.site.com/AffordableHousing/s/partner-sign-up>

B. Invoicing Requirements

1. To meet Government requirements for current, auditable books at all times, it is required that all vouchers be submitted monthly to HOST in order 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 Voucher Processing Policy.
3. For contracts subject to Federal Agreements, only allowable costs determined in accordance with 2 CFR “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” in the “OMB Omni Circular” applicable to the organization incurring the cost will be reimbursed.
4. 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).
5. 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.
6. 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 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.

D. 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
 - a. A breakdown of how the fringe benefit percentage was determined prior to first draw request; or
 - b. 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.

E. 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. 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 HOST and reflected in the contract budget.

F. Program Income

1. For contracts subject to Federal Agreements, program income includes, without limitation, income from fees for services performed, from the use or rental of real or personal property acquired with contract funds, from the sale of commodities or items fabricated under a contract agreement, and from payments of principal and interest on loans made with contract funds.
2. Program income may be deducted from total allowable costs to determine net allowable costs and may be used for current reimbursable costs under the terms of this contract. Program income which was not anticipated at the time of the award may be used to reduce the award contribution rather than to increase the funds committed to the project. **All program income generated during any given period submitted for payment shall be documented on the invoice request.**
3. The Contractor, at the end of the program, may be required to remit to the City all or a part of any program income balances including investments thereof held by the Contractor except **as pre-approved in writing by HOST, including** those needed for immediate cash needs.

G. 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 of 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.

H. 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.

I. 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. For contracts subject to Federal Agreements, 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. For contracts subject to Federal Agreements, the Contractor shall maintain separate accountability for HOST funds as referenced in 2 C.F.R. 200.
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.
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.

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. Audit Requirements

1. For Federal Agreements subject to 2 C.F.R. 200, a copy of the final audit report must be submitted to the Federal Audit Clearinghouse within thirty (30) calendar days after receipt of the auditor's report, or nine (9) months after the end of the period audited.
2. All audit related material and information, including reports, packages, management letters, correspondence, etc., shall be submitted to **HOST Financial Services Team**.
3. The Contractor will be responsible for all Disallowed Costs.
4. 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.

L. Procurement

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.

M. Bonding

1. If applicable, for contracts subject to federal agreements, HOST may require adequate fidelity bond coverage, in accordance with 2 C.F.R. 200, where the subrecipient lacks sufficient coverage to protect the Federal Government's interest.

N. Records Retention

1. In addition to the records requirements contained in the Agreement, the Contractor (or subrecipient) must also retain for seven (7) 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, in order to make audits, examinations, excerpts, and transcripts.

O. 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.

P. 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. JFS will use the funds to run the Transformational Homelessness Response rapid rehousing program to get families into housing as quickly as possible.

Contract	Amount
Base	\$750,000.00
1 st Amendment	\$0
2 nd Amendment	\$795,766.00
TOTAL	1,545,766.00.

IX. Budget

Contract Program Budget Summary					
Contractor Name/Project:	Jewish Family Service of Colorado - THR Rapid Rehousing				
City Contract #:	HOST 202581891				
Budget Term:	1/1/2026-06/30/2026		Program/Fiscal Year:		2026
Budget Category	THR ARPA grant from State HOST Funding	Total Costs requested from HOST	Agency Total		Budget Narrative
Personnel: Job Title	Amount	HOST Total	Amount	%	
Housing Navigators/Case Managers	\$ 254,604.00	\$254,604	\$515,270	49.41%	Up to 5 FTE 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: Case Managers responsible for delivering intensive, housing-focused case management. This includes conducting home visits, creating individualized housing plans, facilitating landlord mediation, and connecting clients to vital community resources. The increased funding ensures manageable caseloads and supports staff retention through fair compensation, both critical to achieving long-term housing stability for participants.
Rapid Rehousing Program Supervisor	\$39,751	\$39,751	\$39,751		1 FTE 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: With a program of this scale, strong leadership and oversight are essential. The Rapid Rehousing Team Supervisor plays a key role in supervising frontline staff, supporting professional development, ensuring quality service delivery, and managing internal processes to stay aligned with contractual obligations. This funding supports the expanded responsibilities of the Team Supervisor as the program scales, helping maintain accountability and consistent client outcomes.

Budget Category	THR ARPA grant from State HOST Funding	Total Costs requested from HOST	Agency Total		Budget Narrative
Housing Stability Program Manager	\$53,501	\$53,501	\$108,276	49.41%	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: directs day-to-day operations, performs supervision with Team Leads, ensures grant implementation and reporting compliance, and creates and maintains vital community partnerships.
CRS Program Assistant/Director	\$64,263	\$64,263	\$130,056	49.41%	A portion of salary 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: CRS Director oversees and guides program implementation and works with the Manager of the Housing Stability Programs to ensure compliance. Tthe Program Assistant Performs a variety of administrative support duties for the Community Resources for Stability department programs to ensure record keeping, organization and optimize workflow.
Employment Specialist	\$25,000	\$25,000	\$105,300	23.74%	2 FTE at part time HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: The staff in these positions will provide direct support to RRH clients in securing and maintaining stable employment, a critical component of long-term housing stability. The Employment Specialist will offer individualized job readiness coaching, resume and interview preparation, and direct connections to employers and training opportunities. They will also coordinate with case managers to align employment goals with housing plans, ensuring that clients can sustain rent once assistance ends. By integrating employment services within the RRH program, this role reduces barriers to income growth and increases the likelihood of permanent housing success.

Budget Category	THR ARPA grant from State HOST Funding	Total Costs requested from HOST	Agency Total		Budget Narrative
Accounts Payable Specialist	\$10,448	\$10,448	\$104,480	10.00%	1 FTE a portion of salary working directly on this program, HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: As the Rapid Rehousing program expands to serve 90 households, the volume and complexity of financial transactions has significantly increased. The JFS Accounts Payable Specialist ensures timely and accurate processing of rent payments, utility assistance, and client support reimbursements, all of which are critical to preventing disruptions in housing. This budget line supports dedicated administrative capacity to manage documentation, reconcile payments, and maintain audit-ready financial records, ultimately enabling the program to run smoothly and meet fiscal compliance requirements.
Total Salary:	\$447,567	\$412,119	\$793,353	51.95%	
Fringe Benefits	\$89,514	\$89,514	\$158,671	56.41%	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:	\$537,081	\$501,633	\$952,024	52.69%	
Other Direct Costs	Amount	Subtotal	Amount	%	
Client Support	\$43,546	\$43,546	\$72,453	60.10%	This line item covers flexible support for RRH clients, including move-in essentials, food, transportation (shared ride services and public transportation), clothing, phones, cell phones and data plans, training expenses, background checks, training materials, educational expenses, work clothing and tools, etc., one-time childcare assistance for households newly entering employment, legal support, and other grant-eligible needs that promote housing stability. Childcare assistance will be limited to a one-month maximum and paid directly to the provider, with the understanding that families will make ongoing arrangements within that time frame. This request reflects an average of \$483 total per household across 80 households, ensuring equitable support for all clients and enabling staff to respond quickly to individualized needs that fall outside of direct rental or utility assistance.

Budget Category	THR ARPA grant from State HOST Funding	Total Costs requested from HOST	Agency Total		Budget Narrative
Financial Assistance (ICR not eligible)	\$41,440	\$41,440	\$89,471	46.32%	This line provides essential one-time assistance with rental application fees, lease fees, security deposits (not to exceed one month's rent), and moving costs for up to 90 clients. It also allows for landlord incentives where necessary to facilitate placement of households with higher barriers. These funds help clients overcome financial roadblocks that often delay or prevent housing access. (ICR not eligible)
Rental Assistance (ICR not eligible)	\$809,575	\$809,575	\$1,614,594	50.14%	Eligible Costs may include Short-Term rent up to 3 months of rent and Medium-term rent between 3-24 months of rental assistance in a 3-year period. Unit must be within Fair Market Rate. .Short-Term rent, Medium-term rent, and Rental Arrears for 90 households. Rent to be paid directly to the owner of the housing unit. This level of support ensures flexibility in addressing varying client needs based on income, vulnerability, and lease type. (ICR not eligible)
Utility Assistance (ICR not eligible)	\$13,000	\$13,000	\$17,625	73.76%	This line provides financial assistance for program eligible gas, electric, and water utilities, ensuring clients are not at risk of shutoff and can maintain livable, safe housing. Funds will be paid directly to utility providers. (ICR not eligible)
Client Incentives	\$1,000	\$1,000	\$1,000	100.00%	One item of value up to \$40 per client will be given as an incentive for 25 clients to participate in entry and exit surveys to guide and improve program design and implementation.
Program Expenses and Supplies	\$9,200	\$9,200	\$32,244	28.53%	This allocation covers technology and materials necessary to support the RRH team in serving 90 households. Funds will be used for program-related supplies, translation, scanners computer, software licenses (e.g., Microsoft, DocuSign, Zoom), and client database subscriptions (CareLogic and CaseWorthy). These tools enable efficient case management, data security, and collaboration.
Staff Mileage	\$2,000	\$2,000	\$5,187	38.56%	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. Average of 57 miles per week at IRS rate at the time of travel (currently \$0.67 per mile)
Total Other Direct Costs	\$919,761	\$919,761	\$1,832,574	50.19%	
Total Salaries, Fringe and Other Direct Costs	\$ 1,456,842.00	\$ 1,421,394.00	2,784,598	51.04%	

Budget Category	THR ARPA grant from State HOST Funding	Total Costs requested from HOST	Agency Total		Budget Narrative
Indirect Costs					
Indirect Costs	\$88,924.05	\$88,924.05	\$330,088	26.94%	Indirect calculated 15% of Salaries, Fringe and Other Direct Costs less Financial Assistance, Rental Assistance and Utility Assistance
Total Project Cost (Direct + Indirect)	1,545,766	\$1,545,766	3,114,686	49.63%	
Grand Total	\$ 1,545,766.05	\$ 1,545,766.05	\$3,114,686	49.63%	