

SECOND AMENDATORY AGREEMENT

THIS SECOND AMENDATORY AGREEMENT (the “Amendment”) is made and entered into by and between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **COLORADO HEALTH NETWORK, INC. d/b/a/ DENVER COLORADO AIDS PROJECT**, a Colorado nonprofit corporation, whose address is 6260 East Colfax Ave, Denver, Colorado 80220-1515 (the “Contractor”), collectively the “Parties.”

RECITALS:

A. The Parties entered into an agreement on January 31, 2019 for the City to provide funds to Contractor to be utilized for salaries, operating and direct program expenses for the tenant-based rental assistance (TBRA), short-term rent mortgage and utility assistance (STRMU), supportive services, and permanent housing placement (PHP) programs (the “Agreement”); and

B. The Parties entered into an amendment on January 24, 2020 to amend the scope of services and budget, extend the term, increase the compensation to the Contractor, and modify certain other terms of the Agreement (the “First Amendment”); and

C. The Parties wish to amend the Agreement to amend the scope of services and modify certain other terms as forth in this Amendment.

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

1. Exhibit A-1 of the First Amendment shall be replaced with Exhibit A-2 attached to this Amendment. The updated Scope of Services marked as Exhibit A-2 is attached hereto and incorporated herein by this reference and shall supersede and replace Exhibit A-1 attached to the First Amendment.

2. Section 11 of the Agreement entitled “**EXAMINATION OF RECORDS**” is amended to read as follows:

“Any authorized agent of the City, including the City Auditor or his or her representative, has the right to access, and the right to examine, copy and retain copies, at City’s election in paper or

electronic form, any pertinent books, documents, papers and records related to Contractor's performance pursuant to this Agreement, provision of any goods or services to the City, and any other transactions related to this Agreement. Contractor shall cooperate with City representatives and City representatives shall be granted access to the foregoing documents and information during reasonable business hours and until the latter of three (3) years after the final payment under the Agreement or expiration of the applicable statute of limitations. When conducting an audit of this Agreement, the City Auditor shall be subject to government auditing standards issued by the United States Government Accountability Office by the Comptroller General of the United States, including with respect to disclosure of information acquired during the course of an audit. No examination of records and audits pursuant to this paragraph shall require Contractor to make disclosures in violation of state or federal privacy laws. Contractor shall at all times comply with D.R.M.C. 20-276."

3. Except as herein amended, the Agreement, as amended by the First Amendment, continues in effect, and is affirmed and ratified in each and every particular.

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

[SIGNATURE PAGES AND EXHIBITS TO FOLLOW]

Contract Control Number: HOST-202054364-02 Jaggaer
ALF-201846917-02 Alfresco
Contractor Name: COLORADO HEALTH NETWORK, INC.

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:

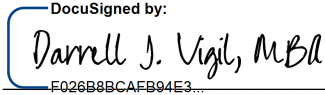
Attorney for the City and County of Denver

By:

By:

By:

Contract Control Number: HOST-202054364-02 Jaggaer
ALF-201846917-02 Alfresco
Contractor Name: COLORADO HEALTH NETWORK, INC.

By:  _____
F026B8BCAFB94E3...

Name: Darrell J. Vigil, MBA
(please print)

Title: Chief Executive Officer
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

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**SCOPE OF SERVICES
DEPARTMENT OF HOUSING STABILITY
PROJECT NAME: HOPWA**

**ACTIVITY NAME: *Colorado Health Network, Inc., dba Denver Colorado AIDS Project
2019-2020 HOPWA Services Subaward***

Federal Award ID (FAIN) #: COH19-F001
Federal Award Date: July 2019
Federal Awarding Agency: U.S. Housing and Urban Development (HUD)
Pass-Through Entity: City and County of Denver
Awarding Official: Dept. of Housing and Urban Development (HUD)
 Community Planning and Development
 Region VIII
 1670 Broadway Street
 Denver CO 80202-4801

I. INTRODUCTION

Subaward Period of Performance Start and End Dates: January 1, 2019- December 31, 2020

Federal Subaward Project Description:

The purpose of this contract agreement is to provide a Housing Opportunities for Persons with AIDS (HOPWA) Subaward for \$3,745,493.00 through the Department of Housing Stability (HOST). These funds will be provided to ***Colorado Health Network, Inc. (CHN) dba Denver Colorado AIDS Project*** to be utilized for salaries, operating and direct program expenses for the Tenant Based Rental Assistance (TBRA), Short Term Rent Mortgage Utility Assistance, Supportive Services, and Permanent Housing Placement programs. This award is not for Research and Development (R&D).

Funding Source: HOPWA **Amount:** \$3,745,493 **CFDA # and Name:** 14.241 HOPWA

HOPWA –

HUD Eligible Activity: 24 CFR 574.300(b)(5) Project- or tenant-based rental assistance. . . ; 574.300(b)(6) Short-term rent, mortgage, and utility payments to prevent the homelessness of the tenant or mortgagor of a dwelling; 574.300(b)(7) Supportive services including, but not limited to, health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutritional services, intensive care when required, and assistance in gaining access to local, State, and Federal government benefits and services. . . ; and (10)(ii) project sponsor administrative expenses

Accomplishment Code: Households
Proposed Number of outcomes **3,045**

Sub-awardee Organization: ***Colorado Health Network, Inc. dba Denver Colorado AIDS Project (DCAP)***

EIN#: 84-0961159
DUNS#: 149-553331
**CCR (Central Contractor
 Registration) Expiration Date:** _____
Address: 6260 East Colfax Avenue, Denver Colorado 80220-1515
Contact Person: Kate Lind/ Jamie Villalobos
Phone: 303-962-4496/ 303-962-4492

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Email: justine.sunshine@coloradohealthnetwork.org
jamie.villalobos@coloradohealthnetwork.org

Organization Type:

[X] Non-Profit [] For-Profit [] Individual [] Partnership [] Corporation [] Publicly Owned [] Other

Project/activity located in a Target Area: [] Yes [X] No

If yes, indicate type: [] Local Target Area [] Strategy Area (NRSA) [] CDFI [] Other

The Federal Funding Accountability and Transparency Act (FFATA)

- 1. In the business or organization's preceding completed fiscal year, the business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) received: (1) 80 percent or more of annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements: [] Yes [X] No

If YES, continue to statement 2.

- 1. The public has access to information about the compensation of the executives in the business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986: [] Yes [] No [X] N/A

If YES, stop here. If NO, continue to statement 3.

- 2. Provide the names and amounts of the five most highly compensated officers or executives: N/A

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

II. ACTIVITY DESCRIPTION

1. Funds will be used to provide programs to eligible individuals and/or households within the Denver Eligible Metropolitan Statistical Area (EMSA),

2. Description of Activity: The participant population to be served consists of low-income people living with HIV/AIDS who need assistance with maintaining long-term, stable, permanent housing. Assistance may be provided after review of the participant's eligibility and other requirements according to the Program Requirements and Responsibilities outlined below.

Tenant Based Rental Assistance (TBRA): The TBRA Program will provide housing assistance to eligible households. TBRA meets the needs of participants by subsidizing the difference between total rent and the monthly tenant rent (based on Tenant Rent Calculation Worksheet or other approved form), to be calculated and tracked by staff at Denver Colorado AIDS Project (DCAP), or the referring agency, and paid out by DCAP.

Short Term Rent Mortgage Utility Assistance (STRMU): The STRMU Program will provide housing assistance to eligible households for up to \$2,000 and/or 21 weeks (continuous or non-continuous) of assistance in a 52-week period. The 52-week period for this program aligns with the calendar year. This program is designed

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to prevent homelessness by assisting to retain long-term, stable, permanent housing options for households that might otherwise lose their housing. This program provides STRMU in the form of eviction/foreclosure prevention.

CHN will coordinate with any other agencies providing HOPWA STRMU in Metro Denver by using patients' Unique Record Number (URN).

Supportive Services: Collaboration with other case management services offered through DCAP such as referrals to healthcare, support around adherence to healthcare and treatment, referrals to mental health and substance abuse counseling, referrals to support groups and psycho-educational workshops, housing resources and referrals, and vocational assistance. The services are targeted to participants that live in HOPWA-supported, Section 8, and other privately-owned housing. Case managers assigned directly to participants will help to ensure that they maintain a stable housing environment. The case managers will work closely with landlords and developers as well as the participants so that they remain in their homes as long as possible. Participants will have access to referrals for substance abuse and mental health treatment counseling, if they have a need for those services.

Permanent Housing Placement: The Permanent Housing Placement Program will provide deposit/move-in assistance to eligible participants.

The HOPE Program provides supportive services to homeless HIV/AIDS persons including assistance with medication adherence and education, HIV specific nutrition and service referrals including links to transitional/permanent housing options, support groups and counseling, and emotional support. These services are designed to make a positive impact on residents' quality of life by improving healthy living by motivating them to build healthy habits, maintain a drug regimen, and assume responsibility for self-managing their condition. The HOPE Program provides supportive services to homeless individuals living with HIV/AIDS. Supportive services include access to a medical case manager that will address medication adherence and education, linkage to care, medical nutritional support, medical transportation support, referrals to behavioral health services, referrals to dental care and overall client wellness plan goals. The HOPE Program will also provide regular social support programmatic activities, including movie sessions, craft nights, and other relevant programming as determined by the community served.

Program Requirements and Responsibilities:

1. BASIC REQUIREMENTS SUMMARY

Basic requirements for HOPWA program assistance are as follows:

- a. Eligibility: proof of HIV/AIDS status and household income at or below 80% Area Median Income (AMI).
- b. TBRA: rent calculation, housing inspection, lease, Fair Market Rent (FMR) limits, cancelled checks to landlord.
- c. STRMU: evidence of need, time limit calculation, cancelled payment checks.
- d. Supportive services: documentation fitting with type of service (e.g., transportation, case management), that service was delivered, time sheets, client participation records.
- e. Permanent Housing: Proper categorization of housing information and permanent housing placement activities and costs
- f. Participants living in the Denver Eligible Metropolitan Statistical Area (EMSA) in the counties of Adams, Arapahoe, Broomfield, Clear Creek, Denver, Douglas, Elbert, Gilpin, Jefferson, and Park are eligible for HOPWA assistance.

Program Requirements and Responsibilities (2 CFR 200.331(a)(2) and Verification of Eligibility (as defined in 24 CFR 574.3):

Empowerment will provide supportive services including housing case management to eligible individuals and their families. Empowerment housing case managers and housing staff are responsible for determining participant eligibility (as defined in 24 CFR 574.3) and will maintain participant supportive services records in participant files that contain all the information needed to determine eligibility, income, housing referrals and supportive service activities, including information on the following:

- o Verification of HIV/AIDS: Case managers will obtain and keep in the client file written documentation of a verifiable diagnosis of AIDS (Acquired Immune Deficiency Syndrome) or a test that is seropositive for HIV (Human Immunodeficiency Virus) signed by a physician, certified health care worker, or HIV

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testing site representative; a Social Security Administration record indicating the nature of a disability determination; or other relevant federal program records verifying HIV status.

- Verification of Need: HOPWA is a “needs based” program; therefore, participants must demonstrate the level of benefits needed through verifiable documentation. Case managers will complete a budget with the participant or update an existing budget as necessary. Budgets should not be more than one-year old. Any change in income will require recalculation of participant assistance.
- Verification of Income: Total household income must be at or below 80% of the Area Median Income (AMI), as defined at 24 CFR 574.3. Annual income shall be determined as defined in 24 CFR 5.609, commonly known as “Part 5 Annual Income”. Case managers shall obtain third party verification or documentation of expected income, assets, unusual medical expenses, and any other pertinent information. Case managers will keep in the client file written documentation regarding household size, income, and calculations used to determine income eligibility. The participant household income is determined to include persons living with one or more eligible persons who are determined to be important to their care or well-being. The current HUD annual median income limits, adjusted by household size, can be found here: <http://www.huduser.org/portal/datasets/il.html>
- Verification of Tenancy: For all participants assisted with successful housing placement/retention, case managers will obtain verification of tenancy. Satisfactory evidence of tenancy includes the lease that identifies the participant/family as the named tenant under the lease. Satisfactory evidence of ownership of a home includes, a) a deed accompanied by a mortgage or deed of trust; b) a mortgage or deed of trust default/late payment notice which identifies the participant/family as the property owner/debtor; and c) a title insurance policy identifying the participant/family as the property owner/debtor.
- Supportive Services: Case managers will ensure supportive services are documented in participant files and may include helping to provide and/or advocating for access to needed services and providing emotional support and counseling to the participant, and to each participant’s extended support network. Files must document performance toward Specific Indicators outlined in Section 4 – Indicators of this Exhibit A.
- Confidentiality and Termination of Assistance
 - CHN shall establish written procedures and undertake staff training efforts to ensure confidentiality and physical security of information regarding individuals receiving HOPWA assistance, including names and addresses [per 24 CFR 574.440].
 - CHN shall only release or provide access to information on a client’s HIV/AIDS status or other related client eligibility documentation to qualified individuals who determine eligibility or provide support, or who oversee the provision of HOPWA assistance, in accordance with CPD Notice 06-07 [per 24 CFR 574.440].
 - CHN shall have a written policy for termination of assistance that meets the minimum due process requirements in 24 CFR 574.310(e)(2)(ii).

2. FAMILY MEMBERS

Colorado Health Network will have a policy in place for surviving family members, in the event of the death of a HOPWA-eligible person. A reasonable grace period of continued assistance to surviving family members, not to exceed one year, measured from the date of death of the participant, must be established.

3. OUTCOME BASED FUNDING:

Colorado Health Network will use a tracking program which will track the extent to which program participants experience the benefits or changes intended.

4. MEMORANDUM OF UNDERSTANDING (MOU)

Colorado Health Network will enter into a Memorandum of Understanding (MOU) with each participating Case Management Agency. A copy of the MOU will be provided to the HOST HOPWA Administrator and the Contract Administrator. The case managers of these agencies and CHN are responsible for determining that the participant meets the eligibility requirements and will maintain participant financial assistance records. It is the responsibility of

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these individual HIV/AIDS Service Agencies' case managers to verify that the request for assistance meets the program guidelines. CHN will hold these agencies responsible for any errors made in eligibility.

5. CASE MANAGEMENT

- a. All participants must be case-managed as evidenced by referrals and case manager summaries in the client files.
- b. Colorado Health Network case managers are responsible for determining that the individual meets eligibility criteria and will maintain participant financial assistance records.
- c. Case managers will determine eligibility of participants admitted to the program by obtaining signed applications that contain all the information needed to determine eligibility, income, and tenancy.
- d. It is the responsibility of all case managers to verify that the request for assistance is a legitimate emergency and that the participant meets the program criteria.
- e. Proof of hardship must be obtained for each request.

6. PAYMENT PROCESS

- a. Receive, review, and approve signed requests that contain all the information needed to determine eligibility and determine that the amount requested is allowed under established guidelines as noted in the participant eligibility above.
- b. Once approved, checks will be issued to the vendor and sent out (mailed/delivered) within three (3) business days after receiving the request. No checks are to be made out to the participant. Checks will be made out to individuals (vs. companies/utilities) only after the referring agency has verified that the individual is the owner of the property where the participant lives.
- c. Maintain financial emergency assistance records and notify the case managers if the request does not fit the established guidelines. The Single Payer will contact the referring case manager who will be responsible to inform the participants.
- d. Provide Colorado Health Network case managers and other case management agencies with monthly financial data summarizing the financial assistance provided to each participant to avoid disallowed assistance. (E.g., Permanent housing assistance offered to recipients of STRMU assistance within 30 days.)
- e. In all cases, rental assistance will be paid directly to the vendor providing the housing.

7. HOUSING OPTIONS

All participants are encouraged and supported to be on appropriate housing wait lists and/or other subsidy lists as determined by a case manager.

8. CONFIDENTIALITY

DCAP will agree to ensure the confidentiality of the name and any other information regarding individuals assisted under this grant. Information on the HIV/AIDS status of a participant is confidential and must be maintained in a manner that guarantees confidentiality, as required by law.

9. TENANT BASED RENTAL ASSISTANCE (TBRA):

- a. Persons with HIV/AIDS receiving rental assistance through this program will pay an amount equal to the higher of either 30 percent of their adjusted household income, based on the Tenant Rent Calculation Worksheet, or other approved form (adjustment factors include the age of the individual, medical expenses, size of family and child care expenses), 10 percent (10%) of their gross income, or a housing allowance as defined by a public welfare agency. The assistance provided will equal the difference between the total rent and the individual's payment. Rent amount includes utilities [per 24 CFR 574.310(d)]. HOST uses the Colorado Housing and Finance Authority's Utility Allowances available at: https://www.chfainfo.com/arh/asset/Documents/Utility_Allowance_Policy.pdf#sear_ch=utility%20limits
- b. Colorado Health Network will coordinate and distribute affordable and supportive housing resources to participating case management agencies.
- c. Colorado Health Network will process TBRA payments for eligible participant households who are currently on the program, have been referred by their Case Manager at DCAP or a partner agency and approved, and are currently actively case managed.
- d. Colorado Health Network will conduct Housing Quality Standards (HQS) inspections for TBRA recipients from DCAP using form HUD-52580.
- e. Payment requests will be delivered from all participating Case Management Agencies on behalf of clients.
- f. Colorado Health Network may pay no more than 110% published HUD-approved Fair Market Rent (FMR) or the approved community-wide exception rent for the unit size. The rent charged for the

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unit must be reasonable in relation to rents currently being charged by the owner of comparable unassisted units. Rent restrictions are based on HUD published Section 8 Fair Market Rents and can be found here: <http://www.huduser.org/portal/datasets/fmr.html>.

- g. CHN will keep documentation in client files that ensures compliance with the Lead-Based Paint Poisoning Prevention Act for rental assistance, where housing was constructed prior to 1978 and where children under age 6 are living and/or expected to reside [per 24 CFR 574.635 and 24 CFR Part 35].
- h. Colorado Health Network will coordinate occupancy for 21 units at Juan Diego.

10. SHORT TERM RENT MORTGAGE UTILITY ASSISTANCE (STRMU):

- a. The participant must provide evidence of tenancy. The participant must be a tenant on a valid lease for a property or be an owner of a mortgaged home in which they reside.
- b. The STRMU Program will provide equal access of funds to rental and mortgage assistance to all participants regardless of where the participant receives primary case management or other support services.
- c. The participant must demonstrate need in the form an eviction or foreclosure notice.
- d. Assistance will not exceed 21 weeks within a 52-week period. DCAP will distribute funds in accordance to internal policy. And in accordance with HUD policy as stated in CPD Notice 06-07.
- e. Participants in subsidized housing are not eligible.
- f. STRMU assistance is not intended to provide continuous or perpetual assistance. Assistance is intended to benefit participants who are not able to meet their monthly housing expenses due to unexpected situations. Alternative permanent housing must be considered if the present housing situation continues to be unstable.
- g. The participant must be provided the opportunity for case management services from the appropriate social service agencies, if eligible [24 CFR 574.330].

11. PERMANENT HOUSING PLACEMENT:

- a. No more than one rental deposit payment not to exceed 2 months' rent per year per participant household with rents based on published Fair Market Rent (FMR) limits (see above).
- b. Valid Colorado lease or letter of intent to rent.
- c. Permanent Housing Placement may not be used within 30 days of Short Term Rent Mortgage Utility Assistance (STRMU), which is used for eviction prevention

Metropolitan Area: Colorado Health Network may provide assistance to individuals living within the Denver Eligible Metropolitan Statistical Area (EMSA), which includes, and is exclusive to Adams, Arapahoe, Broomfield, Clear Creek, Denver, Douglas, Elbert, Gilpin, Jefferson, and Park counties.

3. Implementation Plan and Timeline

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

Task	Projected Beginning & End Dates
Provide TBRA program services to eligible households	01/01/2019 – 12/31/2020
Provide STRMU program services to eligible households	01/01/2019 – 12/31/2020
Provide Permanent Housing Placement program services to eligible households	01/01/2019 – 12/31/2020
Provide Supportive Services and Case Management to eligible individuals	01/01/2019 – 12/31/2020
Learn from current HOPE Program provider and prepare to take over operations	12/01/2019 – 12/31/2019
Provide HOPE Program services	01/01/2020 – 12/31/2020
Provide monthly reports	The 15 th of every month

4. Objective & Outcome and Indicators

Objective (select one)

Enhance Suitable Living

-
-
-

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Environment Create Decent Housing
 Promote Economic Activity

Outcomes (select one)

- Availability/Accessibility
- Affordability
- Sustainability

Indicators

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

Indicators – must be measurable
HUD Indicators:
Money Leveraged Number of proposed outcomes- <i>3,045 households</i> Income Levels of people/family- <i>Low Income (at or below 80% AMI)</i> Race and Ethnicity- <i>To be reported on the OPMR</i>
Specific Indicators: Specific to this particular scope of work
TBRA - 230 households assisted 70% of residents of all housing programs will obtain or maintain permanent housing STRMU - 180 households eviction/foreclosure prevention Permanent Housing Placement - 300 households assisted 85% of individuals that received financial housing assistance will maintain permanent housing (measured after 6 months of services) reported to HOST annually Supportive Services - 2,200 households assisted 85% of participants will access/adhere to primary care appointments 75% of participants will show progress on their wellness plan HOPE Program – 135 households assisted
Housing and Neighborhood Outcomes (To be reported on the Outcome and Performance Measurement Report OPMR):
To assist HOST in providing housing opportunities and support services for low-income persons living with HIV/AIDS and their family members under the aggregate HOPWA program, direct housing assistance (e.g. TBRA, STRMU and permanent housing placement) will be the primary focus of the DCAP programming, in conjunction with other supportive services. Housing units must be within walking distance of transit corridors or critical support services (including, but not limited to primary care, dental care, pharmacy, food bank or other healthy food access, family/friends support system, etc.).

III. Budget

Please refer to the Cost Allocation Plan and budget narrative for a detailed estimated description and allocation of funds. Organization receives income from operations. Yes No

If Yes, describe:

Non-personnel costs are being funded. Yes No

IV. Reporting

Data collection is required and must be completed demonstrating income eligibility and progress toward meeting the indicators contained in this Scope of Services. Disbursement of funds is contingent based on the ability to collect the required information.

Regardless of when the executed contract was received by the Contractor, Contractor is responsible for

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submitting a report from the start date of the contract; **even if no activity was conducted or expensed. Contractor should report “No Activity” or outline those activities reimbursed with grant funds. If the Contractor completes the project and all money is drawn, a final report will be submitted indicating “final report” and no further reports are required.**

Contractor will email the following report to the Program Specialist, and copy the Contract Administrator and IDIS Coordinator:

Outcome Performance Measurement

Report Frequency:

Monthly by the 15th day Quarterly: 15 days after the end of the quarter Other: _____

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

HOPWA funded contracts:

Select what method of income verification will be used to demonstrate income compliance:

Self-Certification Verification with supporting income documentation Census block verified

HOST has a form entitled “STATEMENT OF HOUSEHOLD INCOME/DEMOGRAPHICS” that may be used to collect income and demographic information. Contractor’s intake form may be used if it collects the same information required in the “STATEMENT OF HOUSEHOLD INCOME/DEMOGRAPHICS” form, including signature of the client or applicant. This information must be retained and made available to HOST staff or designee when on-site file reviews are conducted to determine client eligibility.

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Colorado Health Network, Inc. dba Denver Colorado AIDS Project (DCAP) Budget Narrative Project Year 2019-2020 (24 Months)

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

A. Salaries:

Denver Programs Quality and Compliance Manager

(Year 1 at \$63,000 and Year 2 at \$52,416) x 25% of time spent on project= \$28,854

- Implements strategies to ensure program quality assurance on all program documentation, files, and service delivery.
- Audits TBRA, PHP, and STRMU service delivery and ensures programmatic compliance
- Develops, implements, and manages quality improvement plans as needed.

Housing and Resources Manager / Client Resources Manager

(Year 1 at \$55,000 and Year 2 at \$52,728) x 50% of time spent on project= \$53,864

- Due to reorganization, title of position changed from Year 1 to Year 2
- Through work-plans and other mechanisms, carries out strategic direction at an operational level, within defined parameters and policies for TBRA, STRMU, and PHP and employment/job retention resources.
- Provides day to day supervision of direct services staff.
- Provides direct client services as needed.
- Assists in preparation of reports concerning the project.

Housing Programs Administrator

(Year 1 at \$44,000 and Year 2 at \$46,280) x 50% of time spent on project= \$45,140

- Manages all aspects of Denver CHN TBRA programs
- Supervises TBRA coordinators and provides direct client services as needed to TBRA clients.
- Acts as a liaison between clients and Metro-area housing authorities and subsidized housing programs. Assists clients in paperwork, applications, and processes.
- Assesses client housing needs and makes appropriate referrals to programs and services both within CHN and outside the agency.

Financial Assistance Coordinator

(Year 1 at \$39,000 x 26% and Year 2 at \$44,934 x 50%) of time spent on project= \$32,607

- Tracks and distributes all financial assistance requests according to grant requirements for TBRA, STRMU, and PHP programs. Works in conjunction with the CHN finance team to ensure accurate billing, account reconciliation, and cash flow.
- Disburses approved checks in a timely manner.
- Manages client feedback, complaints, grievances, and appeals in relation to financial assistance. Organizes and maintains all files related to the history of HOPWA disbursements and reporting.

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Program Assistant

(Year 1 at \$34,165 and Year 2 at \$39,435) x 75% of time spent on project= \$55,200

- Provides day to day support of all programmatic staff by managing the reception area. Greets clients and connects clients to appropriate service providers. Provides additional program support as needed.
- Provides clients with housing resources, including homeless shelter information and linkage as needed.

Bilingual Program Assistant

(Year 1 at \$37,819 and Year 2 at \$40,560) x 50% of time spent on project= \$39,190

- Ensures all non-English speaking clients are supported and connected to services.
- Provides day to day support of all programmatic staff by managing the reception area. Greets clients and connects clients to appropriate service providers. Provides additional program support as needed.
- Provides clients with housing resources, including homeless shelter information and linkage as needed.

Case Management Manager / Client Services Manager

(Year 1 at \$49,519 x 40% and Year 2 at \$64,480 x 50%) of time spent on project= \$45,600

- Due to reorganization, title of position changed from Year 1 to Year 2
- Provides strategic direction at an operational level of case managers providing housing assistance and HOPE Program.
- Provides day to day supervision of direct services staff.
- Provides day to day supervision of HOPE Program Staff.

TBRA Coordinator

\$41,600 x 100% of time spent on project= \$41,600

- Coordinates all aspects of Denver CHN TBRA programs. Duties include client meetings, waitlist maintenance, eligibility screening, file upkeep, documentation, communications with participating landlords, recertification HQS inspections, trainings, and all other responsibilities associated with TBRA programs.
- Working with the Housing Program Administrator, manage TBRA waitlist and ensure that all TBRA vouchers are utilized.
- Communicates with community partners when TBRA vouchers are available.
- Manages a TBRA caseload of at least 100 clients.

Housing Specialist Case Manager

(Year 1 at \$39,827 and Year 2 at \$43,264) x 100% of time spent on project= \$83,091

- Provides case management services, service linkage, and additional support to clients utilizing the TBRA program. Caseload of at least 100 clients.
- Maintains up-to-date resource list of both private landlords and property management companies accepting of the programs.
- Creates detailed housing plans with each of the TBRA participants, specifically including action plans and goal setting around the logistics of finding and maintaining their housing.

EXHIBIT A-2

- Educates clients on how to be good tenants with regard to honoring their lease and holding agent in sustaining a safe and sanitary home.
- Assists in the coordination and financial planning for moving companies.
- Provides support as needed to Case Managers to assist non-TBRA program clients in housing resources.

Medical Case Management: Provides case management services, service linkage, and housing assessments to clients facing housing challenges due to low-income or homelessness. Links clients to TBRA, PHP, and STRMU financial assistance. Ensures client is linked and maintained in medical care and achieves viral suppression. Coordinates care across medical and other health providers. All Case Managers maintain a caseload of 80-100 clients.

Medical Case Manager 1: (Year 1 at \$54,444 and Year 2 at \$55,811) x 25% of time spent on project= \$27,564

Medical Case Manager 2: (Year 1 at \$40,860 and Year 2 at \$44,713) x 25% of time spent on project= \$21,393

Medical Case Manager 3: (Year 1 at \$41,400 and Year 2 at \$44,713) x 25% of time spent on project= \$ 21,528

Medical Case Manager 4: (Year 1 at \$39,827 and Year 2 at \$44,388) x 25% of time spent on project= \$ 21,054

Medical Case Manager 5: (Year 1 at \$29,870 and Year 2 at \$43,264) x 25% of time spent on project= \$ 18,284

Medical Case Manager 6: (Year 1 at \$41,032 and Year 2 at \$43,264) x 25% of time spent on project= \$ 21,074

Medical Case Manager 7: (Year 1 at \$40,860 and Year 2 at \$43,264) x 25% of time spent on project= \$ 21,031

Bilingual Medical Case Manager 1: (Year 1 at \$40,860 and Year 2 at \$ 44,388) x 25% of time spent on project= \$21,312

Bilingual Medical Case Manager 2: (Year 1 at \$36,021 and Year 2 at \$ 44,388) x 25% of time spent on project= \$ 20,102

HOPE Program Manager

13.5 months at \$50,700 x 100% of time spent on project= \$57,038

- Coordinates and manages day to day operations at HOPE Program.
- Collaborates with Client Services Manager on strategic direction at an operational level of HOPE Program.
- Provides day to day supervision of direct services staff.
- Provides day to day supervision of HOPE Program Staff.
- Assists in preparation of reports concerning the project.

HOPE Program Coordinator/Case Manager

13.5 months at \$41,600 x 100% of time spent on project= \$46,800

- Provides case management services, service linkage, and housing assessments to clients facing housing challenges due to low-income or homelessness.
- Links clients to TBRA, PHP, and STRMU financial assistance. Ensures client is linked and maintained in medical care and achieves viral suppression. Coordinates care across medical and other health providers.

EXHIBIT A-2Direct or Regional Programs / Client Services Officer

(Year 1 at \$77,625 and Year 2 at \$90,480) x 25% of time spent on project= \$42,026

- Sets, coordinates, and implements strategic and visionary direction for housing services programs including Tenant Based Rental Assistance (TBRA), Short Term Rent Mortgage and Utility Assistance (STRMU), Permanent Housing Placement (PHP), and case management.
- Provides quality assurance oversight on program documentation, files, and service delivery.
- Reviews and develops reports concerning the project.
- Manages project budget spending and management.

TOTAL SALARIES COST (Year 1 + Year 2) \$ 764,351

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

TOTAL FRINGE BENEFITS (Year 1 and Year 2): \$ 152,870**Total Personnel \$917,221****C. Office Expenses:**

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies (pens, paper, ink, envelopes, file folders, and other miscellaneous office supplies)	(\$450 per month x 24 months)	\$10,800

- Agency total is based on prior year's expenses. General office supplies are allocated by FTE and specific supplies for the grant are directly posted to the grant.

TOTAL OFFICE SUPPLIES COSTS (YEAR 1 AND YEAR 2): \$ 10,800**D. Communication:**

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Telephone, postage, printing, and website services \$12,000	(\$500 per month x 24 months)	

- Agency total is based on prior year's expenses. These services are generally allocated by FTE and specific supplies for the grant are directly posted to the grant.

TOTAL COMMUNICATION COSTS (Year 1 and Year 2): \$ 12,000

EXHIBIT A-2**E. Insurance:**

Property and liability insurance: $(\$175/\text{month} \times 24 \text{ months}) = \$4,200$

TOTAL INSURANCE COSTS (YEAR 1 AND YEAR 2): \$ 4,200

F. Travel Staff:

Purpose of Travel: Local Mileage

- Average of 350 trips at $\$0.52/\text{mile} \times 10 \text{ miles} = \$1,820$
- Travel for staff to attend local meetings, client appointments (including TBRA inspections), and trainings locally.

TOTAL TRAVEL COSTS (YEAR 1 AND YEAR 2): \$ 1,820

G. Equipment Rental

Item	Computation	Cost
CHN Denver copier and postage rental	$(\$99.21 \text{ per month} \times 24 \text{ months})$	\$ 2,381

TOTAL EQUIPMENT RENTAL COSTS (YEAR 1 AND YEAR 2): \$ 2,381

H: Facilities

Facility	Computation	Cost
CHN Denver	$(\$3,114 \text{ per month} \times 24 \text{ months} + \$1,100 \text{ per month} \times 12 \text{ months})$	\$ 87,936

Facility charges include monthly costs for depreciation (\$1,570), building interest expense (\$825), security service (\$12), janitorial service and supplies (\$220), recycling (\$11), utilities (\$425), and building maintenance (\$51). Funds are allocated for facility 24,192 square feet and are allocated based on the square feet of space assigned to employees. These amounts are further allocated by the percent of time the employee is working on the HOPWA grant.

HOPE Program: Monthly Rental Cost – Basement of Unity Temple
 $(\$1,100 \text{ per month} \times 12 \text{ months}) = \$13,200$

TOTAL FACILITIES COSTS (YEAR 1 AND YEAR 2): \$ 87,936

I. Meetings/Events/ Community engagement activities:

- We will host open houses for up to 25 clients so clients can learn about Colorado Health Network, housing programs and clients can provide feedback on services.
- Client appreciation event: Holiday parties: \$2,900.00
- Supplies/Programmatic costs (sexual health supplies, wound care kits: $(\$250 \text{ per month} \times 12) = \$3,000$ - HOPE Program
- Small foodbank: food purchases, bags
 - $(\$1000 \text{ per month} \times 12) = \$12,000$ – HOPE Program

TOTAL MEETINGS/EVENTS COSTS (YEAR 1 AND YEAR 2): \$ 17,900

EXHIBIT A-2**J. Professional Services:****IT Supervision**

IT Supervision will provide agency computer support. We have outsourced our information systems support to provide day-to-day support of our computer networks and phones. Agency total is based on a long-term contract. IT Supervision (\$525 per month x 24 months) = \$12,600

Annual Audit

Portion of annual independent audit report conducted by outside independent audit firm. (\$225 per month x 24 months) = \$5,400

Payroll Processing

Bi-weekly payroll processing fees by out-sourced payroll processing company. (\$105 per month x 24 months) = \$2,520

- These services are generally allocated by FTE and specific services for the grant are directly posted to the grant.

TOTAL PROFESSIONAL SERVICES: \$20,520

K. Other Direct Expenses:

Tenant-Based Rental Assistance (TBRA):

- 2019 -100 clients @ \$626 month average TBRA assistance for 12 months = \$751,200
- The TBRA subsidy budget was based on previous grant years' average spending. We have noted a 3% annual increase in rent subsidies, reflecting the increasing rental market in the Denver Metro Area. The \$626 budget includes a 3% increase from 2018 numbers.
- 2020 -130 clients @ \$750/month average TBRA assistance for 12 months = \$1,170,000
- The TBRA subsidy budget was based on previous grant years' average spending. We have noted a significant increase in rent subsidies, reflecting the increasing rental market in the Denver Metro Area. The \$750 budget accounts for this increase from 2019 numbers.

Total TBRA 2019-2020 (2 years): **\$1,921,200**

Short-Term Rent Mortgage and Utilities Assistance (STRMU):

- 180 clients @ average \$1,466.67 STRMU assistance = **\$264,000**
- Per program regulations, \$2,000 is the maximum amount of assistance per year that clients can receive through the STRMU program.

Permanent Housing Placement (PHP):

- 300 clients @ \$1000 average PHP assistance = **\$300,000**
- Based on prior year's data, \$1000 is budgeted to support deposit/move-in assistance.

TOTAL OTHER DIRECT EXPENSES (Year 1 and Year 2): \$ 2,485,200

EXHIBIT A-2**L. One Time Infrastructure Cost:**

- One-Time Infrastructure cost for Hope Program (day shelter)
 - Office equipment, fridge, new washer/dryer
 - \$15,000

TOTAL ONE TIME INFRASTRUCTURE COSTS (YEAR 1 AND YEAR 2): \$ 15,000

M. Indirect COSTS (Year 1 and Year 2):

Description	Computation	Cost
Non-personnel direct costs	\$2,657,757 x 4%	\$106,310
Personnel direct costs	\$917,221 x 7%	\$64,206

TOTAL INDIRECT COSTS (YEAR 1 AND YEAR 2): \$ 170,516

Total Amount Requested from HOST: \$3,745,493