

## 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 **THE ST. FRANCIS CENTER**, a Colorado nonprofit corporation whose address is 2323 Curtis St, Denver, CO 80205 (the “Contractor”), individually a “Party” and jointly the “Parties.”

### RECITALS:

**WHEREAS**, the Parties entered into an Agreement dated December 15, 2023, and an Amendatory Agreement dated April 24, 2025 (“License Agreement”) for the purpose of Non-Congregate Shelter (NCS) Operations; and

**WHEREAS**, the Parties now wish to amend the Agreement to extend the Term, increase the Maximum Contract Amount and to make such other amendments as are herein set forth.

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

“**3. TERM**: This Agreement will commence on December 15, 2023 and will expire, unless sooner terminated, on March 31, 2026 (the “Term”).”

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

“**4.4. Maximum Contract Amount**

**4.4.1** Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **SIX MILLION NINE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$6,975,000.00)** (the “Maximum Contract Amount”). The City is not obligated to execute an Agreement or any amendments for any further services, including services performed by the Contractor beyond that specifically described in **Exhibits A, A-1 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 Contractor’s risk and without authorization under this Agreement.”

4. A new section 44 entitled “**COMPLIANCE WITH DENVER WAGE LAWS**”, is hereby being added to the Agreement to read as follows:

“**44. COMPLIANCE WITH DENVER WAGE LAWS**: To the extent applicable to the Consultant’s provision of Services hereunder, the Consultant shall comply with, and agrees to be bound by, all rules, regulations, requirements, conditions, and City determinations regarding the City’s Minimum Wage and Civil Wage Theft Ordinances, Sections 58-1 through 58-26 D.R.M.C., including, but not limited to, the requirement that every covered worker shall be paid all earned wages under applicable state, federal, and city law in accordance with the foregoing D.R.M.C. Sections. By executing this Agreement, the Consultant expressly acknowledges that the Consultant is aware of the requirements of the City’s Minimum Wage and Civil Wage Theft Ordinances and that any failure by the Consultant, or any other individual or entity acting subject to this Agreement, to strictly comply with the foregoing D.R.M.C. Sections shall result in the penalties and other remedies authorized therein.”

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

6. 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-202581890-02 / HOST-202371513-00  
The St Francis Center

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

**SEAL**

**CITY AND COUNTY OF DENVER:**

**ATTEST:**

By:

**APPROVED AS TO FORM:**

**REGISTERED AND COUNTERSIGNED:**

Attorney for the City and County of Denver

By:

By:

By:

**Contract Control Number:**  
**Contractor Name:**

HOST-202581890-02 / HOST-202371513-00  
The St Francis Center

By: \_\_\_\_\_

Signed by:

*Nancy Burke*

2E6782D273134DB...

Name: \_\_\_\_\_

(please print)

Title: \_\_\_\_\_

CEO

(please print)

WASTE MANAGEMENT DISPOSAL SERVICES OF  
COLORADO, INC.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Don Smith (please print)

Title: \_\_\_\_\_

Senior Vice President, Field Operations (please print)

**EXHIBIT A-02**  
**SCOPE OF WORK**  
**DEPARTMENT OF HOUSING STABILITY**  
**The St. Francis Center**  
**HOST-202581890-02**

**I. INTRODUCTION**

**Contract Term Dates:** 12/15/2023 – 3/31/2026

**Project Description:**

This agreement is entered between the Department of Housing Stability (HOST) and The St. Francis Center (SFC) for the purpose of Non-Congregate Shelter (NCS) Operations. The Fiscal Year 2026 award amount for this contract is **\$775,000** for a total contract amount of \$6,975,000.00.

Funding Source:	<b>Homelessness Resolution</b>
Project Name:	<b>Non-Congregate Shelter Operations and Programs</b>
Budget Type:	<b>Focused Cost Reimbursement</b>
Contractor Address:	<b>2323 Curtis Street Denver, CO 80205</b>
Organization Type:	<b>Non-Profit</b>

**II. SERVICES DESCRIPTION**

A. SFC will be responsible for adhering to the HOST 2025 Shelter Standards document to be provided by HOST.

B. SFC will manage and provide programmatic services at 4685 Quebec St, Denver CO 80216 for a 136-unit non-congregate shelter.

C. SFC will serve approximately 110 unique households annually for areas serving as a Non-Congregate Shelter (NCS). In accordance with non-congregate shelter settings, all rooms may serve as single occupancy unless participants self-elect to share space.

**D. Programming Services**

- a) SFC will utilize low-barrier, Housing First Model designed to encourage shelter entry through progressive engagement and maximize exits into permanent and stable housing.
  - i. Guest Services will be available 24 hours, seven days a week. Three to four guest services staff will be scheduled per shift to provide hospitality support, facilitate on-site food service, enforce program expectations, conduct room checks and ensure safe environment.

- ii. Orientation and intake will be completed for each new guest including provision of a Guest handbook/expectations document that must be approved by HOST.
  - A. Non-compulsory case management meetings will be scheduled at least weekly to ensure all households are connected to the Housing Central Command (HCC) and have their needs met while in shelter, inclusive of vital document acquisition, necessary program enrollments and connections to resources, such as: mental, physical and behavioral health supports, benefit and financial assistance, employment resources etc.
- iii. Case Management includes assessing needs of guests, client-centered provision of supportive service through effective and efficient use of resources to reduce the risk of homelessness and help guests achieve housing stability.
- iv. Training for all staff will include Non-Violent Crisis Prevention and Intervention (CPI) and Cardiopulmonary Resuscitation (CPR).
- v. In accordance with non-congregate shelter settings, all rooms are single occupancy unless participants self-elect to share space.
- vi. Full operating capacity is subject to SFC's ability to maintain the standard level of care in maintaining a safe work and shelter environment.
- b) SFC will use a trauma-informed and client-centered approach to engage vulnerable populations. SFC will participate in the coordination of referrals from the community including other shelters and/or outreach teams. This will include prioritization criteria, approved by HOST, to fill vacant NCS units.
- c) SFC will support and provide resources for Limited English Proficient (LEP) individuals to ensure all guests have access to services in their language of choice.
- d) SFC will provide linkage to resources and connections in the community for guests needing assistance with Activities of Daily Living (ADL).

#### E. MEALS

- a) SFC will provide up to three (3) meals a day for guests. Meal services include:
  - i. All meals are prepared to meet adult daily nutritional needs and are prepared in accordance with ServeSafe guidelines and all Public Health requirements for food safety.
  - ii. Provide all utensils and serving supplies.

#### F. NCS OPERATIONS

- a) SFC will work with onsite shelter operations staff to facilitate environments that are safe, hygienic, accessible including for those that are Limited English Proficient, equitable, inclusive, and hospitable to all eligible shelter guests.
- b) When applicable, or as negotiated with the City, oversee the set up and management of site services such as water, energy, trash, Wi-Fi, internet and telephone services, and Cable TV.
- c) Provide security services onsite which includes security personnel or patrol.
- d) Collaborate with City representative(s) to notify and address any critical incidents on site(s).

### **III. STAFFING STRUCTURE**

A. Provider will support Housing Central Command (HCC) Staffing structures by filling the following positions:

#### **1. Intake Specialist Position**

- a) Work at shelter site to be the face of service connection for clients.
- b) Conduct site orientation, complete site-based intake forms, and Homeless Management Information System (HMIS) upon arrival and program entry.
- c) Assess clients for rapid resolution within 14 days of program entry and discuss at the beginning of every client encounter.
- d) Work with clients to complete housing assessments i.e., coordinated entry assessment within 30 days of program entry.
- e) Work with clients to acquire vital documents in preparation for housing and upload into HMIS.
- f) Connect clients to physical health, dental health, behavioral health, harm reduction, substance use disorder, and employment services available across the All-In Mile High system.
- g) Meet with guests weekly and promote guest engagement in services and other site-based offerings.

#### **2. Navigator Position**

- a) Work in multiple locations as assigned by HCC to meet with clients in the site where they are based.
- b) Attend two daily meetings led by HCC administration team.
- c) Enroll clients into HMIS and follow data standards including case notes and client documentation.
- d) Conduct Pre-Housing navigation over a 30-day time period with individuals assigned to the Navigator through HCC.
- e) Work with clients to complete housing applications at units identified by Unit Team.
- f) Transport clients as needed for pre-move in and move in tasks such as vital document acquisition, unit tours, landlord meetings, and physically moving client belongings.
- g) Work with HCC Administration Team and clients to schedule move in and furniture deliveries.
- h) Complete hand-offs to stabilizer for client's 12-month housing stabilization period.

#### **3. Stabilizer**

- a) Complete training and utilize a Critical Time Intervention (CTI) approach to case management as described in HOST's CTI Manual.
- b) Stabilizers will receive and support clients referred through HCC.
- c) Stabilizers will conduct an HCC Housing Stability Plan assessment with the client prior to placement in their permanent housing unit.
- d) Attend bi-weekly case conference with other HCC housing providers.
- e) Submit complex client cases to the Denver complex case review.
- f) Transport clients in personal or company vehicle as necessary.

- g) Enroll clients into HMIS and follow data standards including case notes and client documentation.
- h) Meet with supervisor once a week to discuss CTI stabilization for each household.
- i) Collaborate and communicate effectively with landlord partners and Housing Connector.

#### **IV. 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 permanent 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](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. 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 at the City’s expense. Details will be outlined in Program Standards documents.
- 5. 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.
- 6. Complete a security assessment and provide a security plan for each shelter site that must be reviewed and approved by HOST within the first 90 days of this contract and annually or as updates are made thereafter. Security plan requirements will be detailed in HOST Program Standards document.

**B. The City will:**

- 1. Provide signage that includes information about the City and County of Denver’s Anti-Discrimination Office in both Spanish and English.
- 2. Provide access to the HOST Program Standards document and HOST will communicate any changes or updates made to the document.



**V. 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.

## VI. OBJECTIVE AND OUTCOMES

Resources	Activities	Outputs	Metric	Outcomes	Metric	Impacts
18 Staff including Supervisorial and Operational positions, with 1:40 staff to guest ratio at all times  136 units of shelter  Support Services  Homeless Management Information System (HMIS) use  Staff training  Program Policies  HOST funding	<ul style="list-style-type: none"> <li>• 24/7</li> <li>• Bed &amp; bedding</li> <li>• Shower access</li> <li>• Laundry</li> <li>• Hygiene supplies</li> <li>• Meals</li> <li>• Resource Navigation</li> <li>• Reunification</li> <li>• Vital document acquisition</li> <li>• Relationship building</li> <li>• OneHome Access</li> <li>• Housing Search</li> <li>• Referrals to health-related services</li> <li>• Weekly Case Management meeting</li> <li>• Enrollments, annual assessments, case management notes, and exit assessments</li> <li>• HOST required trainings</li> <li>• Participant feedback</li> </ul>	Households served annually	110	Households are provided a safe place to sleep and access to services to help them exit homelessness	100%	Address Unsheltered Homelessness  Complete shelter system transformation toward rehousing  Use customer feedback to improve shelter operations
		Households engaged in housing-focused case management	80%	Households that receive assistance exit to permanent or stable housing, and institutions	50%	
		Household receiving assistance with increasing their income through benefits and/or employment	40%	Households receiving assistance that have an increase in income through benefits or employment	70%	
		Households receiving assistance obtaining/maintaining vital documents	40%	Households that receive assistance obtain/maintain vital documents	75%	
		Households without OneHome assessments offered housing assessments	80%	Households offered assistance receive housing assessments	40%	
		Households offered the opportunity to provide feedback on services received	100%	Households that complete a survey report being satisfied or better	70%	

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.

## VII. 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. Contractors 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 15<sup>th</sup> day of the month following each reporting period. Each narrative report will contain information on program success, challenges, and funding leverage during the reporting period.

Report Type	Due Date
Quarterly Report for January 1 – March 31	April 15

- 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. If a Contract Summary Report is required, no Quarterly Report will be required for the final quarter. If a Contract Summary Report is required, HOST will inform SFC no later than March 1, 2026.
- 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 – 770  
Year 2024: 330  
Year 2025: 330  
Year 2026: 110
  - ii. Demographics of households served:  
Demographic data of households served are monitored to ensure fair and equitable access to services. The scope of demographic data collected are specific to the needs of the program or any related funding sources. Demographic data can include but is not limited to race and ethnicity, income level, participant age/ age-group/ number of age-qualifying participants, disability status, mental health condition, or gender identity.  
The measures and benchmarks specified in the objectives and outcomes section.
2. Qualitative narratives: This includes reports on program successes and challenges, programmatic updates, and supplemental reports. These reports can be submitted through the Salesforce programs community.
3. Financial Data
  - a. Funding sources and amount included.
  - b. Total Contract spend to date, by budget category.
4. HMIS Data Quality reports (Required for all program reporting in HMIS): Data quality reports are a tool to assist with tracking data quality progress for client data entered into HMIS.
  - a. Data quality standards: The [COHMIS Data Quality Standards](#) determine expected data quality standards by project type. Timeliness is the primary data quality component assessed at HOST to support policies around voluntary client reporting. Table A below summarizes minimum data quality timeliness standards for each project.

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

## **VIII. 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 15<sup>th</sup> of each month following the month services were rendered. Contractor shall use HOST's preferred invoice template, if requested, HOST Financial Services may require a Cost Allocation Plan and budget narrative for detailed estimated description and allocation of funds. This is dependent upon funding source and program requirements.
5. No more than four (4) Invoices may be submitted per contract per month, without prior approval from HOST.
6. All Invoices must be correctly submitted within thirty (30) days of the Agreement end date to allow for correct and prompt closeout of the contract.
7. All invoices are paid on a "Net 30" payment timeline, presuming invoices are free from errors, and do not require additional documentation or calculation revisions.

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

#### **B. Invoicing Requirements**

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

#### **C. Payroll**

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

#### **D. Fringe Benefits**

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

#### **E. General Reimbursement Requirements**

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

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

#### **F. Budget Modification Requests**

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

#### **G. Contract Amendments**

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

#### **H. Financial Management Systems**

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

1. Financial reporting must be accurate, current, and provide a complete disclosure of the financial results of financially assisted activities and be made in accordance with federal and/or city financial reporting requirements.
2. Accounting records must be maintained which adequately identify the source and application of the funds provided for financially assisted activities. The records must contain information pertaining to contracts and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. Accounting records shall provide accurate, separate, and complete disclosure of fund status.
3. Effective internal controls and accountability must be maintained for all contract cash, real and personal property, and other assets. Adequate safeguards must be provided on all property, and it must be assured that it is used solely for authorized purposes.
4. Actual expenditures or outlays must be compared with budgeted amounts and financial information must be related to performance or productivity data, including the development of cost information whenever appropriate or specifically required.
5. All HOST contracts will be subject to applicable Uniform Guidance (2 C.F.R. Part 200), agency program regulations, and the terms of the agreement will be followed in determining the reasonableness, allowability and allocability of costs.
6. Source documents such as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, etc., shall be provided for all disbursements. The Contractor will maintain auditable records, i.e., records must be current and traceable to the source documentation of transactions.
7. The Contractor must properly report to Federal, State, and local taxing authorities for the collection, payment, and depositing of taxes withheld. At a minimum, this includes Federal and State withholding, State Unemployment, Worker's Compensation (staff only), City Occupational Privilege Tax, and FICA.
8. A proper filing of unemployment and worker's compensation (for staff only) insurance shall be made to appropriate organizational units.
9. The Contractor will be responsible for all Disallowed Costs.
10. The Contractor may be required to engage an audit committee to determine the services to be performed, review the progress of the audit and the final audit findings, and intervene in any disputes between management and the independent auditors. The Contractor shall also institute policy and procedures for its sub recipients that comply with these audit provisions, if applicable.

**I. Procurements**

1. The Contractor shall follow the City Procurement Policy to the extent that it requires that at least three (3) documented quotations be secured for all purchases or services supplies, or other property that costs more than twenty-five thousand dollars (\$25,000) in the aggregate.
2. The Contractor will ensure selected vendor or proposer has required insurance once the Contractor identifies a successful vendor or proposer.
3. The Contractor will maintain records sufficient to detail the significant history of procurement. These records will include but are not limited to the following:



rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

4. For contracts subject to federal agreements, if there is a residual inventory of unused supplies exceeding five thousand dollars (\$5,000) in total aggregate upon termination or completion of award, and if the supplies are not needed for any other federally sponsored programs or projects the Contractor will compensate the awarding agency for its share.

#### **J. Monitoring Requirements**

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

#### **K. Records Retention**

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

#### **L. Contract Close-Out**

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

Contractor fails to perform in accordance with this Agreement, HOST reserves the right to unilaterally close out a contract, “unilaterally close” means that no additional money may be expended against the contract.

**M. Collection of Amounts Due**

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

**IX. FUNDS WILL BE USED TO**

- A. Funds in the amount of \$775,000.00 will be provided to SFC to be utilized for the operation and programming at the 4685 Quebec St, Denver CO 80216 as a round-the-clock, non-congregate shelter to be utilized to serve people experiencing unsheltered homelessness in the first quarter of 2026. This organization does not receive income from operations and non-personnel. .

Contract	Amount
Base	\$3,100,000.00
1 <sup>st</sup> Amendment	\$3,100,000.00
2 <sup>nd</sup> Amendment	\$775,000.00
<b>TOTAL</b>	<b>\$6,975,000.00</b>

**X. Budget**

Contract Program Budget Summary						
Contractor Name:	The St. Francis Center					
	Non-Congregate Shelter at Comfort Inn	City Contract #:		HOST-202581890-02		
Project :						
Budget Term:	1/1/2025-03/31/2026					
Program/Fiscal Year:	2025/2026					
Budget Category	Local Fund HOST Funding 2025	3 month 2026 extension	Total Costs requested from HOST	Agency Total		Budget Narrative
Personnel: Job Title	Amount		HOST Total	Amount	%	
Site Director	\$74,160	\$19,096	\$93,256	\$93,256	100.00%	1 Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Primarily responsible for providing direction for all shelter programming and activities, managing program budget and expenditures, ensuring program outcomes are acheived, and serving as primary liaison with HOST staff and other key partners.
Assistant Director	\$61,800	\$15,914	\$77,714	\$77,714	100.00%	1 Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: oversee day-to-day shelter operations to ensure program policies and procedures are followed, provide supervision and direction to shelter leads and shelter associates, and organize and coordinate onsite programming to meet program outcomes.
Shelter Manager	\$54,000	\$13,905	\$67,905	\$67,905	100.00%	1 Full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provide task direction to Shelter Associates, coordinate intakes and referrals, ensure HMIS data entry is complete for each shift, manage perform shelter associate duties as needed.
Shelter Associates (includes Intake)	\$468,000	\$120,510	\$588,510	\$588,510	100.00%	Up to 9 Full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Will serve meals, complete room checks, perform HMIS data entry, address basic client needs, serve as the front line for addressing client complaints or disputes, responding to crisis situations, and addressing behavioral support needs & making referrals to other staff or outside agencies as needed.

Budget Category	Local Fund HOST Funding 2025	3 month 2026 extension	Total Costs requested from HOST	Agency Total		Budget Narrative
Case Managers	\$170,340	\$43,863	\$214,203	\$214,203	100.00%	Up to 3 Full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Oversee and lead day-to-day work of Peers and work with clients to support achieving program outcomes. Will also support Shelter Manager in establishing systems for effective communication between Shelter Associates, Wellness Navigators, and Case Managers to engage clients in rehousing services and other programming to support housing outcomes.
Shelter Clinician	\$61,800	\$15,914	\$77,714	\$77,714	100.00%	1 Full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provide behavioral support and crisis intervention as needed, provide group and individual support in developing life skills to increase successful exits to housing, and facilitate client connections to community resources for ongoing health and wellness needs.
Peer Support	\$104,000	\$26,780	\$130,780	\$130,780	100.00%	Up to 2 Full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Engage and develop rapport in order to stabilize relationships and support as the guest transitions to housing; assist with identifying benefits, resources and referrals in the community and assist with transportation to appointments. Will enter data in a timely manner into HMIS.
<b>Total Salary:</b>	<b>\$994,100</b>	<b>\$255,982</b>	<b>\$1,250,082</b>	<b>\$1,250,082</b>	100.00%	
Fringe Benefits	\$180,643	\$71,675	\$252,318	\$252,318	100.00%	Fringe benefits and payroll taxes (Fringe) will be reimbursed at cost or at the Federally Approved Fringe Rate. To receive a Fringe percentage, a contractor must provide a Federally Approved Fringe Rate letter or flat rate percentage for contracted staff. Please refer to the scope of work section Financial Administration-Fringe Benefits.
<b>Total Salary and Fringe Benefits:</b>	<b>\$1,174,743</b>	<b>\$327,657</b>	<b>\$1,502,400</b>	<b>\$1,502,400</b>	100.00%	
<b>Other Direct Costs</b>	Amount		Subtotal	Amount	%	
Program Expenses & Supplies	\$19,974	\$6,000	\$25,974	\$25,974	100.00%	Program/Project-related supplies not given directly to a client and/or directly related to program function. This includes PPE, laundry supplies, sanitizer, storage bags, other direct supplies for use in program activities.
Client Support	\$90,000	\$25,928	\$115,928	\$115,928	100.00%	Items given directly to clients. Includes toiletries and hygiene supplies, basic clothing, food, client transportation (bus passes, cab vouchers, gas vouchers, and reunification travel), participation incentives, housing/rental assistance, household move-in kits, other forms of client assistance needed to achieve program outcomes. <b>EXCLUDED FROM INDIRECT RATE CALCULATION</b> (Applies to 2026)
Meals	\$1,000,000	\$215,000	\$1,215,000	\$1,215,000	100.00%	This will include breakfast, lunch and dinner 7 days per week. Dietary restrictions will be adhered to such as diabetic, gluten free, vegetarian, vegan, etc. From a serve safe certified, health inspected vendor.
Professional Services - Security	\$383,840	\$95,960	\$479,800	\$479,800	100.00%	Professional Services for onsite security

Budget Category	Local Fund HOST Funding 2025	3 month 2026 extension	Total Costs requested from HOST	Agency Total		Budget Narrative
Professional Services	\$24,500	\$6,125	\$30,625	\$30,625	100.00%	Professional Services -CNA/EMT staff to support clients with ADL support needs
Staff Program/Project Training	\$2,595	\$625	\$3,220	\$3,220	100.00%	Program-related training materials and registration fees.
Total Other Direct Costs	\$1,520,909	\$349,638	\$1,870,547	\$1,870,547	100.00%	
Total Salaries, Fringe and Other Direct Costs	\$2,695,652	\$ 677,295.00	\$ 3,372,947.00	3,372,947	100.00%	
Indirect Costs						
Indirect Costs	\$404,348.00	\$97,705.00	\$502,053	\$502,053.00	100.00%	Indirect calculated 15% of Allowable Salaries, Fringe and Other Direct Costs
Grand Total	3,100,000.00	775,000.00	3,875,000.00	3,875,000.00	100.00%	