

Work product prepared for an elected official. C.R.S. 24-72-202(6)(b)(II) & (6.5)(a).

AMENDATORY AGREEMENT

THIS AMENDATORY AGREEMENT is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **THE COMMUNITY FIRM**, a Colorado nonprofit corporation, whose address is 1600 N. Downing St., Suite 600, Denver, CO 80218 (the “Contractor”), individually a “Party” and jointly the “Parties.”

RECITALS:

WHEREAS, the Parties entered into an Agreement dated February 5, 2026 (the “Agreement”) for the purpose of Tenancy Support Services to participants of a permanent supportive housing program.; and

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

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

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

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

“**3. TERM:** This Agreement will commence on **July 1, 2025**, and will expire, unless sooner terminated, on **September 30, 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 **ONE MILLION FIVE HUNDRED THIRTY-NINE THOUSAND DOLLARS AND ZERO CENTS (\$1,539,000.00)** (the “Maximum Contract Amount”). The City is not obligated to execute an agreement or any amendments for any further services, including any services performed by the Contractor beyond that specifically described in **Exhibits A and A-1**. Any services performed beyond those in **Exhibits A and A-1** or

performed outside the Term are performed at the Contractor's risk and without authorization under this Agreement.”

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

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

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

Contract Control Number: HOST-202684778-01/HOST-202582775-01
Contractor Name: THE COMMUNITY FIRM

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-202684778-01/HOST-202582775-01
THE COMMUNITY FIRM

By: DocuSigned by:
Christina Garcia
00EFB4406D7D4F0...

Name: Christina Garcia
(please print)

Title: President
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

**EXHIBIT A-1
SCOPE OF WORK
DEPARTMENT OF HOUSING STABILITY
THE COMMUNITY FIRM
HOST-202684778-01**

I. INTRODUCTION

Contract Term Dates: July 1, 2025 – September 30, 2026

Project Description:

This agreement is entered into between the Department of Housing Stability (HOST) and The Community Firm (CEPD) for the purpose of Tenancy Support Services (TSS) to participants of a permanent supportive housing program. The Fiscal Year 2026 award amount for this contract is **\$1,044,000.00** for a total contract amount of \$1,539,000.00.

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

Funding Source:	Homelessness Resolution Fund & DOLA TSS Grant
Project Name:	Tenancy Support Services
Budget Type:	Cost Reimbursement
State Award ID (FAIN) #:	H6DRNC34613
State Award Date:	3/10/2026
State Awarding Agency:	Department of Local Affairs
Pass-Through Entity:	City and County of Denver
Awarding Official:	Colorado Department of Local Affairs for the benefit of the Division of Housing
Unique Entity Identifier:	S6JDJP1QM15
SAM.gov Expiration Date:	January 16, 2027
Contractor Address:	1600 N Downing ST STE 600 Denver, Colorado 80218
Organization Type:	Non-Profit

II. SERVICES DESCRIPTION

- A. Provide Tenancy Support services to participants or applicants of supportive housing within the City of Denver TSS program that support each household’s ability to transition to stable housing and successfully maintain tenancy.
- B. Tenancy support services shall be provided with the descriptions herein, including the following services standards:
 - 1. CEPD shall have a staff to client ratio of no less than one case manager to every 15 households.

2. CEPD staff shall have relevant education and experience to implement TSS and other supportive services for quality supportive housing.
 3. CEPD staff should be community based and multi-disciplinary.
 4. CEPD shall implement program using current best practices. Other service and treatment models may be coordinated with or incorporated into the services programming based on the individuals served.
 5. CEPD shall deliver services guided by principles of cultural competence, recovery, and resiliency, with an emphasis on building individual's strengths and resources in the community, with family and with peer/social network.
 6. CEPD shall follow Housing First models, services must be voluntary and driven by individual choice. Recognizing that individuals may initially or periodically refuse assistance or services, CEPD must demonstrate that staff will assertively and creatively engage participants including outreaching participants, multiple times and in multiple settings to maximize participation in services. When implemented to fidelity, connection to services, resources, healthcare, and other programs should increase for participants.
 7. TSS should be provided in a manner that supports residents while reducing the potential spread of COVID-19. In Colorado and across the U.S., COVID-19 is hitting low- and extremely low-income individuals and families who were already severely cost-burdened especially hard, increasing their risk of experiencing an episode of sheltered or unsheltered homelessness. It is also estimated that persons experiencing homelessness infected with COVID-19 are twice as likely to be hospitalized, two to four times as likely to require critical care, and two to three times as likely to die from the illness as the general population. TSS is an effective means of resolving homelessness, increasing housing stability, and reducing emergency system utilization for the target population. These strategies help reduce the associated risk related to COVID-19.
 8. CEPD shall work collaboratively with community-based partners and referral sources as necessary to ensure that all Households served acquire and maintain housing as efficiently as possible. HOST may attend and participate in case conferencing meetings to identify eligible households for the project and assist in process improvements as necessary. HOST shall work in conjunction with the project voucher administrator and property management as necessary to ensure the intentions and outcomes of this Agreement.
- C. CEPD shall utilize the local Continuum of Care (CoC) Homeless Management Information System (HMIS) for intake, program enrollment, move-in, service provision, annual assessments, and exit data collection. CEPD agrees to fully comply with all HMIS rules and regulations including, without limitation, the following:
1. CEPD shall perform data entry within five (5) days of intake, program enrollment, move-in, service provision, and discontinuance of participation by a household.
 2. CEPD shall run regular data quality checks to ensure data is accurate.
 3. CEPD shall sign all required CoC HMIS agreements and adhere to all CoC HMIS policies and procedures. These agreements are available from the CoC HMIS administrator for each CoC.

4. CEPD shall submit and update data in the HMIS database as requested and/or necessary to complete TSS performance reports as well as any other reports required by the CoC.
5. CEPD shall provide other information as requested by Division of Housing (DOH) for reporting and Program evaluation purposes including, without limitation, the number households, the status of each household, the location of units, the progress of the households, and any other information deemed relevant by DOH.
6. CEPD shall ensure there is current HMIS client consent form on file for each household.

D. Eligible Services

1. **In-reach and outreach:** Connecting with the target population while experiencing homelessness to ensure eligible households are referred through the Coordinated Entry or other DOH approved coordinated referral process.
2. **Housing Search and Counseling Services, including Lease-Up assistance:** Assisting in locating and/or securing suitable housing and be a liaison between the landlord and/or property management and the household. Assisting in the collection and preparation of required documentation for eligibility and/or housing and rental subsidy applications, such as homeless status, disability, family status, reasonable accommodation, and income verification. Working with DOH Voucher Administrator and property management to complete necessary initial and on-going housing paperwork, including lease negotiations, signing, and other lease-up and recertification documents.
3. **Engagement:** Work to engage households after housing placement to encourage but not require participation in: Tenancy Support Services; other supportive services such as behavioral health care; development of an individualized housing stability plan; and other residential activities such as community building events. Make on-going efforts to encourage all households to connect to services and develop a housing stability plan used to guide the Household's goals towards improved well-being, self-sufficiency, and housing stability.
4. **Long-term Support Services:** Make regular and frequent contact with each household to ensure needs are met and daily living skills are sufficient to remain safely housed. Act as liaison between landlords/property management, voucher administering agency, and households to assist with conflict resolution to maintain housing. Respond to landlord/property management as swiftly as possible. The level of need for, the types of, and the frequency of services will be determined by the household with support by the program staff and will be outlined in the plan. Supports may include, but are not limited to: Acquiring necessary furnishings and household goods, Moving assistance, tenancy rights and responsibilities education, eviction prevention supports, Coordination of access to healthcare related services including: primary care, substance use treatment, mental health care, vision and dental care, and emergency, crisis, and inpatient services, Transportation assistance related to housing stability, Entitlements assistance, Independent living skills coaching, De-escalation support, linkages to education, job skills training, and employment support, Support groups, re-engagement and relocation support.
5. **Personnel Costs.** Personnel Costs directly related to the delivery of TSS include salary and fringe benefits.

III. ROLES AND RESPONSIBILITIES FOR BOTH PARTIES

A. Contractor will:

1. Work with City to host any city-designated sensitivity training on an annual basis.
2. Provide any online modular sensitivity training developed and provided by the City to all new direct-service staff within 15 days of hire date. Ensure direct-service staff complete training refresher on a biennial basis.
 - a. Sensitivity Training is available at https://denvergov.org/media/denvergov/housingstability/context_of_homelessness/story.html
 - b. The Executive Director or their delegate are required to complete and sign the “Statement of Completion of Required Training: Informed, Compassionate, and Positive Interactions with Persons Experiencing Homelessness” form biennially and submit to HOST.
3. Post the City and County of Denver’s Anti-Discrimination Office signage in an area where information is available to staff and program participants.
4. Ensure completion of requisite training as outlined by HOST Program Standards document.
5. Obtain consumer input at least quarterly. Gathering and utilizing consumer input ensures that the services provided effectively address the needs and preferences of the individuals/households served by this contractor. Feedback will collect information to ensure equity in access and outcomes. The City reserves the right to issue specific guidelines on the methods for collecting and integrating consumer feedback which may include use of a third-party evaluator. Details will be outlined in Program Standards documents.
6. Provide grievance policy and procedure to HOST within the first 90 days of this contract and annually or as updates are made thereafter. Grievance policies and procedures must be approved by HOST.

B. The City will:

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

IV. EQUITY ACCESS AND OUTCOMES

The Department of Housing Stability, in alignment with the Mayor’s Office of Social Equity and Innovation, values racial equity and inclusiveness and seeks to reflect this value in our funding practices. Our commitment to producing racially equitable housing outcomes is paramount to HOST’s overall mission of Denver residents being healthy, housed and connected. HOST requires all programs it funds to report on the demographic characteristics of households served by the program throughout the duration of the contract in coordination with other required reporting. The contractor will also report on the demographics of staff working on this program throughout the duration of this contract.

Specific information outlining the required data systems to be used and data to be collected are contained within the scope of work of this contract. This information will help HOST monitor demographic trends in who is served. The underlying objective of collecting and disaggregating data and outcomes by race is to understand who is currently served by HOST funded programs. This information will help inform future evaluation on any potential disparate impacts across HOST programs, as well as strategies to help address equity in access to and outcomes from programs where appropriate. Additionally, HOST program and monitoring staff will be reviewing data, and will discuss your program's progress or challenges towards racially equitable services and outcomes at site visits and monitoring.

V. OBJECTIVE AND OUTCOMES

Resources	Activities	Outputs	Metric	Outcomes	Metric	Impacts
<ul style="list-style-type: none"> Homeless Management Information System (HMIS) use HOST funding Landlord partners State Housing Vouchers 	<ul style="list-style-type: none"> Housing Search Housing Counseling Services Lease-up Assistance Long-term Support Services Healthcare coordination Transportation assistance Independent living skills coaching 	Number of households to be served annually	116	Adult participants who enter housing maintain stable, permanent housing.	85%	<ul style="list-style-type: none"> Secure successful permanent housing as quickly as possible for participants. Reduce recidivism to homelessness, incarceration, or hospitalization. Increase stability of project participants.
		Average length of time between project start date and move in	60 days			
		Percent of adult participants receiving assistance with connecting to a primary care, specialty care, and/or behavioral health services as needed within one year of program enrollment.	100%	Percent of adult participants are connected with primary care, specialty care, and/or behavioral health services within one year of program enrollment and each year after.	80%	
		Percent of households receiving assistance with increasing, securing, and/or maintaining non-cash benefits	100%	Percent of adult participants that increased, secured, and/or maintained non-cash benefits after one year (and each year after) or upon program exit.	80%	
		Percent of households receiving assistance with increasing, securing, and/or maintaining income (unearned and earned) within one year of program enrollment.	100%	Percent of adult participants that increased, secured, and/or maintained income (unearned and earned) after one year (and each year after) or upon program exit.	80%	
		Percent of households receiving assistance with securing, and/or maintaining health insurance (including Medicaid) within one year of program enrollment.	100%	Percent of adult participants that secured and/or maintained health insurance (including Medicaid) after one year (and each year after) or upon program exit.	80%	
		Percent of households receiving assistance offered the opportunity to engage in employment, educational, and/or volunteer opportunities (digital or in-person) provided through the program or available through the broader community within one year of program enrollment.	100%	Percent of households receiving assistance engaged in employment, educational, and/or volunteer opportunities (digital or in-person) provided through the program or available through the broader community within one year of program enrollment and each year after.	80%	
		Percent of households receiving assistance offered the opportunity to	100%	Percent of households receiving assistance engaged in one or	80%	

		engage in one or more community-building events or social activities (digital or in-person) provided through the program or available through the broader community within one year of program enrollment.		more community-building events or social activities (digital or in-person) provided through the program or available through the broader community within one year of program enrollment and each year after.		
		Households offered the opportunity to provide feedback on services received	100%	Households that complete survey report being satisfied with the services received	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.

VI. REPORTING

- A. Contractor is required to use Homeless Management Information System (HMIS) for program data collection. Contractor’s use of HMIS must adhere to COHMIS [Policy](#) and [Data Quality](#) standards to demonstrate clients’ eligibility, and meet indicators in this scope of work. Disbursement of funds is contingent upon the ability to collect program data using HMIS. Contractor’s operating emergency shelters for survivors of domestic violence are not required to enter data into HMIS but must be able to provide data that shows progress towards contracted outcomes and match federal reporting standards.
- B. Contractors will be required to use HOST Programs Community to submit all program narrative and qualitative data reports. These reports are due the 15th day of the month following each reporting period. Each narrative report will contain information on program success, challenges, and funding leverage during the reporting period.

Report Type	Due Date
Quarterly Report for July1 – September 30	October 15
Quarterly Report for October 1 – December 31	January 15
Quarterly Report for January 1 – March 31	April 15
Quarterly Report for April 1 – June 30	July 15
Quarterly Report for July1 – September 30	October 15

- C. HOST Programs Community will provide Contractor with an online portal to submit report for each reporting period. Supplemental reporting may be required when HMIS and/or programs community data and narrative reports are insufficient to demonstrate program impact. Submitted reports will be reviewed by the designated Program Officer for completeness, clarity, and accuracy.
- D. Upon execution of this contract, HOST will provide a user guide for using HOST Programs Community portal along with the required login information. Prior to the due date for the first required report, HOST will provide resources and support as needed or as requested by the Contractor to support the use of HOST Programs Community.
- E. Contractor may be required to submit a Contract Summary Report at the end of the contract period within 30 days after the Term End Date of this contract agreement.
- F. Data Monitoring

A description of the scope of data that will be monitored by HOST throughout the lifecycle of the contract. This includes the mechanism for reporting, the primary goal for households to be served, desired program outcomes, and any program-specific reporting requirements.

 - 1. Program data
 - a. Data sources
 - 1. Homeless service providers: All program data reports will be sourced from client-level data entered into 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 – 116
Year 2025: 116
Year 2026: 116
 - 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. Specific to this Scope of Work
 - a. CEPD must adhere to all applicable laws.
 - b. CEPD must adhere to State Housing Voucher guidelines outlined in the Division of Housing, Housing Choice Voucher and Rental Assistant Programs Administrative Plan.
 - c. CEPD must adhere to Division of Housing Tenancy Support Services Guidelines.

VII. FINANCIAL ADMINISTRATION

A. Compensation and Methods of Payment

1. Disbursements shall be processed through the Department of Housing Stability (HOST) and the City and County of Denver's Department of Finance.
2. The method of payment to the Contractor by HOST shall be in accordance with established HOST procedures for this Agreement line-item reimbursements. Invoice requests for reimbursement of costs should be submitted on a regular and timely basis in accordance with HOST policies. Invoices should be submitted within thirty (30) days of the actual service, expenditure, or payment of expense. Invoices submitted more than 90 days beyond the billing period of the actual service, expenditure, or payment expense, may not be reimbursed without prior written approval from HOST.

3. The Contractor shall be reimbursed for services provided under this Agreement according to the approved line-item reimbursement budget.
4. Invoice request shall be completed and submitted on or before the 15th of each month following the month services were rendered. Contractor shall use HOST's preferred invoice template, if requested, HOST Financial Services may require a Cost Allocation Plan and budget narrative for detailed estimated description and allocation of funds. This is dependent upon funding source and program requirements.
5. No more than four (4) vouchers may be submitted per contract per month, without prior approval from HOST.
6. All Invoices must be correctly submitted within thirty (30) days of the Agreement end date to allow for correct and prompt closeout of the contract.
7. All invoices are paid on a "Net 30" payment timeline, presuming invoices are free from errors, and do not require additional documentation or calculation revisions.
8. Sign Up to send all reimbursement documentation (including this form) to:
<https://denvergovhostlightningforce.my.site.com/AffordableHousing/s/partner-sign-up>

B. Invoicing Requirements

1. To meet Government requirements for current, auditable books at all times, it is required that all vouchers be submitted monthly to HOST in order to be paid. Expenses cannot be reimbursed until the funds under this contract have been encumbered.
2. City and County of Denver Forms shall be used in back-up documents whenever required in the Voucher Processing Policy.
3. For contracts subject to Federal Agreements, only allowable costs determined in accordance with 2 CFR "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" in the "OMB Omni Circular" applicable to the organization incurring the cost will be reimbursed.
4. The reimbursement request, or draw request, for personnel and non-personnel expenses should be submitted to the City on a monthly basis, no later than the 15th day of the following month for expenses incurred in the prior month. The request for reimbursement should include:
 - a. Amount of the request in total and by line item.
 - b. Period of services for current reimbursement.
 - c. Budget balance in total and by line item.
 - d. Authorization for reimbursement by the contract signatory (i.e., executive director or assistant director).
5. If another person has been authorized by the Contractor to request reimbursement for services provided by this contract, then the authorization should be forwarded in writing to HOST prior to the draw request.
6. The standardized HOST "Expense Certification Form" should be included with each payment request to provide the summary and authorization required for reimbursement. HOST reserves the right to cancel an invoice if there are material errors that must be corrected and will require the invoice to be resubmitted.

C. Payroll

1. A summary sheet should be included to detail the gross salary of the employee, amount of the salary to be reimbursed, the name of the employee, and the position of the employee. If the employee is reimbursed only partially by this contract, the amount of salary billed under other contracts with the City or other organizations should be shown on the timesheet as described below. Two items are needed for verification of payroll: (1) the amount of time worked by the employee for this pay period; and (2) the amount of salary paid to the employee, including information on payroll deductions.
2. The amount of time worked will be verified with timesheets. The timesheets must include the actual hours worked under the terms of this contract, and the actual amount of time worked under other programs. The total hours worked during the period must reflect all actual hours worked under all programs including leave time. The employee's name, position, and signature, as well as a signature by an appropriate supervisor, or executive director, must be included on the timesheets. If an electronic time system is used, signatures are not required. If the timesheet submitted indicates that the employee provided services payable under this contract for a portion of the total time worked, then the amount of reimbursement requested must be calculated and documented in the monthly reimbursement request.
3. A payroll registers or payroll ledger from the accounting system will verify the amount of salary. Copies of paychecks are acceptable if they include the gross pay and deductions.

D. Fringe Benefits

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

E. General Reimbursement Requirements

1. Invoices: All non-personnel expenses need dated and readable invoices. The invoices must be from a vendor separate from the Contractor and must state what goods or services were provided and the delivery address. Verification that the goods or services were received should also be submitted, this may take the form of a receiving document or packing slips, signed, and dated by the individual receiving the good or service. Copies of checks written by the Contractor, or documentation of payment such as an accounts payable ledger which includes the check number shall be submitted to verify that the goods or services are on a reimbursement basis.
2. Administration and Overhead Cost: Other non-personnel line items, such as administration, or overhead require invoices, and an allocation to this program documented in the draw request. An indirect cost rate can be applied if the Contractor has an approved indirect cost allocation plan. The approved indirect cost rate must be submitted to HOST and reflected in the contract budget.

F. Program Income

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

G. Budget Modification Requests

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

start date and before the last Quarter of the fiscal period, unless waived in writing by the HOST Deputy Director or their designee.

5. Budget modification requests are limited to two per each fiscal year of a contract agreement term. Exceptions to this limit may be made by the HOST Deputy Director or their designee.

H. Contract Amendments

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

I. Financial Management Systems

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

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

11. The Contractor will be responsible for all Disallowed Costs.
12. The Contractor may be required to engage an audit committee to determine the services to be performed, review the progress of the audit and the final audit findings, and intervene in any disputes between management and the independent auditors. The Contractor shall also institute policy and procedures for its sub recipients that comply with these audit provisions, if applicable.

J. Monitoring Requirements

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

K. Audit Requirements

1. For Federal Agreements subject to 2 C.F.R. 200, a copy of the final audit report must be submitted to the Federal Audit Clearinghouse within thirty (30) calendar days after receipt of the auditor's report, or nine (9) months after the end of the period audited.
2. All audit related material and information, including reports, packages, management letters, correspondence, etc., shall be submitted to **HOST Financial Services Team**.
3. The Contractor will be responsible for all Disallowed Costs.
4. The Contractor may be required to engage an audit committee to determine the services to be performed, review the progress of the audit and the final audit findings, and intervene in any disputes between management and the independent auditors. The Contractor shall also institute policy and procedures for its sub recipients that comply with these audit provisions, if applicable.

L. Procurement

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

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

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

M. Bonding

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

N. Records Retention

1. In addition to the records requirements contained in the Agreement, the Contractor (or subrecipient) must also retain for seven (7) years financial records pertaining to the contract award. The retention period for the records of each fund will start on the day the single or last expenditure report for the period, except as otherwise noted, was submitted to the awarding agency.
2. The awarding agency and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access, upon reasonable notice, to any pertinent books, documents, papers, or other records which are pertinent to the contract, in order to make audits, examinations, excerpts, and transcripts.

O. Contract Close-Out

1. All Contractors are responsible for submitting a final invoice marked "Final Invoice" and any required performance and outcome reports to HOST by the required due dates outlined in this Contract.
2. All Contractors are responsible for completing required HOST contract close-out forms and submitting these forms to their appropriate HOST Contract Specialist within ninety (90-days) days after the Agreement end date, or sooner if required by HOST in writing.
3. Contract close out forms will be provided to the Contractor by HOST prior to end of contract.
4. HOST will close out the Contract when it determines that all applicable administrative actions and all required work of the contract have been completed. If Contractor fails to perform in accordance with this Agreement, HOST reserves the right to unilaterally close out a contract, "unilaterally close" means that no additional money may be expended against the contract.

P. Collection of Amounts Due

1. Any funds paid to a Contractor in excess of the amount to which the Contractor is determined to be entitled under the terms of the award constitute a debt to the City and County of Denver. If not paid within a reasonable period after demand HOST may:

- a. makes an administrative offset against other requests for reimbursements.
 - b. withholds advance payments otherwise due to the Contractor; or
 - c. other action permitted by law.
2. The Contractor shall participate, when applicable, in HOST provided staff training sessions in the following financial areas including, but not limited to Budgeting and Cost Allocation Plans, and Invoicing Process.

VIII. FUNDS WILL BE USED TO

- A. Funds will be utilized for Tenancy Support Services to participants of a permanent supportive housing program.

Contract	Amount
Base	\$495,000.00
1 st Amendment	\$1,044,000.00
TOTAL	\$1,539,000.00.

IX. Budget

Contract Program Budget Summary							
Contractor Name/Project:		THE COMMUNITY FIRM/ Tenancy Support Services					
City Contract #:		HOST 202684778-01					
Budget Term:		7/1/2025-9/30/2026			Program/Fiscal Year:		2025-2026
Budget Category	2026 Homelessness Resolution Fund HOST Funding 1/1/2026-9/30/2026	DOLA TSS Funding 4/1/2026-9/30/2026	2025 General Fund HOST Funding 7/1/2025-12/31/2025	Total Costs requested from HOST	Agency Total		Budget Narrative
Personnel: Job Title	Amount	Amount	Amount	HOST Total	Amount	%	
N/A	\$0	\$0	\$0	\$0	\$0	#DIV/0!	Salary is not funded
Total Salary:	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
Fringe Benefits	\$ -	\$ -	\$ -	\$0	\$0	#DIV/0!	Fringe is not funded
Total Salary and Fringe Benefits:	\$0	\$0	\$0	\$0	\$0	#DIV/0!	
Other Direct Costs	Amount	Amount	Amount	Subtotal	Amount	%	
Tenancy Support Services							116 households served at \$10,000.00 per household less the administrative fee for DOLA funding. In-reach & Outreach; Housing Search and Counseling Services, including Lease-Up Assistance; Engagement; Long-Term Support Services; and Personnel & Fringe Costs for Housing Specialists, Housing Navigators, Case Managers, Program Director, & Housing Supervisors. For Budget Period 1/1/2026-9/30/2026 utilize HOST Homelessness Resolution Fund For Budget Period 4/1/2026-9/30/2026 utilize DOLA TSS Funding
	\$ 544,696.00	\$ 363,130.00	\$ 430,435.00	\$1,338,261	\$1,354,767	98.78%	
Total Other Direct Costs	\$ 544,696.00	\$ 363,130.00	\$ 430,435.00	\$1,338,261	\$1,354,767	98.78%	
Total Salaries, Fringe and Other Direct Costs	\$ 544,696.00	\$ 363,130.00	\$ 430,435.00	\$ 1,338,261.00	1,354,767	98.78%	
Indirect Costs							
Indirect Costs	\$81,704.00	\$54,470.00	\$64,565.00	\$200,739	\$203,215.00	98.78%	Indirect calculated 15% of Allowable Salaries, Fringe and Other Direct Costs.
Grand Total	626,400.00	417,600.00	495,000.00	1,539,000.00	1,557,982.00	98.78%	