

REVIVAL AND AMENDATORY AGREEMENT

THIS REVIVAL AND AMENDATORY AGREEMENT is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”), and **CATHOLIC CHARITIES AND COMMUNITY SERVICES OF THE ARCHDIOCESE OF DENVER, INC.**, a Colorado nonprofit, whose address is 6240 Smith Road, Denver, CO 80216 (the “Contractor”), individually a “Party” and collectively the “Parties.”

WHEREAS, the Parties entered into an Agreement dated May 17, 2021, to provide shelter services (the “Agreement”); and

WHEREAS, the Agreement expired by its terms on December 31, 2021, and rather than enter into a new agreement, the Parties wish to revive and reinstate all terms and conditions of the Agreement as they existed prior to the expiration of the term and to amend the Agreement as set forth below.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties incorporate the recitals set forth above and amend the Agreement as follows:

1. Effective January 1, 2022, all references to Exhibit A in the existing Agreement shall be amended to read Exhibits A and A-1, as applicable. Exhibit A-1 is attached and will control from and after January 1, 2022.

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

“3. **TERM**: The term of the Agreement (“Term”) shall commence on January 1, 2021, and expire, unless sooner terminated, on December 31, 2022.”

3. Subsection 4.4.1 of the Agreement, titled “**Maximum Contract Amount**,” is amended to read as follows:

“4.4.1. Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed Fourteen Million Four Hundred Ninety-Three Thousand Eight Hundred Forty-One Dollars (\$14,493,841.00) (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 the Agreement.”

4. Section 20 of the Agreement, titled “**NO EMPLOYMENT OF ILLEGAL ALIENS TO PERFORM WORK UNDER THE AGREEMENT**,” is amended to read as follows:

“20. **NO EMPLOYMENT OF A WORKER WITHOUT AUTHORIZATION TO PERFORM WORK UNDER THIS AGREEMENT**

20.1. This Agreement is subject to Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Code, and any amendments (the “Certification Ordinance”).

20.2. The Contractor certifies that:

20.2.1. At the time of its execution of this Agreement, it does not knowingly employ or contract with a worker without authorization who will perform work under this Agreement, nor will it knowingly employ or contract with a worker without authorization to perform work under this Agreement in the future.

20.2.2. It will participate in the E-Verify Program, as defined in § 8-17.5-101(3.7), C.R.S., and confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.

20.2.3. It will not enter into a contract with a subconsultant or subcontractor that fails to certify to the Contractor that it shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement.

20.2.4. It is prohibited from using the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligations under this Agreement, and it is required to comply with any and all federal requirements related to use of the E-Verify Program including, by way of example, all program requirements related to employee notification and preservation of employee rights.

20.2.5. If it obtains actual knowledge that a subconsultant or subcontractor performing work under this Agreement knowingly employs or contracts with a worker without authorization, it will notify such subconsultant or subcontractor and the City within three (3) days. The Contractor shall also terminate such subconsultant or subcontractor if within three (3) days after such notice the subconsultant or subcontractor does not stop employing or contracting with the worker without authorization, unless during the three-day period the subconsultant or subcontractor provides information to establish that the subconsultant or subcontractor has not knowingly employed or contracted with a worker without authorization.

20.2.6. It will comply with a reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S., or the City Auditor, under authority of D.R.M.C. 20-90.3.

20.3. The Contractor is liable for any violations as provided in the Certification Ordinance. If the Contractor violates any provision of this section or the Certification Ordinance, the City may terminate this Agreement for a breach of this Agreement. If this Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the City. Any termination of a contract due to a violation of this section or the Certification Ordinance may also, at the discretion of the City, constitute grounds for disqualifying the Contractor from submitting bids or proposals for future contracts with the City.”

5. Section 23 of the Agreement, titled “**NO DISCRIMINATION IN EMPLOYMENT**,” is amended to read as follows:

“23. NO DISCRIMINATION IN EMPLOYMENT: In connection with the performance of work under this Agreement, the Contractor may not refuse to hire, discharge, promote, demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, ethnicity, citizenship, immigration status, gender, age, sexual orientation, gender identity, gender expression, marital status, source of income, military status, protective hairstyle, or disability. The Contractor shall insert the foregoing provision in all subcontracts.”

6. Except as amended here, the Agreement is affirmed and ratified in each and every particular.

7. This Revival and Amendatory Agreement is not 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.

8. The following attached exhibits are hereby incorporated into and made a material part of this Agreement: **Exhibit A-1**, Scope of Work.

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Contract Control Number: HOST-202161576-01/HOST 202057226-01
Contractor Name: CATHOLIC CHARITIES AND COMMUNITY SERVICES OF THE ARCHDIOCESE OF DENVER, 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:

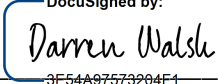
Attorney for the City and County of Denver

By:

By:

By:

Contract Control Number: HOST-202161576-01/HOST 202057226-01
Contractor Name: CATHOLIC CHARITIES AND COMMUNITY SERVICES OF THE ARCHDIOCESE OF DENVER, INC.

By:  _____
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Name: darren walsh
(please print)

Title: President & CEO
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

SCOPE OF WORK

DEPARTMENT OF HOUSING STABILITY

**Catholic Charities & Community Services
Of the Archdiocese of Denver, Inc.**

HOST 202161576-01

I. INTRODUCTION

Period of Performance Start and End Dates: 1/1/2022 – 12/31/2022

Project Description:

The purpose of this contract agreement is to amend the contract agreement between the Department of Housing Stability (HOST) and the Catholic Charities & Community Services Of the Archdiocese of Denver, Inc. (CC) to add funding and extend term. Funding in the amount of \$7,915,624 will be added for a total award of \$14,493,841.00 and the term will be extended for one year. These funds will be provided to Catholic Charities & Community Services of the Archdiocese of Denver, Inc. (CC) to be utilized for Denver Shelter Services.

Funding Source: General Fund and 2B Funds
Project Name: Shelter Programs and Operations
Contractor Address: 6240 Smith Road, Denver CO 80216
Organization Type: Non-Profit

II. SERVICES DESCRIPTION

A. Emergency Shelter Operations

1. CC will operate Women’s Sheltering at a mutually agreed upon location owned or leased by the City of Denver, identified as the 48th Ave West shelter located at 4330 E 48th Ave as of this initial contract execution. When fully operational, this shelter will accommodate clients experiencing homelessness up to the capacity as determined with the Denver Fire Department and Community Planning and Development, up to 450 guests as of this initial contract execution, operating 24 hours per day, seven days per week. Shelter capacity may be reduced based on public health regulations, up to 250 guests as of this initial contract execution.
2. Shelter spots will be allocated 100% “emergency,” meaning low-barrier entry, not referral-based and/or qualified entry requiring service engagement.
3. CC will provide safe, stable, and sanitary shelter services that include basic needs of nutritious nourishment comprising at least 2500 calories per day per person, personal hygiene, and shelter.
4. CC will facilitate secure storage of personal client belongings.

5. CC will provide case management, support services, and transition planning into more stable housing situations.

B. Women's Emergency Shelter

1. Smith Road Shelter

- a. CC will provide low-barrier, emergency shelter to accommodate women experiencing homelessness up to the capacity as determined with the Denver Fire Department and Community Planning and Development, operating 24 hours per day, seven days per week, normally conducted at 6240 Smith Road. Shelter capacity may be reduced based on public health regulations.
- b. Shelter spots may be allocated on a HOST-CC mutually agreeable proportion between "emergency" shelter, meaning low-barrier entry and referral-, reserved-, and/or qualified-entry requiring service engagement. Excess reserved capacity will be offered on an emergency basis, determined on a nightly basis.
- c. CC will provide safe, stable, and sanitary shelter services that include basic needs of nutritious nourishment comprising at least 2500 calories per day per person, personal hygiene including shower access, and shelter.
- d. CC will provide case management, support services, and transition planning into more stable housing situations.
- e. CC will provide a range of direct services and referrals to help develop a source of income through employment and/or acquisition of public benefits.

2. Holy Rosary Overflow Shelter

- a. CC will provide low-barrier, emergency shelter to accommodate women experiencing homelessness up to the capacity as determined with the Denver Fire Department and Community Planning and Development, operating seven nights per week, at the CC Samaritan House, commonly called the Holy Rosary Overflow Shelter and operating only overnight. Shelter capacity may be reduced based on public health regulations.
- b. Shelter spots will be allocated 100% "emergency," meaning low-barrier entry and walk-up access, not referral-based and/or qualified entry requiring service engagement.
- c. CC will provide safe, stable, and sanitary shelter services that include basic needs of nutritious nourishment comprising at least 1600 calories per day per person, personal hygiene excluding shower access, and shelter.

3. CC will provide daily transportation of clients between the CC Samaritan House to the CC Smith Road facility.
4. CC will refer clients experiencing drug dependency to substance abuse groups and detox programs for assistance within the metro Denver area.
5. CC will facilitate secure storage of personal client belongings.

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.

B. The City will:

1. Provide signage that includes information about the City and County of Denver's Anti-Discrimination Office.

IV. EQUITABLE ACCESS AND OUTCOMES

The Department of Housing Stability, in alignment with the Mayor's Office of Social Equity and Innovation, values racial equity and inclusiveness and seeks to reflect this value in our funding practices. Our commitment to producing racially equitable housing outcomes is paramount to HOST's overall mission of Denver residents being healthy, housed and connected. HOST requires all programs it funds to report on the demographic characteristics of households served by the program throughout the duration of the contract in coordination with other required reporting. The contractor will also report on the demographics of staff working on this program throughout the duration of this contract. Specific information outlining the required data systems to be used and data to be collected are contained within the scope of work of this contract. This information will help HOST monitor demographic trends in who is served. The underlying objective of collecting and disaggregating data and outcomes by race is to understand who is currently served by HOST funded programs. This information will help inform future evaluation on any potential disparate impacts across HOST programs, as well as strategies to help address equity in access to and outcomes from programs where appropriate. Additionally, HOST program and contract staff will be reviewing data, and will discuss your program's progress or challenges towards racially equitable services and outcomes at site visits and monitoring.

V. FUNDS WILL BE USED TO

Funds will be utilized to support Emergency Shelter Operations and Women's Emergency Shelter Programs.

Program	2022 Budget
Emergency Shelter Operations	\$ 4,285,736.00
Women's Emergency Shelter Program	\$ 3,629,888.00
Total Contract Amount	\$ 7,915,624.00

VI. OBJECTIVE AND OUTCOMES

A. Household Characteristics

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

B. Data quality

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

C. Shelter Operations and Programs

1. Process Measure: Shelter capacity (for overnight only)
 - a. Capacity will be communicated to HOST at the start of the contract term, and Contractor will notify HOST of any changes to capacity that occur during the contract term.
2. Process Measure: Number of households served in daytime services each day
 - a. Source: HMIS
3. Process Measure: Number of households served who stay overnight each night
 - a. Source: HMIS
4. Outcome Measure: Average days households use daytime services within reporting period
 - a. Source: HMIS
5. Outcome Measure: Average nights households use overnight shelter within reporting period
 - a. Source: HMIS
6. Process Measure: Number and percentage of households served who are engaged in individualized rehousing services (case management)
 - a. Source: HMIS
 - b. Benchmark: At least 50% of all guests served within the reporting period
7. Outcome Measure: Number and percentage of all households who exit to a stable or permanent housing solution
 - a. Source: HMIS
 - b. Benchmark: At least 30% of households who exit the shelter program
 - c. Note: This will be measured from the destination at exit field in HMIS, categories will be grouped into permanent housing, stable housing, and other destinations.
8. Outcome Measure: Number and percentage of households engaged in rehousing services who exit to a stable or permanent housing solution
 - a. Source: HMIS
 - b. Benchmark: At least 60% of households who exit the shelter program

- c. Note: This will be measured from the destination at exit field in HMIS, categories will be grouped into permanent housing, stable housing, and other destinations.

VII. REPORTING

- A. Data collection is required and must be completed demonstrating eligibility and progress toward meeting the indicators contained in this Scope of Work. Disbursement of funds is contingent based on the ability to collect the required information.
- B. Contractor will submit reports via the online portal provided to the contractor (unless otherwise specified). Reports will be due on the 15th day of the month following the end of the reporting period unless otherwise specified.
- C. The portal provides the Contractor with an online form in which to enter data for the reporting period. Supplemental forms and information may be required by HOST. The online portal and any supplemental requirements provide HOST with the quantitative and qualitative information necessary to determine Contractor's progress towards meeting the indicators contained in this Scope of Work. Submitted forms will be reviewed by the designated Program Officer for completeness, clarity, and accuracy.
- D. Upon execution of this contract, HOST will provide a user guide for using the portal along with the required login information. Prior to the due date for the first required report, HOST shall provide training as needed or requested by the Contractor to support the online portal.
- E. Contractor may be required to submit a Contract Summary Report at the end of the contract period within 30 days after the Term End Date of this contract agreement:

F. INDICATORS

- 1. HOST Required
 - a. Qualitative narrative report on program successes and challenges
 - b. Participant success stories
 - c. Money Leveraged (Funds by source)
 - d. Number of Households served:
 - i. Households proposed to be served over contract term: 600
 - ii. Total households served this report period
 - iii. Unduplicated households served this report period
 - iv. Unduplicated households served contract period to date
 - e. Number of households served who are experiencing homelessness
 - f. Number of households by race and ethnicity of head of household:
 - g. Number of households that include someone age 62 and older
 - h. Number of households that include a person with a disability
 - i. Income Levels of people/family

VIII. HOMELESS MANAGEMENT INFORMATION SYSTEM AND REPORTING

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

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

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

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

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

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

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

HOST may request aggregate data from MDHI for City related reporting needs.

In order to ensure that reporting on shelter utilization patterns is accurate, the Contractor will ensure that HMIS cards are swiped for all shelter guests nightly. This includes completing intake assessments necessary to create cards for new shelter guests and activities required to replace cards. Intakes for new shelter guests should be completed during nightly check-in whenever possible. If it is not possible to complete intakes during nightly check-in, the Contractor will support new guests in securing a card within 24-hours, either through connections to existing day services or by providing staffing to complete intakes during check-in the following night. Contractor is required to maintain a nightly count of any guests sheltered without recording a shelter service in HMIS and submit this information to HOST weekly.

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

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

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

⁴ <https://cohmis.zendesk.com>

IX FINANCIAL ADMINISTRATION

A. Compensation and Methods of Payment

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

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

B. Budget Modification Requests

1. HOST may, at its option, restrict the transfer of funds among cost categories, programs, functions or activities at its discretion as deemed appropriate by program staff, HOST executive management or its designee.
2. Minor modifications to the services provided by the Contractor or changes to each line item budget equal to or less than a ten percent (10%) threshold, which do not increase the total funding to the Contractor, will require notification to HOST program staff and upon approval may be submitted with the next monthly draw. Minor modifications to the services provided by Contractor, or changes to each line item budget in excess of the ten percent (10%) threshold, which do not increase the total funding to Contractor, may be made only with prior written approval by HOST program staff. Such budget and service modifications will require submittal by Contractor of written justification and new budget documents. All other contract modifications will require an amendment to this Agreement executed in the same manner as the original Agreement.

3. The Contractor understands that any budget modification requests under this Agreement must be submitted to HOST no sooner than 30 days of contract agreement start date and prior to the last Quarter of the Contract Period, unless waived in writing by the HOST Director.
4. Budget modification requests are limited to two per each fiscal year of a contract agreement term budget modifications may be submitted per contract year. Exceptions to this limit may be made by the HOST Executive Director or their designee.

C. Vouchering Requirements

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

8. The standardized HOST “Expense Certification Form” should be included with each payment request to provide the summary and authorization required for reimbursement.

D. Payroll

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

E. Fringe Benefits

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

basis (cash or accrual) selected for costing each type of leave is consistently followed by the vendor. HOST does not allow payments for unused leave when an employee retires or terminates employment.

F. General Reimbursement Requirements

1. Invoices: All non-personnel expenses need dated and readable invoices. The invoices must be from a vendor separate from the Contractor and must state what goods or services were provided and the delivery address. Verification that the goods or services were received should also be submitted, this may take the form of a receiving document or packing slips, signed and dated by the individual receiving the good or service. Copies of checks written by the Contractor, or documentation of payment such as an accounts payable ledger which includes the check number shall be submitted to verify that the goods or services are on a reimbursement basis.
2. Mileage: A detailed mileage log with destinations and starting and ending mileage must accompany mileage reimbursement. The total miles reimbursed and per mile rate must be stated. Documentation of mileage reimbursement to the respective employee must be included with the voucher request.
3. Cell Phone: If the monthly usage charge is exceeded in any month, an approval from the Executive Director or designee will be required.
4. Administration and Overhead Cost: Other non-personnel line items, such as administration, or overhead need invoices, and an allocation to this program documented in the draw request. An indirect cost rate can be applied if the Contractor has an approved indirect cost allocation plan. The approved indirect cost rate must be submitted to and approved by HOST.
5. Service Period and Closeout: All reimbursed expenses must be incurred during the time period within the contract. The final payment request must be received by HOST within thirty (30) days after the end of the service period stated in the contract.

G. 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 VOUCHER 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).

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. For contracts subject to Federal Agreements, applicable OMB Omni Circular cost principles, agency program regulations, and the terms of the agreement will be followed in determining the reasonableness, allowability and allocability of costs.
6. Source documents such as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, etc., shall be provided for all disbursements. The Contractor will maintain auditable records, i.e., records must be current and traceable to the source documentation of transactions.
7. For contracts subject to Federal Agreements, the Contractor shall maintain separate accountability for HOST funds as referenced in 24 C.F.R. 85.20 and the OMB Omni Circular.

8. The Contractor must properly report to Federal, State, and local taxing authorities for the collection, payment, and depositing of taxes withheld. At a minimum, this includes Federal and State withholding, State Unemployment, Worker's Compensation (staff only), City Occupational Privilege Tax, and FICA.
9. A proper filing of unemployment and worker's compensation (for staff only) insurance shall be made to appropriate organizational units.
10. The Contractor shall participate, when applicable, in HOST provided staff training sessions in the following financial areas including, but not limited to (1) Budgeting and Cost Allocation Plans; (2) Vouchering Process.

I. Audit Requirements

1. For Federal Agreements subject to OMB Circular a-133, a copy of the final audit report must be submitted to the HOST Financial Manager within the earliest of thirty (30) calendar days after receipt of the auditor's report; or nine (9) months after the end of the period audited.
2. A management letter, if issued, shall be submitted to HOST along with the reporting package prepared in accordance with the Single Audit Act Amendments and the OMB Omni Circular. If the management letter is not received by the subrecipient at the same time as the Reporting Package, the Management Letter is also due to HOST within thirty (30) days after receipt of the Management Letter, or nine (9) months after the end of the audit period, whichever is earlier. If the Management Letter has matters related to HOST funding, the Contractor shall prepare and submit a Corrective Action Plan to HOST in accordance with the Single Audit Act Amendments and the OMB Omni Circular, as set forth in 24 C.F.R. Part 45 for each applicable management letter matter.
3. All audit related material and information, including reports, packages, management letters, correspondence, etc., shall be submitted to **HOST Financial Services Team**.
4. The Contractor will be responsible for all Questioned and Disallowed Costs.
5. 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. 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, in order to make audits, examinations, excerpts, and transcripts.

K. Contract Close-Out

1. All Contractors are responsible for completing required HOST contract close-out forms and submitting these forms to their appropriate HOST Contract Specialist within sixty (60) days after the Agreement end date, or sooner if required by HOST in writing.
2. Contract close out forms will be provided to the Contractor by HOST within thirty (30) days prior to end of contract.
3. HOST will close out the award when it determines that all applicable administrative actions and all required work of the contract have been completed. **If Contractor fails to perform in accordance with this Agreement,** HOST reserves the right to unilaterally close out a contract, “unilaterally close” means that no additional money may be expended against the contract.

L. Collection of Amounts Due

1. Any funds paid to a Contractor in excess of the amount to which the Contractor is finally determined to be entitled under the terms of the award constitute a debt to the Federal Government and the City. If not paid within a reasonable period after demand, HOST may; 1) Make an administrative offset against other requests for reimbursements, 2) Withhold advance payments otherwise due to the Contractor, or 3) other action permitted by law.

X. BUDGET

Program Budget and Cost Allocation Plan Summary

Contractor Name: Catholic Charities of Denver HOST 202161576
 Project : 48th Ave West
 Contract Dates: 1/1/2022 to 12/31/2022
 Program Year: 2022

Budget Category	Agency Total (All Funding Sources for Agency)		HOST Funding #1 Daytime FEMA		HOST Funding #2 Overnight Non-FEMA		Total Project Costs requested from HOST		Agency Total		Budget Narrative
	Total	Amount	%	Amount	%	Subtotal	%	Amount	%		
<i>Personnel: Name and Job Title</i>											
<i>Shelter Administrators</i>	\$437,889	401,020	91.58%	36,869	8.42%	\$437,889	100.00%	\$437,889	100.00%	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 5 Supervisors, 1 Operations Manager, 1 Director, .4 VP/Sr. Director, 1.5 Administrative Assistant and 1 Facilities Manager	
<i>Shelter Associate</i>	\$847,962	569,396	67.15%	278,566	32.85%	\$847,962	100.00%	\$847,962	100.00%	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 25.5 FTE	
<i>Case Management</i>	\$182,770	182,770	100.00%	-	0.00%	\$182,770	100.00%	\$182,770	100.00%	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 5 FTE	
<i>Housing Navigator</i>	\$35,714	35,714	100.00%	-	0.00%	\$35,714	100.00%	\$35,714	100.00%	Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D. Payroll and E. Fringe Benefits. This position supports guests' transition to stable housing by assisting with housing search, housing applications, and preparation for shelter exit. The Housing Navigator will assist the guest in overcoming housing barriers, such as former evictions or rental debt, by helping the guest connect to resources that can aid in elimination or minimization of these barriers. The Housing Navigator will also build relationships with housing providers in the community so as to better facilitate housing placement for shelter guests.	
<i>Employment Resource Coordinator</i>	\$39,733	39,733	100.00%	-	0.00%	\$39,733	100.00%	\$39,733	100.00%	Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D. Payroll and E. Fringe Benefits. The Employment Resource Coordinator will provide referrals to help develop a source of income through employment and/or acquisition of public benefits. This position is essential for guests who are below 30% AMI and in need of increased income to support stable housing. The Employment Resource Coordinator will support guests in connecting to job readiness support in the community in addition to employment opportunities.	
<i>Licensed Behavioral Health</i>	\$142,854	142,854	100.00%	-	0.00%	\$142,854	100.00%	\$142,854	100.00%	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 2 FTE	
<i>Cooks</i>	\$134,451	134,451	100.00%	-	0.00%	\$134,451	100.00%	\$134,451	100.00%	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 5 FTE	
<i>Janitorial Staff</i>	\$107,561	107,561	100.00%	-	0.00%	\$107,561	100.00%	\$107,561	100.00%	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 4 FTE	
<i>Program Manager</i>	\$56,722	56,722	100.00%	-	0.00%	\$56,722	100.00%	\$56,722	100.00%	Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D. Payroll and E. Fringe Benefits.	
<i>Volunteer Coordinators</i>	\$56,722	56,722	100.00%	-	0.00%	\$56,722	100.00%	\$56,722	100.00%	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 1.5 FTE	
<i>Security</i>	\$235,290	114,284	48.57%	121,006	51.43%	\$235,290	100.00%	\$235,290	100.00%	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 8 FTE	
<i>Scheduling Specialist</i>	\$38,957	38,957	100.00%	-	0.00%	\$38,957	100.00%	\$38,957	100.00%	Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D. Payroll and E. Fringe Benefits. The Onboarding Specialist is responsible for overseeing the entire pre-hire process and works to fill all vacant shelter staff positions. The Onboarding Specialist plays a key role in maintaining staffing levels required to support shelter operations.	
<i>Driver</i>	\$151,258	151,258	100.00%	-	0.00%	\$151,258	100.00%	\$151,258	100.00%	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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 5 FTE	

48th Ave West continued

Budget Category	Agency Total (All Funding Sources for Agency)	HOST Funding #1 Daytime FEMA	HOST Funding #2 Overnight Non-FEMA	Total Project Costs requested from HOST	Agency Total	Budget Narrative				
Total Salary:	\$2,467,881	\$2,031,440	82.32%	\$436,441	17.68%	\$2,467,881 100.00%				
Fringe Benefits	\$666,328	\$548,489	82.32%	\$117,839	17.68%	\$666,328 100.00%	\$666,328 100.00%	Fringe benefits and payroll taxes (Fringe) will be reimbursed at cost or at the Federally Approved Fringe Rate. To receive a Fringe percentage, a contractor must provide a Federally Approved Fringe Rate letter or flat rate percentage for contracted staff. Please see section Financial Administration E. Fringe Benefits.		
Total Salary and Fringe:	\$3,134,209	\$2,579,929	82.32%	\$554,280	17.68%	\$3,134,209 100.00%	\$3,134,209 100.00%			
Other Direct Costs	Total	Amount	%	Amount	%	Subtotal	%	Amount	%	
Program/Project Supplies	\$262,800.00	\$227,544	86.58%	35,256	13.42%	\$262,800.00	100.00%	\$262,800	100.00%	Direct Program/Project-related supplies and/or costs directly related to program function. This includes. This includes Educational materials, PPE, laundry supplies, beds, mats, mat covers, sanitizer, and storage bags.
Client Support	\$404,015.00	\$404,015	100.00%	-	0.00%	\$404,015.00	100.00%	\$404,015	100.00%	Items given directly to clients. May include food, transportation, moving expenses, storage units, vouchers, gas cards, toiletries/hygiene items, pre-paid phones or data plans, clothing and/or uniforms for work.
Mileage	\$1,200.00	\$1,200	100.00%	-	0.00%	\$1,200.00	100.00%	\$1,200	100.00%	Mileage reimbursement not to exceed the standard IRS rate at the time of travel. Expenses should follow IRS guidelines regarding travel.
Staff Program/Project Training	\$13,800.00	\$12,814	92.86%	986	7.14%	\$13,800.00	100.00%	\$13,800	100.00%	Program-related training materials and registration fees. Trainings include verbal de-escalation, trauma-informed care, motivational interviewing, managing vicarious trauma, boundaries, and human trafficking. These trainings support staff in developing the unique skillset needed to support the bio-psycho-social needs of the shelter population through a trauma-informed lens. Training fees are also used to support LBH staff in obtaining CEU's needed to maintain licensure.
Communication	\$2,100.00	\$2,100	100.00%	-	0.00%	\$2,100.00	100.00%	\$2,100	100.00%	Cell phone expenses for direct full time staff reimbursement
Vehicle Gas/Fuel	\$6,000.00	\$6,000	100.00%	-	0.00%	\$6,000.00	100.00%	\$6,000	100.00%	Fuel costs for food transport between program locations.
Professional Services	\$72,000.00	\$50,400	70.00%	21,600	30.00%	\$72,000.00	100.00%	\$72,000	100.00%	Hazardous material cleanup including COVID-related deep cleaning, bed bug spraying, pest control.
Total Other Direct Costs	\$761,915	\$704,073	92.41%	\$57,842	7.59%	\$761,915	100.00%	\$761,915	100.00%	
Total Salaries & Fringe and Other Direct Costs	3,896,124	3,284,002	84.29%	612,122	15.71%	3,896,124	100.00%	3,896,124	100.00%	
Indirect Costs	\$389,612	\$328,400	84.29%	\$61,212	15.71%	\$389,612	100.00%	\$389,612	100.00%	Indirect rate is 10% of Total Salary, Fringe and Direct Costs.
Grand Total	\$4,285,736	\$3,612,402	84.29%	\$673,335	15.71%	\$4,285,736	100.00%	\$4,285,737	100.00%	

Program Budget and Cost Allocation Plan Summary

Contractor Name: Catholic Charities of Denver HOST 202161576
 Project : Womens Emergency Shelter
 Contract Dates: 1/1/2022 to 12/31/2022
 Program Year: 2022

Budget Category	Agency Total (All Funding Sources for Agency)			HOST Funding #1 Daytime (FEMA)		HOST Funding #2 Overnight (non-FEMA)		Total Project Costs requested from HOST		Agency Total		Budget Narrative
	Total	Amount	%	Amount	%	Subtotal	%	Amount	%			
Smith Road Personnel: Name and Job Title												
<i>Shelter Administrators - Smith Rd</i>	\$318,332	253,811	79.73%	64,521	20.27%	\$318,332	100.00%	\$318,332	100.00%			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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 4 Supervisors, 2 Managers, 1 Associate Director and .8 VP/Sr. Director
<i>Shelter Associate - Smith Rd</i>	\$522,679	363,018	69.45%	159,661	30.55%	\$522,679	100.00%	\$522,679	100.00%			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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 17 Shelter Associates
<i>Case Management - Smith Rd</i>	\$126,048	126,048	100.00%	-	0.00%	\$126,048	100.00%	\$126,048	100.00%			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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 3 FTE Staff
<i>Licensed Behavioral Health - Smith Rd</i>	\$142,854	142,854	100.00%	-	0.00%	\$142,854	100.00%	\$142,854	100.00%			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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 2 FTE Staff
<i>Cooks - Smith Rd</i>	\$80,671	80,671	100.00%	-	0.00%	\$80,671	100.00%	\$80,671	100.00%			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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 3 FTE Staff
<i>Drivers - Smith Rd</i>	\$121,006	121,006	100.00%	-	0.00%	\$121,006	100.00%	\$121,006	100.00%			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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 4 FTE Drivers responsible for transporting all meals and snacks to the shelter site from the kitchen and warehouse.
<i>Janitorial Staff - Smith Rd</i>	\$53,780	53,780	100.00%	-	0.00%	\$53,780	100.00%	\$53,780	100.00%			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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 2 FTE Staff
<i>Program Manager - Smith Rd</i>	\$56,722	56,722	100.00%	-	0.00%	\$56,722	100.00%	\$56,722	100.00%			Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D. Payroll and E. Fringe Benefits.
<i>Facilities Supervisor - Smith Rd</i>	\$37,814	37,814	100.00%	-	0.00%	\$37,814	100.00%	\$37,814	100.00%			Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D. Payroll and E. Fringe Benefits. The Facilities Supervisor oversees all maintenance, custodial, and security needs for the shelter site. This position ensures that the shelter is safe and habitable for shelter guests.
<i>Volunteer Coordinators - Smith Rd</i>	\$56,722	56,722	100.00%	-	0.00%	\$56,722	100.00%	\$56,722	100.00%			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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 1.5 FTE Staff
<i>Security - Smith Rd</i>	\$58,822	28,571	48.57%	30,252	51.43%	\$58,822	100.00%	\$58,822	100.00%			Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D. Payroll and E. Fringe Benefits.
Fringe Benefits - Smith Rd	\$425,372	\$356,675	83.85%	\$68,697	16.15%	\$425,372	100.00%	\$425,372	100.00%			Fringe benefits and payroll taxes (Fringe) will be reimbursed at cost or at the Federally Approved Fringe Rate. To receive a Fringe percentage, a contractor must provide a Federally Approved Fringe Rate letter or flat rate percentage for contracted staff. Please see section Financial Administration E. Fringe Benefits.
Total Salary and Fringe - Smith Rd	\$2,000,822	\$1,677,692	83.85%	\$323,130	16.15%	\$2,000,822	100.00%	\$2,000,822	100.00%			
Holy Rosary Personnel: Name and Job Title												
<i>Shelter Administrators - Holy Rosary</i>	\$113,189	76,320	67.43%	36,869	32.57%	\$113,189	100.00%	\$113,189	100.00%			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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 1.5 Supervisors and .2 VP/Sr. Director
<i>Shelter Associate - Holy Rosary</i>	\$279,827	136,132	48.65%	143,695	51.35%	\$279,827	100.00%	\$279,827	100.00%			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 see section Financial Administration D. Payroll and E. Fringe Benefits. Includes 9 Shelter Associates
<i>Janitorial Staff - Holy Rosary</i>	\$13,336	13,336	100.00%	-	0.00%	\$13,336	100.00%	\$13,336	100.00%			Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D. Payroll and E. Fringe Benefits.
Fringe Benefits - Holy Rosary	\$109,715	\$60,963	55.56%	\$48,752	44.44%	\$109,715	100.00%	\$109,715	100.00%			Fringe benefits and payroll taxes will be reimbursed at cost. Fringe includes employer portion of the following items: payroll taxes; insurance (medical, dental, vision, disability, accident & life insurance, and workers' compensation); and pension or retirement plans.
Total Salary and Fringe - Holy Rosary	\$516,066	\$286,750	55.56%	\$229,316	44.44%	\$516,066	100.00%	\$516,066	100.00%			
Other Direct Costs Smith RD												
<i>Program/Project Supplies - Smith Rd</i>	\$118,199.71	\$102,064	86.35%	16,136	13.65%	\$118,200	100.00%	\$118,200	100.00%			Direct Program/Project-related supplies and/or costs directly related to program function. This includes Educational materials, PPE, laundry supplies, beds, mats, mat covers, sanitizer, and storage bags.
<i>Client Support - Smith Rd</i>	\$133,110.00	\$133,110	100.00%	-	0.00%	\$133,110	100.00%	\$133,110	100.00%			Items provided directly to clients. Includes food, transportation, moving expenses, storage units, vouchers, gas cards, toiletries/hygiene items, pre-paid phones or data plans, clothing and/or uniforms for work.

Womens Emergency Shelter continued

Budget Category	Agency Total (All Funding Sources for Agency)	HOST Funding #1 Daytime (FEMA)		HOST Funding #2 Overnight (non-FEMA)		Total Project Costs requested from HOST		Agency Total		Budget Narrative
		Amount	%	Amount	%	Amount	%	Amount	%	
Mileage - Smith Rd	\$600.00	\$600	100.00%	-	0.00%	\$600	100.00%	\$600	100.00%	Mileage reimbursement not to exceed the standard IRS rate at the time of travel. Expenses should follow IRS guidelines regarding travel.
Staff Program/Project Training - Smith Rd	\$7,200.00	\$6,267	87.04%	933	12.96%	\$7,200	100.00%	\$7,200	100.00%	Program-related training materials and registration fees. Trainings include verbal de-escalation, trauma-informed care, motivational interviewing, managing vicarious trauma, boundaries, and human trafficking. These trainings support staff in developing the unique skillset needed to support the bio-psycho-social needs of the shelter population through a trauma-informed lens. Training fees are also used to support LBH staff in obtaining CEUs needed to maintain licensure.
Communication - Smith Rd	\$1,572.00	\$1,572	100.00%	-	0.00%	\$1,572	100.00%	\$1,572	100.00%	Cell phone expenses for direct full time staff reimbursement
Equipment rental - Smith Rd	\$4,800.00	\$4,800	100.00%	-	0.00%	\$4,800	100.00%	\$4,800	100.00%	Mobile mini storage unit rental/lease. This unit stores surplus cots and mattresses needed when existing cots and mattresses are damaged and/or meet their expiration.
Facilities - Smith Rd	\$317,700.00	\$315,540	99.32%	2,160	0.68%	\$317,700	100.00%	\$317,700	100.00%	Specific office space dedicated for use for the program only and not a shared space. Associated expenses can be allocated proportionately based on actual size or percentage of the building space.
Vehicle Gas/Fuel - Smith Rd	\$3,600.00	\$3,600	100.00%	-	0.00%	\$3,600	100.00%	\$3,600	100.00%	Associated expenses can include rent, lease, utilities and building maintenance costs. Fuel costs for food transport between program locations.
Professional Services - Smith Rd	\$30,000.00	\$24,000	80.00%	6,000	20.00%	\$30,000	100.00%	\$30,000	100.00%	Hazardous material cleanup including COVID-related deep cleaning, bed bug spraving, pest control.
Total Other Direct Costs - Smith Rd	\$616,782	\$591,553	95.91%	\$25,229	4.09%	\$616,782	100.00%	\$616,782	100.00%	
Other Direct Costs Holy Rosary	Total	Amount	%	Amount	%	Subtotal	%	Amount	%	
Program/Project Supplies - Holy Rosary	\$28,200.00	\$23,190	82.23%	5,010	17.77%	\$28,200	100.00%	\$28,200	100.00%	Direct Program/Project-related supplies and/or costs directly related to program function. This includes Educational materials, PPE, laundry supplies, beds, mats, mat covers, sanitizer and storage bags items provided directly to clients. List is specific to contracted program. May include food, transportation, moving expenses, storage units, vouchers, gas cards, toiletries/hygiene items, pre-paid phones or data plans, clothing and/or uniforms for work.
Client Support - Holy Rosary	\$29,988.00	\$29,988	100.00%	-	0.00%	\$29,988	100.00%	\$29,988	100.00%	Cell phone expenses for direct full time staff reimbursement
Communication - Holy Rosary	\$840.00	\$840	100.00%	-	0.00%	\$840	100.00%	\$840	100.00%	Specific office space dedicated for use for the program only and not a shared space. Associated expenses can be allocated proportionately based on actual size or percentage of the building space.
Facilities - Holy Rosary	\$85,000.00	\$85,000	100.00%	-	0.00%	\$85,000	100.00%	\$85,000	100.00%	Associated expenses can include rent, lease, utilities and building maintenance costs.
Professional Services- Holy Rosary	\$22,200.00	\$15,540	70.00%	6,660	30.00%	\$22,200	100.00%	\$22,200	100.00%	Hazardous material cleanup including COVID-related deep cleaning, bed bug spraving, pest control.
Total Other Direct Costs - Holy Rosary	\$166,228	\$154,558	92.98%	\$11,670	7.02%	\$166,228	100.00%	\$166,228	100.00%	
Indirect Costs - Smith Rd	\$261,760	\$226,924	86.69%	\$34,836	13.31%	\$261,760	100.00%	\$261,760	100.00%	Indirect rate is 10% of Total Salary, Fringe and Direct Costs.
Indirect Costs - Holy Rosary	\$68,229	\$44,131	64.68%	\$24,099	35.32%	\$68,229	100.00%	\$68,229	100.00%	Indirect rate is 10% of Total Salary, Fringe and Direct Costs.
Total Project Cost (Direct + Indirect) Smith Rd	\$2,879,364	\$2,496,169	86.69%	\$383,195	13.31%	\$2,879,364	100.00%	\$2,879,364	100.00%	
Total Project Cost (Direct + Indirect) Holy Rosary	\$750,523	\$485,439	64.68%	\$265,085	35.32%	\$750,523	100.00%	\$750,523	100.00%	
Grand Total	\$3,629,888	\$2,981,608	82%	\$648,280	17.86%	\$3,629,888	100.00%	\$3,629,888	100.00%	