

AMENDATORY AGREEMENT

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

WHEREAS, the Parties entered into an Agreement dated April 15, 2021, to provide emergency financial assistance and housing stability case management to low-income households who are experiencing housing instability due to the COVID-19 pandemic (the “Agreement”); and

WHEREAS, the Parties now wish to modify 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 upon execution, 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 the date of execution.

2. Subsection 4.5.1 of the Agreement, under the title “**Maximum Contract Amount**,” is amended to read as follows:

“**4.5.1.** Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed One Million Seven Hundred Thousand Dollars (\$1,700,000) (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.”

3. Section 23 of the Agreement, titled “**NO EMPLOYMENT OF ILLEGAL ALIENS TO PERFORM WORK UNDER THE AGREEMENT**,” is amended and restated as follows:

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

23.1. 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”).

23.2. The Contractor certifies that:

23.2.1. 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.

23.2.2. 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.

23.2.3. 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.

23.2.4. 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.

23.2.5. 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.

23.2.6. 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.

23.3. 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.”

4. Section 26 of the Agreement, titled “**NO DISCRIMINATION IN EMPLOYMENT**,” is amended to read as follows:

“**26. 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.”

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

6. This 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.

7. 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-202160221-01 / 202157697-01
Contractor Name: JEWISH FAMILY SERVICE OF COLORADO

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

SEAL

CITY AND COUNTY OF DENVER:

ATTEST:

By:

APPROVED AS TO FORM:

REGISTERED AND COUNTERSIGNED:

Attorney for the City and County of Denver

By:

By:

By:

Contract Control Number:
Contractor Name:

HOST-202160221-01 / 202157697-01
JEWISH FAMILY SERVICE OF COLORADO

By: _____
DocuSigned by:
Linda P. Foster
97E78BDFCB6A4A2...

Name: Linda P. Foster
(please print)

Title: President and CEO
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

SCOPE OF WORK**Jewish Family Service of Colorado****HOST-202160221****I. INTRODUCTION**

Period of Performance Start and End Dates: 1/1/2021 – 9/30/2022

Project Description:

The purpose of this contract agreement is to provide a Department of Housing Stability (HOST) subaward for \$462,500.00 for Homeless Prevention and \$1,237,500.00 for Rapid Re-Housing, for a total of \$1,700,000. These funds will be provided to the Jewish Family Service of Colorado to be utilized for the City of Denver U.S. Housing and Urban Development (HUD) Emergency Solution Grant -Corona Virus Program (ESG-CV). The organization will provide emergency financial assistance and housing stability case management to low-income households who are experiencing housing instability due to the pandemic. ESG-CV funds are to be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19

This subaward is not for Research and Development.

Funding Source:	Emergency Solutions Grant- Corona Virus
Project Name:	ESG-CV Rapid Rehousing - ESG-CV Homelessness Prevention
Activity Name:	Rental and Financial Assistance - Services
Federal Award ID (FAIN) #:	E-20-MW-08-0005
Federal Award Date:	08/28/20
Federal Awarding Agency:	U.S. Housing and Urban Development (HUD)
Pass-Through Entity	City and County of Denver
Awarding Official:	U.S. Housing and Urban Development (HUD) Community Planning and Development Region VIII 1670 Broadway Street Denver CO 80202-4801
DUNS#:	078352200
CFDA#:	14.231
Central Contractor Registration Expiration Date:	10/28/2021
SAM.gov Expiration Date:	10/28/2021

Contractor Address:	3201 South Tamarac Drive Denver 80231
Organization Type:	Non-Profit

II. SERVICES DESCRIPTION

A. Homeless Prevention

1. Jewish Family Service of Colorado (JFS) will provide HUD, ESG-CV Homeless Prevention Activities to 88 (unduplicated) number of clients and provide homeless prevention services to individuals and families in Denver who are experiencing housing instability resulting from the COVID-19 pandemic and related economic impacts and who meet the criteria under the “at-risk of homelessness” definition outlined in chapter 24 of the Code of Federal Regulations § 576.2. Homeless prevention services offered by JFS include housing stability case management, emergency financial assistance, and wraparound supports to help stabilize households at-risk for homelessness.
2. JFS is providing Homeless Prevention and Rapid ReHousing activities to quickly house people that have been impacted by COVID-19. This was in response to COVID-19 and the need to create a safe environment for the residents, to prevent the spread of COVID-19, and other infectious diseases.
3. Due to impacts from COVID-19, Jewish Family Service of Colorado (JFS) is receiving an increasing number of requests for assistance from individuals and families experiencing housing instability and homelessness. The agency has responded by expanding its homelessness prevention services in the Metro Denver region, including Denver County, to fill the growing gaps in service. JFS will utilize Emergency Solutions Grant – Coronavirus (ESG-CV) funding to support people experiencing emergency financial assistance and housing stability crisis.
4. JFS will offer case management to households who are experiencing housing instability due to the pandemic by helping households remain in their current housing, helping to prevent the spread of COVID-19 among people experiencing homelessness.
5. These activities are designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating cost of shelters, and providing essential services.
6. The JFS, Emergency Assistance Program (EAP): The EAP provides flexible financial assistance protecting families facing immediate eviction due economic hardships resulting from COVID-19, business closures, and lost income, ensuring their ability to pay their bills, and increasing their long-term financial stability. The EAP also provides rental assistance and guides clients through the re-stabilization process. To minimize barriers, JFS pays the full rental assistance

needed rather than requiring clients to solicit funds from multiple community agencies. JFS provides emergency rental assistance for the shortest period, averaging three to four months, to help the client achieve stability. In response to COVID-19 and increased demand for assistance, JFS has increased the budget for its EAP and is serving additional families each month.

7. **Case Management:** JFS's case management focuses on all of the client's needs, including housing stabilization. Many families who live in unstable housing conditions and are at-risk of homelessness have multiple concerns and issues. These may include challenges with transportation, utilities, medical issues, budgetary constraints, a need for public benefits (such as SNAP, Medicaid, SSI, TANF, etc.), and/or trauma support. JFS works with clients to obtain the skills, knowledge, and employment needed to reach economic stability.
8. **Wraparound Supports:** JFS provides those in need with comprehensive wraparound supports to assist clients in accessing the resources needed to attain long-term self-sufficiency and housing stability. JFS provides food assistance; mental health counseling; assistance obtaining IDs, bus passes, work clothing, and certifications, and a myriad of other services based on individual client needs. Through the Weinberg Food Pantry (WFP), JFS supports the health and well-being of low-income individuals by providing food at no-cost, mitigating issues of food insecurity among families served. Since the onset of the pandemic, the WFP has experienced a 400% increase in people served each week.

B. Rapid Re-Housing

1. Jewish Family Service of Colorado (JFS) will provide HUD, ESG-CV Rapid Re-Housing Activities to 50 (unduplicated households) number of clients. The Rapid Re-Housing (RRH) services provided by Jewish Family Service of Colorado (JFS) uses a Housing First model to quickly and efficiently move individuals and families experiencing homelessness back into permanent housing, especially those who have been adversely impacted by the COVID-19 pandemic. Due to COVID-19 and increased community need for homeless prevention and rapid re-housing services, JFS expanded its services and increased its budget to serve additional households each month. COVID-19 and necessary public health orders and safety precautions have created additional barrier for households experiencing homelessness to receive services. By households attain housing, JFS helps to prevent the spread of COVID-19 among people experiencing homelessness.
2. Jewish Family Service serves any eligible resident within the City and County of Denver referred to the organization through the OneHome Coordinated Entry System. JFS staff works with individuals and families residing in Denver to find housing in neighborhoods of their choice, without

3. These activities are designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating cost of shelters, and providing essential services.
4. Housing Identification: the JFS Housing Navigator will identify, recruit, engage, and maintain relationships with landlords to provide housing choice for families experiencing homelessness. The navigator will also conduct housing inspections to ensure housing habitability standards. FSN has relationships with housing complexes throughout the City due to its many years of housing stabilization work in the community. The navigator will help participants choose and access desirable and sustainable housing, with the goal of re-housing referred households within 30 days of program entry.
5. Move-In and Rental Assistance: JFS will provide financial assistance for activities such as rent, utilities, deposits, and moving expenses. Participants will have income recertification every 90 days while in the program. The assistance is flexible, progressive, and tailored to meet the specific needs of each participant, enabling them to quickly transition out of homelessness and into permanent housing. Most households will only need short-term assistance and a smaller percentage may need additional months of assistance, up to a maximum of six months, to stabilize their housing. Participants will pay a portion of their rent based on their monthly income, increasing the amount they pay each month as outlined in the program's RRH Policies and Procedures document. A participant's total contribution toward rent and utilities will be applied consistently to all program participant households.
6. Housing Stability Case Management and Services: The goals of RRH case management, working closely with the housing navigator and employment supports, is to help participants rapidly move into permanent housing, to help participants remain stable in their housing, and to connect them with community resources and other support networks as needed. Case management is client-driven and flexible, meeting twice per month. The case management is a short-term crisis intervention method, focused on navigating barriers to housing and helping participants retain their housing. Case managers work with participants to develop a housing plan with goals focused on housing and income.

C. Definitions and Terms: ESG-CV

1. ESG-CV funds are to be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19.
2. CARES Act Provisions

- a. Up to 10 percent of funds may be used for administrative costs, as opposed to 7.5 percent as provided by 24 CFR 576.108(a)
- b. The funds are exempt from the ESG match requirements, including 24 CFR 576.201;
- c. While we encourage you to offer treatment and supportive services when necessary to assist vulnerable homeless populations, individuals and families experiencing homelessness must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used, notwithstanding 24 CFR 576.401(e)

D. Definitions and Terms: Homeless Prevention

1. Homeless Prevention means housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter, a place not meant for human habitation, or another place described in paragraph (1) of the homeless definition.
2. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing.
3. Eligible costs for Homeless Prevention:
 - a. Rental Assistance: rental assistance and rental arrears
 - b. Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
 - c. Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair
 - d. See 24 CFR 576.103. for more information
4. ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.
5. This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in 24 CFR 576.2 and have an annual income below 30 percent of median family income for the area, as defined by HUD.
 - a. See HUD Homeless Definitions:
<https://files.hudexchange.info/resources/documents/HomelessDefinitionRecordkeepingRequirementsandCriteria.pdf>

6. At Risk of Homelessness means an individual or family who: (i) has an annual income below 30 percent of median family income for the area, as defined by HUD; (ii) does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph 1 of the “homeless” definition in this section; and (iii) meets one of the following conditions:
 - a. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance
 - b. Is living in the home of another because of economic hardship
 - c. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of application for assistance.
 - d. Lives in a hotel or motel, and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, state, or local government programs for low-income individuals.
 - e. Lives in a single-room occupancy or efficiency apartment unit in which resides more than two persons or lives in a larger housing unit in which resides more than 1.5 persons per room, as defined by the U.S. Census Bureau
 - f. Is exiting a publicly funded institution or system of care (such as a health-care facility, a mental health facility, foster care of other youth facility, or correction program or institution
 - g. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved consolidated plan.
7. Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements in 24 CFR 576.105, the short-term and medium-term rental assistance requirements in 24 CFR 576.106, as outlined below, and in the written standards and procedures established by 24 CFR 576.400.
8. In relation to the Homelessness Prevention Component and the Rapid Re-Housing Component, ESG funds may be used to pay housing owners, utility companies, and other third parties for financial assistance costs and services costs. See 24 CFR 576.105 for eligible costs and requirements.
9. In relation to the Homelessness Prevention Component and the Rapid Re-Housing Component, ESG fund may be used to provide a program participant with up to 24 months of rental assistance during any three-year period. This assistance may be short-term rental assistance, medium-term rental assistance,

payment of rental arrears, or any combination of this assistance. See 24 CFR 576.106 for eligible costs and requirements.

E. Terms and Definitions: Rapid Re-Housing

1. Rapid Re-Housing means housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.
2. Eligible costs for Rapid Re-Housing:
 - a. Rental Assistance: rental assistance and rental arrears
 - b. Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
 - c. Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair
 - d. See 24 CFR 576.103. for more information
3. ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.
4. This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the “homeless” definition in 24 CFR §576.2 or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition.
 - a. See HUD Homeless Definitions:
<https://files.hudexchange.info/resources/documents/HomelessDefinitionRecordkeepingRequirementsandCriteria.pdf>
5. The rapid re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements in 24 CFR 576.105, the short- and medium-term rental assistance requirements in 24 CFR 576.106, as outlined below and in the written standards and procedures established under 24 CFR 576.400.
6. In relation to the Homelessness Prevention Component and the Rapid Re-Housing Component, ESG funds may be used to pay housing owners, utility companies, and other third parties for financial assistance costs and services costs. See 24 CFR 576.105 for eligible costs and requirements.

7. In relation to the Homelessness Prevention Component and the Rapid Re-Housing Component, ESG fund may be used to provide a program participant with up to 24 months of rental assistance during any three-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance. See 24 CFR 576.106 for eligible costs and requirements.

F. Terms and Definitions: Emergency Shelter

1. Emergency shelter means any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements. Any project funded as an emergency shelter under a Fiscal Year 2010 Emergency [Shelter] grant may continue to be funded under ESG."
2. According to this criteria, if the day shelter's primary purpose is to provide temporary shelter for the homeless in general or specific subpopulations of the homeless, and the day shelter does not require occupants to sign leases or occupancy agreements, then the day shelter meets the emergency shelter definition and may be funded as an emergency shelter under ESG. Also, the primary purpose must be evident in the shelter's features; at a minimum, homeless people must be able to stay in the facility for as many hours as it is open
3. In addition, for a day shelter to use ESG funds to serve people as an emergency shelter, the facility must follow the requirements that apply to ESG recipients and subrecipients with respect to those funds and activities. For example:
 - a. Each client must be homeless and must be evaluated for eligibility and assistance needed. This evaluation must be conducted in accordance with 24 CFR § 576.401(a);
 - b. Each client's eligibility and homeless status must be documented in accordance with the requirements in 24 CFR § 576.500(b);
 - c. Client and activity data must be entered into the local HMIS. This must be completed in accordance with the requirements in 24 CFR § 576.400(f); and
 - d. The shelter must follow the written standards (required under 24 CFR § 576.400(e)) related to emergency shelters and essential services, including:
 - e. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who

- have the highest barriers to housing and are likely to be homeless the longest; and
- f. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.
4. Note: If a shelter serves both eligible and ineligible clients under ESG, then the shelter's eligible costs must be allocated in proportion to "the relative benefits received," as set forth in the OMB Cost Principles. For more information about this, please see OMB Circular A-122:
http://www.whitehouse.gov/omb/circulars_a122_2004
 5. Eligible costs for Emergency Shelter:
 - a. Renovation, including major rehabilitation or conversion, of a building to serve as an emergency shelter. The emergency shelter must be owned by a government entity or private nonprofit organization. The shelter must serve homeless persons for at least 3 or 10 years, depending on the type of renovation and the value of the building. Note: Property acquisition and new construction are ineligible ESG activities. There are exemptions for ESG-CV funding.
 - b. Essential Services, including case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.
 - c. Shelter Operations, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.
 - d. See 24 CFR 576.103. for more information
 6. The following DO NOT qualify as eligible emergency shelters for ESG:
 - a. A doctor's office or other facility where a person can only stay for the time of his/her appointment;
 - b. Multi-purpose service centers serving all people in need; or
 - c. Stand-alone food pantries/soup kitchens/cafeterias.
 7. Communities should fund activities in day shelters that are targeted to people who are sleeping on the streets or in emergency shelter.
 8. **Note** also that the costs of services such as case management and mental health services provided to homeless persons in the shelter would be eligible under

essential services, as long as the costs comply with the rule (see 24 CFR § 576.100(d) and § 576.102, especially). The costs of providing laundry facilities or meals in the shelter would be eligible under shelter operations, as long as the costs comply with the rule (see 24 CFR § 576.100(d) and 576.102, especially)

9. For emergency shelter, beneficiaries must meet the “homeless” definition in 24 CFR 576.2. For essential services related to emergency shelter, beneficiaries must be “homeless” and staying in an emergency shelter (which could include a day shelter).
 - a. See HUD Homeless Definitions:
<https://files.hudexchange.info/resources/documents/HomelessDefinitionRecordkeepingRequirementsandCriteria.pdf>

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. 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 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

In description please identify if Organization received program income from operations and if non-personnel costs are being funded. Program income means gross income earned by the

non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in 200.307 paragraph.

1. Jewish Family Center will use the ESG-CV funds in this contract for ESG-CV Rapid Rehousing and Prevention Services.
 - a. Rental Assistance: rental assistance and rental arrears.
 - b. Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs.
 - c. Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair.

Contract Term	1/1/2021 – 9/30/2022
Project A	\$ 462,500.00
Project B	\$ \$1,237,500.00
Total Contract Amount	\$ \$1,700,000.00

VI. OBJECTIVE AND OUTCOMES HOMELESS PREVENTION A. Household Characteristics

1. Number of households that exited the program within the reporting period and contract period to date
 - a. Source: 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. OBJECTIVE AND OUTCOMES RAPID RE-HOUSING A. Household Characteristics

- 1. Number of households that exited the program within the reporting period and contract period to date
 - a. Source: 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. **Rehousing Interventions – Rapid Rehousing**
 - 1. Process Measure: Number and percentage of households served in a literally homeless or episodically homeless living situation at entry
 - a. Source: HMIS
 - b. Benchmark: 100% of households were in a literally homeless or episodically homeless living situation at entry

- c. Note: This will be measured through living situation at program entry
2. Process Measure: Number and percentage of households served who receive employment and/or benefits acquisition services
 - a. Source: HMIS
 - b. Benchmark: At least 80% of households
3. Process Measure: Average length of program enrollment
 - a. Source: HMIS
4. Process Measure: Number and percentage of households served by length of program (less than 3 months, 3 to 6 months, 6 to 12 months, longer than 12 months)
 - a. Source: HMIS
5. Outcome Measure: Number and percentage of households who increase or maintain income (earned and unearned) and/or non-cash benefits
 - a. Source: HMIS
 - b. Benchmark: At least 80% of households
6. Outcome Measure: Number and percentage of households who exit the program exit to permanent housing
 - a. Source: HMIS
 - b. Benchmark: At least 80% of households who exit
 - 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.
7. Outcome Measure: Number and percentage of households who remain stably housed one year after program exit (as measured by not having a service or program enrollment that indicates homelessness)
 - a. Source: HMIS
 - b. Benchmark: At least 80% of households who have been exited for at least one year.

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. Unduplicated proposed to be served over contract term: Scope A- Homeless Prevention 88 and Scope B – Rapid Re-Housing 50
 - 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: *optional for Homelessness Resolution program types that do not require income collection (e.g., shelter)
- 2. Specific to this Scope of Work
 - a. Number and type of proposed outcomes
 - b. Additional household characteristics:
 - i. Number of households living in or coming from subsidized housing (for HUD funded only)
 - c. Match Reports – The City and County of Denver requested, and was granted an exemption for match on the ESG-CV funding.
 - d. Contractor must complete and upload Consolidated Annual Performance and Evaluation Report (CAPER) to the appropriate HUD system within 30 days of program completion. A link will be provided by the Program Officer

VIII. HUD Grantee Program Requirements A. The Federal Funding Accountability and Transparency Act (FFATA)

- 1. In the business or organization's preceding completed fiscal year, the business or organization Jewish Family Service of Colorado did not receive: received: (1) 80

percent or more of annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements:

B. Integrated Disbursement and Information System Reporting

A nationwide database, Integrated Disbursement and Information System (IDIS) is utilized to capture HUD information for reporting and to monitor grantees progress.

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

IX. Homeless Management Information System (HMIS)

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 Homeless Management Information System (HMIS)¹. HUD requires recipients and sub-recipients of McKinney-Vento Act funds to collect electronic data on their homeless clients through HMIS. Programs that receive funding through McKinney-Vento that produce an Annual Progress Report (APR) must also collect program level data elements. These programs include funding from HUD Continuum of Care (CoC), SHP (a.k.a. S+C), Section 8 Mod Rehab, Emergency Solutions Grant (ESG), and Housing Opportunities for Persons With AIDS (HOPWA), Projects for Assistance in Transition from Homelessness (PATH), Runaway Homeless Youth (RHY) and Veteran's Administration (VA).

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 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

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>

XI. 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 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.

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 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 in the following financial areas including, but not limited to Budgeting and Cost Allocation Plans, and Vouchering Process.

I. 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 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 2 C.F. R. 200. 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 Contactor shall prepare and submit a Corrective Action Plan to HOST in accordance with 2 C.F.R. 200 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. 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 (including insurance) supplies, or other property that costs more than ten thousand dollars (\$10,000) in the aggregate.
2. 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.
3. 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.

K. 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.

L. 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.

M. 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.

N. 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 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.

Program Budget and Cost Allocation Plan Summary

Contractor Name: Jewish Family Service of Colorado
Project : Emergency Solution Grant - CV - Homeless Prevention & Rapid ReHousing (ESG-CV)
Contract Dates: 1/1/2021 to 9/30/2022
Program Year: 2021-2022 Amount \$1,700,000.00

Budget Category	Agency Total (All Funding Sources for Agency)	General Fund HOST Funding 201100000		2B HOST Funding (If applicable) 201100000		HOST ESG-CV Federal Funding		Other Federal Funding*		Other Non-Federal Funding**		Agency Total		Budget Narrative
		Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	
Personnel: Name and Job Title	Total	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	
Case Managers	\$206,756	\$0	0.00%		0.00%	\$29,275	14.16%	\$17,189	8.31%	\$160,292	77.53%	\$206,756	100.00%	Staff 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.
Housing Navigation (Full Time)	\$238,664	\$0	0.00%		0.00%	\$238,664	100.00%	\$0	0.00%	\$0	0.00%	\$238,664	100.00%	Staff 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.
Director of CRS	\$113,797	\$0	0.00%		0.00%	\$21,983	19.32%	\$2,800	2.46%	\$89,014	78.22%	\$113,797	100.00%	Staff 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.
Program Assistant /Data Entry	\$54,123	\$0	0.00%		0.00%	\$16,233	29.99%	\$1,051	1.94%	\$36,839	68.07%	\$54,123	100.00%	Staff 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.
CRS Program Coordination (added new)	\$9,828	\$0	0.00%		0.00%	\$9,828	100.00%	\$0	0.00%	\$0	0.00%	\$9,828	100.00%	Staff 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.
Total Salary:	\$623,168	\$0	0.00%	\$0	0.00%	\$315,983	50.71%	\$21,040	3.38%	\$286,145	45.92%	\$623,168	100.00%	
Fringe Benefits	\$137,183	\$0	0.00%	\$0	0.00%	\$72,676	52.98%	\$4,177	3%	\$60,330	43.98%	\$137,183	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 Benefits:	\$760,351	\$0	0.00%	\$0	0.00%	\$388,659	51.12%	\$25,217	3.32%	\$346,475	45.57%	\$760,351	100.00%	
Other Direct Costs	Total	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	
Client Support Homeless Rapid Rehousing Assistances -														Rental Assistance: rental assistance and rental arrears. Financial Assitance: rental application fees, security and utility deposits, utility payments, last month's rent, moving cost. Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair etc. Assitance with Client Deposits, Rent, Application fees, and other allowable move-in expenses.
Client Support Prevention	\$1,360,349	\$0	0.00%		0.00%	\$961,700	70.70%	\$398,649	29.30%	\$0	0	\$1,360,349	100.00%	Rental Assistance: rental assistance and rental arrears. Financial Assitance: rental application fees, security and utility deposits, utility payments, last month's rent, moving cost. Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair etc. Assitance with Client Deposits, Rent, Application fees, and other allowable move-in expenses.
	\$202,276		0.00%		0.00%	\$202,276	100.00%	\$0	0.00%	\$0	0	\$202,276	100.00%	
Project Administration Oversight and Coordination	\$51,884		0.00%		0.00%	\$51,884	100.00%	\$0	0.00%	\$0	0	\$51,884	100.00%	Executive, Human Resources, Accounting, Data and IT staff. Timesheets will be submitted supporting time spent on program
Fringe Benefits Oversight and Coordination Project Administration	\$11,933		0.00%		0.00%	\$11,933	100.00%	\$0	0.00%	\$0	0	\$11,933	100.00%	Timesheets will be submitted supporting time spent on program
Program Expenses, Communication, Supplies & Equipment - And Software Support	\$19,200		0.00%		0.00%	\$19,200	100.00%	\$0	0.00%	\$0	0	\$19,200	100.00%	Program/Project-related supplies not given directly to a client and/or directly related to program function. This includes specialized program software, computer equipment, office supplies.

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		Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	
Professional Services	\$16,045		0.00%		0.00%	\$16,045	100.00%	\$0	0.00%	\$0	0	\$16,045	100.00%	Grant consultant, Audit, IT Support - Outsourced contractors
Travel -Mileage	\$1,867		0.00%		0.00%	\$1,867	100.00%	\$0	0.00%	\$0	0	\$1,867	100.00%	Public transit and mileage reimbursement not to exceed the standard IRS rate at the time of travel. Expenses should follow IRS guidelines
Total Project Administration	\$100,929		0.00%		0.00%	\$100,929	100.00%	\$0	0.00%	\$0	0	\$100,929	100.00%	
Total Other Direct Costs	\$ 1,663,554	0	0.00%	\$0	0.00%	\$ 1,264,905	76.04%	\$ 398,649	23.96%	0	0	\$1,663,554	100.00%	
Total Salaries & Fringe and Other Direct Costs	\$ 2,423,905	0		0.00		\$ 1,653,564		\$ 423,866		\$ 346,475		\$ 2,423,905		
Indirect Costs Project Administration	\$ 7,570	0	0.00%	0.00	0.00%	\$ 7,570	100.00%	\$ -	0.00%	\$ -	0.00%	\$ 7,570	100.00%	Indirect rate is 7.5% of Project Administration
Indirect Costs Salary and Fringe	\$ 76,035	0	0.00%	0.00	0.00%	\$ 38,866	51.12%	\$ 2,522	3.32%	\$ 34,648	45.57%	\$ 76,035	100.00%	Indirect rate is 10% of Salaries and Fringe
Total Project Cost (Direct + Indirect)	\$ 2,507,510	0	0.00%	0	0.00%	\$ 1,700,000	67.80%	\$ 426,388	17.00%	\$ 381,123	15.20%	\$2,507,510	100.00%	
Program Income (through funded activities)	-	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	\$0	#DIV/0!	
Non-Project:	Total		%	Amount	%	Amount	%	Amount	%	Amount	%			
Personnel Costs:			#DIV/0!		#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	
Non-Personnel Costs:			#DIV/0!		#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	
Other (Specify):			#DIV/0!		#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	
Total Non-Project Cost	\$0		#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	
Grand Total	\$2,507,510	\$0	0%	\$0	0.00%	\$1,700,000	67.80%	\$426,388	17.00%	\$381,123	15.20%	\$2,507,510	100.00%	