

## FIRST AMENDATORY AGREEMENT

THIS FIRST AMENDATORY AGREEMENT (the “Amendment”) is made and entered into by and between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **NORTHEAST DENVER HOUSING CENTER, INC.**, a Colorado nonprofit corporation, whose address is 1735 Gaylord Street, Denver, Colorado 80206 (the “Contractor”), collectively the “Parties” and each individually a “Party.”

### RECITALS:

**A.** The Parties entered into an Agreement on February 18, 2021 for the City to provide funding to the Contractor to be utilized for the Temporary Rental and Utility Assistance Program (the “Agreement”); and

**B.** The Parties wish to amend the Agreement to amend the scope of work and maximum contract amount as forth in this Amendment.

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

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

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

“The Agreement will commence on January 1, 2021, and will expire, unless sooner terminated, on December 31, 2022 (the “Term”). Subject to the Director’s prior written authorization, Contractor shall complete any work in progress as of the expiration date of the Term of the Agreement and the Term of the Agreement will extend until the work is completed or earlier terminated by the Director.”

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

“Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed TWO MILLION EIGHT HUNDRED THIRTY-THREE THOUSAND SIX HUNDRED Dollars and NO/100 (\$2,833,600.00) (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 Contractor beyond that specifically described in **Exhibit A-1**. Any services performed beyond those in **Exhibit A-1** are performed at Contractor’s risk and without authorization under the Agreement.”

4. The heading for Section 20 is amended to read “**NO EMPLOYMENT OF A WORKER WITHOUT AUTHORIZATION TO PERFORM WORK UNDER THE AGREEMENT.**” Section 20 is amended to read as follows:

**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 the 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, entitled “**NO DISCRIMINATION IN EMPLOYMENT**”, is amended to read as follows:

“In connection with the performance of work under the 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 herein amended, the Agreement continues in effect, and is affirmed and ratified in each and every particular.

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

**[SIGNATURE PAGES AND EXHIBITS TO FOLLOW]**

**Contract Control Number:** HOST-202161104-01/ HOST-202157450-01  
**Contractor Name:** NORTHEAST DENVER HOUSING CENTER, 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:**  
**Contractor Name:**

HOST-202161104-01/HOST-202157450-01  
NORTHEAST DENVER HOUSING CENTER, INC.

By:  \_\_\_\_\_  
AB26DED4C25D407...

Name: Getabecha Mekonnen  
(please print)

Title: Executive director  
(please print)

ATTEST: [if required]

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

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_  
(please print)

**SCOPE OF WORK****DEPARTMENT OF HOUSING STABILITY****NORTHEAST DENVER HOUSING CENTER, INC.****HOST-202161104****I. INTRODUCTION**

**Period of Performance Start and End Dates:** 01/01/2021 – 12/31/2022

**Project Description:**

The purpose of this contract agreement is to provide a Department of Housing Stability (HOST) award for \$2,833,600. These funds will be provided to Northeast Denver Housing Center Inc. (NDHC) to be utilized for the Temporary Rental and Utility Assistance (TRUA) Program.

<b>Funding Source:</b>	<b>Affordable Housing Fund</b>
<b>Project Name:</b>	<b>Temporary Rental and Utility Assistance Program</b>
<b>Contractor Address:</b>	<b>1735 Gaylord St. Denver, CO 80206</b>
<b>Organization Type:</b>	<b>Non-Profit</b>

**II. SERVICES DESCRIPTION****A. List of Services to be Provided by Contractor:**

1. Program funds will be used to provide rental and utility assistance to eligible residents in the City and County of Denver to prevent homelessness as detailed below.

**B. Activity Requirements:**

1. **Rental Assistance (RA):** NDHC will provide rental assistance to eligible households for a period of up to 3 months in a 12-month period depending upon need.
  - a) The participant must provide evidence of tenancy via a lease, 10-Day Rent Demand and/or Rent Ledger reflecting the participant's name or other evidence of residency at the current residence within the City and County of Denver boundaries. If there is no formal lease, evidence of residency at the current residence may be provided in lieu of the lease and include demonstrated regular payments to the owner of the property or a signed Affidavit by the lessee or lessor that the property is the participant's primary residence.
  - b) Program assistance must be provided according to Fair Housing requirements that protect citizens from discrimination on the basis of race, color, religion or creed, national origin, ancestry, age, sex, gender, sexual orientation, gender

- identity or gender expression, marital or familial status, military status or physical or mental disability.
- c) The participant must demonstrate a current financial or other housing crisis to be eligible for financial assistance, which may include but is not limited to a notice of rent increase that will make existing housing unaffordable to the participant, evidence of uninhabitable living conditions such as a notice of public health violations or a past due notice.
  - d) Assistance will not exceed 3 months within a 12-month period (1/1/2021-12/31/2022). Assistance up to the maximum of 3 months in a 12-month period does not need to be continuous.
  - e) Assistance may include deposit assistance and/or first month's rent if NDHC is unable to help mitigate involuntary displacement from current residence. To receive deposit and/or first month's rent, the following criteria must be met:
    - i. Cannot have been displaced from City and County of Denver residence for more than 30 days.
    - ii. Must provide proof of involuntary displacement which may include but is not limited to eviction, domestic violence, hazardous conditions, landlord refusing to renew lease, etc).
    - iii. Must be approved for a unit in the City and County of Denver.
    - iv. Security deposit/first month's rent payment will be made to the individual/vendor where the funds are due on behalf of clients.
    - v. Deposit and First Month's Rent will count as one month each toward the three-month maximum
  - f) NDHC will process rental payments for eligible participant households who are deemed eligible for the program
  - g) Payment requests will be delivered from NDHC to the individual/vendor where the funds are due on behalf of clients.
  - h) Rental assistance is not intended to provide perpetual assistance beyond the 3-month maximum as outlined in the program guidelines. Assistance is intended to benefit participants who are not able to meet their monthly housing expenses due to unexpected situations.

2. **Utility Assistance:**

NDHC will provide utility assistance to eligible households for a single occurrence per utility within a 12-month period. The assistance is designed to prevent utility services from being disconnected by assisting low and moderate-income residents experiencing a housing crisis. This program provides UA in the form of Denver Water, Xcel (electric, gas) assistance for renters and homeowners.

- a) The participant must provide evidence of residency at the current residence within the City and County of Denver boundaries via a lease, Denver Property Taxation and Assessment System, deed of trust, or mortgage reflecting the participant's name or alternative evidence of residency in accordance with the program guidelines. The residence must be the participants primary residence. To be eligible for utility assistance, homeowners/renters must provide proof of ownership/residency for the property in which they reside.

- b) Program assistance must be provided according to Fair Housing requirements that protect citizens from discrimination on the basis race, color, religion or creed, national origin, ancestry, age, sex, gender, sexual orientation, gender identity or gender expression, marital or familial status, military status or physical or mental disability.
- c) The participant must demonstrate need in the form of a disconnection notice or past due bill.
- d) Assistance will not exceed one occurrence per utility within a 12-month period.
- e) Water and energy may be paid separately.
- f) NDHC will process utility payments for eligible participant households who are deemed eligible for the program.
- g) Payment requests will be delivered from the NDHC to the vendor where the funds are due on behalf of clients.
- h) Utility assistance is not intended to provide perpetual assistance. Assistance is intended to benefit participants who are not able to meet their monthly housing expenses due to unexpected situations.

**3. Contractor Intake Process Requirement**

Contractor must provide an initial consultation and eligibility assessment with a case manager or other authorized representative to determine TRUA eligibility and the type, level, and duration of assistance for each program participant.

Eligibility assessments, even when the client did not receive financial assistance, must be documented and kept in a client file. If a client was determined to be ineligible for program assistance, the reason for denial should be included as part of the client file.

- a) Contractor will:
  - i. Maintain well-developed internal policies that address the administration of the program.
  - ii. Assess each client to determine appropriate resources and services to eliminate housing related barriers.
  - iii. Refer clients with housing barriers to appropriate resources.
  - iv. Maintain well-developed partnerships with other service and housing providers, agencies, and local governments.
  - v. Work with each client in a culturally appropriate way.
- b) Client intake forms should include, at a minimum:
  - i. Name and contact information of applicant
  - ii. Address including zip code
  - iii. Income and assets of all household members over the age of 18 who are requesting assistance; applicant and co-applicant(s) (if applicable)
  - iv. Self-certification of hardship
  - v. Demographic information needed for contract reporting requirements
  - vi. Utility/company account information (if applicable)



vii. Landlord contact information (if applicable)

**4. Documentation Requirement**

- a) Contractor must maintain adequate and easily identifiable documentation to determine the eligibility of program participants served. Documentation must demonstrate activities and expenses that are:
  - i. Allowable
  - ii. Reasonable
  - iii. Defensible
- b) Contractor must:
  - i. Verify and document eligibility prior to providing TRUA
  - ii. Maintain documentation in participant case file.
- c) Minimum Acceptable Types of Documentation, in Order of Preference:
  - i. Written third party verification
  - ii. Oral third-party verification
  - iii. Applicant self-declaration via an Affidavit
- d) Determining Acceptable Level of Documentation:
  - i. Contractor must make every effort to achieve the highest standard that is reasonable
  - ii. Contractor must document reasons when using lower standard of documentation.

**5. Payment Process Requirement**

- a) NDHC will receive, review, and approve signed requests that contain all the information needed to determine eligibility and determine that the amount requested is allowed under established guidelines as noted in the participant eligibility above.
- b) Once approved, checks or ACH payment will be issued as quickly as possible. No checks are to be made out to the participant. Checks or ACH payments will be made out to each individual (vs. companies/utilities) only after the individual has been identified through City property records, lease, W9, or other documentation as the owner of the property where the participant lives as the owner of the property where the participant lives.
- c) Maintain financial assistance records.
- d) Provide HOST with monthly financial data summarizing the financial assistance provided to each participant to avoid disallowed assistance.
- e) NDHC must submit invoices with back up documentation on each of the payments.

**6. Client Requirements:**

- a) Proof of Residency for Renters- The participant must provide evidence of tenancy via a lease, 10-Day Rent Demand and/or Rent Ledger reflecting the participant's name or other evidence of residency at the current residence within the City and County of Denver boundaries. If there is no formal lease, evidence of residency at the current residence may be provided in lieu of the lease and include

demonstrated regular payments to the owner of the property or a signed Affidavit by the lessee that the property is the participant's primary residence.

- b) Proof of Residency for Homeowners - The participant must provide evidence of residency via Denver Property Taxation and Assessment System, a deed of trust or mortgage reflecting the participant's name or other evidence of residency at the current residence within the City and County of Denver boundaries.
- c) Proof of Income – For the purposes of this contract, the participant household must be low to moderate income, with household income defined as at or below the current HUD 80% Area Median Income (AMI) as provided and updated annually here: <https://www.huduser.gov/portal/datasets/il.html>. Proof of income may include the following:
  - i. Pay stubs (wages, salary, armed forces income)
  - ii. Proof of unemployment application
  - iii. Certification of Zero Income
  - iv. State or benefit notice
  - v. Court order (alimony, child support)
  - vi. Federal or state tax return
  - vii. Dividend interest statement
  - viii. Other written verification of income:
    - Name of income source, and applicant name
    - Income amount and frequency
    - Contact information for authorized income source representative
    - Signed and dated by authorized income source representative
- d) Self-Declaration – (only if written verification cannot be obtained):  
Self-declaration of income is acceptable ONLY in very limited circumstances. A self-declaration must be clearly documented in the case file, including all attempts to obtain third party verification and a signed Affidavit that the declared income is accurate. Self-declared cases will be monitored closely for compliance with program requirements
- e) Identification – The applicant must provide identification as required by City policies and ordinances.

#### 7. **Ineligible Activities:**

Ineligible program, activities include:

- a) Assistance to individuals or households with income exceeding 80% of AMI. For the purpose of this contract, we will use the income limits as published by HUD, as provided and updated annually here:  
<https://www.huduser.gov/portal/datasets/il.html>
- b) Mortgage costs including payment, fees, taxes and refinancing expenses
- c) Direct cash assistance to program participants

### **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**

- A. Provide rental and utility assistance to City and County of Denver residents at or below 80% of the Area Median Income who have experienced a financial hardship.
- B. Provide personnel and administrative funding to administer the program

	Year 1 (2021)	Year 2 (2022)
<b>TRUA Program</b>	<b>\$ 1,325,243</b>	<b>\$ 1,508,357</b>
<b>Total Contract Amount</b>	<b>\$2,833,600</b>	

**VI. OBJECTIVE AND OUTCOMES**

Objective: Provide temporary rent and utility assistance to low- and moderate-income City and County of Denver residents who have experienced a financial hardship.

Proposed Number of Outcomes: 803 Unduplicated Households (310 HH in 2021 and 493 HH in 2022) Served with Rental and Utility Assistance

## 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 15<sup>th</sup> 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 **(Do not delete F.1.a-i)**
  - 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: [803 unduplicated households total; 310 in 2021 and 493 in 2022]
      - 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:
  - 2. Specific to this Scope of Work
    - a) Number of applications received
    - b) Number of applications closed
    - c) Additional household characteristics:

- i. Address
- ii. Female head of household
- iii. Household size
- iv. Number of months of assistance received
- v. Amount of assistance received

## **VIII. FINANCIAL ADMINISTRATION**



### **A. Compensation and Methods of Payment**

1. Disbursements shall be processed through the Department of Housing Stability (HOST) and the City and County of Denver's Department of Finance.
2. The method of payment to the Contractor by HOST shall be in accordance with established HOST procedures for 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 15<sup>th</sup> 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](mailto: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 15<sup>th</sup> 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. 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.

#### **H. 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 Contactor 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.

**I. 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.

**J. 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.

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

**IX. Budget**

Program Budget and Cost Allocation Plan Summary												
Contractor Name:		Northeast Denver Housing Center										
Project :		Temporary Rental and Utility Assistance Program (TRUA)										
Contract Dates:		1/1/2021	to	12/31/2022								
Program Year:		2021										
Budget Category	Agency Total (All Funding Sources for Agency)	General Fund HOST Funding 201100000	Total Project Costs requested from HOST		{CDBG/ERAP/ Fed TRUA} Federal Funding		Other Non-Federal Funding		Agency Total		Budget Narrative	
			Amount	%	Amount	%	Amount	%	Amount	%		
Personnel: Job Title	Total	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	
<i>Program Director/Housing Counselor(NDHC Full Time)</i>	\$79,380	\$13,840	17.44%	\$13,840	17.44%	\$61,646	77.66%	\$1,704	2.15%	\$79,380	100.00%	[Full-time/ Part-time] [Salary/Hourly wages] 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>Housing Counselor (NDHC Full Time)</i>	\$54,600	\$2,864	5.25%	\$2,864	5.25%	\$46,789	85.69%	\$2,914	5.34%	\$54,600	100.00%	[Full-time/ Part-time] [Salary/Hourly wages] 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>Housing Counselor (NDHC Full Time)</i>	\$50,300	\$18,916	37.61%	\$18,916	37.61%	\$30,030	59.70%	0.00%	0.00%	\$50,300	100.00%	[Full-time/ Part-time] [Salary/Hourly wages] 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>Housing Counselor (NDHC Full Time)</i>	\$49,950	\$21,486	43.01%	\$21,486	43.01%	\$27,268	54.59%	0.00%	0.00%	\$49,950	100.00%	[Full-time/ Part-time] [Salary/Hourly wages] 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>Assistant Counselor (NDHC Full Time)</i>	\$45,500	\$14,067	30.92%	\$14,067	30.92%	\$30,481	66.99%	0.00%	0.00%	\$45,500	100.00%	[Full-time/ Part-time] [Salary/Hourly wages] 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>Program Assistant(NDHC Full Time)</i>	\$44,500	\$17,279	38.83%	\$17,279	38.83%	\$27,221	61.17%	0.00%	0.00%	\$44,500	100.00%	[Full-time/ Part-time] [Salary/Hourly wages] 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>Program Assistant(NDHC Full Time-VACANT)</i>	\$44,500	\$0	0.00%	\$0	0.00%	\$12,469	28.02%	\$32,031	71.98%	\$44,500	100.00%	[Full-time/ Part-time] [Salary/Hourly wages] 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 Manager (Del Norte Full Time)	\$65,000	\$15,138	23.29%	\$15,138	23.29%	\$7,083	10.90%	\$41,540	63.91%	\$65,000	100.00%	[Full-time/ Part-time] [Salary/Hourly wages] 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.
Special Project Coordinator(Del Norte Full Time)	\$45,760	\$2,927	6.40%	\$2,927	6.40%	\$9,575	20.92%	\$32,282	70.55%	\$45,760	100.00%	[Full-time/ Part-time] [Salary/Hourly wages] 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.
TRUA Client Coordinator(Del Norte Full Time)	\$45,760	\$11,143	24.35%	\$11,143	24.35%	\$5,620	12.28%	\$28,120	61.45%	\$45,760	100.00%	[Full-time/ Part-time] [Salary/Hourly wages] 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.
TRUA Client Coordinator(Del Norte Full Time)	\$41,600	\$10,573	25.42%	\$10,573	25.42%	\$3,673	8.83%	\$24,758	59.51%	\$41,600	100.00%	[Full-time/ Part-time] [Salary/Hourly wages] 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.
TRUA Specialist(Del Norte Part Time)	\$19,240	\$7,771	40.39%	\$7,771	40.39%	\$2,280	11.85%	\$9,189	47.76%	\$19,240	100.00%	[Full-time/ Part-time] [Salary/Hourly wages] 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.
TRUA Specialist (Del Norte Part Time)	\$52,000	\$11,951	22.98%	\$11,951	22.98%	\$6,136	11.80%	\$33,290	64.02%	\$52,001	100.00%	[Full-time/ Part-time] [Salary/Hourly wages] 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.
Administrative Assistant(Del Norte Part Time)	\$38,480	\$9,997	25.98%	\$9,997	25.98%	\$4,220	10.97%	\$23,454	60.95%	\$38,480	100.00%	[Full-time/ Part-time] [Salary/Hourly wages] 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.
<b>Total Salary:</b>	<b>\$676,570</b>	<b>\$157,951</b>	<b>23.35%</b>	<b>\$157,951</b>	<b>23.35%</b>	<b>\$274,491</b>	<b>40.57%</b>	<b>\$229,282</b>	<b>33.89%</b>	<b>\$676,571</b>	<b>100.00%</b>	
<b>Fringe Benefits</b>	<b>\$160,212</b>	<b>\$15,182</b>	<b>9.48%</b>	<b>\$15,182</b>	<b>9.48%</b>	<b>36,745</b>	<b>22.93%</b>	<b>106,870</b>	<b>66.71%</b>	<b>\$160,212</b>	<b>100.00%</b>	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.
<b>Total Salary and Fringe Benefits:</b>	<b>\$836,782</b>	<b>\$173,133</b>	<b>20.69%</b>	<b>\$173,133</b>	<b>20.69%</b>	<b>\$311,235</b>	<b>37.19%</b>	<b>\$336,152</b>	<b>40.17%</b>	<b>\$836,782</b>	<b>100.00%</b>	
<b>Other Direct Costs</b>	Total	Amount	%	Subtotal	%	Amount		Amount	%	Amount	%	
Rental Assistance	\$5,490,088	\$1,002,110	18.25%	\$1,002,110	18.25%	\$3,853,443	70.19%	\$0	0.00%	\$5,490,088	100.00%	Rental assistance payments
Utility Assistant	\$291,193	\$150,000	51.51%	\$150,000	51.51%	\$115,993	39.83%	\$0	0.00%	\$291,193	100.00%	Utility Assistance payments
Bank fees	\$500		0.00%		0.00%	\$500	100.00%	\$0	0.00%	\$500	100.00%	Program related stop payment and check fees.

Accounting	\$118,250		0.00%		0.00%	\$14,104	11.93%	\$104,146	88.07%	\$118,250	100.00%	Program related accounting services (checks, reports, monitoring accounts, etc.)
<b>Total Other Direct Costs</b>	<b>5,900,031</b>	<b>\$1,152,110</b>	19.53%	<b>\$1,152,110</b>	19.53%	<b>3,984,040</b>	67.53%	<b>104,146</b>	1.77%	<b>\$5,900,031</b>	<b>100.00%</b>	
<b>Total Salaries &amp; Fringe and Other Direct Costs</b>	<b>6,736,813</b>	<b>1,325,243</b>	19.67%	<b>1,325,243</b>	19.67%	<b>4,295,275</b>	63.76%	<b>440,297.4</b>	6.54%	<b>6,736,813</b>	<b>100.00%</b>	
<b>Indirect Costs</b>												
Indirect calculated on Salaries, Fringe and other Direct Costs	\$68,817		0.00%	\$0	0.00%	\$28,621	42%	\$40,196	58.41%	\$68,817	100.00%	Indirect shall not exceed 10% of total direct costs.
<b>Total Indirects</b>	<b>68,817</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>28,621</b>	<b>42%</b>	<b>40,196</b>	<b>58.41%</b>	<b>68,817</b>	<b>100%</b>	
<b>Total Project Cost (Direct + Indirect)</b>	<b>6,805,630</b>	<b>\$1,325,243</b>	19.47%	<b>1,325,243</b>	19.47%	<b>4,323,896</b>	63.53%	<b>480,493</b>	7.06%	<b>\$6,805,630</b>	<b>100.00%</b>	
<b>Program Income (through funded activities)</b>			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	\$0	#DIV/0!	
<b>Non-Project:</b>	Total	Amount	%	Subtotal	%	Amount	%	Amount	%			
Personnel Costs:			#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	
Non-Personnel Costs:			#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	
Other (Specify):			#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	
<b>Total Non-Project Cost</b>	<b>\$0</b>	<b>\$0</b>	#DIV/0!	<b>\$0</b>	#DIV/0!	<b>\$0</b>	#DIV/0!	<b>\$0</b>	#DIV/0!	<b>\$0</b>	#DIV/0!	
<b>Grand Total</b>	<b>\$6,805,630</b>	<b>\$1,325,243</b>	19%	<b>\$1,325,243</b>	19.47%	<b>\$4,323,896</b>	63.53%	<b>\$480,493</b>	7.06%	<b>\$6,805,630</b>	<b>100.00%</b>	

Program Budget and Cost Allocation Plan Summary																		
Contractor Name:		Northeast Denver Housing Center																
Project :		Temporary Rental and Utility Assistance Program (TRUA)																
Contract Dates:		1/1/2021		to		12/31/2022												
Program Year:		2022																
Budget Category	Agency Total (All Funding Sources for Agency)		General Fund HOST Funding 201100000		2B HOST Funding applicable) 201100000		Total Project Costs requested from HOST		Other City & County of Denver Funding (Add applicable funding as necessary)		ESG-CV Federal Funding (CDBG/ERAP)		Other Non-Federal Funding		Agency Total		Budget Narrative	
	Total	Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount	%			
Personnel: Job Title																		[Full-time/ Part-time] [Salary/Hourly wages] 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 Director/Housing Counselor(NDHC Full Time)	\$84,937	\$23,467	27.63%		0.00%	\$23,467	27.63%		0.00%	\$51,677	60.84%	\$9,793	11.53%	\$84,937	100.00%		[Full-time/ Part-time] [Salary/Hourly wages] 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 Counselor (NDHC Full Time)	\$57,057	\$11,907	20.87%		0.00%	\$11,907	20.87%		0.00%	\$37,747	66.16%	\$7,403	12.97%	\$57,057	100.00%		[Full-time/ Part-time] [Salary/Hourly wages] 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 Counselor (NDHC Full Time)	\$52,564	\$28,665	54.53%		0.00%	\$28,665	54.53%		0.00%	\$23,899	45.47%	\$0	0.00%	\$52,564	100.00%		[Full-time/ Part-time] [Salary/Hourly wages] 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 Counselor (NDHC Full Time)	\$52,198	\$29,173	55.89%		0.00%	\$29,173	55.89%		0.00%	\$23,025	44.11%	\$0	0.00%	\$52,198	100.00%		[Full-time/ Part-time] [Salary/Hourly wages] 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.	
Assistant Counselor (NDHC Full Time)	\$47,548	\$28,727	60.42%		0.00%	\$28,727	60.42%		0.00%	\$18,821	39.58%	\$0	0.00%	\$47,548	100.00%		[Full-time/ Part-time] [Salary/Hourly wages] 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(NDHC Full Time)	\$46,503	\$28,051	60.32%		0.00%	\$28,051	60.32%		0.00%	\$18,452	39.68%	\$0	0.00%	\$46,503	100.00%		[Full-time/ Part-time] [Salary/Hourly wages] 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(NDHC Full Time-VACANT)	\$46,503	\$9,095	19.56%		0.00%	\$9,095	19.56%		0.00%	\$37,408	80.44%	\$0	0.00%	\$46,503	100.00%		[Full-time/ Part-time] [Salary/Hourly wages] 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.	
<b>Total Salary:</b>	<b>\$387,310</b>	<b>\$159,086</b>	<b>41.07%</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$159,086</b>	<b>41.07%</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$211,029</b>	<b>54.49%</b>	<b>\$17,195</b>	<b>4.44%</b>	<b>\$387,310</b>	<b>100.00%</b>			
<b>Fringe Benefits</b>	<b>\$91,715</b>	<b>\$41,438</b>	<b>45.18%</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$41,438</b>	<b>45.18%</b>	<b>\$0</b>	<b>0.00%</b>	<b>26,279</b>	<b>28.65%</b>	<b>23,998</b>	<b>26.17%</b>	<b>\$91,715</b>	<b>100.00%</b>		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.	
<b>Total Salary and Fringe Benefits:</b>	<b>\$479,025</b>	<b>\$200,524</b>	<b>41.86%</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$200,524</b>	<b>41.86%</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$237,307</b>	<b>49.54%</b>	<b>\$41,193</b>	<b>8.60%</b>	<b>\$479,025</b>	<b>100.00%</b>			
<b>Other Direct Costs</b>	Total	Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount	%			
Rental Assistance	\$3,704,134	\$1,032,753	27.88%		0.00%	\$1,032,753	27.88%		0.00%	\$2,671,381	72.12%	\$0	0.00%	\$3,704,134	100.00%		Rental assistance payments	
Utility Assistant	\$247,368	\$200,000	80.85%		0.00%	\$200,000	80.85%		0.00%	\$47,368	19.15%	\$0	0.00%	\$247,368	100.00%		Utility Assistance payments	

																							Program-related expenses for services that require specialized or advanced knowledge or experience such as consulting, evaluations, IT, specialized software or build outs, report preparation, etc. This is not for general IT expenses. Database for TRUA online applications and data tracking and reporting A. Integrating the web based software with our data base mgmt. And reporting requirements. B. Working with requirements to make sure the technology is in compliance with all reg. Fair Housing etc. C. Have IT to assist with ongoing program web based app
Tech support(software program development)	\$45,000	\$20,000	44.44%		0.00%	\$20,000	44.44%		0.00%	\$25,000	55.56%		0.00%	\$45,000	100.00%								
Staff Program/Project Training	\$10,000		0.00%		0.00%	\$0	0.00%		0.00%	\$10,000	100.00%	\$0	0.00%	\$10,000	100.00%								Program-related training materials and registration fees.
Bank fees	\$3,200	\$1,850	57.81%		0.00%	\$1,850	57.81%		0.00%	\$1,350	42.19%		0.00%	\$3,200	100.00%								Program related stop payment and check fees.
Accounting	\$126,756	\$28,175	22.23%		0.00%	\$28,175	22.23%		0.00%	\$12,694	10.01%	\$85,887	67.76%	\$126,756	100.00%								Program related accounting services (checks, reports, monitoring accounts, etc.)
<b>Total Other Direct Costs</b>	<b>4,136,458</b>	<b>\$1,282,778</b>	31.01%	<b>\$0</b>	0.00%	<b>\$1,282,778</b>	31.01%	<b>\$0</b>	0.00%	<b>2,767,793</b>	66.91%	<b>\$5,887</b>	2.08%	<b>\$4,136,458</b>	100.00%								
<b>Total Salaries &amp; Fringe and Other Direct Costs</b>	<b>4,615,483</b>	<b>1,483,302</b>	32.14%	<b>0.00</b>	0.00%	<b>1,483,302</b>	32.14%	<b>0</b>	0.00%	<b>3,005,101</b>	65.11%	<b>127,080.6</b>	2.75%	<b>4,615,483</b>	100.00%								
<b>Indirect Costs</b>																							
Indirect calculated on Salaries, Fringe and other Direct Costs	\$68,817	\$25,055	36.41%		0.00%	\$25,055	36.41%		0.00%	\$25,759	37%	\$18,003	26.16%	\$68,817	100.00%								Indirect shall not exceed 10% of total direct costs.
<b>Total Indirects</b>	<b>68,817</b>	<b>25,055</b>	<b>36.41%</b>	<b>0</b>	<b>0.00%</b>	<b>25,055</b>	<b>36.41%</b>	<b>0</b>	<b>0.00%</b>	<b>25,759</b>	<b>37%</b>	<b>18,003</b>	<b>26.16%</b>	<b>68,817</b>	<b>100%</b>								
<b>Total Project Cost (Direct + Indirect)</b>	<b>4,684,300</b>	<b>\$1,508,357</b>	<b>32.20%</b>	<b>0</b>	0.00%	<b>1,508,357</b>	<b>32.20%</b>	<b>0</b>	0.00%	<b>3,030,860</b>	<b>64.70%</b>	<b>145,084</b>	<b>3.10%</b>	<b>\$4,684,300</b>	100.00%								
<b>Program Income (through funded activities)</b>			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	\$0							
<b>Non-Project:</b>	Total	Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount	%								
	Personnel Costs:		#DIV/0!		#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0							
	Non-Personnel Costs:		#DIV/0!		#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0							
	Other (Specify):		#DIV/0!		#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0	#DIV/0!	\$0							
	<b>Total Non-Project Cost</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>							
<b>Grand Total</b>	<b>\$4,684,300</b>	<b>\$1,508,357</b>	<b>32%</b>	<b>\$0</b>	0.00%	<b>\$1,508,357</b>	<b>32.20%</b>	<b>\$0</b>	0.00%	<b>\$3,030,860</b>	<b>64.70%</b>	<b>\$145,084</b>	<b>3.10%</b>	<b>\$4,684,300</b>	100.00%								