

AGREEMENT

THIS AGREEMENT is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) **THE SALVATION ARMY**, a California nonprofit whose address is 30840 Hawthorne Blvd., Rancho Palos Verdes, California 90275 (the “Contractor”), individually a “Party” and jointly the “Parties.”

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 agree as follows:

1. **COORDINATION AND LIAISON**: The Contractor shall fully coordinate all services under this Agreement with the Executive Director (“Director”) of the Department of Housing Stability (“Agency” or “HOST”) or the Director’s designee.
2. **SERVICES TO BE PERFORMED**: As the Director directs, the Contractor shall diligently undertake, perform, and complete all of the services and produce all the deliverables set forth in **Exhibit A**, Scope of Work, to the City’s satisfaction. The Contractor is ready, willing, and able to provide the services required by this Agreement. The Contractor shall faithfully perform the services in accordance with the standards of care, skill, training, diligence, and judgment provided by highly competent individuals performing services of a similar nature to those described in this Agreement and in accordance with the terms of this Agreement.
3. **TERM**: This Agreement will commence on February 1, 2024, and will expire, unless sooner terminated, on December 31, 2024 (the “Term”).
4. **COMPENSATION AND PAYMENT**
 - 4.1. **Budget**: The City shall pay, and the Contractor shall accept as the sole compensation for services rendered and costs incurred and paid under this Agreement payment not to exceed the line budget amounts set forth in **Exhibit A**. Amounts billed may not exceed the budget amounts set forth in **Exhibit A**.
 - 4.2. **Reimbursable Expenses**: There are no reimbursable expenses allowed under this Agreement. All the Contractor’s expenses are contained in the budget in **Exhibit A**. The City will not be obligated to pay the Contractor for any other fees, costs, expenses, or charges of any nature that may be incurred and paid by the Contractor in performing services under this Agreement including but not limited to personnel, benefits, contract labor, overhead, administrative costs, operating costs, supplies, equipment, and out-of-pocket expenses.
 - 4.3. **Invoicing**: The Contractor shall provide the City with a monthly invoice in a format and with a level of detail acceptable to the City including all supporting documentation required by the City. The City’s Prompt Payment Ordinance, §§ 20-107 to 20-118, D.R.M.C., applies to invoicing and payment under this Agreement.
 - 4.4. **Maximum Contract Amount**
 - 4.4.1. Notwithstanding any other provision of this Agreement, the City’s maximum payment obligation will not exceed EIGHT MILLION SIX THOUSAND FIVE HUNDRED AND FIFTY-SIX DOLLARS (\$8,006,556) (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 **Exhibit A**. Any

services performed beyond those in **Exhibit A** or performed outside the Term are performed at the Contractor's risk and without authorization under this Agreement.

4.4.2. The City's payment obligation, whether direct or contingent, extends only to funds appropriated annually by the Denver City Council, paid into the Treasury of the City, and encumbered for the purpose of this Agreement. The City does not by this Agreement irrevocably pledge present cash reserves for payment or performance in future fiscal years. This Agreement does not and is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of the City.

- 5. LICENSE:** During the Term of this Agreement, for the sole purpose of performing the services described herein, the City hereby grants to the Contractor, its agents and invitees, a revocable license for the occupancy and use of that certain portion of City owned or leased real property located at 7525 E Hampden Avenue as further described and set forth in **Exhibit B**, attached and incorporated by this reference (the "Premises"). Contractor shall occupy and use the Premises pursuant to the terms and conditions set forth in **Exhibit B-1** for the sole purpose of performing its services under this Agreement. Upon expiration or earlier termination of the Term, the Contractor shall vacate the Premises and shall ensure that its agents and invitees vacate the Premises within thirty (30) days from such date of expiration or date of earlier termination.]
- 6. PERFORMANCE MONITORING/INSPECTION:** The Contractor shall permit the Director to monitor and review the Contractor's performance under this Agreement. The Contractor shall make available to the City for inspection all files, records, reports, policies, minutes, materials, books, documents, papers, invoices, accounts, payrolls and other data, whether in hard copy or electronic format, used in the performance of any of the services required hereunder or relating to any matter covered by this Agreement to coordinate the performance of services by the Contractor in accordance with the terms of this Agreement. All such monitoring and inspection shall be performed in a manner that will not unduly interfere with the services to be provided under this Agreement.
- 7. STATUS OF CONTRACTOR:** The Contractor is an independent contractor retained to perform professional or technical services for limited periods of time. Neither the Contractor nor any of its employees are employees or officers of the City under Chapter 18 of the Denver Revised Municipal Code, or for any purpose whatsoever.
- 8. TERMINATION**
 - 8.1.** The City has the right to terminate this Agreement with cause upon written notice effective immediately, and without cause upon ten (10) days prior written notice to the Contractor. However, nothing gives the Contractor the right to perform services under this Agreement beyond the time when its services become unsatisfactory to the Director.
 - 8.2.** Notwithstanding the preceding paragraph, the City may terminate this Agreement if the Contractor or any of its officers or employees are convicted, plead *nolo contendere*, enter into a formal agreement in which they admit guilt, enter a plea of guilty or otherwise admit culpability to criminal offenses of bribery, kickbacks, collusive bidding, bid-rigging, antitrust, fraud, undue influence, theft, racketeering, extortion or any offense of a similar nature in connection with the Contractor's business. Termination for the reasons stated in this paragraph is effective upon receipt of notice.

8.3. Upon termination of this Agreement, with or without cause, the Contractor shall have no claim against the City by reason of, or arising out of, incidental or relating to termination, except for compensation for work duly requested and satisfactorily performed as described in this Agreement.

8.4. If this Agreement is terminated, the City is entitled to and will take possession of all materials, equipment, tools, and facilities it owns that are in the Contractor's possession, custody, or control by whatever method the City deems expedient. The Contractor shall deliver all documents in any form that were prepared under this Agreement and all other items, materials and documents that have been paid for by the City to the City. These documents and materials are the property of the City. The Contractor shall mark all copies of work product that are incomplete at the time of termination "DRAFT-INCOMPLETE."

9. EXAMINATION OF RECORDS AND AUDITS: Any authorized agent of the City, including the City Auditor or his or her representative, has the right to access, and the right to examine, copy and retain copies, at City's election in paper or electronic form, any pertinent books, documents, papers and records related to the Contractor's performance pursuant to this Agreement, provision of any goods or services to the City, and any other transactions related to this Agreement. The Contractor shall cooperate with City representatives and City representatives shall be granted access to the foregoing documents and information during reasonable business hours and until the latter of three (3) years after the final payment under this Agreement or expiration of the applicable statute of limitations. When conducting an audit of this Agreement, the City Auditor shall be subject to government auditing standards issued by the United States Government Accountability Office by the Comptroller General of the United States, including with respect to disclosure of information acquired during the course of an audit. No examination of records and audits pursuant to this paragraph shall require the Contractor to make disclosures in violation of state or federal privacy laws. The Contractor shall at all times comply with D.R.M.C. 20-276.

10. WHEN RIGHTS AND REMEDIES NOT WAIVED: In no event will any payment or other action by the City constitute or be construed to be a waiver by the City of any breach of covenant or default that may then exist on the part of the Contractor. No payment, other action, or inaction by the City when any breach or default exists will impair or prejudice any right or remedy available to it with respect to any breach or default. No assent, expressed or implied, to any breach of any term of this Agreement constitutes a waiver of any other breach.

11. INSURANCE

11.1. General Conditions: The Contractor agrees to secure, at or before the time of execution of this Agreement, the following insurance covering all operations, goods or services provided pursuant to this Agreement. The Contractor shall keep the required insurance coverage in force at all times during the term of this Agreement, including any extension thereof, and during any warranty period. The required insurance shall be underwritten by an insurer licensed or authorized to do business in Colorado and rated by A.M. Best Company as "A-VIII" or better. Each policy shall require notification to the City in the event any of the required policies be canceled or non-renewed before the expiration date thereof. Such written notice shall be sent to the parties identified in the Notices Section of this Agreement. Such notice shall reference the City contract number listed on the signature page of this Agreement. Said notice shall be sent thirty (30) days

prior to such cancellation or non-renewal unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If such written notice is unavailable from the insurer, the Contractor shall provide written notice of cancellation, non-renewal and any reduction in coverage to the parties identified in the Notices Section by certified mail, return receipt requested within three (3) business days of such notice by its insurer(s) and referencing the City's contract number. The Contractor shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this Agreement are the minimum requirements, and these requirements do not lessen or limit the liability of the Contractor. The Contractor shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement.

- 11.2. Proof of Insurance:** The Contractor may not commence services or work relating to this Agreement prior to placement of coverages required under this Agreement. The Contractor certifies that the certificate of insurance attached as **Exhibit C**, preferably an ACORD form, complies with all insurance requirements of this Agreement. The City requests that the City's contract number be referenced on the certificate of insurance. The City's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Agreement shall not act as a waiver of the Contractor's breach of this Agreement or of any of the City's rights or remedies under this Agreement. The City's Risk Management Office may require additional proof of insurance, including but not limited to policies and endorsements.
- 11.3. Additional Insureds:** For Commercial General Liability, Auto Liability and Excess Liability/Umbrella (if required), the Contractor and subcontractor's insurer(s) shall include the City and County of Denver, its elected and appointed officials, employees, and volunteers, as well as the **landlord** as additional insured.
- 11.4. Waiver of Subrogation:** For all coverages required under this Agreement, with the exception of Professional Liability – if required, the Contractor's insurer shall waive subrogation rights against the City.
- 11.5. Subcontractors and Subconsultants:** The Contractor shall confirm and document that all subcontractors and subconsultants (including independent contractors, suppliers or other entities providing goods or services required by this Agreement) procure and maintain coverage as approved by the Contractor and appropriate to their respective primary business risks considering the nature and scope of services provided.
- 11.6. Workers' Compensation and Employer's Liability Insurance:** The Contractor shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims.
- 11.7. Commercial General Liability:** The Contractor shall maintain a Commercial General Liability insurance policy with minimum limits of \$1,000,000 for each bodily injury and property damage occurrence, \$2,000,000 products and completed operations aggregate (if applicable), and \$2,000,000 policy aggregate. Policy shall not contain an exclusion for sexual abuse, molestation, or misconduct.

11.8. Automobile Liability: The Contractor shall maintain Automobile Liability with minimum limits of \$1,000,000 combined single limit applicable to all owned, hired, and non-owned vehicles used in performing services under this Agreement.

11.9. Professional Liability (Errors & Omissions): The Contractor shall maintain minimum limits of \$1,000,000 per claim and \$1,000,000 policy aggregate limit. The policy shall be kept in force, or a Tail policy placed, for three (3) years for all contracts except construction contracts for which the policy or Tail shall be kept in place for eight (8) years.

11.10. Cyber Liability: The Contractor shall maintain Cyber Liability coverage with minimum limits of \$1,000,000 per occurrence and \$1,000,000 policy aggregate covering claims involving privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security. If Claims Made, the policy shall be kept in force, or a Tail policy placed, for three (3) years.

11.11. [OTHER INSURANCE AS MAY BE REQUIRED BY RISK MANAGEMENT]

12. DEFENSE AND INDEMNIFICATION

12.1. The Contractor agrees to defend, indemnify, reimburse and hold harmless the City, its appointed and elected officials, agents and employees for, from and against all liabilities, claims, judgments, suits or demands for damages to persons or property, including injuries or death of any person rightfully on the Premises for any purpose whatsoever, arising out of, resulting from, or relating to the services performed and the occupancy and use of the Premises under this Agreement (“Claims”), unless such Claims have been specifically determined by the trier of fact to be the sole negligence or willful misconduct of the City. This indemnity shall be interpreted in the broadest possible manner to indemnify the City for any acts or omissions of the Contractor or its subcontractors either passive or active, irrespective of fault, including the City’s concurrent negligence whether active or passive, except for the sole negligence or willful misconduct of the City.

12.2. The Contractor’s duty to defend and indemnify the City shall arise at the time written notice of the Claim is first provided to the City regardless of whether Claimant has filed suit on the Claim. The Contractor’s duty to defend and indemnify the City shall arise even if the City is the only party sued by claimant and/or claimant alleges that the City’s negligence or willful misconduct was the sole cause of claimant’s damages.

12.3. The Contractor shall defend any and all Claims which may be brought or threatened against the City and shall pay on behalf of the City any expenses incurred by reason of such Claims including, but not limited to, court costs and attorney fees incurred in defending and investigating such Claims or seeking to enforce this indemnity obligation. Such payments on behalf of the City will be in addition to any other legal remedies available to the City and will not be the City’s exclusive remedy.

12.4. Insurance coverage requirements specified in this Agreement in no way lessen or limit the liability of the Contractor under the terms of this indemnification obligation. The Contractor is responsible to obtain, at its own expense, any additional insurance that it deems necessary for the City’s protection.

12.5. This defense and indemnification obligation shall survive the expiration or termination of this Agreement.

13. COLORADO GOVERNMENTAL IMMUNITY ACT: In relation to this Agreement, the City is relying upon and has not waived the monetary limitations and all other rights, immunities and protection provided by the Colorado Governmental Act, C.R.S. § 24-10-101, *et seq.*

14. TAXES, CHARGES AND PENALTIES: The City is not liable for the payment of taxes, late charges or penalties of any nature, except for any additional amounts that the City may be required to pay under the City's prompt payment ordinance D.R.M.C. § 20-107, *et seq.* The Contractor shall promptly pay when due, all taxes, bills, debts, and obligations it incurs performing the services under this Agreement and shall not allow any lien, mortgage, judgment, or execution to be filed against City property.

15. ASSIGNMENT; SUBCONTRACTING: The Contractor shall not voluntarily or involuntarily assign any of its rights or obligations, or subcontract performance obligations, under this Agreement without obtaining the Director's prior written consent. Any assignment or subcontracting without such consent will be ineffective and void and will be cause for termination of this Agreement by the City. The Director has sole and absolute discretion whether to consent to any assignment or subcontracting, or to terminate this Agreement because of unauthorized assignment or subcontracting. In the event of any subcontracting or unauthorized assignment: (i) the Contractor shall remain responsible to the City; and (ii) no contractual relationship shall be created between the City and any subconsultant, subcontractor, or assign.

16. INUREMENT: The rights and obligations of the Parties to this Agreement inure to the benefit of and shall be binding upon the Parties and their respective successors and assigns, provided assignments are consented to in accordance with the terms of this Agreement.

17. NO THIRD-PARTY BENEFICIARY: Enforcement of the terms of this Agreement and all rights of action relating to enforcement are strictly reserved to the Parties. Nothing contained in this Agreement gives or allows any claim or right of action to any third person or entity. Any person or entity other than the City or the Contractor receiving services or benefits pursuant to this Agreement is an incidental beneficiary only.

18. NO AUTHORITY TO BIND CITY TO CONTRACTS: The Contractor lacks any authority to bind the City on any contractual matters. Final approval of all contractual matters that purport to obligate the City must be executed by the City in accordance with the City's Charter and the Denver Revised Municipal Code.

19. SEVERABILITY: Except for the provisions of this Agreement requiring appropriation of funds and limiting the total amount payable by the City, if a court of competent jurisdiction finds any provision of this Agreement or any portion of it to be invalid, illegal, or unenforceable, the validity of the remaining portions or provisions will not be affected, if the intent of the Parties can be fulfilled.

20. CONFLICT OF INTEREST

20.1. No employee of the City shall have any personal or beneficial interest in the services or property described in this Agreement. The Contractor shall not hire, or contract for services with, any employee or officer of the City that would be in violation of the City's Code of Ethics, D.R.M.C. § 2-51, *et seq.*, or the Charter §§ 1.2.8, 1.2.9, and 1.2.12.

20.2. The Contractor shall not engage in any transaction, activity or conduct that would result in a conflict of interest under this Agreement. The Contractor represents that it has disclosed any and all current or potential conflicts of interest. A conflict of interest shall include transactions, activities or conduct that would affect the judgment, actions or work of the Contractor by placing the Contractor's own interests, or the interests of any party with whom the Contractor has a contractual arrangement, in conflict with those of the City. The City, in its sole discretion, will determine the existence of a conflict of interest and may terminate this Agreement if it determines a conflict exists, after it has given the Contractor written notice describing the conflict.

21. NOTICES: All notices required by the terms of this Agreement must be hand delivered, sent by overnight courier service, mailed by certified mail, return receipt requested, or mailed via United States mail, postage prepaid, if to the Contractor at the address aforementioned and to the City at the addresses below:

Executive Director, Department of Housing Stability
201 W. Colfax Ave., 6th Floor
Denver, CO 80202

With copies to:

Denver City Attorney's Office
1437 Bannock St., Room 353
Denver, Colorado 80202

-and-

Director of Real Estate
201 West Colfax Avenue, Dept. 1010
Denver, Colorado 80202

Notices hand delivered or sent by overnight courier are effective upon delivery. Notices sent by certified mail are effective upon receipt. Notices sent by mail are effective upon deposit with the U.S. Postal Service. The Parties may designate substitute addresses where or persons to whom notices are to be mailed or delivered. However, these substitutions will not become effective until actual receipt of written notification.

22. WAGE REQUIREMENTS: This Section shall apply to certain covered services provided to the City on City-owned or leased properties as defined and required by law. The Contractor shall be solely responsible for determining which, if any, wage language applies and compliance therewith. The Contractor's failure to perform, as required, may, in addition to other remedies set forth in this Agreement, result in readjustment of the amount of funds the City is otherwise obligated to pay to the Contractor pursuant to the terms hereof.]

22.1. PAYMENT OF CITY MINIMUM WAGE: The Contractor shall comply with, and agrees to be bound by, all requirements, conditions, and City determinations, as applicable, regarding the City's Minimum Wage Ordinance, Sections 20-82 through 20-84 D.R.M.C., including, but not limited to, the requirement that every covered worker shall be paid no less than the City Minimum Wage in accordance with the foregoing D.R.M.C. Sections. By executing this

Agreement, the Contractor expressly acknowledges that the Contractor is aware of the requirements of the City's Minimum Wage Ordinance and that any failure by the Contractor, or any other individual or entity acting subject to this Agreement, to strictly comply with the foregoing D.R.M.C. Sections shall result in the penalties and other remedies authorized therein.

22.2. PAYMENT OF PREVAILING WAGES: Employees of the Contractor or the Contractor's subcontractors may be subject to the payment of prevailing wages pursuant to § 20-76, D.R.M.C., depending upon the nature of their work. By executing this Agreement, the Contractor covenants and affirms that the Contractor is familiar with the prevailing wages provisions and is prepared to pay or cause to be paid prevailing wages, if any, required by the scope of work of the Contractor or the Contractor's subcontractors.

22.2.1. PREVAILING WAGE REQUIREMENTS

22.2.1.1. The Contractor shall comply with, and agrees to be bound by, all requirements, conditions and City determinations regarding the Payment of Prevailing Wages Ordinance, §§ 20-76 through 20-79, D.R.M.C. including, but not limited to, the requirement that every covered worker working on a City owned or leased building or on City-owned land shall be paid no less than the prevailing wages and fringe benefits in effect on the date the bid or request for proposal was advertised. In the event a request for bids, or a request for proposal, was not advertised, the Contractor shall pay every covered worker no less than the prevailing wages and fringe benefits in effect on the date funds for this Agreement were encumbered.

22.2.1.2. Prevailing wage and fringe rates will adjust on the yearly anniversary of the actual date of bid or proposal issuance, if applicable, or the date of the written encumbrance if no bid/proposal issuance date is applicable. Unless expressly provided for in this Agreement, the Contractor will receive no additional compensation for increases in prevailing wages or fringe benefits. The Contractor shall provide the Auditor with a list of all subcontractors providing any services under this Agreement. The Contractor shall provide the Auditor with electronically-certified payroll records for all covered workers employed under this Agreement.

22.2.1.3. The Contractor shall prominently post at the work site the current prevailing wage and fringe benefit rates. The posting must inform workers that any complaints regarding the payment of prevailing wages or fringe benefits may be submitted to the Denver Auditor by calling 720-913-5000 or emailing auditor@denvergov.org.

22.2.1.4. If the Contractor fails to pay workers as required by the Prevailing Wage Ordinance, the Contractor will not be paid until documentation of payment satisfactory to the Auditor has been provided. The City may, by written notice, suspend or terminate work if the Contractor fails to pay required wages and fringe benefits.

22.3. PAYMENT OF LIVING WAGES

22.3.1. Employees of the Contractor or the Contractor's subcontractors or subcontractors may be subject to the payment of living wages pursuant to § 20-80 *et seq.*, D.R.M.C., depending upon the nature of their work. Pursuant to § 20-80, D.R.M.C., the Contractor shall pay every Covered Worker, as defined in § 20-80(a) D.R.M.C., employed by the Contractor directly upon the site of the work under this Agreement, the full amounts accrued at the time of

payment, computed at wage rates not less than that specified in § 20-80(c), D.R.M.C., regardless of any contractual relationship which may be alleged to exist between the Contractor or any subcontractor and such workers. The Contractor shall post in a prominent place which is easily accessible to the Covered Workers that scale of wages to be paid to such workers.

22.3.2. The Contractor shall furnish to the City Auditor or his authorized representative, upon the Auditor's request, a true and correct copy of the payroll records of all Covered Workers working under this Agreement, either for the Contractor or any subcontractor. All such payroll records shall include information showing the number of hours worked by each Covered Workers, the hourly pay of such worker, any deductions made from pay, and the net amount of pay received by such Covered Worker. The payroll record shall be accompanied by a sworn statement of the Contractor that the copy is a true and correct copy of the payroll records of all Covered Workers working under this Agreement, either for the Contractor or a subcontractor, that payments were made to the Covered Workers as set forth in such records, that no deductions were made other than those set forth in such records, and that all Covered Workers employed on work under this Agreement, whether by the Contractor or any subcontractor, were paid the living wages as set forth in this Agreement.

22.3.3. Increases in living wages pursuant to § 20-80, D.R.M.C., effective after the date of this Agreement shall not be mandatory on either the Contractor or the subcontractors if the term of this Agreement is less than one year. Increases in the living wages pursuant to § 20-80, D.R.M.C., shall be mandatory for the Contractor and the Contractor's subcontractors if the term of this Agreement is longer than one year, effective on the anniversary date of this Agreement. In no event shall any increases in living wages over the amount stated in this Agreement result in any increased liability on the part of the City, and the possibility and risk of any such increase is assumed by the Contractor. Decreases in living wages after the date of this Agreement shall not be permitted.

22.3.4. If any worker to whom the living wages are to be paid, employed by the Contractor or any subcontractor to perform work hereunder, has been or is being paid a rate of wages less than that required by this section, the Manager may, at the Manager's option, by written notice to the Contractor, withhold further payment to the Contractor or suspend or terminate the Contractor's right to proceed with the work or such part of the work as to which there has been a failure to pay the required wages. In the event of termination, the Contractor shall be liable to the City for any excess costs occasioned to the City thereby.

23. DISPUTES: All disputes between the City and the Contractor arising out of or regarding this Agreement will be resolved by administrative hearing pursuant to the procedure established by § 56-106(b)-(f), D.R.M.C. For the purposes of that administrative procedure, the City official rendering a final determination shall be the Director as defined in this Agreement.

24. GOVERNING LAW; VENUE: This Agreement will be construed and enforced in accordance with applicable federal law, the laws of the State of Colorado, and the Charter, Revised Municipal Code, ordinances, regulations and Executive Orders of the City and County of Denver, which are expressly incorporated into this Agreement. Unless otherwise specified, any reference to statutes, laws, regulations, charter or code provisions, ordinances, executive orders, or related memoranda, includes

amendments or supplements to same. Venue for any legal action relating to this Agreement will be in the District Court of the State of Colorado, Second Judicial District (Denver District Court).

25. **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.
26. **NO DISCRIMINATION IN PROGRAM ASSISTANCE**: In connection with the performance of work under this Agreement, the Contractor may not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of race, color, religion, national origin, ancestry, gender, age, military status, sexual orientation, gender identity or gender expression, marital or domestic partner status, political beliefs or affiliation, familial or parental status—including pregnancy, medical condition, military service, protective hairstyle, genetic information, or physical or mental disability. The Contractor shall insert the foregoing provision in all subcontracts.
27. **FAITH BASED ORGANIZATIONS AND SECTARIAN ACTIVITIES**: The Contractor shall not engage in inherently religious activities, such as worship, religious instruction, or proselytizing as part of the programs or services funded under this Agreement.
28. **COMPLIANCE WITH ALL LAWS**: The Contractor shall perform or cause to be performed all services in full compliance with all applicable laws, rules, regulations and codes of the United States, the State of Colorado; and with the Charter, ordinances, rules, regulations and Executive Orders of the City and County of Denver.
29. **LEGAL AUTHORITY**: The Contractor represents and warrants that it possesses the legal authority, pursuant to any proper, appropriate, and official motion, resolution or action passed or taken, to enter into this Agreement. Each person signing and executing this Agreement on behalf of the Contractor represents and warrants that he has been fully authorized by the Contractor to execute this Agreement on behalf of the Contractor and to validly and legally bind the Contractor to all the terms, performances and provisions of this Agreement. The City shall have the right, in its sole discretion, to either temporarily suspend or permanently terminate this Agreement if there is a dispute as to the legal authority of either the Contractor or the person signing this Agreement to enter into this Agreement.
30. **NO CONSTRUCTION AGAINST DRAFTING PARTY**: The Parties and their respective counsel have had the opportunity to review this Agreement, and this Agreement will not be construed against any Party merely because any provisions of this Agreement were prepared by a particular Party.
31. **ORDER OF PRECEDENCE**: In the event of any conflicts between the language of this Agreement and the exhibits, the language of this Agreement controls.
32. **INTELLECTUAL PROPERTY RIGHTS**: The City and the Contractor intend that all property rights to any and all materials, text, logos, documents, booklets, manuals, references, guides, brochures, advertisements, URLs, domain names, music, sketches, web pages, plans, drawings, prints, photographs, specifications, software, data, products, ideas, inventions, and any other work or recorded information created by the Contractor and paid for by the City pursuant to this Agreement, in preliminary or final form and on any media whatsoever (collectively, “Materials”), shall belong to

the City. The Contractor shall disclose all such items to the City and shall assign such rights over to the City upon completion of the Project. To the extent permitted by the U.S. Copyright Act, 17 USC § 101, *et seq.*, the Materials are a “work made for hire” and all ownership of copyright in the Materials shall vest in the City at the time the Materials are created. To the extent that the Materials are not a “work made for hire,” the Contractor (by this Agreement) sells, assigns and transfers all right, title and interest in and to the Materials to the City, including the right to secure copyright, patent, trademark, and other intellectual property rights throughout the world and to have and to hold such rights in perpetuity. The Parties agree that all materials, text, logos, documents, booklets, manuals, references, guides, brochures, advertisements, URLs, domain names, music, sketches, web pages, plans, drawings, prints, photographs, specifications, software, data, products, ideas, inventions, and any other work or recorded information of the Contractor made available, directly or indirectly, by the Contractor to the City as part of the Scope of Services (collectively, “Contractor Materials”), are the exclusive property of the Contractor or the third parties from whom the Contractor has secured the rights to use such product. Contractor Materials, processes, methods, and services shall at all times remain the property of the Contractor; however, the Contractor hereby grants to the City a nonexclusive, royalty free, perpetual, and irrevocable license to use Contractor Materials. The Contractor shall mark or identify all such Contractor Materials to the City.

33. SURVIVAL OF CERTAIN PROVISIONS: The terms of this Agreement and any exhibits and attachments that by reasonable implication contemplate continued performance, rights, or compliance beyond expiration or termination of this Agreement survive this Agreement and will continue to be enforceable. Without limiting the generality of this provision, the Contractor’s obligations to provide insurance and to indemnify the City will survive for a period equal to any and all relevant statutes of limitation, plus the time necessary to fully resolve any claims, matters, or actions begun within that period.

34. ADVERTISING AND PUBLIC DISCLOSURE: The Contractor shall not include any reference to this Agreement or to services performed pursuant to this Agreement in any of the Contractor’s advertising or public relations materials without first obtaining the written approval of the Director. Any oral presentation or written materials related to services performed under this Agreement will be limited to services that have been accepted by the City. The Contractor shall notify the Director in advance of the date and time of any presentation. Nothing in this provision precludes the transmittal of any information to City officials.

35. CONFIDENTIAL INFORMATION

35.1. “Confidential Information” means all information or data disclosed in written or machine recognizable form and is marked or identified at the time of disclosure as being confidential, proprietary, or its equivalent. Each of the Parties may disclose (a “Disclosing Party”) or permit the other Party (the “Receiving Party”) access to the Disclosing Party’s Confidential Information in accordance with the following terms. Except as specifically permitted in this Agreement or with the prior express written permission of the Disclosing Party, the Receiving Party shall not: (i) disclose, allow access to, transmit, transfer or otherwise make available any Confidential Information of the Disclosing Party to any third party other than its employees, subcontractors, agents and consultants that need to know such information to fulfil the purposes of this Agreement, and in the case of non-employees, with whom it has executed a non-disclosure or

other agreement which limits the use, reproduction and disclosure of the Confidential Information on terms that afford at least as much protection to the Confidential Information as the provisions of this Agreement; or (ii) use or reproduce the Confidential Information of the Disclosing Party for any reason other than as reasonably necessary to fulfil the purposes of this Agreement. This Agreement does not transfer ownership of Confidential Information or grant a license thereto. The City will retain all right, title, and interest in its Confidential Information.

35.2. The Contractor shall provide for the security of Confidential Information and information which may not be marked, but constitutes personally identifiable information, HIPAA, CJIS, or other federally or state regulated information (“Regulated Data”) in accordance with all applicable laws, rules, policies, publications, and guidelines. If the Contractor receives Regulated Data outside the scope of this Agreement, it shall promptly notify the City.

35.3. Confidential Information that the Receiving Party can establish: (i) was lawfully in the Receiving Party’s possession before receipt from the Disclosing Party; or (ii) is or becomes a matter of public knowledge through no fault of the Receiving Party; or (iii) was independently developed or discovered by the Receiving Party; or (iv) was received from a third party that was not under an obligation of confidentiality, shall not be considered Confidential Information under this Agreement. The Receiving Party will inform necessary employees, officials, subcontractors, agents, and officers of the confidentiality obligations under this Agreement, and all requirements and obligations of the Receiving Party under this Agreement shall survive the expiration or earlier termination of this Agreement.

35.4. Nothing in this Agreement shall in any way limit the ability of the City to comply with any laws or legal process concerning disclosures by public entities. The Parties understand that all materials exchanged under this Agreement, including Confidential Information, may be subject to the Colorado Open Records Act., § 24-72-201, *et seq.*, C.R.S., (the “Act”). In the event of a request to the City for disclosure of confidential materials, the City shall advise the Contractor of such request in order to give the Contractor the opportunity to object to the disclosure of any of its materials which it marked as, or otherwise asserts is, proprietary or confidential. If the Contractor objects to disclosure of any of its material, the Contractor shall identify to the City the legal basis under the Act for any right to withhold. In the event of any action or the filing of a lawsuit to compel disclosure, the Contractor agrees to intervene in such action or lawsuit to protect and assert its claims of privilege against disclosure of such material or waive the same. If the matter is not resolved, the City will tender all material to the court for judicial determination of the issue of disclosure. The Contractor further agrees to defend, indemnify and save and hold harmless the City, its officers, agents and employees, from any claim, damages, expense, loss or costs arising out of the Contractor’s intervention to protect and assert its claim of privilege against disclosure under this Article, including but not limited to, prompt reimbursement to the City of all reasonable attorney fees, costs, and damages that the City may incur directly or may be ordered to pay.

36. PROTECTED INFORMATION AND DATA PROTECTION

36.1. **Compliance with Data Protection Laws:** The Contractor shall comply with all applicable laws, rules, regulations, directives, and policies relating to data protection, use, collection, disclosures, processing, and privacy as they apply to the Contractor under this Agreement,

including, without limitation, applicable industry standards or guidelines based on the data's classification relevant to the Contractor's performance hereunder and, when applicable, the most recent iterations of § 24-73-101, et seq., C.R.S.; § 24-85-103 (2.5), C.R.S.; IRS Publication 1075; the Health Information Portability and Accountability Act (HIPAA); the U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Security Policy for all Criminal Justice Information; the Colorado Consumer Protection Act; and the Payment Card Industry Data Security Standard (PCI-DSS), (collectively, "Data Protection Laws"). If the Contractor becomes aware that it cannot reasonably comply with the terms or conditions contained herein due to a conflicting law or policy, the Contractor shall promptly notify the City.

36.2. Personal Information: "PII" means personally identifiable information including, without limitation, any information maintained by the City about an individual that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records. PII includes, but is not limited to, all information defined as personally identifiable information in §§ 24-73-101, C.R.S. "PII" shall also mean "personal information" as set forth at § 24-73-103(1)(g), C.R.S. If receiving PII under this Agreement, the Contractor shall provide for the security of such PII, in a manner and form acceptable to the City, including, without limitation, City non-disclosure requirements, use of appropriate technology, security practices, computer access security, data access security, data storage encryption, data transmission encryption, and security audits. In addition, as set forth in § 28-251, D.R.M.C., the Contractor, including, but not limited to, the Contractor's employees, agents, and subcontractors, shall not collect or disseminate individually identifiable information about the national origin, immigration, or citizenship status of any person, over and above the extent to which the City is required, under this Agreement, to collect or disseminate such information in accordance with any federal, state, or local law.

36.3. Safeguarding Protected Information: "Protected Information" means data, regardless of form, that has been designated as private, proprietary, protected, or confidential by law, policy, or the City. Protected Information includes, but is not limited to, employment records, protected health information, student records, education records, criminal justice information, personal financial records, research data, trade secrets, classified government information, other regulated data, and PII. Protected Information shall not include public records that by law must be made available to the public pursuant to the Colorado Open Records Act § 24-72-201, et seq., C.R.S. To the extent there is any uncertainty as to whether data constitutes Protected Information, the data in question shall be treated as Protected Information until a determination is made by the City or an appropriate legal authority. Unless the City provides security protection for the information it discloses to the Contractor, the Contractor shall implement and maintain reasonable security procedures and practices that are both appropriate to the nature of the Protected Information disclosed and that are reasonably designed to help safeguard Protected Information from unauthorized access, use, modification, disclosure, or destruction. Disclosure of Protected Information does not include disclosure to a third party under circumstances where the City retains primary responsibility for implementing and maintaining reasonable security procedures and practices appropriate to the nature of the Protected Information, and the City implements and maintains technical controls reasonably designed to safeguard Protected Information from

unauthorized access, modification, disclosure, or destruction or effectively eliminate the third party's ability to access Protected Information, notwithstanding the third party's physical possession of Protected Information. If the Contractor has been contracted to maintain, store, or process personal information on the City's behalf, the Contractor is a "Third-Party Service Provider" as defined by § 24-73-103(1)(i), C.R.S., and shall maintain security procedures and practices consistent with §§24-73-101, et seq., C.R.S.

36.4. Data Access and Integrity: The Contractor shall implement and maintain all appropriate administrative, physical, technical, and procedural safeguards necessary and appropriate to ensure compliance with the standards, guidelines, and Data Protection Laws applicable to the Contractor's performance hereunder to ensure the security and confidentiality of all data. The Contractor shall protect against threats or hazards to the security or integrity of data; protect against unauthorized disclosure, access to, or use of any data; restrict access to data as necessary; and ensure the proper use of data. The Contractor shall not engage in "data mining" except as specifically and expressly required by law or authorized in writing by the City. All data and Protected Information shall be maintained and securely transferred in accordance with industry standards. Unless otherwise required by law, the City has exclusive ownership of all data it discloses under this Agreement, and the Contractor shall have no right, title, or interest in data obtained in connection with the services provided herein.

36.5. Data Retention, Transfer, Litigation Holds, and Destruction: Using appropriate and reliable storage media, the Contractor shall regularly backup data used in connection with this Agreement and retain such backup copies consistent with the Contractor's data retention policies. Upon termination of this Agreement, the Contractor shall securely delete or securely transfer all data, including Protected Information, to the City in an industry standard format as directed by the City; however, this requirement shall not apply to the extent the Contractor is required by law to retain data, including Protected Information. Upon the City's request, the Contractor shall confirm the data disposed of, the date disposed of, and the method of disposal. With respect to any data in the Contractor's exclusive custody, the City may request that the Contractor preserve such data outside of its usual record retention policies. The City will promptly coordinate with the Contractor regarding the preservation and disposition of any data and records relevant to any current or anticipated litigation, and the Contractor shall continue to preserve the records until further notice by the City. Unless otherwise required by law or regulation, when paper or electronic documents are no longer needed, the Contractor shall destroy or arrange for the destruction of such documents within its custody or control that contain Protected Information by shredding, erasing, or otherwise modifying the Protected Information in the paper or electronic documents to make it unreadable or indecipherable.

36.6. Software and Computing Systems: At its reasonable discretion, the City may prohibit the Contractor from the use of certain software programs, databases, and computing systems with known vulnerabilities to collect, use, process, store, or generate data and information, with Protected Information, received as a result of the Contractor's services under this Agreement. The Contractor shall comply with all requirements, if any, associated with the use of software programs, databases, and computing systems as reasonably directed by the City. The Contractor shall not use funds paid by the City for the acquisition, operation, or maintenance of software in

violation of any copyright laws or licensing restrictions. The Contractor shall maintain commercially reasonable network security that, at a minimum, includes network firewalls, intrusion detection/prevention, enhancements, or updates consistent with evolving industry standards, and periodic penetration testing.

36.7. Background Checks: The Contractor will ensure that, prior to being granted access to Protected Information, the Contractor's agents, employees, subcontractors, volunteers, or assigns who perform work under this Agreement have all undergone and passed all necessary criminal background screenings, have successfully completed annual instruction of a nature sufficient to enable them to effectively comply with all data protection provisions of this Agreement and Data Protection Laws, and possess all qualifications appropriate to the nature of the employees' duties and the sensitivity of the data.

36.8. Subcontractors and Employees: If the Contractor engages a subcontractor under this Agreement, the Contractor shall impose data protection terms that provide at least the same level of data protection as in this Agreement and to the extent appropriate to the nature of the services provided. The Contractor shall monitor the compliance with such obligations and remain responsible for its subcontractor's compliance with the obligations of this Agreement and for any of its subcontractors acts or omissions that cause the Contractor to breach any of its obligations under this Agreement. Unless the Contractor provides its own security protection for the information it discloses to a third party, the Contractor shall require the third party to implement and maintain reasonable security procedures and practices that are appropriate to the nature of the Protected Information disclosed and that are reasonably designed to protect it from unauthorized access, use, modification, disclosure, or destruction. Any term or condition within this Agreement relating to the protection and confidentiality of any disclosed data shall apply equally to both the Contractor and any of its subcontractors, agents, assigns, employees, or volunteers. Upon request, the Contractor shall provide the City copies of its record retention, data privacy, and information security policies.

36.9. Security Breach: If the Contractor becomes aware of an unauthorized acquisition or disclosure of unencrypted data, in any form, that compromises the security, access, confidentiality, or integrity of Protected Information or data maintained or provided by the City ("Security Breach"), the Contractor shall notify the City in the most expedient time and without unreasonable delay. The Contractor shall fully cooperate with the City regarding recovery, lawful notices, investigations, remediation, and the necessity to involve law enforcement, as determined by the City and Data Protection Laws. The Contractor shall preserve and provide all information relevant to the Security Breach to the City; provided, however, the Contractor shall not be obligated to disclose confidential business information or trade secrets. The Contractor shall indemnify, defend, and hold harmless the City for any and all claims, including reasonable attorneys' fees, costs, and expenses incidental thereto, which may be suffered by, accrued against, charged to, or recoverable from the City in connection with a Security Breach or lawful notices.

36.10. Request for Additional Protections and Survival: In addition to the terms contained herein, the City may reasonably request that the Contractor protect the confidentiality of certain Protected Information or other data in specific ways to ensure compliance with Data Protection

Laws and any changes thereto. Unless a request for additional protections is mandated by a change in law, the Contractor may reasonably decline the City's request to provide additional protections. If such a request requires the Contractor to take steps beyond those contained herein, the Contractor shall notify the City with the anticipated cost of compliance, and the City may thereafter, in its sole discretion, direct the Contractor to comply with the request at the City's expense; provided, however, that any increase in costs that would increase the Maximum Contract Amount must first be memorialized in a written amendment complying with City procedures. Obligations contained in this Agreement relating to the protection and confidentiality of any disclosed data shall survive termination of this Agreement, and the Contractor shall continue to safeguard all data for so long as the data remains confidential or protected and in the Contractor's possession or control.

- 37. TIME IS OF THE ESSENCE:** The Parties agree that in the performance of the terms, conditions, and requirements of this Agreement, time is of the essence.
- 38. PARAGRAPH HEADINGS:** The captions and headings set forth herein are for convenience of reference only and shall not be construed to define or limit the terms and provisions hereof.
- 39. CITY EXECUTION OF AGREEMENT:** This Agreement will not be effective or binding on the City until it has been fully executed by all required signatories of the City and County of Denver, and if required by Charter, approved by the City Council.
- 40. AGREEMENT AS COMPLETE INTEGRATION-AMENDMENTS:** This Agreement is the complete integration of all understandings between the Parties as to the subject matter of this Agreement. No prior, contemporaneous, or subsequent addition, deletion, or other modification has any force or effect, unless embodied in this Agreement in writing. No oral representation by any officer or employee of the City at variance with the terms of this Agreement or any written amendment to this Agreement will have any force or effect or bind the City.
- 41. USE, POSSESSION OR SALE OF ALCOHOL OR DRUGS:** The Contractor shall cooperate and comply with the provisions of Executive Order 94 and its Attachment A concerning the use, possession or sale of alcohol or drugs. Violation of these provisions or refusal to cooperate with implementation of the policy can result in contract personnel being barred from City facilities and from participating in City operations.
- 42. ELECTRONIC SIGNATURES AND ELECTRONIC RECORDS:** The Contractor consents to the use of electronic signatures by the City. This Agreement, and any other documents requiring a signature under this Agreement, may be signed electronically by the City in the manner specified by the City. The Parties agree not to deny the legal effect or enforceability of this Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of this Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

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Contract Control Number: HOST-202473096-00
Contractor Name: THE SALVATION ARMY

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-202473096-00
THE SALVATION ARMY

By:  _____
3E5F6B5G132G4DE...

Name: Eddie Vincent
(please print)

Title: Chief Secretary - Vice Chair of board of directors
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

SCOPE OF WORK

DEPARTMENT OF HOUSING STABILITY

THE SALVATION ARMY

HOST-202473096

I. INTRODUCTION

Period of Performance Start and End Dates: 2/1/2024 – 12/31/2024

Project Description:

This agreement is entered between the Department of Housing Stability (HOST) and The Salvation Army (TSA) for the purpose of housing focused case management and housing navigation to provide time-limited emergency shelter and support for up to 205 families in Non-Congregate Shelter located at 7525 East Hampden Avenue, Denver, Colorado 80231. Additionally, funding will be utilized for the management and day-to-day operations. This includes the ability to serve all families, regardless of race, ethnicity, gender identity, sexual orientation, or marital status. Families shall include minor child(ren) and/or adult-dependent children. Different family configurations may be deemed as eligible by HOST. The award amount for this contract is **\$8,006,556.00**.

Funding Source:	Homelessness Resolution Fund
Project Name:	Family Emergency Non-Congregate Shelter (NCS)
Budget Type:	Focused Cost Reimbursement
Contractor Address:	30840 Hawthorne Blvd, Rancho Palos Verdes, CA 90275
Organization Type:	Non-Profit

II. SERVICES DESCRIPTION

A. Access Point and Intake Team

1. The Access Point and Intake Team will serve as an access point for all families seeking shelter or housing services. Staff will assess needs and determine if rapid resolution, diversion and/or the appropriate option for the household based on eligibility criteria.
2. The Access Point and Intake Team will provide access to resources and referrals on days, evenings, and weekends to accommodate working households.
 - a. Access points should include but are not limited to in-person, virtual meetings, emails, and/or phone calls.

3. The Access Point and Intake Team will be responsible for providing access to shelter during severe weather events in alignment with citywide severe weather policies, this may include expanding hours of operation and/or operating an additional telephone line to provide additional access during severe weather events. This may also include working with HOST on a procedure to provide additional hours of operation and additional staff coverage during distinct weather events.
4. Tasks that will be completed by the Access Point and Intake Team include the following:
 - a. Screening for eligibility, this includes family and sex offender status.
 - b. Verifying literal homelessness based on United States Department of Housing and Urban Development (HUD) definition at https://files.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf.
 - c. Collecting vital documentation (i.e., identifying documents).
 - d. Providing appropriate resources and referrals for shelter.
 - e. Coordinating with hotels/motels and other family shelters around capacity.
 - f. Communicating with case managers when necessary and collaborating with shelters to ensure a seamless continuity of care to both short- and long-term shelters or other programs. This includes following up with shelters on referrals made in a timely manner to determine outcomes of said referrals and if additional referrals are needed to fill shelter vacancies.
 - i. Data on referrals sent, including how many openings each shelter had, the number of referrals sent, and the outcomes of the referrals will be sent to HOST on a weekly basis.
 - g. Completing HMIS profiles and entering into database at point of prescreen, for all households placed on the waitlist, given a Cold Weather Voucher, or provided with Rapid Resolution assistance. Households will be enrolled into Intake/Access program upon the assignment of a case manager.
 - h. Providing transportation assistance as needed, this includes during times of Cold Weather activation.
 - i. Providing additional referral information if not appropriate for family shelter programs.
 - j. Reviewing expectations of shelter programs with households.
 - k. Minimizing turn aways through the use of person-centered and trauma informed care.
 - l. Manage and comply with the HOST approved Waitlist Prioritization policy and maintain contact with households waiting to enter programs, this includes regular maintenance of waitlist to ensure that it is current and accurate each day. Waitlist data will be provided to HOST a minimum of three times a week.
 - m. Providing Rapid Resolution and Diversion resources to appropriate households with the goal of keeping households from entering the shelter system. Screening for Rapid Resolution and Diversion services should occur during each client contact.

- n. Establish written policies and procedures for waitlist and referral activities, which incorporate feedback from the shelter community and HOST. These written policies and procedures will be provided to HOST upon request.
 - o. Provide HOST with regular data updates, including wait-list number, number of open units at family shelters and number of successful referrals. This data should be shared at minimum once a week and available upon request by HOST or other appropriate City entities.
5. The TSA Access Point and Intake Team will utilize the TSA's Connection Center. This site will serve as a navigation center for families experiencing homelessness, precariously housed, or needing housing crisis support. TSA will work with other family shelter providers to be a shelter access point to reduce the need for families to call or physically visit multiple shelters. Ultimately, the Connection Center provides trauma informed access, providing appropriate referral or resolution supports reducing or eliminating the burden placed on families of securing basic needs assistance as well as housing assistance while in crisis.
 6. The Access Point and Intake Team will respond to phone calls, walk-ups, website applications, emails and dependent on staffing levels, staff can meet households at locations of client preference in the community.
 7. Those that are assessed and qualify for non-congregate shelter will be provided intake and referral to the appropriate shelter team. Those qualifying for emergency shelter, will be provided transportation to the shelter if needed, including families receiving Cold Weather Vouchers for contract motels/hotels. For those not entering an emergency family shelter, Rapid Resolution case managers will complete coordinated entry assessments as well as provide ongoing case management support and connectivity to appropriate resources until the housing situation resolves.
 8. A comprehensive list of households who are unable to access shelter services at all family shelter due to significant behavioral issues will be maintained and updated as needed.

B. Family Emergency NCS Program

1. Family Emergency NCS case management responsibilities include but are not limited to the following services:
 - a. crisis management and conflict resolution
 - b. support obtaining, maintaining and/or increasing income, including benefits acquisition and/or employment supports
 - c. case planning
 - d. conducting needs assessments, including Coordinated Entry assessment
 - e. assisting with obtaining vital documents
 - f. case conferencing
 - g. housing navigation
 - h. providing assistance with transportation
2. The Family Emergency NCS case managers will provide short-term emergency shelter for families up to 14 nights and is intended to focus on Rapid Resolution and crisis stabilization. The anticipated staffing ratio is one case manager to 10 families.

3. The Family Emergency NCS case managers will provide a long-term shelter option, providing up to 90 to 180 nights, offering intensive housing focused case management. The anticipated staffing ratio is one case manager to 20 families.
4. Families will be referred to the shelter program through Coordinated Family Shelter Access Point. Some rooms will be referred to directly through HOST staff for the purposes of outreach and encampment resolution. Referral pathways to family shelter must be approved by HOST and may be directed by the City as necessary for homelessness initiatives.
5. The shelter program will include a team of housing focused case managers and a team of housing navigators.
6. Establish written policies and procedures for case management and daily shelter activities. These written policies and procedures will be provided to HOST upon request.
7. A minimum of one case manager will attend HOST's biweekly case conferencing with the intention of providing direct referrals to Rapid Rehousing programs.
8. The program manager will ensure an equitable restorative justice model of appeal/resolution for program/hotel violations.

C. Housing Navigation

1. The Housing Navigation team will work in conjunction with the Family Emergency NCS shelter case managers to assist with housing search and lease up processes with all households. The tasks of the housing navigation team include the following:
 - a. Connections to the Coordinated Entry System (OneHome)
 - b. Assisting households with locating units
 - c. Completing and submitting housing applications
 - d. Obtaining vital documents and attending any necessary orientations or pre-move-in meetings
 - e. Recruiting and building relationships with landlords and housing communities
 - f. Inspecting housing units for habitability
 - g. Locating financial and in-kind assistance for households at time of lease up such as move-in kits and deposit assistance
 - h. Assisting households with moving belongings to housing as needed
 - i. Establish written policies and procedures for housing navigation and daily shelter activities. These written policies and procedures will be provided to HOST upon request.
- D.** TSA teams will provide flexible housing-focused support that meets households where they are at, recognizing that every household situation is unique. Teams will work to connect households to housing resources internal and external to OneHome.
- E.** Education and school navigation will be provided through school navigation staff to assist families with enrolling children in schools and assisting with advocating for appropriate educational support, as needed.

F. TSA teams will participate in a monthly Rapid Resolution workgroup and will also attend Family Solutions Group on a monthly basis.

G. Meal Preparation Services

1. TSA will prepare and provide up to 3 meals each day for guests participating in the Family Emergency NCS program.
 - a. TSA will ensure all meals are prepared in accordance with ServeSafe guidelines and all Public Health requirements for food safety.
 - b. Provide all utensils and serving supplies.

H. NCS Operations

1. TSA is responsible for day-to-day operations in conjunction with City staff Operations and programming will be provided.
2. Up to 205 households will be served at a time, for a total of 800 families served over the contract term.
3. Operations staff will be on-site and available at 24 hours, seven (7) days a week.
4. TSA in consultation with and approval by HOST has full discretion and approval for on-site operations, shelter programming, community partners involved, facility use, and services provided by outside agencies including advocacy groups, organizers and vendors.
5. Shelter Operations investments facilitate environments that are safe, hygienic, accessible, equitable, inclusive, and hospitable to all eligible shelter guests. Funding for shelter operations include support of the day-to-day hospitable functions of NCSs include the following:
 - a. Linen laundry services that shall provide laundered linens at a minimum of every seven (7) consecutive days of guests' stay. Guests will be provided with access to laundry services in order to wash their personal items. These services will be free and laundry soap will be provided.
 - b. basic maintenance support
 - c. room amenities such as on-site parking and parking management, internet, and telephone
 - d. custodial support including sanitization of common areas, including outdoor space and routine room cleaning and inspection
 - e. storage
6. TSA and HOST will adhere to the Responsibility Matrix of Facility Related Services in Appendix A.
7. The Tamarac will have a full-time on-site maintenance technician Monday through Friday, during daily business hours. The maintenance technician will be responsible for providing regularly and emergency scheduled general building repair and maintenance services such as trash removal from premises to exterior dumpsters and exterior litter removal, pest control, snow removal from sidewalks and entries, changing light bulbs, minor repairs to plugged toilets and leaky faucets.
8. TSA will provide and oversee biohazard, janitorial, and laundry services to ensure quality and timeliness to promote a safe and comfortable environment for all guests and staff.

9. NCS Sites will have security measures available onsite and include installation and maintenance of a video surveillance system to maximize staff visibility of the facility. Additional security measures may be added if deemed necessary in consultation with and approval by HOST.

III. ROLES AND RESPONSIBILITIES FOR BOTH PARTIES

A. Contractor will:

1. Work with City to host any city-designated sensitivity training on an annual basis.
2. Provide any online modular sensitivity training developed and provided by the City to all new direct-service staff within 15 days of hire date. Ensure direct-service staff complete training refresher on a biennial basis.
 - a. Sensitivity Training is available at https://denvergov.org/media/denvergov/housingstability/context_of_homelessness/story.html
 - b. The Executive Director or their delegate are required to complete and sign the “Statement of Completion of Required Training: Informed, Compassionate, and Positive Interactions with Persons Experiencing Homelessness” form biennially and submit to HOST.
3. Post the City and County of Denver’s Anti-Discrimination Office signage in an area where information is available to staff and program participants.

B. The City will:

1. Provide signage that includes information about the City and County of Denver’s Anti-Discrimination Office in both [Spanish and English](#).

IV. EQUITY ACCESS AND OUTCOMES

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

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

V. OBJECTIVE AND OUTCOMES

Outputs: The direct results of program activities that may include types, levels and targets of services to be delivered by the program. They are indicators of how effective you were in implementing your program	Benchmark	Outcomes: The intended accomplishments of the program	Benchmark
Number of households to be served annually	800 in short and long-term shelter 1000 through Access and Intake Team 200 to receive Rapid Resolution	Number and percentage of all households who exit to a stable or permanent housing solution	40% from short-term 60% from long-term
Number and percentage of households served who are engaged in individualized housing focused case management (Non-Congregate and Congregate Shelters only)	90%	Number and percentage of households engaged in rehousing services who exit to a stable or permanent housing solution	50%
Number and percentage of households engaged in Housing Navigation	Count		
Number and percentage of households engaged in workforce development	Count		
Number and percentage of clients referred to mental health and/or substance misuse supports	Count		
Number and percentage of households who obtain vital documents	Count		
Assumptions: Unless otherwise indicated, data will be pulled from Homeless Management Information System (HMIS).			
Data Quality: Each reporting period am HMIS Data Quality Report must be uploaded to Salesforce with quarterly report. Data quality must be in alignment with expectations outlined by MDHI.			

VI. REPORTING

- A. Contractor is required to use Homeless Management Information System (HMIS) for program data collection. Contractor's use of HMIS must adhere to COHMIS [Policy](#) and [Data Quality](#) standards to demonstrate clients' eligibility, and meet indicators in this scope of work. Disbursement of funds is contingent upon the ability to collect program data using HMIS.

B. Contractors will be required to use HOST Programs Community to submit all program narrative and qualitative data reports. These reports are due the 15th day of the month following each reporting period. Each narrative report will content information on program success, challenges, and funding leverage during the reporting period.

<u>Quarterly Report</u>	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>
<u>Due Date</u>	April 15th	July 15th	October 15th	January 15th

C. HOST Programs Community will provide Contractor with an online forum to submit report for each reporting period. Supplemental reporting may be required when HMIS data and narrative reports are insufficient to demonstrate program impact. Submitted reports will be reviewed by the designated Program Officer for completeness, clarity, and accuracy.

D. Upon execution of this contract, HOST will provide a user guide for using HOST Programs Community portal along with the required login information. Prior to the due date for the first required report, HOST will provide resources and support as needed or as requested by the Contractor to support the use of HOST Programs Community.

E. Contractor may be required to submit a Contract Summary Report at the end of the contract period within 30 days after the Term End Date of this contract agreement.

F. Data Monitoring

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

1. Program data

a. Data sources

1. Homeless service providers: All program data reports will be sourced from client-level data entered in HMIS unless otherwise specified. Qualitative program narratives, data quality reports, and any requested supplemental reports can be submitted through the HOST Programs Community

2. All other programs: Summary reports on clients served will use the HOST Programs Community to report narrative, and households served information. Additional data may be required in the reporting form and/or a supplemental data template provided by HOST.

i. Number of unique Households served (universal for all HOST-funded programs) and progress toward the households served goal:
Households proposed to be served each calendar year – 2000
Year 2024: 1834

ii. Demographics of households served:
Demographic data of households served are monitored to ensure fair and equitable access to services. The scope of demographic data collected are specific to the needs of the program or any related

funding sources. Demographic data can include but is not limited to race and ethnicity, income level, participant age/ age-group/ number of age-qualifying participants, disability status, mental health condition, or gender identity.

The measures and benchmarks specified in the objectives and outcomes section.

2. Qualitative narratives: This includes reports on program successes and challenges, programmatic updates, and supplemental reports. These reports can be submitted through the Salesforce programs community.
3. Financial Data
 - a. Funding sources and amount included
 - b. Total Contract spend to date, by budget category
4. Specific to this Scope of Work
 - a. Number and type of proposed outcomes based on
 1. Number of households served through Intake and Access: 1,000
 2. Number of receiving Rapid Resolution assistance- 200
 3. Number enrolled in short-term shelter 800 in both short- and long-term
 4. Number enrolled in long-term shelter 800 in both short- and long-term
5. HMIS Data Quality reports (Required for all program reporting in HMIS - Homelessness resolution programs only): Data quality reports are a tool to assist with tracking data quality progress for client data entered into HMIS.
 - a. Data quality standards: The [COHMIS Data Quality Standards](#) determine expected data quality standards by project type. Timeliness is the primary data quality component assessed at HOST to support policies around voluntary client reporting. Table A below summarizes minimum data quality timeliness standards for each project.

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

VII. FINANCIAL ADMINISTRATION

A. Compensation and Methods of Payment

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

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

B. Invoicing Requirements

1. To meet Government requirements for current, auditable books at all times, it is required that all vouchers be submitted monthly to HOST in order to be paid. Expenses cannot be reimbursed until the funds under this contract have been encumbered.
2. 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 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" in the "OMB Omni Circular" applicable to the organization incurring the cost will be reimbursed.
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.

C. Payroll

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

D. Fringe Benefits

1. Fringe benefits paid by the employer can be requested by applying the FICA match of 7.65 percent to the gross salary -less pre-tax deductions, if applicable, paid under this contract. Fringe benefits may also include medical plans, retirement plans, worker's compensation, and unemployment insurance. Fringe benefits that exceed the FICA match may be documented by
 - a. A breakdown of how the fringe benefit percentage was determined prior to first draw request; or
 - b. By submitting actual invoices for the fringe benefits. If medical insurance premiums are part of the estimates in item #1, one-time documentation of these costs will be required with the breakdown. Payroll taxes may be questioned if they appear to be higher than usual.

2. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans. The cost of fringe benefits is allowable if they are provided under established written leave policies, the costs are equitably allocated to all funding sources, including HOST awards; and, the accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the vendor. HOST does not allow payments for unused leave when an employee retires or terminates employment.

E. General Reimbursement Requirements

1. Invoices: All non-personnel expenses need dated and readable invoices. The invoices must be from a vendor separate from the Contractor and must state what goods or services were provided and the delivery address. Verification that the goods or services were received should also be submitted, this may take the form of a receiving document or packing slips, signed, and dated by the individual receiving the good or service. Copies of checks written by the Contractor, or documentation of payment such as an accounts payable ledger which includes the check number shall be submitted to verify that the goods or services are on a reimbursement basis.
2. Administration and Overhead Cost: Other non-personnel line items, such as administration, or overhead 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 HOST and reflected in the contract budget.
3. 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.

F. Program Income

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

G. Budget Modification Requests

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

H. Contract Amendments

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

I. Financial Management Systems

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

1. Financial reporting must be accurate, current, and provide a complete disclosure of the financial results of financially assisted activities and be made in accordance with federal and/or city financial reporting requirements.
2. Accounting records must be maintained which adequately identify the source and application of the funds provided for financially assisted activities. The records must contain information pertaining to contracts and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. Accounting records shall provide accurate, separate, and complete disclosure of fund status.
3. Effective internal controls and accountability must be maintained for all contract cash, real and personal property, and other assets. Adequate safeguards must be provided on all property, and it must be assured that it is used solely for authorized purposes.
4. Actual expenditures or outlays must be compared with budgeted amounts and financial information must be related to performance or productivity data, including the development of cost information whenever appropriate or specifically required.

5. For contracts subject to Federal Agreements, applicable 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.

J. Monitoring Requirements

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

K. Audit Requirements

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

L. Procurement

1. The Contractor shall follow the City Procurement Policy to the extent that it requires that at least three (3) documented quotations be secured for all purchases or services supplies, or other property that costs more than ten thousand dollars (\$10,000) in the aggregate.
2. The Contractor will ensure selected vendor or proposer has required insurance once the Contractor identifies a successful vendor or proposer.
3. The Contractor will maintain records sufficient to detail the significant history of procurement. These records will include but are not limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
4. For contracts subject to federal agreements, if there is a residual inventory of unused supplies exceeding five thousand dollars (\$5,000) in total aggregate upon termination or completion of award, and if the supplies are not needed for any other federally sponsored programs or projects the Contractor will compensate the awarding agency for its share.

M. Bonding

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

N. Records Retention

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

O. Contract Close-Out

1. All Contractors are responsible for 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.

P. Collection of Amounts Due

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

VII. FUNDS WILL BE USED TO

Funds in the amount of **\$8,006,556.00** will be utilized to support Family Emergency Non-Congregate Shelter (NCS) case management, housing navigation programs and operations.

IX. Budget

Contract Program Budget Summary							
Contractor Name:		The Salvation Army		City Contract #:	HOST 202473096		
Project :		Family Emergency Non-Congregate Shelter @ Tamarac					
Budget Term:		From:	2/1/2024	To:	12/31/2024		
Program/Fiscal Year:		2024					
Budget Category	Agency Total (All Funding Sources for Agency)	Homelessness Resolution HOST Funding		Total Costs requested from HOST	Agency Total		Budget Narrative
Personnel: Job Title	Total	Amount	Amount	HOST Total	Amount	%	
Administrative Leadership	\$90,000	\$82,500.00	\$0	\$82,500	\$82,500	91.67%	Multiple positions not to exceed 25% of salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Positions include DMSS Director, Assistant Director DMSS, Monitoring Evaluation Director, Grants and Contracts Manager, Employment Pathways Manager.
Family Transformational Housing Director	\$90,480	\$33,176.00	\$0	\$33,176	\$33,176	36.67%	Up to 40% of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provides direct oversight of family sheltering program activities.
Temp Housing Assistant Director	\$72,800	\$24,267.00	\$0	\$24,267	\$24,267	33.33%	Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Dedicated to the oversight and daily operations of the shelter and all activities on property.
Facilities Director	\$67,600	\$61,967.00	\$0	\$61,967	\$61,967	91.67%	Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Dedicated to the oversight and daily operations of the shelter and all activities on property.
Program Manager	\$67,600	\$61,967.00	\$0	\$61,967	\$61,967	91.67%	Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Supports the leadership team and provides direct supervision to the shift supervisors and program assistants.
Shift Supervisors	\$191,360	\$175,413.00	\$0	\$175,413	\$175,413	91.67%	Up to 4 Full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provide leadership and direct supervision to program assistants
Maintenance Technicians	\$306,760	\$281,197.00	\$0	\$281,197	\$281,197	91.67%	Up to 7 Full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: General maintenance, janitorial, and housekeeping duties.
Program assistants	\$698,880	\$232,960.00	\$0	\$232,960	\$232,960	33.33%	Up to 16 Full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provide direct services to program participants and temporary seasonal program assistant staff for winter weather.
Lead Case Managers	\$117,936	\$39,312.00	\$0	\$39,312	\$39,312	33.33%	Up to 2 Full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provide supervision to case management teams and direct housing focused case management services
Housing Case managers	\$617,760	\$187,200.00	\$0	\$187,200	\$187,200	30.30%	Up to 10 Full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Housing focused case management staff to provide housing readiness tasks and direct housing navigation with the long-term goal of permanent housing.

Budget Category	Agency Total (All Funding Sources for Agency)	Homelessness Resolution HOST Funding		Total Costs requested from HOST	Agency Total		Budget Narrative
Lead Housing Navigator	\$58,968	\$19,656.00	\$0	\$19,656	\$19,656	33.33%	Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: provide leadership and direct supervision to housing navigation team
Intake Coordinator	\$52,000	\$47,667.00	\$0	\$47,667	\$47,667	91.67%	Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Facilitate intake, enrollment and orientation at the shelter program.
Housing Navigators	\$104,000	\$95,333.00	\$0	\$95,333	\$95,333	91.67%	Up to 2 Full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Support in linkage to existing resources in the community.
School Engagement Navigator Lead	\$58,240	\$53,387.00	\$0	\$53,387	\$53,387	91.67%	Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits.
School Engagement Navigator	\$104,000	\$95,333.00	\$0	\$95,333	\$95,333	91.67%	Up to 2 Full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provide directs support to children and families who require support and linkage to engage in education activities
Lead Access/Intake Coordinator	\$56,929	\$52,185.00	\$0	\$52,185	\$52,185	91.67%	Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provides supervision and leadership over school and youth/child engagement activities.
Access Case Manager	\$280,800	\$257,400.00	\$0	\$257,400	\$257,400	91.67%	Up to 5 Full-time salaries will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Assesses, triage and responds to inquires for shelters. Coordinate the wait list, provide rapid resolution and case management/navigation assistance.
Connection Center Director	\$20,000	\$18,333.00	\$0	\$18,333	\$18,333	91.67%	Up to 20% of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Director directly supervises the Lead Case Manager and provides oversight, guidance and administration for this Access/Intake program.
Quality assurance specialist	\$55,298	\$38,017.00	\$0	\$38,017	\$38,017	68.75%	Up to 75% of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Support in HMIS/Wellsky data collection.
Total Salary:	\$3,111,411	\$1,857,270.00	\$0	\$1,857,270	\$1,857,270	59.69%	
Fringe Benefits	\$1,070,693	\$958,373.00	\$0	\$958,373	\$958,373	89.51%	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 Fringe Benefits.
Total Salary and Fringe Benefits:	\$4,182,104	\$2,815,643.00	\$0	\$2,815,643	\$2,815,643	67.33%	
Other Direct Costs	Total	Amount	Amount	Subtotal	Amount	%	
Program Expenses & Supplies	\$403,000	\$369,417.00	\$0	\$369,417	\$369,417	91.67%	Program/Project-related supplies not given directly to a client and/or directly related to program function. Must be allowable and a direct cost. Includes repairs or replacement of infrastructure items in client units such as client bed, mattress, and dresser. Other items include FileInvite fees for the Connection Center, linens, toilet paper, janitorial supplies, harm reduction, shelter supplies, direct full time staff cell phone service, and staff uniform. Please, refer to the Responsibility Matrix in Appendix A for other program expenses and supplies.

Budget Category	Agency Total (All Funding Sources for Agency)	Homelessness Resolution HOST Funding		Total Costs requested from HOST	Agency Total		Budget Narrative
Guest Meals	\$3,504,000	\$2,632,236.00	\$0	\$2,632,236	\$2,632,236	75.12%	Up to 3 meals estimated \$16 per resident per day, up to 600 residents, 7 days per week. Dietary restrictions will be adhered to such as diabetic, gluten free, vegetarian, vegan, etc.
Direct client assistance	\$245,000	\$224,583.00	\$0	\$224,583	\$224,583	91.67%	Items provided to clients such as hygiene products, bus passes, identification and SS documents. Includes Direct housing readiness assistance, rapid resolution and diversion.
Facilities	\$102,469	\$93,500.00	\$0	\$93,500	\$93,500	91.25%	Specific office space dedicated for use for the program only and not a shared space. Associated expenses can be allocated proportionately based on actual size or percentage of the building space. Associated expenses include lease, utilities and building maintenance.
Minor Equipment	\$30,000	\$23,209.00	\$0	\$23,209	\$23,209	77.36%	Minor office equipment should directly relate to the service provided in the contract and be readily identifiable. Equipment must be essential to the scope of work and used exclusively for program/project. Minor office equipment should be less than \$500.00 per item with a maximum expense to be determined by the program requirements. Includes printer lease, HMIS scan card equipment and meal services equipment.
Security camera system	\$200,000	\$250,000.00	\$0	\$250,000	\$250,000	125.00%	Installation and monitoring of security system
Staff Program/Project Training	\$20,000	\$18,333.00	\$0	\$18,333	\$18,333	91.67%	Directly program-related training materials and registration fees.
Mileage	\$16,000	\$14,667.00	\$0	\$14,667	\$14,667	91.67%	Reimbursement of personal vehicle mileage not to exceed the standard IRS rate at the time of travel, public transportation and ride share services for work purposes related to this contract not commuting to/from work.
Professional Services	\$82,000	\$75,167.00	\$0	\$75,167	\$75,167	91.67%	Program-related expenses for services that require specialized or advanced knowledge or experience such as bio cleanup, pest control, translation and interpretation services.
Subcontracted services	\$650,000	\$650,000.00	\$0	\$650,000	\$650,000	100.00%	Subcontracted security services with Securitas or similar company.
Subcontracted services	\$200,000	\$183,125.00	\$0	\$183,125	\$183,125	91.56%	Subcontracted temporary staffing services with Bayaud Enterprises and/or temporary staffing agency
Total Other Direct Costs	5,452,469	\$4,534,237	\$0	\$4,534,237	\$4,534,237	83.16%	
Total Salaries, Fringe and Other Direct Costs	\$ 9,634,572.90	\$ 7,349,880.00	\$ -	\$ 7,349,880.00	7,349,880	76.29%	
Indirect Costs							
Indirect Costs	\$963,457	\$656,676	\$0	\$656,676	\$656,676	68.16%	Indirect calculated 10% of Salaries, Fringe, Other Direct Costs and first \$25,000 of Bayaud Enterprises Subcontract and Security Subcontracts..
Grand Total	10,598,030	8,006,556	0	\$8,006,556	\$8,006,556	75.55%	

Appendix A
 Responsibility Matrix of Facility Related Services
 The City and County of Denver (City), Contractor is The Salvation Army (TSA)

	<i>Responsible Party</i>
Xcel Electric/Gas/Steam	City
Denver Water	City
Wastewater/Storm Sewer	City
Janitorial (incl. janitorial supplies/placing trash in dumpsters)	Contractor
Exterior litter pickup (including all pet relief)	Contractor
Common Areas Appliance Maintenance - (e.g., kitchen equipment, hood, washer/dryers, etc.)	City
Fire System (sprinklers, inspections)	City
Fire Alarm Monitoring & Fire Phone Line	City
Smoke and CO detectors	City
Fire Extinguishers (inspections)	City
Security System hardware other than cameras/software, if applicable	Contractor
Security System Monitoring, if applicable	Contractor
Security System Phone Line, if applicable	City
Security Cameras, if applicable	Contractor
Security Patrol, if applicable	Contractor
Stationary Security Guard, if applicable	Contractor
Telecom – Land Lines, if applicable	City
Telecom – Cable TV	Contractor
Telecom – Wi-Fi – Main Areas	City
Telecom – Wi-Fi – Service Provider Offices	City/Contractor – TSA can put in their own system for use in office areas at their own expense.
Mechanical (HVAC) Maintenance	City
Electrical Maintenance incl. generator, transformer, if any	City
Plumbing/Sewer (fixtures, drains, pipes)	City (structural or mechanical maintenance or replacement)
Elevators	City
Minor maintenance (i.e., plugged toilets, cleaning common area floors, changing light bulbs, any other repairs not involving specialized tools)	Contractor
Fence Maintenance and Repair, if applicable	City

PTAC Units	N/A
Interior Lighting (bulbs/ballasts) requiring specialized equipment, ladders or lifts	City
Interior Lighting – all other bulb replacements	Contractor
Pest Control and Bed Bug Treatments	Contractor
Appliance Service and Repairs	TSA will not repair or replace appliances such as: fridges, microwaves, coffee makers, TVs, or hotplates, if applicable. HOST may replace these items based on availability of funding. TSA will maintain the common areas. TSA will maintain their own appliances owned, if any. City will maintain kitchen appliances.
Trash Hauling from Dumpsters (regular ongoing, not excess)	City
Snow Removal – sidewalks, walkways, and entries	Contractor
Snow Removal – parking lot	Contractor
Landscaping & Irrigation; if applicable	City
Parking Lot Repair and Maintenance	City
Sidewalk Concrete Repair and Maintenance	City
Exterior lighting (pole lighting)	City
Windows and doors	City
Structural and roof	City
Gutters and downspouts	City
Storage Containers Cleaning and Basic Maintenance, if applicable	City/Contractor – (falls to whomever purchased/leased the boxes)
Damages caused by Contractor's invitees	Contractor
Other services not delineated in the agreement	Contractor

*If any damage is caused by Contractor or its invitees (including any pets, if any) Contractor pays for repair.

Exhibit B

Premises

The Premises (known at the location of 7525 E Hampden Avenue) has a legal description as detailed below.

PARCEL A:

A PART OF THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 4 SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SOUTHWEST QUARTER;
THENCE NORTHERLY ALONG THE WEST LINE OF SAID SOUTHWEST QUARTER A DISTANCE OF 262.5 FEET TO A NO. 5 REBAR , ALSO BEING THE TRUE POINT OF BEGINNING;

THENCE ON AN ANGLE TO THE RIGHT 89°58'43" AND PARALLEL TO THE SOUTH LINE OF SAID SOUTHWEST QUARTER A DISTANCE OF 225.00 FEET TO A NO. 5 REBAR;
THENCE ON AN ANGLE TO THE LEFT OF 89°58'43" A DISTANCE OF 30.00 FEET TO A NO. 5 REBAR;
THENCE ON AN ANGLE TO THE RIGHT OF 89°58'43" A DISTANCE OF 141.15 FEET TO A NO. 5 REBAR;
THENCE ON AN ANGLE TO THE LEFT OF 108°57'15" A DISTANCE OF 449.24 FEET TO A CHISELED "X" IN GUTTER;
THENCE ON AN ANGLE TO THE LEFT OF 44°01'28" A DISTANCE OF 246.99 FEET TO A NO. 5 REBAR ON THE WEST LINE OF SAID SOUTHWEST QUARTER;
THENCE ON AN ANGLE TO TO THE LEFT OF 117°00'00" AND ALONG SAID WEST LINE A DISTANCE OF 567.11 FEET TO THE POINT OF BEGINNING.
CITY AND COUNTY OF DENVER, STATE OF COLORADO.

PARCEL B:

A PART OF THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 4, SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CONER OF SAID SECTION;
THENCE NORTHERLY ALONG THE WEST LINE OF SAID SECTION A DISTANCE OF 262.50 FEET;
THENCE ON AN ANGLE TO THE RIGHT OF 89°58'43" A DISTANCE OF 239.95 FEET;
THENCE ON AN ANGLE TO THE RIGHT OF 90°01'17" A DISTANCE OF 189.13 FEET TO THE NORTHERLY RIGHT OF WAY OF EAST HAMPDEN AVENUE;
THENCE ON AN ANGLE TO THE LEFT OF 81°29'20" AND ALONG SAID NORTHERLY RIGHT OF WAY A

DISTANCE OF 22.73 FEET;
THENCE ON AN ANGLE TO THE LEFT OF 08°31'56" AND ALONG SAID RIGHT OF WAY A DISTANCE OF 265.47 FEET;
THENCE ON AN ANGLE TO THE LEFT OF 90°00'00" A DISTANCE OF 50.41 FEET;
TEHNCE ON AN ANGLE TO TO THE LEFT OF 18°57'15" A DISTANCE OF 95.00 FEET;
THENCE ON AN ANGLE TO THE LEFT OF 38°35'00" A DISTANCE OF 102.15 FEET TO A POINT OF CURVE;
THENCE ALONG A TANGENT CURVE TO THE RIGHT HAVE A RADIUS OF 125.00 FEET, A CENTRAL ANGLE OF 22°04'21" A DISTANCE OF 48.16 FEET TO THE TRUE POINT OF BEGINNING;

THENCE CONTINUING ALONG SAID CURVE TO RIGHT HAVING A RADIUS OF 125.00 FEET, A CENTRAL ANGLE OF 16°30'39" A DISTANCE OF 36.02 FEET TO A POINT OF TANGENT;
THENCE ALONG SAID TANGENT TO THE RIGHT A DISTANCE OF 377.20 FEET TO A POINT OF CURVE;
THENCE ALONG SAID TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 70.00 FEET, A CENTRAL ANGLE OF 23°54'32" A DISTANCE OF 29.21 FEET;
THENCE ON AN ANGLE TO THE LEFT OF 156°05'28" A DISTANCE OF 443.11 FEET;
THENCE ON AN ANGLE TO THE LEFT OF 87°35'59" A DISTANCE OF 9.23 FEET;
THENCE ON AN ANGLE TO THE LEFT 53°34'23" A DISTANCE OF 3.09 FEET TO THE TRUE POINT OF BEGINNING.
CITY AND COUNTY OF DENVER. STATE OF COLORADO.

PARCEL C:

THOSE NON-EXCLUSIVE EASEMENT RIGHTS CREATED BY THE RECIPROCAL EASEMENT AGREEMENT RECORDED JUNE 19, 1980 IN BOOK 2175 AT PAGE [499](#), AS AMENDED BY INSTRUMENTS RECORDED AUGUST 20, 1980 IN BOOK 2212 AT PAGE [622](#) , AND MAY 11, 1984 IN BOOK 3905 AT PAGE [544](#) AND RE-RECORDED JUNE 6, 1984 IN BOOK 3116 AT PAGE [347](#).
CITY AND COUNTY OF DENVER, STATE OF COLORADO.

PARCEL D:

THE EASEMENT RIGHTS CONTAINED IN THE RECIPROCAL EASEMENT AGREEMENT RECORDED SEPTEMBER 11, 1974 IN BOOK 943 AT PAGE [167](#).
CITY AND COUNTY OF DENVER, STATE OF COLORADO.

PARCEL E:

THE EASEMENT RIGHTS CONTAINED IN THE RECIPROCAL EASEMENT AGREEMENT RECORDED DECEMBER 18, 1975 IN BOOK 1170 AT PAGE [679](#), AS AMENDED BY INSTRUMENT RECORDED JUNE 19, 1980 IN BOOK 2175 AT PAGE [481](#).
CITY AND COUNTY OF DENVER, STATE OF COLORADO.

Exhibit B-1

TERMS AND CONDITIONS FOR OCCUPANCY AND USE OF PREMISES

1. **USE:** The Premises are to be used and occupied by the Contractor for the purposes set forth in the Agreement. The Contractor shall use the Premises in a careful, safe, and proper manner, and shall not use or permit the Premises to be used for any purpose prohibited by the laws of the United States of America, the State of Colorado, or the Charter or ordinances of the City and County of Denver.
2. **“AS IS” CONDITION:** The Premises are accepted by the Contractor in an “AS IS, WHERE IS” condition, with all faults and defects. No additional work will be performed by the City, unless otherwise determined by the City, and the Contractor hereby accepts the Premises in its as-is condition. The City does not make and disclaims any warranty or representation whatsoever, express, or implied, and shall have no obligation or liability whatsoever, express, or implied, as to the condition of or any other matter or circumstance affecting the Premises.
3. **ALTERATIONS:** The Contractor shall not make any alterations in or additions to the Premises without first obtaining the written consent of the City’s Director of Real Estate, which consent may be withheld in the Director’s sole discretion. The Contractor will pay or cause to be paid all costs and charges for: (i) work done by the Contractor or caused to be done by the Contractor, in or to the Premises; and (ii) materials furnished for or in connection with such work. Any and all alterations or improvements to the Premises by the Contractor shall be conducted in a lien-free manner in compliance with all applicable laws, codes, ordinances and regulations.
4. **ENTRY BY CITY:** The City is granting a revocable license to the Premises and shall be entitled to access the Premises as necessary or as desired. The Contractor shall permit representatives of the City to enter into and upon the Premises at time. The City shall not cause unreasonable interference in the normal course of the Contractor’s performance of services.
5. **UTILITIES, REPAIR AND MAINTENANCE:** As shown in **Appendix A** to the Scope of Work, the City shall perform/maintain and pay for phone lines, common area Wi-Fi, PTAC units (if applicable), HVAC, electrical, plumbing, sewer, elevators, structural, roof, windows, doors, exterior lighting, gutters and downspouts, landscaping and irrigation if determined as needed by the City, exterior dumpster trash removal, sidewalk and parking lot repairs, fence maintenance (if applicable), repairs and maintenance requiring specialized equipment, appliance repairs to commercial kitchen equipment and laundry equipment (washers and dryers), any inspections and services required for the fire suppression system, fire panel, maintaining CO and fire detectors, kitchen hood and boiler, and conducting fire extinguisher inspections and replacements, however, if the Contractor or its agents, employees, contractors, or, invitees cause any damage to the foregoing, the Contractor shall be responsible for the repairs and/or, replacement and all costs associated with such repairs and replacements. City will install and maintain community wireless internet. City will install and maintain security cameras for Contractor monitoring.

The City shall be responsible for arranging for, and paying all deposits, fees and charges associated with all water, sewer, gas and electricity, or other utilities or services or fees charged on utilities or other consumables allocable to the Property.

The Contractor shall be responsible for arranging for, and paying all deposits, fees and charges associated with snow removal from sidewalks surrounding the Premises, walkways to trash and storage containers, if applicable, and walkways within the Premises, and entries to all structures within the Premises.

The Contractor shall be responsible for arranging for, and paying all deposits, fees and charges associated with security camera installation, maintenance and monitoring, security patrol/guards (if applicable), internet to any self-owned network, cable TV, any other communication services to the Premises, security installation and maintenance, janitorial services and supplies including trash removal from Premises to exterior dumpsters and exterior litter removal, cleaning of dog relief areas, minor repairs (e.g. plugged toilets, hand washing stations, laundry areas, bathroom, shower, changing light bulbs, any other repairs not involving specialized tools), pest control, bed bug treatments, maintenance of appliances owned by the Contractor, cleaning and maintenance of common area including the floors, staff areas, dining/community areas, storage containers, showers, restrooms, fencing, smoking areas and dog run areas, security services or specialized equipment, as determined applicable, and any other service required for the use of Premises by Contractor.

TSA will not repair or replace appliances such as fridges, microwaves, coffee makers, TVs, or hotplates, if applicable. HOST may replace these items based on availability of funding.

Contractor will comply with onsite easements, if necessary.

The City will not be liable for any reason for any loss or damage resulting from an interruption of any of these services.

6. **DAMAGE TO PREMISES:** Any damage of or destruction to the Premises by the Contractor incident to the use of the Premises or the performance of services shall be promptly repaired or replaced by the Contractor to the satisfaction of the City's Director of Real Estate. The Director may, at his/her option, in lieu of such repair or replacement, require the Contractor to pay to the City money in an amount sufficient to compensate for the loss sustained by the City for any damage that may result from the Contractor's use of the Premises.
7. **CARE AND SURRENDER OF THE PREMISES:** At the termination of this Agreement, the Contractor shall remove all personal property, furniture and equipment and repair any damage caused by such removal; and surrender the Premises to the City and deliver the Premises to the City in substantially the same condition as existed on the date hereof, reasonable wear and tear excepted.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/15/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Insurance Services West, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com														
INSURER(S) AFFORDING COVERAGE															
INSURED The Salvation Army - Division 7 30840 Hawthorne Blvd., Bldg D Rancho Palos Verdes, CA 90275	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER A:</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>Greenwich Insurance Company</td> <td>22322</td> </tr> <tr> <td>INSURER B: XL Insurance America Inc</td> <td>24554</td> </tr> <tr> <td>INSURER C: XL Specialty Insurance Company</td> <td>37885</td> </tr> <tr> <td>INSURER D: Lexington Insurance Company</td> <td>19437</td> </tr> <tr> <td>INSURER E: Fortegra Specialty Insurance Company</td> <td>16823</td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER A:	NAIC #	Greenwich Insurance Company	22322	INSURER B: XL Insurance America Inc	24554	INSURER C: XL Specialty Insurance Company	37885	INSURER D: Lexington Insurance Company	19437	INSURER E: Fortegra Specialty Insurance Company	16823	INSURER F:	
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INSURER E: Fortegra Specialty Insurance Company	16823														
INSURER F:															

COVERAGES

CERTIFICATE NUMBER: W32911148

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Self Insured Retention: <input checked="" type="checkbox"/> \$1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y		RGE3001798	10/01/2023	10/01/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 6,000,000 PRODUCTS - COMP/OP AGG \$ 6,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	RAD500021913	10/01/2023	10/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			US00064229LI23A	10/01/2023	10/01/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N No	N/A	RWD500021713	10/01/2023	10/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Workers Compensation & Employers Liability WC - Per Statute		Y	RWR300094408	10/01/2023	10/01/2024	E.L. Each Accident \$1,000,000 E.L. Disease Pol Lim \$1,000,000 E.L. Disease - Ea Emp \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This Voids and Replaces Previously Issued Certificate Dated 03/14/2024 WITH ID: W32909155.

contract number (202473096-00)

Workers Compensation Policy No. RWD500021713 provides coverage in the states of FL GA HI ID LA MT NM NV TN UT
SEE ATTACHED

CERTIFICATE HOLDER

CANCELLATION

The City & County of Denver Department of Housing Stability 1313 Sherman St Denver, CO 80203	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis Towers Watson Insurance Services West, Inc.	NAMED INSURED The Salvation Army - Division 7 30840 Hawthorne Blvd., Bldg D Rancho Palos Verdes, CA 90275	
POLICY NUMBER See Page 1	EFFECTIVE DATE: See Page 1	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> CARRIER See Page 1 </td> <td style="width: 50%; vertical-align: top;"> NAIC CODE See Page 1 </td> </tr> </table>		CARRIER See Page 1
CARRIER See Page 1	NAIC CODE See Page 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance

Workers Compensation Policy No. RWR300094408 provides coverage in the state of AK

Certificate Holder is included as an Additional Insured as respects to General Liability and Auto Liability as required by written contract or agreement.

Waiver of Subrogation applies in favor of Certificate Holder with respects to General Liability and Auto Liability as required by written contract or agreement.

Waiver of Subrogation applies in favor of Certificate Holder with respects to Workers Compensation as permitted by law.

Additional Insureds-

The City and County of Denver, it's elected and appointed officials, employees, and volunteers as well as the landlord East Hampden Hotel Fee, LLC

INSURER AFFORDING COVERAGE: Lexington Insurance Company

NAIC#: 19437

POLICY NUMBER: 6791603 EFF DATE: 12/01/2023 EXP DATE: 12/01/2024

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Healthcare Professional Liab.	Limit:	See Below

ADDITIONAL REMARKS:

Healthcare Professional Liability (Primary) - Claims Made

Carrier: Lexington In Co Policy No. 6791603

Term: 12/01/2023 to 12/01/2024

Aggregate Limit: \$6,000,000

Each Medical Incident:- \$1,000,000

Self-Insured Retention: \$100,000 Each medical incident

Excess Healthcare Professional Liability - Claims Made

Carrier: Lexington Ins Co Policy No. 6798274

Term: 12/01/2023 to 12/01/2024

Aggregate Limit: \$4,000,000

Each Medical Incident: \$4,000,000

Policy Aggregate Limit: \$4,000,000

INSURER AFFORDING COVERAGE: Fortegra Specialty Insurance Company

NAIC#: 16823

POLICY NUMBER: C4MFH238738CYBER2023 EFF DATE: 06/11/2023 EXP DATE: 06/30/2024

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Cyber Liability	Each Claim/Policy Agg Retention	\$1,000,000 \$250,000