

## REVIVAL AND AMENDATORY AGREEMENT

**THIS REVIVAL AND AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”), and **URBAN PEAK DENVER**, a Colorado nonprofit, whose address is 2100 Stout Street, Denver, CO 80205 (the “Contractor”), individually a “Party” and collectively the “Parties.”

**WHEREAS**, the Parties entered into an Agreement dated April 15, 2021, to provide essential supportive services to individuals who are experiencing unsheltered homelessness (the “Agreement”); and

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

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

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

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

“3. **TERM**: The term of the Agreement (“Term”) shall commence on January 1, 2021, and expire, unless sooner terminated, on December 31, 2023.”

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

“4.4.1. Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed Two Million Four Hundred Eighty Thousand Dollars (\$2,480,000.00) (the “Maximum Contract Amount”). The City is not obligated to execute an agreement or any amendments for any further services, including any services performed by the Contractor beyond that specifically described in **Exhibits A** and **A-1**. Any services performed beyond those in **Exhibits A** and **A-1** or performed outside the Term are performed at the Contractor’s risk and without authorization under the Agreement.”

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

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

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

20.2. The Contractor certifies that:

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

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

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

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

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

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

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

5. Section 24 of the Agreement, titled “**NO DISCRIMINATION IN EMPLOYMENT**,” is amended to read as follows:

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

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

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

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

**REMAINDER OF PAGE INTENTIONALLY BLANK**

**Contract Control Number:** HOST-202161223-01/202057240-01  
**Contractor Name:** URBAN PEAK DENVER

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:

\_\_\_\_\_

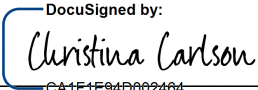
\_\_\_\_\_

By:

\_\_\_\_\_

**Contract Control Number:**  
**Contractor Name:**

HOST-202161223-01/202057240-01  
URBAN PEAK DENVER

By:  \_\_\_\_\_  
CA1F1E94D002404...

Name: Christina Carlson  
(please print)

Title: CHIEF EXECUTIVE OFFICER  
(please print)

ATTEST: [if required]

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

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

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



**URBAN PEAK DENVER**  
**SCOPE OF WORK**  
 HOST-202161223-01

**I. PURPOSE OF AGREEMENT**

The Purpose of this contract agreement is to provide an award to add funding in the amount of \$1,820,000.00 for a total contract amount of \$2,480,000.00 through the Department of Housing Stability (HOST). These funds will be provided to Urban Peak (UP) to provide Essential and Supportive Services to individuals who are experiencing unsheltered homelessness and/or not currently accessing daytime shelter services. Additionally, this Contract will support Urban Peak Shelter operations and programs for youth aged 15-24.

**II. SERVICES**

**A. Targeted Populations**

1. UP will provide additional services to encourage those resistant to engaging in services youth ages 15-24 years of age, who are experiencing or are at high risk of experiencing homelessness.
2. UP will engage with youth with high and complex service needs, youth currently unable to access UP services due to scheduling conflicts and youth who access adult overnight shelters.

**B. UP will increase daytime services at the Drop-In Center (DIC) location and additional services at the shelter including groups and easier access to basic needs.**

1. The DIC location will extend number of hours during day hours.
2. UP will provide additional meals, showers, laundry, restrooms, mail services and storage space for personal items.
3. UP will provide case management, housing, resource navigation, dental care and clinical mental health services.
4. UP will provide classes and groups to youth which will include but not limited to life skills, healthy relationships, coping and art.
5. Shelter Case Managers will continue to provide outreach and be available during all hours of operation.

**C. UP will provide housing navigation for youth to transition and obtain stable housing.**

**D. Shelter Operations**

1. UP will provide safe, stable, and sanitary emergency shelter, residential shelter, and daytime drop-in shelter services that include basic needs of personal hygiene, shelter, and nutritious nourishment comprising at least 2500 calories per day per person. Clients will be 15-24 years of age and are experiencing or are at high risk of experiencing homelessness.
2. UP will provide access to laundry facilities, mail services, and storage space for personal belongings.

**E. Shelter Programs**



**URBAN PEAK DENVER**  
**SCOPE OF WORK**  
HOST-202161223-01

1. UP will provide case management, resource navigation, dental care, and clinical mental health services.
2. UP will offer trauma-informed classes and group activities featuring topics including, but not limited to life skills, healthy relationships, coping, and art.
3. UP will offer housing navigation for youth to obtain and to transition to stable housing, possibly including family reunification.
4. UP will offer navigation services for youth to access education and employment opportunities.
5. UP will provide aftercare and homeless prevention services to clients after shelter exit for at least three months to prevent recidivism.
6. UP will conduct street outreach in the interest of connecting eligible youth experiencing homelessness to UP shelter and services.

**III. ROLES AND RESPONSIBILITIES**

**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.
3. Assure direct-service staff complete training refresher on a biennial basis.
4. Provide signage that includes information about the City and County of Denver's Anti-Discrimination Office.
5. Contractor will determine a staff member to serve as a point of contact for crisis communications and will communicate any crisis or emergency situations to the designated HOST representative as soon as possible, but no longer than 18 hours. The HOST representative for this purpose is the Homelessness Resolution Director. If that changes, HOST will communicate any changes within 24 hours. Changes to that point of contact with UP will be communicated to HOST within 24 hours.

**IV. EQUITABLE ACCESS AND OUTCOMES**

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



**URBAN PEAK DENVER**  
**SCOPE OF WORK**  
 HOST-202161223-01

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

**V. PROCESS AND OUTCOME MEASURES**

**A. Process Measures**

1. UP will increase physical safety for sheltered and unsheltered youth.
2. UP will increase obtainment of benefits, healthcare, and legal services in order to reduce barriers to housing and employment.
3. UP will increase participation in coping and life skills programming; youth council; and case management. 500 unduplicated youth will obtain case management services annually.
4. UP will provide additional support services such as showers, lockers, meals, and group activities to 300 unduplicated youth annually.
5. UP will increase engagement in education and employment services.
6. UP will decrease average housing match wait time for both sheltered and unsheltered youth.

**B. Outcome Measures**

1. 15% of youth accessing UP emergency shelter and 45% of unsheltered youth accessing the DIC will discuss and obtain necessary benefits, healthcare, and legal services.
2. 65% of youth accessing UP emergency shelter and at least 80% of unsheltered youth contacted by outreach will utilize daytime services.
3. 85% of youth accessing UP emergency shelter and 60% of unsheltered youth accessing the DIC will attend coping and life skills programming, youth council, or engage in case management.
4. By the end of the first grant year, the average wait time for youth who are prematched to a housing resource will decrease by 10%.

**C. Day shelter utilization & length of stay**

Exhibit A-II HOST-202161223-01  
 (Parent Contract 202057240-01)





**URBAN PEAK DENVER**  
**SCOPE OF WORK**  
HOST-202161223-01

- a. Data source: Homeless Management Information System (HMIS)
- b. Measure: Number of households in each shelter program daily
2. Unique households served
  - a. Data source: HMIS
  - b. Measure: Number of unique households who used the day shelter program at least once over the reporting period and year to date
3. Unique households served who exited the program
  - a. Data source: HMIS
  - b. Measure: Number of unique households who used the day shelter program at least once and exited services during the reporting period and year to date.
4. Average length of stay (benchmark is 60 days or less for rapid entry programs and programs serving under 60 people per day)
  - a. Data source: HMIS
  - b. Measure: Average and median number of days of day shelter service used per household over the reporting period

**D. Services provided**

1. Number of households provided case management
  - a. Data source: HMIS
  - b. Measure: Number of households with at least one case management service over the reporting period; Total number of case management services provided during the reporting period
2. Number of households provided storage opportunities
  - a. Data source: HMIS
  - b. Measure: Number of households with at least one storage service; Total number of storage services provided during the reporting period
3. Provision of shower services
  - a. Data source: Provider report (to be submitted with narrative)
  - b. Measure: Total number of shower services used each reporting period
4. Provision of meals
  - a. Data source: Provider report (to be submitted with narrative)
  - b. Measure: Total number of meals provided during the reporting period

**E. Behavioral and Physical Health Care Connections**

1. Referrals to behavioral health services
  - a. Data source: HMIS



**URBAN PEAK DENVER**  
**SCOPE OF WORK**  
HOST-202161223-01

- b. Measure: Number of households with at least one HMIS service for a mental health treatment referral; Total number of referrals to mental health services made during the reporting period
  2. Referrals to substance use services
    - a. Data source: HMIS
    - b. Measure: Number of households with at least one HMIS service for a substance use treatment referral; Total number of referrals to substance use services made during the reporting period
  3. Referrals to primary medical services
    - a. Data source: HMIS
    - b. Measure: Number of households with at least one HMIS service for a primary medical treatment referral; Total number of referrals to primary medical services made during the reporting period
  4. Households obtaining behavioral health treatment
    - a. Data source: HMIS
    - b. Measure: Number of unique households who obtained mental health treatment after being referred by day shelter program during the reporting period; Total number of mental health treatment services obtained after being referred by day shelter program during the reporting period
  5. Households obtaining substance use treatment
    - a. Data source: HMIS
    - b. Measure: Number of unique households who obtained substance use treatment after being referred by day shelter program during the reporting period; Total number of substance use treatment services obtained after being referred by day shelter program during the reporting period
  6. Households obtaining primary medical treatment
    - a. Data source: HMIS
    - b. Measure: Number of unique households who obtained primary medical treatment after being referred by day shelter program during the reporting period; Total number of primary medical treatment services obtained after being referred by day shelter program during the reporting period

**F. Income, Benefits, and Education**

1. Unique households who increased earned income from program entry to exit/most recent assessment
  - a. Data source: HMIS
  - b. Measures:



**URBAN PEAK DENVER**  
**SCOPE OF WORK**  
HOST-202161223-01

- i. For exited households: Number and percentage of exited households who increased earned income from program entry to program exit
    - ii. For current households: Number and percentage of currently participating households who increased earned income from program entry to most recent assessment
  2. Number of unique households who increased total income from program entry to exit/most recent assessment a. Data source: HMIS
    - b. Measure:
      - i. For exited households: Number and percentage of exited households who increased total income from program entry to program exit
      - ii. For current households: Number and percentage of currently participating households who increased total income from program entry to most recent assessment
  3. Number of unique households who increased income from benefits from program entry to program exit/most recent assessment a. Data source: HMIS
    - b. Measure:
      - i. For exited households: Number and percentage of exited households who increased income from benefits from program entry to program exit
      - ii. For current households: Number and percentage of currently participating households who increased income from benefits from program entry to most recent assessment
  4. Number of unique households who accessed a new cash benefit from program entry to program exit/most recent assessment
    - a. Data source: HMIS
    - b. Measure:
      - i. For exited households: Number and percentage of exited households who had each benefit at program entry compared to program exit. Number and percentage of exited households who had income from at least one cash benefit go from \$0 per month to an amount greater than \$0 per month from program entry to program exit  
For current households: Number and percentage of currently participating households who had each benefit type at program entry compared to at the most recent assessment. Number and percentage of currently participating households who had income from at least



**URBAN PEAK DENVER**  
**SCOPE OF WORK**  
 HOST-202161223-01

one cash benefit go from \$0 per month to an amount greater than \$0 per month from program entry to most recent assessment

5. Number of unique households who accessed at least one new noncash benefit from program entry to program exit/most recent assessment
  - a. Data source: HMIS
  - b. Measure:
    - i. For exited households: Number and percentage of exited households who reported a noncash benefit at program exit that they did not report at program entry
    - ii. For currently participating households: Number and percentage of currently participating households who reported a noncash benefit at program exit that they did not report at program entry
6. Enrollments in training or academic programs
  - a. Data source: HMIS
  - b. Measure: Number of households with at least one service for training or academic programming; Total number of training/academic program enrollments
7. Number of unique households who obtained a professional certification
  - a. Data source: HMIS
  - b. Measure: Number of households with at least one service for obtaining a professional certification; Total number of professional certifications obtained

**G. Housing Attainment**

1. Benchmarks: For single adults – 25% of households exit shelter to permanent housing or more stable housing outcomes. For families – 60% of households exit shelter to permanent housing or more stable housing outcomes
  - a. Data source: HMIS
  - b. Measure: Number and percent of exiting households by destination at exit. Destinations at exit will be grouped into permanent housing, other stable housing outcomes, and outcomes to other locations (e.g., nightly shelter, street, jail, or unknown destinations). Exits to permanent housing may also be broken down into more detailed categories (e.g., permanent supportive housing, rapid rehousing, reunification, etc.)
2. OneHome program enrollments
  - a. Data source: HMIS
  - b. Measure: Average number of OneHome program enrollments for the agency



**URBAN PEAK DENVER**  
**SCOPE OF WORK**  
HOST-202161223-01

**H. Household Characteristics**

1. Households served accessing shelter for the first time
  - a. Data source: HMIS
  - b. Measures:
    - i. Number of unique households served who had no prior program enrollment or service that indicated homelessness recorded in HMIS
    - ii. Number of unique households served who had no prior overnight shelter services recorded in HMIS who go on to use overnight shelter services within the reporting period
2. Household characteristics:
  - a. Data source: HMIS
  - b. Measures:
    - i. Number and percent of heads of household by race, ethnicity, and income level at entry (if reported in HMIS for program type)

**I. Data quality**

1. In order to determine the accuracy and comprehensiveness of the reporting on the above outcomes' measures, HOST will also collect an HMIS Data Quality Report on the program for each reporting period
  - a. Data source: HMIS

**J. Shelter Operations and Programs**

1. Process Measure: Shelter capacity (for overnight only)
  - a. Capacity will be communicated to HOST at the start of the contract term, and Contractor will notify HOST of any changes to capacity that occur during the contract term.
2. Process Measure: Number of households served in daytime services each day
  - a. Source: HMIS
3. Process Measure: Number of households served who stay overnight each night
  - a. Source: HMIS
4. Outcome Measure: Average days households use daytime services within reporting period
  - a. Source: HMIS
5. Outcome Measure: Average nights households use overnight shelter within reporting period
  - a. Source: HMIS
6. Process Measure: Number and percentage of households served who are engaged in individualized rehousing services (case management)



**URBAN PEAK DENVER**  
**SCOPE OF WORK**  
HOST-202161223-01

- a. Source: HMIS
  - b. Benchmark: At least 50% of all guests served within the reporting period.
7. Outcome Measure: Number and percentage of all households who exit to a stable or permanent housing solution
- a. Source: HMIS
  - b. Benchmark: At least 30% of households who exit the shelter program
  - c. Note: This will be measured from the destination at exit field in HMIS, categories will be grouped into permanent housing, stable housing, and other destinations.
8. Outcome Measure: Number and percentage of households engaged in rehousing services who exit to a stable or permanent housing solution
- a. Source: HMIS
  - b. Benchmark: At least 60% of households who exit the shelter program
  - c. Note: This will be measured from the destination at exit field in HMIS, categories will be grouped into permanent housing, stable housing, and other destinations.

**K. Program narrative reports**

- 1. For each reporting period, the contractor will provide a narrative update on program successes and challenges. These reports will include data for showers and meals as noted above. Narrative reports will also identify any neighborhood or community concerns and report on the contractor's strategies to mitigate the concern(s). Lastly, narrative reports will include at least one case history of a client who successfully exited the program

**VI. REPORTING**

- A. Data collection is required and must be completed demonstrating eligibility and progress toward meeting the indicators contained in this Scope of Work. Disbursement of funds is contingent based on the ability to collect the required information.
- B. Contractor will submit reports via the online portal provided to the Contractor (unless otherwise specified). Reports will be due on the 15th day of the month following the end of the reporting period unless otherwise specified.



**URBAN PEAK DENVER**  
**SCOPE OF WORK**  
 HOST-202161223-01

- C. The portal provides the Contractor with an online form in which to enter data for the reporting period. Supplemental forms and information may be required by HOST. The online portal and any supplemental requirements provide HOST with the quantitative and qualitative information necessary to determine Contractor's progress towards meeting the indicators contained in this Scope of Work. Submitted forms will be reviewed by the designated Program Officer for completeness, clarity and accuracy.
- D. Upon execution of this contract, HOST will provide a user guide for using the portal along with the required login information. Prior to the due date for the first required report, HOST shall provide training as needed or requested by the Contractor to support the online portal.
- E. Contractor may be required to submit a Contract Summary Report at the end of the contract period within 30 days after the Term End Date of this contract agreement
- F. **INDICATORS**
  - 1. HOST Required
    - a. Qualitative narrative report on program successes and challenges
    - b. Participant success stories
    - c. Money Leveraged (Funds by source)
    - d. Number of Households served:
      - i. Households proposed to be served over contract term: 800 unduplicated households in each year
      - ii. Total households served this report period
      - iii. Unduplicated households served this report period
      - iv. Unduplicated households served contract period to date
    - e. Number of households served who are experiencing homelessness
    - f. Number of households by race and ethnicity of head of household:
    - g. Number of households that include someone age 62 and older
    - h. Number of households that include a person with a disability

**VII. PERFORMANCE MANAGEMENT AND REPORTING**

**A. Performance Management**

Monitoring will be performed by the program area and other designated HOST staff throughout the term of the agreement. Contractor may be reviewed for:

- 1. **Program or Managerial Monitoring:** The quality of the services being provided and the effectiveness of those services addressing the needs of the program.



**URBAN PEAK DENVER**  
**SCOPE OF WORK**  
 HOST-202161223-01

2. **Contract Monitoring:** Review and analysis of current program information to determine the extent to which Contractors are achieving established contractual goals. Financial Services, in conjunction with the HOST program area and other designated HOST staff, will provide performance monitoring and reporting reviews. HOST staff will manage any performance issues and will develop interventions to resolve concerns.
3. **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.
4. **Financial Monitoring:** Will ensure that contracts are allocated and expended in accordance with the terms of the agreement. Contractor is required to provide all invoicing documents for the satisfaction of Financial Services. Financial Services will review the quality of the submitted invoice monthly. Financial Services will manage invoicing issues through site visits and review of invoicing procedures.

**VIII. HOMELESS MANAGEMENT INFORMATION SYTEM (HMIS)**

The Contractor agrees to fully comply with the rules and regulations required by the U.S. Department of Housing and Urban Development (HUD) which govern the Homeless Management Information System (HMIS)<sup>1</sup>. HUD requires recipients and sub-recipients of McKinney-Vento Act funds to collect electronic data on their homeless clients through HMIS. Programs that receive funding through McKinney-Vento that produce an Annual Progress Report (APR) must also collect program level data elements. These programs include funding from HUD Continuum of Care (CoC), Supportive Housing Program (SHP) (a.k.a. S+C), Section 8 Mod Rehab, Emergency Solutions Grant (ESG), and Housing Opportunities for Persons With AIDS (HOPWA), Projects for Assistance in Transition from Homelessness (PATH), Runaway Homeless Youth (RHY) and Veteran's Administration (VA).

The Contractor, in addition to the HUD requirements, shall conform to the HMIS policies and procedures established and adopted by the Metro Denver Homeless Initiative (MDHI) Continuum of Care (CoC). These are outlined in the COHMIS Policies and Procedures<sup>1</sup>, and the COHMIS Security, Privacy and Data Quality Plan<sup>2</sup>.

<sup>1</sup> <https://cohmis.zendesk.com/hc/en-us/articles/360013991371-Policy-Procedures>

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

<sup>4</sup> <https://cohmis.zendesk.com>





**URBAN PEAK DENVER**  
**SCOPE OF WORK**  
HOST-202161223-01

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

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

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

**IX. Budget**

Invoices and reports shall be completed and submitted on or before the 15<sup>th</sup> of each month following the month services were rendered 100% of the time. Contractor shall use HOST's preferred invoice template, if requested. Invoicing supporting documents must meet HOST requirements.

Invoices shall be submitted to HOST at [hostap@denvergov.org](mailto:hostap@denvergov.org) or by US Mail to:

Attn: Department of Housing Stability  
Fiscal Management Unit  
201 W. Colfax Ave.  
Denver CO 80202

**Program Budget and Cost Allocation Plan Summary**

Contractor Name: Urban Peak Denver

Project : Shelter Operations and Shelter Services

Contract Dates: 1/1/2022 to 12/31/2022

Program Year: 2022

Budget Category	Agency Total (All Funding Sources for Agency)	General Fund Urban Peak Denver Shelter		Urban Peak Denver Day Shelter Operations		Total Project Costs requested from HOST		Other City & County of Denver Funding		Agency Total		Budget Narrative
		Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	
<b>Personnel: Job Title</b>	Total	Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	
Assistant Director of Programs, 0.25 FTE	\$23,750	\$23,750	100.00%		0.00%	\$23,750	100.00%		0.00%	\$23,750	100.00%	Part-time [Salary/Hourly wages] will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D, Payroll and E. Fringe Benefits.
Shelter Asisit Supervisor 1.0 FTE	\$57,500	\$57,500	100.00%		0.00%	\$57,500	100.00%		0.00%	\$57,500	100.00%	Full-time [Salary/Hourly wages] will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D, Payroll and E. Fringe Benefits.
Lead Life Skills Manager 2.0 FTE	\$101,504	\$101,504	100.00%		0.00%	\$101,504	100.00%		0.00%	\$101,504	100.00%	Full-time [Salary/Hourly wages] will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D, Payroll and E. Fringe Benefits.
Life Skills Manager 2.0 FTE	\$89,523	\$89,523	100.00%		0.00%	\$89,523	100.00%		0.00%	\$89,523	100.00%	Full-time [Salary/Hourly wages] will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D, Payroll and E. Fringe Benefits.
Drop -in Center Assistant Supervisor 1.0 FTE	\$54,590	\$54,590	100.00%		0.00%	\$54,590	100.00%		0.00%	\$54,590	100.00%	Full-time [Salary/Hourly wages] will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D, Payroll and E. Fringe Benefits.
Case Manager 2.0 FTE	\$84,614	\$84,614	100.00%		0.00%	\$84,614	100.00%		0.00%	\$84,614	100.00%	Full-time [Salary/Hourly wages] will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D, Payroll and E. Fringe Benefits.
Nutrition & Kitchen Manager 1.0 FTE	\$44,866	\$44,866	100.00%		0.00%	\$44,866	100.00%		0.00%	\$44,866	100.00%	Full-time [Salary/Hourly wages] will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D, Payroll and E. Fringe Benefits.
Shelter Case and/or Life Skills Managers 3.0 FTE	\$133,619	\$0	0.00%	\$133,619	100.00%	\$133,619	100.00%		0.00%	\$133,619	100.00%	Full-time [Salary/Hourly wages] will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D, Payroll and E. Fringe Benefits.
Shelter Program Oversight Shelter Supervisor	\$18,772	\$0	0.00%	\$18,772	100.00%	\$18,772	100.00%		0.00%	\$18,772	100.00%	Full-time [Salary/Hourly wages] will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D, Payroll and E. Fringe Benefits.

<b>Total Salary:</b>	\$608,739	\$456,348	74.97%	\$152,391	25.03%	\$608,739	100.00%	\$0	0.00%	\$608,739	100.00%	
<b>Fringe Benefits</b>	\$146,097	\$146,097	100.00%		0.00%	\$146,097	100.00%	\$0	0.00%	\$139,730	95.64%	Fringe benefits and payroll taxes (Fringe) will be reimbursed at cost or at the Federally Approved Fringe Rate. To receive a Fringe percentage, a contractor must provide a Federally Approved Fringe Rate letter or flat rate percentage for contracted staff. Please see section Financial Administration E. Fringe Benefits.
<b>Total Salary and Fringe Benefits:</b>	\$754,836	\$602,445	79.81%	\$152,391	20.19%	\$754,836	100.00%	\$0	0.00%	\$748,469	99.16%	
<b>Other Direct Costs</b>	Total	Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	
Program Expenses, Supplies & Equipment - Tech Support Services	\$14,937	\$0	0.00%	\$14,937	100.00%	\$14,937	100.00%		0.00%	\$14,937	100.00%	Program/Project-related supplies not given directly to a client and/or directly related to program function. This includes PPE, specialized program software, laundry supplies, beds, mats, mat covers, sanitizer, storage bags, etc
Client Support - Day Shelter Food Costs	\$50,000	\$0	0.00%	\$50,000	100.00%	\$50,000	100.00%		0.00%	\$50,000	100.00%	Items provided to clients including food and meal expenses. Reimbursed at actual costs.
Facilities	\$7,500	\$0	0.00%	\$7,500	100.00%	\$7,500	100.00%		0.00%	\$7,500	100.00%	Specific office space dedicated for use for the program only and not a shared space. Associated expenses can be allocated proportionately based on actual size or percentage of the building space. Associated expenses can include rent, lease, utilities and building maintenance costs.
<b>Total Other Direct Costs</b>	<b>72,437</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$72,437</b>	<b>100.00%</b>	<b>\$72,437</b>	<b>100.00%</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$72,437</b>	<b>100.00%</b>	
<b>Total Salaries &amp; Fringe and Other Direct Costs</b>	<b>827,273</b>	<b>602,445</b>	<b>72.82%</b>	<b>224,828</b>	<b>27.18%</b>	<b>827,273</b>	<b>100.00%</b>	<b>\$0</b>	<b>0.00%</b>	<b>820,906</b>	<b>99.23%</b>	
<b>Total Indirects</b>	\$82,727	\$82,727	100.00%		0.00%	\$82,727	100.00%		\$82,727	\$82,727	100.00%	Indirect calculated at 10% .Indirect calculated on Salaries, Fringe and other Direct Costs
<b>Total Project Cost (Direct + Indirect)</b>	<b>910,000</b>	<b>\$685,172</b>	<b>75.29%</b>	<b>224,828</b>	<b>24.71%</b>	<b>910,000</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>910,000</b>	<b>100.00%</b>	
<b>Program Income (through funded activities)</b>												
<b>Non-Project:</b>	Total	Amount	%	Amount	%	Subtotal	%	Amount	%			
Personnel Costs:			%	\$0	%	\$0	#DIV/0!	\$0	%			
Non-Personnel Costs:			%	\$0	%	\$0	#DIV/0!	\$0	%			
Other (Specify):			%	\$0	%	\$0	#DIV/0!	\$0	%			
<b>Total Non-Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>%</b>	<b>\$0</b>	<b>%</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>%</b>			
<b>Grand Total</b>	<b>\$910,000</b>	<b>\$685,172</b>	<b>75%</b>	<b>\$224,828</b>	<b>24.71%</b>	<b>\$910,000</b>	<b>100.00%</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$910,000</b>	<b>100.00%</b>	



**Program Budget and Cost Allocation Plan Summary**

Contractor Name: Urban Peak Denver

Project : Shelter Operations and Shelter Services

Contract Dates: 1/1/2022 to 12/31/2023

Program Year: 2023

Budget Category	Agency Total (All Funding Sources for Agency)	General Fund Urban Peak Denver Shelter		Urban Peak Denver Day Shelter Operations		Total Project Costs requested from HOST		Other City & County of Denver Funding		Agency Total		Budget Narrative
		Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	
<b>Personnel: Job Title</b>	Total	Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	
Assistant Director of Programs, 0.25 FTE	\$23,750	\$23,750	100.00%		0.00%	\$23,750	100.00%		0.00%	\$23,750	100.00%	Part-time [Salary/Hourly wages] will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D, Payroll and E. Fringe Benefits.
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Lead Life Skills Manager 2.0 FTE	\$101,504	\$101,504	100.00%		0.00%	\$101,504	100.00%		0.00%	\$101,504	100.00%	Full-time [Salary/Hourly wages] will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D, Payroll and E. Fringe Benefits.
Life Skills Manager 2.0 FTE	\$89,523	\$89,523	100.00%		0.00%	\$89,523	100.00%		0.00%	\$89,523	100.00%	Full-time [Salary/Hourly wages] will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please see section Financial Administration D, Payroll and E. Fringe Benefits.
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<b>Total Other Direct Costs</b>	<b>72,437</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$72,437</b>	<b>100.00%</b>	<b>\$72,437</b>	<b>100.00%</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$72,437</b>	<b>100.00%</b>	
<b>Total Salaries &amp; Fringe and Other Direct Costs</b>	<b>827,273</b>	<b>602,445</b>	<b>72.82%</b>	<b>224,828</b>	<b>27.18%</b>	<b>827,273</b>	<b>100.00%</b>	<b>\$0</b>	<b>0.00%</b>	<b>820,906</b>	<b>99.23%</b>	
<b>Total Indirects</b>	\$82,727	\$82,727	100.00%		0.00%	\$82,727	100.00%		\$82,727	\$82,727	100.00%	Indirect calculated at 10% .Indirect calculated on Salaries, Fringe and other Direct Costs
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<b>Program Income (through funded activities)</b>												
<b>Non-Project:</b>	Total	Amount	%	Amount	%	Subtotal	%	Amount	%			
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Non-Personnel Costs:			%	\$0	%	\$0	#DIV/0!	\$0	%			
Other (Specify):			%	\$0	%	\$0	#DIV/0!	\$0	%			
<b>Total Non-Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>%</b>	<b>\$0</b>	<b>%</b>	<b>\$0</b>	<b>#DIV/0!</b>	<b>\$0</b>	<b>%</b>			
<b>Grand Total</b>	<b>\$910,000</b>	<b>\$685,172</b>	<b>75%</b>	<b>\$224,828</b>	<b>24.71%</b>	<b>\$910,000</b>	<b>100.00%</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$910,000</b>	<b>100.00%</b>	

