

AMENDATORY AGREEMENT

THIS AMENDATORY AGREEMENT is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **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.”

WHEREAS, the Parties entered into an Agreement dated April 5, 2023 (collectively, the “Agreement”) These funds will be provided to The Salvation Army (TSA) to be utilized for the purpose of a housing focused case management and housing navigation to provide time-limited housing focused case management to families in Non-Congregate Shelter. This includes the ability to serve all families, regardless of race, ethnicity, gender identity, sexual orientation, or marital status and;

WHEREAS, the Parties now wish to modify the Agreement as set forth below.

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

1. All references to “...Exhibit A...” in the existing Agreement shall be amended to read: “...Exhibit A and A-1...” as applicable. **Exhibit A-1** the Scope of Work is attached and will control from and after the date of execution.

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

“3. **TERM**: This Agreement will commence on January 1, 2023, and will expire, unless sooner terminated, on December 31, 2024 (the “Term”). Subject to the Director’s prior written authorization, the Contractor shall complete any work in progress as of the expiration date and the Term will extend until the work is completed or earlier terminated by the Director.”

3. Section 4 of the Agreement entitled “**COMPENSATION AND PAYMENT**” Sub-section 4.4 entitled “**Maximum Contract Amount**” paragraph 4.4.1 is amended to read as follows:

“4.4. **Maximum Contract Amount**

4.4.1 Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed SEVEN MILLION FIVE HUNDRED TWENTY-FOUR THOUSAND SIX HUNDRED

DOLLARS (\$7,524,600.00) (the “Maximum Contract Amount”). The City is not obligated to execute an agreement or any amendments for any further services, including 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. As herein amended, the Agreement is affirmed and ratified in each and every particular.

5. This Amendatory 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.

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Contract Control Number: HOST-202370758-01/HOST 202366561-00
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-202370758-01/HOST 202366561-00
THE SALVATION ARMY

By: _____

Name: _____
(please print)

Title: _____
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

SCOPE OF WORK

DEPARTMENT OF HOUSING STABILITY

THE SALVATION ARMY

HOST-202370758-01

I. INTRODUCTION

Period of Performance Start and End Dates: 1/1/2023 – 12/31/2024

Project Description:

The purpose of this contract agreement is to provide a Department of Housing Stability (HOST) amendment to add funding in the amount of **\$3,762,300.00** for a total contract amount of \$7,524,600.00. These funds will be provided to The Salvation Army (TSA) to be utilized for the purpose of a housing focused case management and housing navigation to provide time-limited housing focused case management to families in Non-Congregate Shelter. This includes the ability to serve all families, regardless of race, ethnicity, gender identity, sexual orientation, or marital status.

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

II. SERVICES DESCRIPTION

A. The Family Emergency Non-Congregate Shelter (NCS) case management and housing navigation is comprised of four components

1. Access point and Intake
2. Short-term shelter
3. Long-term shelter
4. Housing Navigation

B. 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 NCS is 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 working with HOST on procedure to provide additional hours of operation 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 for shelter
 - e. Coordinating with hotels/motels 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 on referrals made to determine outcomes and if additional referrals are needed.
 - g. Completing HMIS intakes and entering into database at point of intake
 - h. Providing transportation assistance as needed
 - i. Providing additional referral information if not appropriate for program
 - j. Reviewing program expectations with households
 - k. Working towards minimizing turn aways
 - 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 up to date 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.
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 Family NCS team. Those qualifying for emergency shelter, will be provided transportation to the shelter if needed. For those not entering a NCS hotel, Rapid Resolution case managers will complete coordinated entry assessments as well as ongoing case management support and connectivity to appropriate resources until the housing situation resolves.
8. The program manager will coordinate with shelter managers regarding reconciliation processes for exited households.

C. 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 (1) case manager:10 families.
3. The Family Emergency NCS case managers will provide a long-term shelter option, providing up to 90 to 180 nights, and offer intensive housing focused case management. The anticipated staffing ratio is one (1) case manager:20 families
4. The shelter program will include a team of housing focused case managers and a team of housing navigators.
5. Establish written policies and procedures for case management and daily shelter activities. These written policies and procedures will be provided to HOST upon request.
6. A minimum of one case manager will attend HOST's biweekly case conferencing with the intention of providing direct referrals to Rapid Rehousing programs.
7. The program manager will ensure coordination with the hotels regarding facility needs and mediate or address client conflicts.
8. The program manager will ensure an equitable restorative justice model of appeal and resolution for program and/or hotel violations.

D. Meal Preparation Services

1. TSA will prepare and provide one meal a 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

E. 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.

F. 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.

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

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. FUNDS WILL BE USED TO

Funds will be utilized to support Family Emergency Non-Congregate Shelter (NCS) case management and housing navigation programs.

Program	Base Contract	1st Amendment
Access Point and Intake	\$612,300.00	\$612,300.00
Case Management & Housing Navigation	\$3,150,000.00	\$3,150,000.00
Total Contract Amount	\$3,762,300.00	\$3,762,300.00

VI. 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	600 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 focus 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 who receive employment assistance and/or benefit acquisition	50%		
Assumptions: Unless otherwise indicated, data will be pulled from Homeless Management Information System (HMIS).			
Data Quality: Each reporting period an HMIS Data Quality Report must be uploaded to Salesforce with quarterly report. Data quality must be in alignment with expectations outlined by MDHI.			

VII. 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 – 1800
Year 2023: 1800
Year 2024: 1800
 - 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 Intakes and Referrals
2. Number of Rapid Resolution
3. Number enrolled in short-term shelter
4. Number enrolled in long-term shelter
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

VIII. FINANCIAL ADMINISTRATION

A. Compensation and Methods of Payment

1. Disbursements shall be processed through the Department of Housing Stability (HOST) and the City and County of Denver's Department of Finance.
2. The method of payment to the Contractor by HOST shall be in accordance with established HOST procedures for 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 Invoices be submitted monthly to HOST to be paid. Expenses cannot be reimbursed until the funds under this contract have been encumbered.
2. No more than four (4) Invoices may be submitted per contract per month, without prior approval from HOST.
3. All Invoices 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 Invoice Processing Policy.
5. For contracts subject to Federal Agreements, only allowable costs determined in accordance with 2 CFR Chapter I, Chapter II, Parts 200, 215, 220, 225 and 230, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (the “OMB Omni Circular”) applicable to the organization incurring the cost will be reimbursed.
6. 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.
7. 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 payroll register or payroll ledger from the official accounting system will verify the amount of salary. Payroll registers must detail the pay period, gross pay, and deductions.
2. If the employee(s) is reimbursed only partially by this contract, the amount of salary billed under other contracts with the City or other organizations should be deducted from the requested reimbursement amount and documented on each reimbursement summary sheet or payroll register.
3. HOST reserves the right to request submittal of additional documentation including timesheets or additional accounting system reports to substantiate payroll reimbursement requests.

D. Fringe Benefits

1. Fringe benefits paid by the employer can be requested as substantiated by the payroll registers or accounting records submitted for the appropriate period.
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, 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 will not reimburse payments for unused leave when an employee separates from employment.

E. General Reimbursement Requirements

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

F. 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 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.

G. 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.

H. Financial Management Systems

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

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

5. All HOST contracts will be subject to applicable OMB Omni Circular cost principles, agency program regulations, and the terms of the agreement will be followed in determining the reasonableness, allowability and allocability of costs.
6. Source documents such as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, etc., shall be provided for all disbursements. The Contractor will maintain auditable records, i.e., records must be current and traceable to the source documentation of transactions.
7. For contracts subject to Federal Agreements, the Contractor shall maintain separate accountability for HOST funds as referenced in 24 C.F.R. 85.20 and the OMB Omni Circular.
8. The Contractor must properly report to Federal, State, and local taxing authorities for the collection, payment, and depositing of taxes withheld. At a minimum, this includes Federal and State withholding, State Unemployment, Worker's Compensation (staff only), City Occupational Privilege Tax, and FICA.
9. A proper filing of unemployment and worker's compensation (for staff only) insurance shall be made to appropriate organizational units.
10. The Contractor shall participate, when applicable, in HOST provided staff training sessions in the following financial areas including, but not limited to (1) Budgeting and Cost Allocation Plans; (2) Invoicing Process.
11. The Contractor will be responsible for all Disallowed Costs.
12. The Contractor may be required to engage an audit committee to determine the services to be performed, review the progress of the audit and the final audit findings, and intervene in any disputes between management and the independent auditors. The Contractor shall also institute policy and procedures for its sub recipients that comply with these audit provisions, if applicable.

I. Procurements

2. 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.
3. The Contractor will ensure selected vendor or proposer has required insurance once the Contractor identifies a successful vendor or proposer.
4. 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.
5. 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.

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. Records Retention

1. The Contractor must retain for three (3) years financial records pertaining to the contract award. The retention period for the records of each fund will start on the day the single or last expenditure report for the period, except as otherwise noted, was submitted to the awarding agency.
2. The awarding agency and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access, upon reasonable notice, to any pertinent books, documents, papers, or other records which are pertinent to the contract, to make audits, examinations, excerpts, and transcripts.

L. Contract Close-Out

1. All Contractors are responsible for submitting a final invoice marked “Final Invoice” and any required performance and outcome reports to HOST by the required due dates outlined in this Contract.
2. HOST will close out the Contract 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.

M. 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.

IX. Budget

Contract Program Budget Summary

Contractor Name:	The Salvation Army				
Project :	Family Emergency NCS Intake	City Contract #:	HOST 202370758-01		
Budget Term:	1/1/2023-12/31/2024				
Program/Fiscal Year:	2023				
Budget Category	Homelessness Resolution HOST Funding Intake 2023	Total Costs requested from HOST	Agency Total		Budget Narrative
Personnel: Job Title	Amount	HOST Total	Amount	%	
Lead Case Manager	\$50,740	\$50,740	\$55,120	92.05%	Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provides oversight, planning and supervision of the NonCongregate Shelter site, manager and staff. Responsible for the planning and implementation of the program.
Access/Intake Connection Center Case Manager	\$174,800	\$174,800	\$254,800	68.60%	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 direct oversight of the Non-Congregate Shelter Site. Manages challenges related to clients and hotel partnerships. Ensures smooth programming and effective communication with program partners.
DMSS Director	\$7,174	\$7,174	\$95,653	7.50%	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 direct supervision of case management staff. Manages clients with the highest service needs.
HMIS Data Specialist	\$13,166	\$13,166	\$52,664	25.00%	Up to 3 Full-time 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 refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Engages and recruits landlords for housing placement. Provides mediation services and advocated for households.
Connection Center Program Director	\$20,500	\$20,500	\$20,500	100.00%	55% of Program Director's time from July - December 2023 will be dedicated and billed to this program. 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. Director directly supervises the Lead Case Manager and provides oversight, guidance and administration for this Access/Intake program.
Monitoring and Evaluation Manager	\$5,764	\$5,764	\$76,853	7.50%	Up to 10 Full-time 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 refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: provides housing focused case management and navigation services to those staying at the contract hotels. Works flexibly to meet client needs, assess, helps remove barriers to housing such as vital documents.
Total Salary:	\$272,144	\$272,144	\$555,590	48.98%	

Budget Category	Homelessness Resolution HOST Funding Intake 2023	Total Costs requested from HOST	Agency Total		Budget Narrative
Fringe Benefits	\$99,605	\$99,605	\$176,580	56.41%	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 refer to the scope of work section Financial Administration-Fringe Benefits.
Total Salary and Fringe Benefits:	\$371,749	\$371,749	\$732,170	50.77%	
Other Direct Costs	Amount	Subtotal	Amount	%	
Program Expenses & Supplies	\$22,724	\$22,724	\$22,724	100.00%	Program/Project-related supplies not given directly to a client and/or directly related to program function. This includes signage, business cards, full time staff cell phone service and other direct program expenses. Must be allowable and a direct cost.
Client Support	\$124,163	\$124,163	\$45,000	275.92%	Items provided to clients such as food, clothing, transportation, rapid resolution or diversion assistance. Must be allowable and related to the scope of work.
Minor Office Equipment	\$18,000	\$18,000	\$18,000	100.00%	Minor office equipment should directly related to the service provided in the contract and be readily identifiable. Equipment must be used exclusively for program/project. Copier lease, computer monitors, staff laptops, and full time staff headsets.
Direct Facilities	\$6,000	\$6,000	\$6,000	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 include lease, utilities and building maintenance.
Staff Training	\$3,000	\$3,000	\$3,000	100.00%	Professional training for staff related to their position and roles. Training may include: Crisis Prevention and Intervention, Human Services Network trainings, CPR, trauma informed care.
Professional Services	\$5,000	\$5,000	\$5,000	100.00%	Program-related expenses for services that require specialized or advanced knowledge or experience such as translation and interpretation services.
Mileage	\$1,000	\$1,000	\$5,000	20.00%	Public transit and mileage reimbursement not to exceed the standard IRS rate at the time of travel. Expenses should follow IRS guidelines regarding travel.
Program Start Up Costs	\$5,000	\$5,000	\$5,000	100.00%	
Total Other Direct Costs	\$184,887	\$184,887	\$109,724	168.50%	
Total Salaries, Fringe and Other Direct Costs	\$ 556,636.00	\$ 556,636.00	841,894	66.12%	
Indirect Costs					
Indirect Costs	\$55,664.00	\$55,664	\$84,189	66.12%	Indirect calculated 10 % of Salaries, Fringe and Other Direct Costs
Grand Total	612,300.00	612,300.00	926,083.07	66.12%	

Contract Program Budget Summary

Contractor Name:	The Salvation Army		
Project :	Case Management & Housing Navigation	City Contract #:	HOST 202370758-01
Budget Term:	1/1/2023-12/31/2024		
Program/Fiscal Year:	2023		

Budget Category	Homelessness Resolution HOST Funding Case Management 2023	Total Costs requested from HOST	Agency Total		Budget Narrative
Personnel: Job Title	Amount	HOST Total	Amount	%	
Non Congregate Shelter Director	\$55,687	\$55,687	\$73,174	76.10%	Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provides oversight, planning and supervision of the NonCongregate Shelter site, manager and staff. Responsible for the planning and implementation of the program.
Program Manager	\$67,000	\$67,000	\$67,000	100.00%	Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provides direct oversight of the Non-Congregate Shelter Site. Manages challenges related to clients and hotel partnerships. Ensures smooth programming and effective communication with program partners.
Lead Case Manager	\$112,320	\$112,320	\$112,320	100.00%	Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provides direct supervision of case management staff. Manages clients with the highest service needs.
Housing Navigators	\$101,760	\$101,760	\$149,760	67.95%	Up to 3 Full-time 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 refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Engages and recruits landlords for housing placement. Provides mediation services and advocated for households.
Housing Case Managers	\$349,200	\$349,200	\$499,200	69.95%	Up to 10 Full-time 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 refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: provides housing focused case management and navigation services to those staying at the contract hotels. Works flexibly to meet client needs, assess, helps remove barriers to housing such as vital documents.
Program Assistants	\$137,592	\$137,592	\$137,592	100.00%	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: Frontline shelter staff to support in day-to-day operations of the site.
Monitoring and Evaluation Manager	\$5,764	\$5,764	\$76,853	7.50%	Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provides robust monitoring and evaluation of the program policies, procedures and operations, ensures quality data collection and reporting. Provides and evaluates feedback assessments to staff and clients.

Budget Category	Homelessness Resolution HOST Funding Case Management 2023	Total Costs requested from HOST	Agency Total		Budget Narrative
Denver Metro Social Services Director	\$28,750	\$28,750	\$95,653	30.06%	Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: To provide oversight and direction to for the project. Ensures integration within community systems, shelters and NCS program.
HMIS Data Specialist	\$13,166	\$13,166	\$52,664	25.00%	Portion (Up to 25%) 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: Ensures quality HMIS data collection, entry and reporting. Runs reports and corrects data errors.
Total Salary:	\$871,239	\$871,239	\$1,264,216	68.92%	
Fringe Benefits	\$293,600	\$293,600	\$444,269	66.09%	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 refer to the scope of work section Financial Administration-Fringe Benefits.
Total Salary and Fringe Benefits:	\$1,164,839	\$1,164,839	\$1,708,485	68.18%	
Other Direct Costs	Amount	Subtotal	Amount	%	
Program Expenses & Supplies	\$36,280	\$36,280	\$36,280	100.00%	Program/Project-related supplies not given directly to a client and/or directly related to program function. This includes direct full-time staff cell phone service Must be allowable and a direct cost.
Client Support	\$457,291	\$457,291	\$100,000	457.29%	Items provided to clients. Must be allowable and related to the scope of work. Food, clothing, public transportation, grey hound airfare, Lyft/Uber when public transportation is not available, client background checks, IDs, birth certificates, rapid resolution assistance, security deposit, and first month rent.
Client Meals	\$1,082,000	\$1,082,000	\$1,500,000	72.13%	Hot or cold client meals. One per day per person with an average of 414 meals per day at a maximum rate of \$10 per day.
Minor Office Equipment	\$53,226	\$53,226	\$60,000	88.71%	Minor office equipment should directly related to the service provided in the contract and be readily identifiable. Equipment must be used exclusively for program/project, laptops for new staff, computer monitors and printers lease.
Professional Services	\$30,000	\$30,000	\$30,000	100.00%	Program-related expenses for services that require specialized or advanced knowledge or experience such as interpretation/translation services.
Staff Training	\$5,000	\$5,000	\$5,000	100.00%	Staff training (Crisis Prevention and Intervention, Human Services Network, CPR, etc)
Mileage	\$25,000	\$25,000	\$10,000	250.00%	Public transit and mileage reimbursement not to exceed the standard IRS rate at the time of travel. Expenses should follow IRS guidelines regarding travel.
Program Start Up Costs	\$10,000	\$10,000	\$10,000	100.00%	
Total Other Direct Costs	\$1,698,797	\$1,698,797	\$1,751,280	97.00%	
Total Salaries, Fringe and Other Direct Costs	\$ 2,863,636.00	\$ 2,863,636.00	3,459,765	82.77%	
Indirect Costs					
Indirect Costs	\$286,364.00	\$286,364	\$345,977	82.77%	Indirect calculated 10 % of Salaries, Fringe and Other Direct Costs
Grand Total	3,150,000.00	3,150,000.00	3,805,741.50	82.77%	

Contract Program Budget Summary

Contractor Name:	The Salvation Army				
Project :	Family Emergency NCS Intake	City Contract #:	HOST 202370758-01		
Budget Term:	1/1/2024-12/31/2024				
Program/Fiscal Year:	2024				
Budget Category	Homelessness Resolution HOST Funding Intake 2024	Total Costs requested from HOST	Agency Total		Budget Narrative
Personnel: Job Title	Amount	HOST Total	Amount	%	
Lead Case Manager	\$50,740	\$50,740	\$55,120	92.05%	Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provides oversight, planning and supervision of the NonCongregate Shelter site, manager and staff. Responsible for the planning and implementation of the program.
Access/Intake Connection Center Case Manager	\$174,800	\$174,800	\$254,800	68.60%	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 direct oversight of the Non-Congregate Shelter Site. Manages challenges related to clients and hotel partnerships. Ensures smooth programming and effective communication with program partners.
DMSS Director	\$7,174	\$7,174	\$95,653	7.50%	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 direct supervision of case management staff. Manages clients with the highest service needs.
HMIS Data Specialist	\$13,166	\$13,166	\$52,664	25.00%	Up to 3 Full-time 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 refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Engages and recruits landlords for housing placement. Provides mediation services and advocated for households.
Connection Center Program Director	\$20,500	\$20,500	\$20,500	100.00%	55% of Program Director's time from July - December 2023 will be dedicated and billed to this program. 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. Director directly supervises the Lead Case Manager and provides oversight, guidance and administration for this Access/Intake program.
Monitoring and Evaluation Manager	\$5,764	\$5,764	\$76,853	7.50%	Up to 10 Full-time 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 refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: provides housing focused case management and navigation services to those staying at the contract hotels. Works flexibly to meet client needs, assess, helps remove barriers to housing such as vital documents.
Total Salary:	\$272,144	\$272,144	\$555,590	48.98%	

Budget Category	Homelessness Resolution HOST Funding Intake 2024	Total Costs requested from HOST	Agency Total		Budget Narrative
Fringe Benefits	\$99,605	\$99,605	\$176,580	56.41%	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 refer to the scope of work section Financial Administration-Fringe Benefits.
Total Salary and Fringe Benefits:	\$371,749	\$371,749	\$732,170	50.77%	
Other Direct Costs	Amount	Subtotal	Amount	%	
Program Expenses & Supplies	\$22,724	\$22,724	\$22,724	100.00%	Program/Project-related supplies not given directly to a client and/or directly related to program function. This includes signage, business cards, full time staff cell phone service and other direct program expenses. Must be allowable and a direct cost.
Client Support	\$129,163	\$129,163	\$45,000	287.03%	Items provided to clients such as food, clothing, transportation, rapid resolution or diversion assistance. Must be allowable and related to the scope of work.
Minor Office Equipment	\$18,000	\$18,000	\$18,000	100.00%	Minor office equipment should directly related to the service provided in the contract and be readily identifiable. Equipment must be used exclusively for program/project. Copier lease, computer monitors, staff laptops, and full time staff headsets.
Direct Facilities	\$6,000	\$6,000	\$6,000	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 include lease, utilities and building maintenance.
Staff Training	\$3,000	\$3,000	\$3,000	100.00%	Professional training for staff related to their position and roles. Training may include: Crisis Prevention and Intervention, Human Services Network trainings, CPR, trauma informed care.
Professional Services	\$5,000	\$5,000	\$5,000	100.00%	Program-related expenses for services that require specialized or advanced knowledge or experience such as translation and interpretation services.
Mileage	\$1,000	\$1,000	\$5,000	20.00%	Public transit and mileage reimbursement not to exceed the standard IRS rate at the time of travel. Expenses should follow IRS guidelines regarding travel.
Total Other Direct Costs	\$184,887	\$184,887	\$104,724	176.55%	
Total Salaries, Fringe and Other Direct Costs	\$ 556,636.00	\$ 556,636.00	836,894	66.51%	
Indirect Costs					
Indirect Costs	\$55,664.00	\$55,664	\$83,689	66.51%	Indirect calculated 10 % of Salaries, Fringe and Other Direct Costs
Grand Total	612,300.00	612,300.00	920,583.07	66.51%	

Contract Program Budget Summary

Contractor Name:		The Salvation Army			
Project :		Case Management & Housing Navigation	City Contract #:	HOST 202370758-01	
Budget Term:		1/1/2024-12/31/2024			
Program/Fiscal Year:		2024			
Budget Category	Homelessness Resolution HOST Funding Case Management 2024	Total Costs requested from HOST	Agency Total		Budget Narrative
Personnel: Job Title	Amount	HOST Total	Amount	%	
Non Congregate Shelter Director	\$55,687	\$55,687	\$73,174	76.10%	Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provides oversight, planning and supervision of the NonCongregate Shelter site, manager and staff. Responsible for the planning and implementation of the program.
Program Manager	\$67,000	\$67,000	\$67,000	100.00%	Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provides direct oversight of the Non-Congregate Shelter Site. Manages challenges related to clients and hotel partnerships. Ensures smooth programming and effective communication with program partners.
Lead Case Manager	\$112,320	\$112,320	\$112,320	100.00%	Full-time salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provides direct supervision of case management staff. Manages clients with the highest service needs.
Housing Navigators	\$101,760	\$101,760	\$149,760	67.95%	Up to 3 Full-time 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 refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Engages and recruits landlords for housing placement. Provides mediation services and advocated for households.
Housing Case Managers	\$349,200	\$349,200	\$499,200	69.95%	Up to 10 Full-time 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 refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: provides housing focused case management and navigation services to those staying at the contract hotels. Works flexibly to meet client needs, assess, helps remove barriers to housing such as vital documents.
Program Assistants	\$137,592	\$137,592	\$137,592	100.00%	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: Frontline shelter staff to support in day-to-day operations of the site.
Monitoring and Evaluation Manager	\$5,764	\$5,764	\$76,853	7.50%	Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: Provides robust monitoring and evaluation of the program policies, procedures and operations, ensures quality data collection and reporting. Provides and evaluates feedback assessments to staff and clients.

Budget Category	Homelessness Resolution HOST Funding Case Management 2024	Total Costs requested from HOST	Agency Total		Budget Narrative
Denver Metro Social Services Director	\$28,750	\$28,750	\$95,653	30.06%	Portion of salary will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Description: To provide oversight and direction to for the project. Ensures integration within community systems, shelters and NCS program.
HMIS Data Specialist	\$13,166	\$13,166	\$52,664	25.00%	Portion (Up to 25%) 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: Ensures quality HMIS data collection, entry and reporting. Runs reports and corrects data errors.
Total Salary:	\$871,239	\$871,239	\$1,264,216	68.92%	
Fringe Benefits	\$293,600	\$293,600	\$444,269	66.09%	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 refer to the scope of work section Financial Administration-Fringe Benefits.
Total Salary and Fringe Benefits:	\$1,164,839	\$1,164,839	\$1,708,485	68.18%	
Other Direct Costs	Amount	Subtotal	Amount	%	
Program Expenses & Supplies	\$36,280	\$36,280	\$36,280	100.00%	Program/Project-related supplies not given directly to a client and/or directly related to program function. This includes direct full-time staff cell phone service. Must be allowable and a direct cost.
Client Support	\$467,291	\$467,291	\$100,000	467.29%	Items provided to clients. Must be allowable and related to the scope of work. Food, clothing, public transportation, greyhound airfare, Lyft/Uber when public transportation is not available, client background checks, IDs, birth certificates, rapid resolution assistance, security deposit, and first month rent.
Client Meals	\$1,082,000	\$1,082,000	\$1,500,000	72.13%	Hot or cold client meals. One per day per person with an average of 414 meals per day at a maximum rate of \$10 per day.
Minor Office Equipment	\$53,226	\$53,226	\$60,000	88.71%	Minor office equipment should directly related to the service provided in the contract and be readily identifiable. Equipment must be used exclusively for program/project, laptops for new staff, computer monitors and printers lease.
Professional Services	\$30,000	\$30,000	\$30,000	100.00%	Program-related expenses for services that require specialized or advanced knowledge or experience such as interpretation/translation services.
Staff Training	\$5,000	\$5,000	\$5,000	100.00%	Staff training (Crisis Prevention and Intervention, Human Services Network, CPR, etc)
Mileage	\$25,000	\$25,000	\$10,000	250.00%	Public transit and mileage reimbursement not to exceed the standard IRS rate at the time of travel. Expenses should follow IRS guidelines regarding travel.
Total Other Direct Costs	\$1,698,797	\$1,698,797	\$1,741,280	97.56%	
Total Salaries, Fringe and Other Direct Costs	\$ 2,863,636.00	\$ 2,863,636.00	3,449,765	83.01%	
Indirect Costs					
Indirect Costs	\$286,364.00	\$286,364	\$344,977	83.01%	Indirect calculated 10 % of Salaries, Fringe and Other Direct Costs
Grand Total	3,150,000.00	3,150,000.00	3,794,741.50	83.01%	