

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 **COLORADO HEALTH NETWORK, INC. dba DENVER COLORADO AIDS PROJECT**, a Colorado nonprofit corporation whose address is 6260 East Colfax Avenue, Denver, Colorado 80220-1515 (the “Contractor”), jointly (“the Parties”).

WITNESSETH:

A. The Parties entered into that certain Agreement dated May 15, 2018 (the “Agreement”) pursuant to which the City agreed to provide funds to be utilized by the Contractor for salaries, operating, and direct program expenses for the Tenant Based Rental Assistance (TBRA), Short Term Rent Mortgage Utility Assistance, Supportive Services and Permanent Housing Placement programs.

B. The Parties wish to amend the Agreement to extend the term of the Agreement and increase the amount of funding provided thereunder.

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 Agreement shall be amended to read: “Exhibit A and A-1” as applicable. The scope of work marked as **Exhibit A-1** attached to this Amendatory Agreement is hereby incorporated by reference.

2. Section 2 of the Agreement entitled **Time of Performance** is amended to read as follows:

“2. TIME OF PERFORMANCE:

This Agreement shall begin on January 1, 2018, and end on December 31, 2018, unless such time is extended by written agreement of the parties, executed in the same manner as this Agreement.”

3. Paragraph 3 of the Agreement entitled **Compensation** is amended to read as follows:

“3. COMPENSATION:

The amount to be paid by the City to the Contractor shall not exceed One Million Three Hundred Thirty-Five Thousand Five Hundred Seventy-Five Dollars (\$1,335,575). The obligation of the City for payments under this Agreement is limited to monies appropriated by the U.S. Congress and the City Council, and paid into the City Treasury as an applicable cost under the "Housing Opportunities for Persons with AIDS Grant Agreement" referred to below. Funds will be released to the Contractor in accordance with the budget and other requirements set forth in Exhibits A and B. Unless otherwise specified in this Contract or the exhibits hereto, the effective indirect cost rate shall be at a rate of zero percent (0.00%) per annum. The parties agree that (i) the City does not by this Agreement irrevocably pledge present cash reserves for payment or performance in future fiscal years, and (ii) this Agreement is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of the City."

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:

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:

By _____

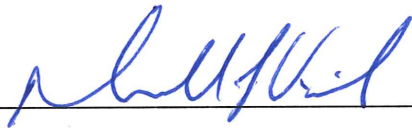
By _____

By _____



Contract Control Number: OEDEV-201839154-01

Contractor Name: Colorado Health Network, Inc. dba Denver
Colorado AIDS Project

By: 

Name: Darrell J. Vigil
(please print)

Title: Chief Executive Officer
(please print)

ATTEST: [if required]

By: N/A

Name: _____
(please print)

Title: _____
(please print)



**SCOPE OF SERVICES
OFFICE OF ECONOMIC DEVELOPMENT
DIVISION OF HOUSING
PROJECT NAME: HOPWA**

**ACTIVITY NAME: Colorado Health Network, Inc., dba Denver Colorado AIDS Project
2018 HOPWA Services Subaward**

Federal Award ID (FAIN) #: COH17-F0001
Federal Award Date: Anticipated June 1, 2018
Federal Awarding Agency: U.S. Housing and Urban Development (HUD)
Pass-Through Entity: City and County of Denver
Awarding Official: Dept. of Housing and Urban Development (HUD)
Community Planning and Development
Region VIII
1670 Broadway Street
Denver CO 80202-4801

I. INTRODUCTION

Subaward Period of Performance Start and End Dates: January 1, 2018- December 31, 2018 2018

Federal Subaward Project Description:

The purpose of this contract agreement is to provide a Housing Opportunities for Persons with AIDS (HOPWA) Subaward for \$1,335,575.00 through the Office of Economic Development’s Division of Housing. These funds will be provided to *Colorado Health Network, Inc. dba Denver Colorado AIDS Project* to be utilized for salaries, operating and direct program expenses for the Tenant Based Rental Assistance (TBRA), Short Term Rent Mortgage Utility Assistance, Supportive Services, and Permanent Housing Placement programs. This award is not for Research and Development (R&D).

Funding Source: HOPWA **Amount:** \$ 1,335,575.00 **CFDA # and Name:** 14.241 HOPWA

HOPWA –

HUD Eligible Activity: 24 CFR 574.300(b)(5) Project- or tenant-based rental assistance. . . ; 574.300(b)(6) Short-term rent, mortgage, and utility payments to prevent the homelessness of the tenant or mortgagor of a dwelling; 574.300(b)(7) Supportive services including, but not limited to, health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutritional services, intensive care when required, and assistance in gaining access to local, State, and Federal government benefits and services. . . ; and (10)(ii) project sponsor administrative expenses

Accomplishment Code: People/Households
Proposed Number of outcomes: 1100/280

Sub-awardee Organization: *Colorado Health Network, Inc. dba Denver Colorado AIDS Project (DCAP)*

EIN#: 84-0961159
DUNS#: 149-553331
CCR (Central Contractor Registration) Expiration Date: _____
Address: 6260 East Colfax Avenue, Denver Colorado 80220-1515
Contact Person: Jamie Villalobos
Phone: 303-837-1501

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Email: jamie.villalobos@coloradohealthnetwork.org

Organization Type:

Non-Profit For-Profit Individual Partnership Corporation Publicly Owned Other

Project/activity located in a Target Area: Yes No

If yes, indicate type: Local Target Area Strategy Area (NRSA) CDFI Other

The Federal Funding Accountability and Transparency Act (FFATA)

- 1. In the business or organization's preceding completed fiscal year, the business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) received: (1) 80 percent or more of annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements:

Yes No

If YES, continue to statement 2.

- 1. The public has access to information about the compensation of the executives in the business or organization (the legal entity to which this specific CCR record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986:

Yes No N/A

If YES, stop here. If NO, continue to statement 3.

- 2. Provide the names and amounts of the five most highly compensated officers or executives:

N/A

Program income (of any type, e.g., fees) will be generated by this activity. Yes No
Contract will be funding architectural, engineering or other project soft cost. Yes No
If yes, final project will be completed within 24 months. Yes No
Purpose of this activity is to:
Help prevent homelessness Yes No
Help the homeless Yes No
Help those with HIV/AIDS Yes No
Primarily help persons with disabilities Yes No

II. ACTIVITY DESCRIPTION

- 1. Funds will be used to provide programs to eligible individuals and/or households within the Denver Eligible Metropolitan Statistical Area (EMSA),

- 2. Description of Activity: The participant population to be served consists of low-income people living with HIV/AIDS who need assistance with maintaining long-term, stable, permanent housing. Assistance may be provided after review of the participant's eligibility and other requirements according to the Program Requirements and Responsibilities outlined below.

Tenant Based Rental Assistance (TBRA): The TBRA Program will provide housing assistance to eligible households. TBRA meets the needs of participants by subsidizing the difference between total rent and the monthly tenant rent (based on Tenant Rent Calculation Worksheet or other approved form), to be calculated and tracked by staff at Denver Colorado AIDS Project (DCAP), or the referring agency, and paid out by DCAP.

Short Term Rent Mortgage Utility Assistance (STRMU): The STRMU Program will provide housing assistance to eligible households for up to \$1,200 and/or 21 weeks of assistance in a 52-week period. This program is designed

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to prevent homelessness by assisting to retain long-term, stable, permanent housing options for households that might otherwise lose their housing. This program provides STRMU in the form of eviction/foreclosure prevention.

Supportive Services: Collaboration with other case management services offered through DCAP such as referrals to healthcare, support around adherence to healthcare and treatment, referrals to mental health and substance abuse counseling, referrals to support groups and psycho-educational workshops, housing resources and referrals, and vocational assistance. The services are targeted to participants that live in HOPWA-supported, Section 8, and other privately owned housing. Case managers assigned directly to participants will help to ensure that they maintain a stable housing environment. The case managers will work closely with landlords and developers as well as the participants so that they remain in their homes as long as possible. Participants will have access to referrals for substance abuse and mental health treatment counseling, if they have a need for those services.

Permanent Housing Placement: The Permanent Housing Placement Program will provide deposit/move-in assistance to eligible participants.

Program Requirements and Responsibilities:

1. BASIC REQUIREMENTS SUMMARY

Basic requirements for HOPWA program assistance are as follows:

- a. Eligibility: proof of HIV/AIDS status and household income at or below 80% Area Median Income (AMI).
- b. TBRA: rent calculation, housing inspection, lease, Fair Market Rent (FMR) limits, cancelled checks to landlord.
- c. STRMU: evidence of need, time limit calculation, cancelled payment checks.
- d. Supportive services: documentation fitting with type of service (e.g., transportation, case management), that service was delivered, time sheets, client participation records.
- e. Permanent Housing: Proper categorization of housing information and permanent housing placement activities and costs
- f. Participants living in the Denver Eligible Metropolitan Statistical Area (EMSA) in the counties of Adams, Arapahoe, Broomfield, Clear Creek, Denver, Douglas, Elbert, Gilpin, Jefferson, and Park are eligible for HOPWA assistance.

2. ELIGIBILITY CRITERIA

- a. **INCOME** - The participant household must be low to moderate income, with household income defined as at or below 80% AMI. The current HUD annual median income limits, adjusted by household size, can be found here:
<http://www.huduser.org/portal/datasets/il.html>
- b. **VERIFICATION OF DIAGNOSIS** - The participant must have a verifiable diagnosis of AIDS (Acquired Immune Deficiency Syndrome) or tested to be seropositive for HIV (Human Immunodeficiency Virus). To receive HOPWA housing assistance and supportive services, at least one family member must have HIV/AIDS. The HOPWA-eligible person in any household can be a minor. However, an adult with custodial authority must accompany the eligible minor.

3. FAMILY MEMBERS

DCAP will have a policy in place for surviving family members, in the event of the death of a HOPWA-eligible person. A reasonable grace period of continued assistance to surviving family members, not to exceed one year, measured from the date of death of the participant, must be established.

4. OUTCOME BASED FUNDING:

DCAP will use an "Outcome Based Funding" tracking program which will track the extent to which program participants experience the benefits or changes intended.

5. MEMORANDUM OF UNDERSTANDING (MOU)

DCAP will enter into a Memorandum of Understanding (MOU) with each participating Case Management Agency. A copy of the MOU will be provided to the Housing and Neighborhood Development (HAND) HOPWA Administrator and the Contract Administrator. The case managers of these agencies and DCAP are responsible for determining that the participant meets the eligibility requirements and will maintain participant financial assistance records. It is the responsibility of these individual HIV/AIDS Service Agencies' case managers to verify that the request for assistance meets the program guidelines. DCAP will hold these agencies responsible for any errors made in eligibility.

6. CASE MANAGEMENT

- a. All participants must be case-managed as evidenced by referrals and case manager summaries in the client files.
- b. DCAP case managers are responsible for determining that the individual meets eligibility criteria and will maintain participant financial assistance records.
- c. Case managers will determine eligibility of participants admitted to the program by obtaining signed applications that contain all the information needed to determine eligibility, income, and tenancy.
- d. It is the responsibility of all case managers to verify that the request for assistance is a legitimate emergency and that the participant meets the program criteria.
- e. Proof of hardship must be obtained for each request.

7. PAYMENT PROCESS

- a. Receive, review, and approve signed requests that contain all the information needed to determine eligibility and determine that the amount requested is allowed under established guidelines as noted in the participant eligibility above.
- b. Once approved, checks will be issued to the vendor and sent out (mailed/delivered) within three (3) business days after receiving the request. No checks are to be made out to the participant. Checks will be made out to individuals (vs. companies/utilities) only after the referring agency has verified that the individual is the owner of the property where the participant lives.
- c. Maintain financial emergency assistance records and notify the case managers if the request does not fit the established guidelines. The Single Payer will contact the referring case manager who will be responsible to inform the participants.
- d. Provide DCAP case managers and other case management agencies with monthly financial data summarizing the financial assistance provided to each participant to avoid disallowed assistance. (E.g., Permanent housing assistance offered to recipients of STRMU assistance within 30 days.)
- e. In all cases, rental assistance will be paid directly to the vendor providing the housing.

8. HOUSING OPTIONS

All participants are encouraged and supported to be on appropriate housing wait lists and/or other subsidy lists as determined by a case manager.

9. CONFIDENTIALITY

DCAP will agree to ensure the confidentiality of the name and any other information regarding individuals assisted under this grant. Information on the HIV/AIDS status of a participant is confidential and must be maintained in a manner that guarantees confidentiality, as required by law.

10. TENANT BASED RENTAL ASSISTANCE (TBRA):

- a. Persons with HIV/AIDS receiving rental assistance through this program will pay an amount equal to the higher of either 30 percent of their adjusted household income, based on the Tenant Rent Calculation Worksheet, or other approved form (adjustment factors include the age of the individual, medical expenses, size of family and child care expenses), 10 percent (10%) of their gross income, or a housing allowance as defined by a public welfare agency. The assistance provided will equal the difference between the total rent and the individual's payment.
- b. DCAP will coordinate and distribute affordable and supportive housing resources to participating case management agencies.
- c. DCAP will process TBRA payments for eligible participant households who are currently on the program, have been referred by their Case Manager at DCAP or a partner agency and approved, and are currently

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- actively case managed.
- d. DCAP will conduct Housing Quality Standards (HQS) inspections for TBRA recipients from DCAP using form HUD-52580.
- e. Payment requests will be delivered from all participating Case Management Agencies on behalf of clients.
- f. DCAP may pay no more than 110% published HUD-approved Fair Market Rent (FMR) or the approved community-wide exception rent for the unit size. The rent charged for the unit must be reasonable in relation to rents currently being charged by the owner of comparable unassisted units. Rent restrictions are based on HUD published Section 8 Fair Market Rents and can be found here: <http://www.huduser.org/portal/datasets/fmr.html>.
- g. DCAP will maintain a wait list and coordinate occupancy for one HOPWA-funded apartment units at Dave’s Place. DCAP will coordinate occupancy for 21 units at Juan Diego.

11. SHORT TERM RENT MORTGAGE UTILITY ASSISTANCE (STRMU):

- a. The participant must provide evidence of tenancy. The participant must be a tenant on a valid lease for a property or be an owner of a mortgaged home in which they reside.
- b. The STRMU Program will provide equal access of funds to rental and mortgage assistance to all participants regardless of where the participant receives primary case management or other support services.
- c. The participant must demonstrate need in the form an eviction or foreclosure notice.
- d. Assistance will not exceed 21 weeks within a 52-week period. DCAP will distribute funds in accordance to internal policy.
- e. Participants in subsidized housing are not eligible.
- f. STRMU assistance is not intended to provide continuous or perpetual assistance. Assistance is intended to benefit participants who are not able to meet their monthly housing expenses due to unexpected situations. Alternative permanent housing must be considered if the present housing situation is resulting in situations that result in eviction or foreclosure.

12. PERMANENT HOUSING PLACEMENT:

- a. No more than one rental deposit payment not to exceed 2 months’ rent per year per participant household with rents based on published Fair Market Rent (FMR) limits (see above).
- b. Valid Colorado lease or letter of intent to rent.
- c. Permanent Housing Placement may not be used within 30 days of Short Term Rent Mortgage Utility Assistance (STRMU), which is used for eviction prevention

Metropolitan Area: CHN may provide assistance to individuals living within the Denver Eligible Metropolitan Statistical Area (EMSA), which includes, and is exclusive to Adams, Arapahoe, Broomfield, Clear Creek, Denver, Douglas, Elbert, Gilpin, Jefferson, and Park counties.

3. Implementation Plan and Timeline

The following table outlines the implementation plan and timelines for this contract.

Task	Projected Beginning & End Dates
Provide TBRA program services to eligible households	January 1 – December 31, 2018
Provide STRMU program services to eligible households	January 1 – December 31, 2018
Provide Permanent Housing Placement program services to eligible households	January 1 – December 31, 2018
Provide Supportive Services and Case Management to eligible individuals	January 1 – December 31, 2018
Provide monthly reports	The 15 th of every month

4. Objective & Outcome and Indicators

Objective (select one)

- Enhance Suitable Living Environment
- Create Decent Housing
- Promote Economic Activity

Outcomes (select one)

- Availability/Accessibility
- Affordability
- Sustainability

Indicators

The following indicators will be used to measure the success of the contract/activity.

Indicators – must be measurable
HUD Indicators:
Money Leveraged Number of proposed outcomes- <i>1100 people / 280 Households</i> Income Levels of people/family- <i>Low Income (at or below 80% AMI)</i> Race and Ethnicity- <i>To be reported on the OPMR</i>
Specific Indicators: Specific to this particular scope of work
TBRA - 100 households assisted 70% of residents of all housing programs will obtain or maintain permanent housing STRMU - 80 households eviction/foreclosure prevention Permanent Housing Placement - 100 households assisted 85% of individuals that received financial housing assistance will maintain permanent housing (measured after 6 months of services) reported to OED annually Supportive Services - 1100 individuals assisted 85% of participants will access/adhere to primary care appointments 75% of participants will show progress on their wellness plan
Housing and Neighborhood Outcomes (To be reported on the Outcome and Performance Measurement Report OPMR):
To assist OED in providing housing opportunities and support services for 1,500 low-income persons living with HIV/AIDS and their family members under the aggregate HOPWA program, direct housing assistance (e.g. TBRA, STRMU and permanent housing placement) will be the primary focus of the DCAP programming, in conjunction with other supportive services. Housing units must be within walking distance of transit corridors or critical support services (including, but not limited to primary care, dental care, pharmacy, food bank or other healthy food access, family/friends support system, etc.).

III. Budget

Please refer to the Cost Allocation Plan and budget narrative for a detailed estimated description and allocation of funds. Organization receives income from operations. Yes No If Yes, describe:
 Non-personnel costs are being funded. Yes No

IV. Reporting

Data collection is required and must be completed demonstrating income eligibility and progress toward meeting the indicators contained in this Scope of Services. Disbursement of funds is contingent based on the ability to collect the required information.

Regardless of when the executed contract was received by the Contractor, Contractor is responsible for submitting a report from the start date of the contract; **even if no activity was conducted or expended. Contractor should report “No Activity” or outline those activities reimbursed with grant funds. If the Contractor completes the project**

and all money is drawn, a final report will be submitted indicating “final report” and no further reports are required.

Contractor will email the following report to the Program Specialist, and copy the Contract Administrator and IDIS Coordinator:

Outcome Performance Measurement

Report Frequency:

Monthly by the 15th day Quarterly: 15 days after the end of the quarter Other: _____

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

Income and Demographic Reporting Requirements

For programs that must fulfill the limited clientele activities, income data must be collected to verify that at least 51 percent of program participants are low- or moderate-income persons. The income limitations are set by HUD annually and OED’s Contracts & Performance Management (CPM) will provide the income limitations.

HOPWA funded contracts:

Select what method of income verification will be used to demonstrate income compliance:

Self-Certification Verification with supporting income documentation Census block verified

CPM has a form entitled “STATEMENT OF HOUSEHOLD INCOME/DEMOGRAPHICS” that may be used to collect income and demographic information. Contractor’s intake form may be used if it collects the same information required in the “STATEMENT OF HOUSEHOLD INCOME/DEMOGRAPHICS” form, including signature of the client or applicant. This information must be retained and made available to CPM staff or designee when on-site file reviews are conducted to determine client eligibility.

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Colorado Health Network, Inc. dba Denver Colorado AIDS Project (DCAP) Budget Narrative Project Year 2018 (12 Months)

A. Personnel

Programs Quality Officer

\$78,023 x 5% of time spent on project = \$3,901

- Provides direct supervision to the Director of Regional Programs. Sets work plans for all staff and services for the project. Provides quality assurance oversight on program documentation, files, and service delivery. Reviews and develops reports concerning the project. Manages project budget spending and management.

Director of Regional Programs

\$75,000 x 25% of time spent on project = \$18,750

- Sets, coordinates and implements strategic, visionary direction for housing services programs including case management, Tenant Based Rental Assistance programming, and financial assistance programming through Permanent Housing Placement and Short Term Rent Mortgage and Utility Assistance.

Program Assistant

\$34,673 x 50% of time spent on project = \$17,337

- Provides day to day support of all programmatic staff by managing the reception area. Greets clients and connects clients to appropriate service providers. Provides additional program support as directed.

Occupancy Coordinator

\$50,856 x 100% of time spent on project = \$50,856

- Coordinate all aspects of CAP Subsidy programs Section 8 and Tenant Based Rental Assistance (TBRA). Duties include client meetings, waitlist maintenance, eligibility screening, file upkeep, documentation, and communication with participating landlords, recertification, HQS inspections, trainings, billing, reporting and all other responsibilities associated with subsidy programs.
- Maintain waiting lists for HOPWA units and other apartments and coordinate client referrals and information with management companies.
- Act as liaison between clients and Metro-area housing authorities and subsidized housing programs. Assisting clients in paperwork, applications and processes.
- Assess client housing needs and make appropriate referrals to programs and services both within CAP and outside the agency.

Single Payer Coordinator

\$41,520 x 44% of time spent on project = \$18,269

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- Tracks and distributes all financial assistance requests according to grant requirements for TBRA, Works in conjunction with the Director of Finance to ensure accurate billing, account reconciliation, and cash flow.
- Disburses approved checks in a timely manner.
- Manages client feedback, complaints, grievances and appeals in relation to financial assistance. Organizes and maintains all files related to the history of HOPWA disbursements and reporting on disbursements from the program database.

Housing and Resources Manager

\$60,578 x 44% of time spent on project = \$26,654

- Through work-plans and other mechanisms, carries out strategic direction at an operational level, within defined parameters and policies for Tenant Based Rental Assistance Programming and financial assistance programming including Permanent Housing Placement and Short Term Rent Mortgage and Utility Assistance. Provides day to day supervision of direct service staff.

Case Management Manager

\$46,451 x 44% = 20,438

- Provides strategic direction at an operational level of case managers of providing TBRA Housing assistance.

Case Management: Provides housing assessments and service linkage to clients facing housing challenges due to low income or homelessness. Links clients to TBRA, PHP, and STRMU financial assistance.

Admissions Coordinator/Case Manager 1: \$51,064 x 44% of time spent on project = \$22,468

Bilingual Case Manager 2: \$44,176 x 44% of time spent on project = \$17,437

Case Manager 3: \$37,750 x 44% of time spent on project = \$16,610

Case Manager 4: \$37,836 x 44% of time spent on project = \$16,648

Bilingual Case Manager 5: \$68,648 x 44% of time spent on project = \$17,005

Case Manager 6: \$38,778 x 44% of time spent on project = \$17,062

Case Manager 7: \$20,568 x 100% of time spent on project = \$20,568

Total Personnel = \$275,684

B. Fringe Benefits:

Payroll Taxes: This includes payroll taxes such as FICA, Social Security and Medicare.

Insurance: This includes health, dental, short-term disability, and long-term disability, and life insurance

Worker's Compensation for all employees.

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Unemployment Insurance: SUI for all employees.

Retirement Plan Contribution - Includes a matched Retirement Plan contribution.

Tuition Reimbursement: This includes tuition reimbursement for employees.

.22% of Personnel

Total Fringe = \$60,650

C. Office expense: (Supplies, stationary, and meeting expense):

Agency total is based on prior year expenses. General office supplies are allocated by FTE and specific supplies for the grant are directly posted to the grant.

\$125/month x 12 months = \$1500 **Total Office Expense = \$1500**

D. Communication: (Telephone and website services):

Agency total is based on prior year expenses. These services are generally allocated by FTE and specific services for the grant are directly posted to the grant.

\$83.33/month x 12 months = \$1000 **Total Communication = \$1000**

E. Insurance: (Property and liability insurance):

Agency total is based on prior year expenses. These services are allocated by either FTE or square footage.

\$200.66/month x 12 months = \$2,408 **Total Insurance = \$2,408**

F. Travel Staff:

Travel for staff to attend local meetings, client appointments, and trainings locally.

Average of 73 trips at \$.55/mile x 10 miles = \$400

Total Travel Staff = \$400

I. Facilities:

The monthly office lease of \$21,366 plus common area costs for 17,000 square feet are allocated based on the square feet of space assigned to employees. These amounts are further allocated by the percent of time the employee is working on a given grant.

\$183 (cost assigned to 15 employees) x 12 months = \$33,000

Total Facilities = \$16,470

K. Meetings/Events:

Meetings and events for staff and clients.

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\$23.33 x 6 months= \$280

Total Meetings/Events = \$280

L. Professional Services:

IT Supervision - Agency computer support. We have outsourced our information systems support. This is for day to day support of our computer network and phones. Agency total is based on long-term contract. These services are generally allocated by FTE and specific services for the grant are directly posted to the grant.

\$358 x 12 months = \$2,148

Total Professional Services = \$2,148

O. Other Direct Expenses:

Tenant-Based Rental Assistance (TBRA):

100 clients @ \$592/mo average TBRA assistance = \$710,000

Short-Term Rent, Mortgage and Utilities Assistance (STRMU):

40 clients @ \$1060 average STRMU assistance = \$85,000

Permanent Housing Placement (PHP) deposit/move-in assistance:

50 clients @ \$1000 average PHP assistance = \$100,000

Total Direct Expenses = \$895,000

P. Indirect Costs: Indirect costs are calculated at 4% for non-personnel item costs and 7% for personnel costs.

\$938,188 x .04 = \$37,525

\$336,334 x .07 = \$23,543

Total Indirect Costs = \$61,070

12 months: \$1,335,575