
2023 Contracting Workshop

City and County of Denver

Department of Housing Stability (HOST)

What is HOST?

- Mayor Hancock formed new department
- Bring housing + homelessness together
- Executive order signed Oct. 23, 2019



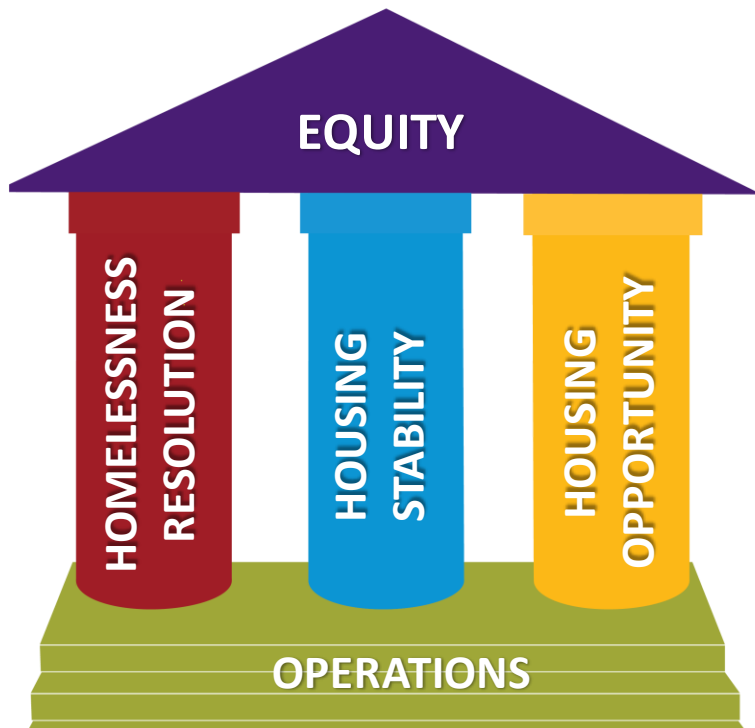
Healthy, housed,
and connected.

We invest resources,
create policy, and partner
to provide housing stability,
resolve episodes of
homelessness,
and create housing
opportunities

How Does HOST do its Work?

EQUITY

Trauma Informed | Data Driven | Person Centered



Housing Stability

**Homelessness
Resolution**

Housing Opportunity

Operational Support

Stage 1

- **Planning:** Determine contract need, budget, and resources; obtain community input.

Stage 2

- **Procurement:** Determine schedule and draft guidelines.

Stage 3

- **Solicitation:** Announce contract needs and opportunities on City website then Zengine. Hold pre-bid conference; coordinated evaluation committee.

Stage 4

- **Evaluation:** Technical review; evaluation team reviews proposals.

Stage 5



Stage 6



Stage 7



Stage 8

- **Award Recommendation:** Eval team determines and presents funding recommendations to exec leadership. Notice of Successful Proposal letters sent; program officer and contract admin are assigned.

- **Development & Execution:** Negotiations; SOW and budgeting finalized; contract details entered in the database; finalized and Council approvals (for contracts over \$500K; Contract Execution

- **Monitoring & Compliance (ongoing):** Maintain strong partnership; contactor reports measurable outcomes via Salesforce and HMIS; audits; payment requests.

- **Renewals & Close Outs:** Depending on funding streams; amendments, renewals, and/or contract close out.

Main Points of Contact

- **Contract Administrator**
- **Program Officer**
- **Accounting/Finance Team**

Contract Administrator

- Drafts the contract, including SOW and budget
- Focuses on technical aspects and requirements

If you have questions pertaining to the contract budget development, or the language in the scope, then your best point of contact is your contract administrator (CA).

Program Officer

- Helps determine program needs
- Focuses on services and contract outcomes

If you have questions concentrating on reporting requirements, outcomes for the quarter, or goals then your best point of contact is your Program Officer (PO).

Accounting/Finance Team

- Processes monthly invoices for reimbursement
- Focuses on required documentation

If you have questions focused on monthly invoicing and required documentation, then your best point of contact is an accounting tech.

City Monitoring and Auditing

Through monitoring, HOST reinforces the principles and performance expectations of the overall HOST system and works to ensure both the successful achievement of its mission and goals and those of our partners.

Program reviews and monitoring are conducted through both desk reviews and on-site visits, using data from fiscal and participant reports, discussions with appropriate staff and program participants, and review of administrative and program files and systems.



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Program Site Visits

- ▶ **Generally, takes place quarterly**
- ▶ **Provide technical assistance**
- ▶ **Focus on:**
 - Gaining program understanding
 - Outcomes & spend down
 - Accuracy of data
 - Equity



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Contract Monitoring

- ▶ **Generally, takes place once a year**
- ▶ **Dependent on contractor risk scores.**
- ▶ **Also provide technical assistance.**
- ▶ **Focus on:**
 - Contractual obligations
 - Outcomes and spenddown
 - Best practices



Financial Monitoring

- ▶ Generally occurs once a year for grants; Non-grant contracts vary
- ▶ Determines compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)
- ▶ Every invoice is monitored for compliance to award

Date:

1. Date of Submission

To:

Department of Housing Stability
Fiscal Management Unit
201 W. Colfax Ave. Dept. 615
Denver CO 80202
hostap@denvergov.org

Invoice #:

2. Unique Identifier I.E. 012021 MMYYYY

Purchase Order #:

3. I.E. PO-00555555

Supplier Contract #:

4. I.E. SC-0005555555

Project Specialist:

5. HOST Program Officer

City Contract #

6. I.E. 2021165525

Contractor's Name:

7. Name of Your Agency

Contract Term:

From: 01/01/2021

To: 12/31/2021

8. Current Contract

Current Draw Period:

From:

MM/DD/YYYY

To:

MM/DD/YYYY

9. Current Invoice Request

Project Description/Property Location:

10. Description of Project and Address

Supporting Documentation

- Rental Assistance & Direct Client Assistance
- General Guidelines
 - Salaries and Fringe
 - Professional Services
 - Travel
 - Training
 - Program Supplies
 - Client Assistance Costs



Summary Examples

Employee	Period Begin	Period End	Gross Wages	Program Hours Worked	Total Hours Worked	Program %	Program Wages	FICA	Pension	UI	Workers' Comp	ER Medical	Program Fringe Benefits	PROGRAM TOTAL
X			1,669.00	50.00	160.00	31.25%	\$ 521.56	39.90	-	2.61	10.43		\$ 52.94	\$ 627.44
Y			7,083.34	97.26	160.00	60.79%	\$ 4,305.79	329.39	-	21.53	86.12		\$ 437.04	\$ 5,179.86
Z			9,166.66	42.00	160.00	26.25%	\$ 2,406.25	184.08	-	12.03	48.12		\$ 244.23	\$ 2,894.72
			-	0.00	160.00	0.00%	\$ -	-	-	-	-		\$ -	\$ -
			-	0.00	160.00	0.00%	\$ -	-	-	-	-		\$ -	\$ -
			-	0.00	160.00	0.00%	\$ -	-	-	-	-		\$ -	\$ -
			-	0.00	160.00	0.00%	\$ -	-	-	-	-		\$ -	\$ -
							\$ 7,233.60	\$ 553.37	\$ -	\$ 36.17	\$144.69	\$ -	\$ 734.21	\$ 8,702.02

Expense/Service	Budget Line Item	Location of Services	Date of Service	Check Number	Amount
Repairs - Computer	Computers	1234 Fake St.	2/1/2021	4080	285.00
Bed Bug Treatment	Services	1234 Fake St.	2/15/2021	4081	375.00
Denver Water	Utilities	1234 Fake St.	2/18/2021	4082	120.00
Amazon, Walmart, Kingsoopers, giftcards	Supply	1234 Fake St.	2/18/2021	4082	100.00

Non-Personnel Costs

- **Professional Services** (i.e., Consultants per what is allowed on the scope of work)
 - Invoices must be detailed with billable hours & hourly rate and dated
 - Proof of payment
- **Subcontracting**
 - Detailed invoice – work preformed aligned with program award
 - Proof of Payment
- **For all 3rd party payments**
 - Any contractual payments must be included on Budget Narrative and Program Budget and Cost Allocation Summary
 - Signed Contract agreement with professional services must be provided

Different Ways to Change the Budget or Contract

Modification

- Same total contract amount
- Use for changing line item amounts above AP allowed
- Use for changing budget narrative
- Not for making changes to SOW
- Requires PO, CA, and Finance approvals

Amendment

- Adding money and/or
- Significant changes to SOW or outcomes, including changing the program. Example: changing the services offered.
- Changes to contract term
- Requires full contract amendment process including DD and ED approvals, CAO review.

Why does HOST require reporting?

- Central to HOST's efforts to advance equity,
 - Provides a strong foundation for data-driven decision making
 - Support transparency and accountability with our community
- Reporting requirements aligned to HOST's Impact Framework

Two primary data systems for reporting

- Salesforce
- Homeless Management Information System (HMIS) (for investments that primarily serve residents experiencing homelessness only)



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Data and Reporting

▶ Next Steps:

- ▶ Once contractors identify who will be reporting, HOST data team will provide log-in credentials for those selected
- ▶ Review job aides provided in welcome packet for further instructions

▶ Dashboard Access & Questions:

- ▶ Contact your program officer or email Hostprograms@denvergov.org.

Close Out

- ▶ A completed, final accounting is required for all contracts at the end of the contract period.
- ▶ Includes:
 - Submission of outstanding vouchers for reimbursement;
 - Identification and disposition of all nonexpendable property purchased with HOST funds
 - Reconciliation of customer records
 - Reconciliation and closure of all financial records,
 - Disposal of all unclaimed checks,
 - Programmatic review/evaluation and preparation of the final contract reimbursement.

Close Out Continued

Contract closeout procedures and forms are delivered to the contractor by the monitoring and performance evaluation officer to be completed and returned no later than 45 days after the close of the contract.

Submission of the close-out report does not absolve the contractor of responsibility for any audit exceptions regarding their contract, which may be identified at a later date.



Questions???
