

**ADAMS COUNTY, COLORADO
PROFESSIONAL SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this 11 day of September 2018, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and **GROWING HOME** located at 3489 W. 72nd Avenue, Suite 110, Westminster, Colorado 80030, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

The County and the Contractor, for the consideration herein set forth, agree as follows:

1. SERVICES OF THE CONTRACTOR:

- 1.1. All work shall be in accordance with the attached RFP 2018.315 and the Contractor's response to the RFP 2018.315 attached hereto as **Exhibit A**, and incorporated herein by reference. Should there be any discrepancy between Exhibit A and this Agreement the terms and conditions of this Agreement shall prevail.
- 1.2. Emergency Services: In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of the Contractor) to be performed by the Contractor. If the County requests such additional services, the Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, the Contractor shall bill for such services at the rates provided for in this Agreement.

2. RESPONSIBILITIES OF THE COUNTY: The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement, as referenced in Section 1 above.

3. TERM:

- 3.1. Term of Agreement: The initial term of this Agreement shall be for one (1) year from the date of execution, unless sooner terminated as specified elsewhere herein.
- 3.2. Extension Options: The County, at its sole option, may offer to extend this Agreement as necessary for up to two (2) option year extensions providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such extensions must be mutually agreed upon in writing by the County and the Contractor.

4. PAYMENT AND FEE SCHEDULE: The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, in an amount of **three hundred sixty-six thousand, five hundred-eighty-five dollars and no cents (\$366,585.00).**

4.1. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event that funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.

5. **INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts, and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.**

6. **NONDISCRIMINATION:** The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. Adams County is an equal opportunity employer.

6.1. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

7. **INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.

8. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:

8.1. **Commercial General Liability Insurance:** to include products liability, completed operations, contractual, broad form property damage and personal injury.

8.1.1. Each Occurrence: \$1,000,000

8.1.2. General Aggregate: \$2,000,000

8.2. **Comprehensive Automobile Liability Insurance:** to include all motor vehicles

owned, hired, leased, or borrowed.

8.2.1. Bodily Injury/Property Damage: \$1,000,000 (each accident)

8.2.2. Personal Injury Protection: Per Colorado Statutes

8.3. Workers' Compensation Insurance: Per Colorado Statutes Not Applicable.

8.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.

8.4.1. Each Occurrence: \$1,000,000

8.4.2. This insurance requirement applies only to Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.

8.5. Adams County as "Additional Insured": The Contractor's commercial general liability, and comprehensive automobile liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:

8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.

8.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.

8.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

8.6. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

8.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

8.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage's or policies required under this Agreement.

9. TERMINATION:

- 9.1. **For Cause:** If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.
- 9.2. **For Convenience:** The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

10. MUTUAL UNDERSTANDINGS:

- 10.1. **Jurisdiction and Venue:** The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be in Adams County, Colorado.
- 10.2. **Compliance with Laws:** During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, *et seq.*, C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, *et seq.*, C.R.S. (Abuse of Public Office), as amended, the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, and that no violation of such provisions are present. Contractor warrants that it is in compliance with the residency requirements in §§ 8-17-101, *et seq.*, C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 10.3. **OSHA:** The Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
- 10.4. **Record Retention:** The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized federal, state, or County personnel.
- 10.5. **Assignability:** Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written

consent of the County.

- 10.6. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.
- 10.7. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.
- 10.8. Notice: Any notices given under this Agreement are deemed to have been received and to be effective: (1) three (3) days after the same shall have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that an E-mail was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

County:

Department: Adams County Human Services Workforce Center
Contact: Kent Gregory, Contract Administrator, Human Services Department
Address: 7190 Colorado Blvd., 6th Floor
City, State, Zip: Commerce City, Colorado 80022
Office Number: 303.227.2215
Email: kgregory@adcogov.org

Department: Adams County Purchasing Division
Address: 4430 South Adams County Parkway, Suite C4000A
City, State, Zip: Brighton, Colorado 80601

Department: Adams County Attorney's Office
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601

Contractor:

Company: Growing Home
Contact: Karen Fox Elwell, CEO
Address: 3849 W 72nd Avenue, Suite 112
City, State, Zip: Westminster, Colorado 80030
Office Number: 720.407.1974
E-mail: teva@growinghome.org

- 10.9. Integration of Understanding: This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.

10.10. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.

10.11. Authorization: Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.

11. AMENDMENTS, CHANGE ORDERS OR EXTENSION:

11.1. Amendments or Change Orders: The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Solicitation, or, if no provision exists, pursuant to the terms of the Amendment or Change Order.

11.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor

12. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08: Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended May 13, 2008, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

12.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.

12.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

12.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

12.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.

12.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.

12.6. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall:

notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

- 12.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 12.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

13. SUPPLEMENTAL FEDERAL PROVISIONS- (FFATA)

State of Colorado Supplemental Provisions for Federally Funded Contracts, Grants, and Purchase Orders Subject to The Federal Funding Accountability and Transparency Act of 2006 (FFATA), As Amended Revised as of 3-20-13.

CONTRACTOR'S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

Growing Home
Company Name

9/7/18
Date

Knoxlee
Signature

Karen Fox Elwell
Name (Print or Type)

President and CEO
Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering

Signature Page

IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto.

**BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, COLORADO**

By: Mary Dodge
Chair

9/11/18
Date:

**CONTRACTOR
GROWING HOME**

By: Karen Fox Elwell
Name (Print or Type)

9/7/18
Date:

Karen Fox Elwell
Authorized Signature

President and CEO
Title

Attest:
Stan Martin, Clerk and Recorder

Stanna
Deputy Clerk

APPROVED AS TO FORM:
Adams County Attorney's Office

By: [Signature]
Attorney's Signature

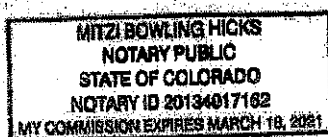
NOTARIZATION:
COUNTY OF Adams)
STATE OF Colorado) SS.

Signed and sworn to before me this 7 day of September, 2018,

by Karen Fox Elwell

Notary Public [Signature]

My commission expires on: 3/18/2021



ATTACHMENT A

(All Documents following this page of the Agreement)

Attachments:

1. Fee Schedule (Base Year)
2. BAFO #3, dated June 19, 2018
3. BAFO #2, dated May 15, 2018
4. BAFO #1, dated April 17, 2018
5. Proposal, dated February 13, 2018
6. Offeror's Certification of Compliance
7. Offeror's Signature Page

ATTACHMENT 1

TANF Contract Component Confirmation Document

The Text Sections of all checked components should address one or more of the following:

- 1) Provide the page number and paragraph in your submitted proposal where the component is addressed
- 2) Address the component in the text sections of the document below
- 3) All clarification questions as your best and final offer (BAFO) pertaining to your submitted proposal under RFP 2018.315 are provided under a separate cover of this component document.

Purpose statement:

- ☒ Describe the issue/problem that will be addressed (i.e. what is the nature of the issue) (enter page number and paragraph in your submitted proposal): *Pages 1 and 4 of submitted proposal*
- ☒ Explain why it is an important issue to be addressed in the community: *Pages 1 and 4 of submitted proposal*
- ☒ Explain how the project meets one or more of the federally-defined purposes of TANF: *Page 5 of submitted proposal*

Scope of Work:

- ☒ What services will be provided: Pages 5, 6, 7, and 8 or proposal, to include clarification (BAFO) questions 1 and 2.
- ☒ Who will be served: Canopy Program; 47 families page 6 or proposal, Mobility, Mentoring; 30 families page 7 of submitted proposal, Contingency funds 2nd Paragraph, page 8 of submitted proposal, Wrap-around Services to include clarification (BAFO) question 3.
- ☒ How: Pages 5, 6, 7, and 8 or proposal.
- ☒ When: Clarification (BAFO) question 4.
- ☒ Where: Page 2 paragraph 5 of submitted proposal
- ☒ Contractor avows only to serve TANF eligible clients approved by the County with TANF funds: Clarification (BAFO) question 5.
- ☒ How TANF eligibility will be determined (check all that apply): Clarification (BAFO) questions 6 and 7.
 - ☐ Application (must gather information regarding the TANF eligibility criteria):
Click here to enter text.
 - ☒ Affidavit of eligibility: The participant can check three (3) boxes regarding the TANF eligibility criteria and sign the affidavit, attesting to their eligibility: Clarification (BAFO) questions 6.

- ☒ Survey data at the point of service (this method is used to identify the appropriate pro-rata share based on the percentage of TANF eligible families accessing services at the time of the survey): Click here to enter text.
- ☐ Demographic data (only appropriate in limited circumstances): Click here to enter text.
- ☒ All items in the Price Schedule are clearly presented in the scope of work: Chief Program and Impact Officer; page 8 of submitted proposal and Price Schedule, Family Support Specialist and Family Support Coordinator; Pages 5, 6, 7, and 8 of proposal and Price Schedule, Rent; Clarification (BAFO) questions 7, and page 8 of submitted proposal, pro rata share calculation requests, including concurrent agreements; Clarification (BAFO) question 8.

Expected Outcomes:

- ☒ Addresses all services in the scope of work: Pages 8 and 9 of submitted proposal and clarification (BAFO) questions 9 and 10.

Invoices:

- ☒ Confirmation that only incurred expenses, including personnel expenses, will be invoiced: Clarification (BAFO) question 11.
- ☒ Confirmation that client assessment and proof of need for all client non-assistance (financial assistance not to exceed four (4) months) will be retained for the current year and the three previous years: Clarification (BAFO) question 12.

ACKNOWLEDGEMENT



Authorized Signature
Growing Home



Date

BAFO #3 dated June 19, 2018

Growing Home Fee Schedule		Continued TANF fee schedule, Proposed #2018.015			
Base Expenses Year 1					
Position/ Base Expense	Description	(Column A) Allocation of Time/Fee	(Column B) Annual Salary and Benefit Fee	(Column C) Overhead	(Column D) Total Equals Column A + (B+C)
Chief Program and Impact	Supervise project staff, conduct program evaluation, support reporting and invoicing	15%	\$ 96,531.00	\$ 4,826.06	\$ 19,610.85
Family Support Specialist (TBD)	Provides Mobility Mentoring and short-term case management, intakes and eligibility assessments, administrators	70%	\$ 48,720.00	\$ 2,436.00	\$ 35,848.20
Family Support Specialist (Joy)	Provides Mobility Mentoring and short-term case management, intakes and eligibility assessments, administrators	80%	\$ 54,654.00	\$ 2,732.70	\$ 45,939.35
Family Support Specialist (Daniel)	Provides Mobility Mentoring and short-term case management, intakes and eligibility assessments, administrators	70%	\$ 46,332.00	\$ 2,316.65	\$ 34,054.78
Family Support Coordinator (Nelia)	Provides Mobility mentoring, facilitates life skills classes, coordinates Canopy program, administers homeless prevention funds	16%	\$ 58,854.00	\$ 2,847.70	\$ 9,568.27
Day Center Program Assistant (Edgar)	Support Canopy program, provide case management, assist with life skills classes, data entry and other administrative support	60%	\$ 22,709.00	\$ 1,135.45	\$ 14,306.67
CFO/COO	Provide fiscal administration of contract including invoicing, maintain supporting documentation	8%	\$ 118,821.00	\$ 5,941.08	\$ 9,980.96
Supplies	paper, copier, office supplies for Day Center	100%			\$ 2,305.51
Rent**	Food Pantry and Day Center rent	10%	\$ 81,454.00		\$ 11,539.12
Total Budget			Total of Base Expenses:		\$ 183,964.73
Budget Item		Description		Amount	
Base Expenses		Equals total of base expenses		\$ 183,964.73	
Continuation of Funds		to be issued at County direction		\$ 40,000.00	
Family Support Expenses		Rental/Mortgage assistance, job search expenses, uniforms, mileage		\$ 149,500.00	
Total:		\$		366,964.73	

143500 192219
40000 82843
15849.3 75000
13046.1 360068
6516.3
76000 28000 88219 6516.3 188716

Base Expenses Year 2					
Position/ Base Expense	Description	(Column A) Allocation of Time/Fee	(Column B) Annual Salary and Benefit Fee	(Column C) Overhead	(Column D) Total Equals Column A + (B+C)
Chief Program and Impact Officer**	Supervise project staff, conduct program evaluation, support reporting and invoicing	20%	\$ 99,437.00	\$ 4,971.85	\$ 20,861.77
Family Support Specialist (TBD)*	Provides Mobility Mentoring and short-term case management, intakes and eligibility assessments, administrators	70%	\$ 50,182.00	\$ 2,509.10	\$ 38,883.77
Family Support Specialist (Joy)*	Provides Mobility Mentoring and short-term case management, intakes and eligibility assessments, administrators	80%	\$ 58,294.00	\$ 2,914.70	\$ 47,286.96
Family Support Specialist (Daniel)*	Provides Mobility Mentoring and short-term case management, intakes and eligibility assessments, administrators	70%	\$ 47,723.00	\$ 2,386.15	\$ 35,075.41
Family Support Coordinator (Nelia)*	Provides Mobility mentoring, facilitates life skills classes, coordinates Canopy program, administers homeless prevention funds	16%	\$ 58,663.00	\$ 2,939.15	\$ 9,651.38
Day Center Program Assistant (Edgar)*	Support Canopy program, provide case management, assist with life skills classes, data entry and other administrative support	60%	\$ 23,330.00	\$ 1,169.50	\$ 14,735.70
Grants Manager*	Complete required reports, support contract administration, and ensure project deliverables are met	5%	\$ 57,736.00	\$ 2,886.50	\$ 3,031.25
CFO/COO*	Provide fiscal administration of contract including invoicing, maintain supporting documentation	8%	\$ 132,386.00	\$ 6,119.30	\$ 10,280.42
Supplies	paper, copier, office supplies for Day Center	100%			\$ 2,300.00
Rent**	Food Pantry and Day Center rent	10%	\$ 85,526.70		\$ 8,752.16
Total Budget			Total of Base Expenses:		\$ 189,999.82
Budget Item		Description		Amount	
Base Expenses		Equals total of base expenses		\$ 189,999.82	
Continuation of Funds		to be issued at County direction		\$ 38,000.00	
Family Support Expenses		Rental/Mortgage assistance, job search		\$ 139,500.00	
Total:		\$		355,999.82	

Base Expenses Year 3					
Position/ Base Expense	Description	(Column A) Allocation of Time/Fee	(Column B) Annual Salary and Benefit Fee	(Column C) Overhead	(Column D) Total Equals Column A + (B+C)
Chief Program and Impact Officer**	Supervise project staff, conduct program evaluation, support reporting and invoicing	20%	\$ 102,420.00	\$ 5,121.00	\$ 21,508.20
Family Support Specialist (TBD)*	Provides Mobility Mentoring and short-term case management, intakes and eligibility assessments, administrators	70%	\$ 51,667.00	\$ 2,584.35	\$ 37,989.55
Family Support Specialist (Joy)*	Provides Mobility Mentoring and short-term case management, intakes and eligibility assessments, administrators	80%	\$ 57,983.00	\$ 2,899.15	\$ 48,705.72
Family Support Specialist	Provides Mobility Mentoring and short-term case management, intakes and eligibility assessments, administrators	70%	\$ 49,158.00	\$ 2,437.75	\$ 36,128.93
Family Support Coordinator (Nelia)*	Provides Mobility mentoring, facilitates life skills classes, coordinates Canopy program, administers homeless prevention funds	16%	\$ 60,423.00	\$ 3,021.15	\$ 10,151.06
Day Center Program Assistant (Edgar)*	Support Canopy program, provide case management, assist with life skills classes, data entry and other administrative support	60%	\$ 24,092.00	\$ 1,204.60	\$ 15,177.96
Grants Manager*	Complete required reports, support contract administration, and ensure project deliverables are met	5%	\$ 59,470.00	\$ 2,973.50	\$ 3,122.18
CFO/COO*	Provide fiscal administration of contract including invoicing, maintain supporting documentation	8%	\$ 126,058.00	\$ 6,302.90	\$ 10,598.67
Supplies	paper, copier, office supplies for Day Center	100%			\$ 2,300.00
Rent**	Food Pantry and Day Center rent	10%	\$ 68,603.00		\$ 9,104.24
Total Budget			Total of Base Expenses:		\$ 194,777.10
Budget Item		Description		Amount	
Base Expenses		Equals total of base expenses		\$ 194,777.10	
Continuation of Funds		to be issued at County direction		\$ 38,000.00	
Family Support Expenses		Rental/Mortgage assistance, job search		\$ 139,500.00	
Total:		\$		371,277.10	

BAFO #2



May 15, 2018

Adams County Human Services Department
4430 South Adams County Parkway
Brighton, CO 80601

Dear,

This letter is in response to the most recent Clarification Request regarding Growing Home's application for funding under proposal #2018.315. Responses to each question are given below.

1. Growing Home understands and agrees to combine all TANF housing services into one agreement under RFP 2018.315.
2. Please see the attached fee schedule that combines all services and fees into one schedule for a three year fee structure.

Attached please find Growing Home's signed copy of the most recent Clarification Request. Thank you for this opportunity to refine our proposal, and we look forward to the opportunity to work with Adams County through providing services to children and families in need.

Sincerely,

Karen Fox Elwell
President & CEO, Growing Home

Growing Home Fee Schedule

CONFIDENTIAL AND PROPRIETARY

Line Item	Business Description	Year 1	(Column 1) Revenue	(Column 2) Cost of Sales	(Column 3) Net Profit	(Column 4) Net Profit	(Column 5) Net Profit
1	General Manager	Superior quality, fast, creative program innovation	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
2	Product Development	Product development and innovation	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
3	Marketing	Marketing strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
4	Finance	Finance strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
5	Operations	Operations strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
6	Human Resources	Human Resources strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
7	Legal	Legal strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
8	IT	IT strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
9	Compliance	Compliance strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
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21	Marketing	Marketing strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
22	Finance	Finance strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
23	Operations	Operations strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
24	Human Resources	Human Resources strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
25	Legal	Legal strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
26	IT	IT strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
27	Compliance	Compliance strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
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85	Finance	Finance strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
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87	Human Resources	Human Resources strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
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105	Human Resources	Human Resources strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
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109	Customer Support	Customer support strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
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113	Operations	Operations strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
114	Human Resources	Human Resources strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
115	Legal	Legal strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
116	IT	IT strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
117	Compliance	Compliance strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
118	Customer Support	Customer support strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
119	Product Development	Product development and innovation	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
120	Marketing	Marketing strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
121	Finance	Finance strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
122	Operations	Operations strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
123	Human Resources	Human Resources strategy and execution	200K	\$ 10,000.00	\$ 190,000.00	\$ 190,000.00	\$ 190,000.00
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April 17, 2018

Adams County Human Services Department
4430 South Adams County Parkway
Brighton, CO 80601

Dear,

This letter is in response to the BAFO request regarding Growing Home's application for funding under proposal #2018.315. Responses to each question are given below.

1. Growing Home confirms acknowledgement and understanding of the attached TANF Contract Component Confirmation Document that will be made part of the awarded agreement as outlined in said document.
2. Growing Home agrees to expand the amount designated as Family Support Expenses on the fee schedule from \$46,000 to \$76,000.
3. Growing Home agrees to include as part of its proposal \$28,000 for contingency funds.
4. Growing Home intends to serve a total of 377 TANF-eligible families through wrap-around services, with families coming from the following sources: homelessness prevention - 47 families; Mobility Mentoring - 30 families; food pantry - 300 families.
5. Growing Home's office hours are 9:00am - 5:30pm Monday through Friday. Growing Home's food pantry operates from 9:45am - 11:45am Monday through Saturday. Operational hours of the proposed services fall within the hours described above.
6. Growing Home avows to only serve TANF eligible families with TANF funds.
7. Growing Home will determine TANF eligibility for proposed programs by requiring participating families to sign an affidavit certifying eligibility; however additional information will be collected at intake to determine level of need for direct assistance.
8. Growing Home's CFO conducted an annual analysis of rental space utilization by program area, assigning a percentage of rental expenses to each program area. Based on the 2018 analysis, Growing Home utilizes a total of 53% of its rented space to conduct TANF-eligible services, exceeding the total 16% of rent funded through combined contracts with Adams County. This overall percentage breaks down as follows: Homelessness Prevention 2%; Food pantry 29%; Canopy temporary housing program 20%. These percentages represent a total of \$45,570 across all program areas providing TANF-eligible services. The portion of Growing Home's rent that is allocable to existing TANF grants is \$5,023, and the requested amount in this contract is \$6,516 for a total of \$11,539. The remainder of rent costs are funded by other sources including individual donations, foundation grants, and other government contracts. Growing Home is happy to provide a copy of this analysis upon request.

9a. Growing Home conducted an analysis of the Chief Program and Impact Officer's time and allocations to date in 2018. Based on this analysis Growing Home has determined that between 55% and 62% (average 59%) of this position is devoted to TANF-eligible activities or programs that serve only TANF-eligible families.

9bi. Growing Home currently employs 2 full-time Family Support Specialists. 1.98 of these 2 FTEs are devoted to TANF-eligible activities, as evidenced by their time allocations on timesheets year to date in 2018 and the percent of families served who are TANF eligible based on demographic data in Growing Home's database. The scope of work in this contract will require Growing Home to hire an additional full-time Family Support Specialist. This position will be 0.75 dedicated to TANF-eligible activities, thus these three positions together will meet or exceed 2.73 FTEs on TANF-eligible activities.

9bii. Growing Home currently employs 1 full-time Family Support Coordinator, not covered under a current TANF contract. 50% of this FTE is devoted to TANF-eligible activities, as evidenced by time allocations on her timesheet year to date in 2018 and the demographics of participants served.

9biii. Growing Home currently employs 2 full-time Family Support Specialists and 1 full-time Family Support Coordinator. The scope of work in this contract will require Growing Home to hire an additional full-time Family Support Specialist. Among these 4 staff members, at least 3.23 FTEs will be spent on TANF-eligible activities or programs that serve only TANF-eligible families.

10. Given the recommendation to increase direct assistance funds to from \$46,000 to \$76,000, Growing Home projects increasing the number of families to be served by these funds to 60, with an average assistance amount of \$1,266 per family. Given the recommended addition of \$28,000 in contingency funds and an average assistance amount of \$3,000, Growing Home projects serving nine additional families served through contingency funds.

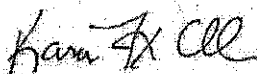
11. Growing Home agrees to work with the County Project Manager on expanding expected outcome categories.

12. Growing Home understands only incurred expenses, including personnel expenses, will be invoiced.

13. Growing Home confirms that client assessment, proof of need for all client non-assistance (financial assistance not to exceed four months), will be retained for the current year, and the three previous years.

Enclosed please find Growing Home's signed copy of the BAFO letter and signed TANF Contract Component Confirmation Document Checklist. Thank you for this opportunity to refine our proposal, and we look forward to the opportunity to work with Adams County through providing services to children and families in need.

Sincerely,



Karen Fox Elwell
President & CEO, Growing Home

Growing Home's Proposal in Response to Solicitation RFP-HE-2018-315

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EXECUTIVE SUMMARY

Background: Every day Growing Home works to ensure that children - with full bellies, stable housing and supported parents - reach their full potential. Growing Home believes in fighting poverty using a whole-family approach, addressing both the immediate and long term needs of multiple generations in each family. Growing Home relies on evidence-based programs to address some of the root causes of poverty, such as school achievement gap, lack of a strong social network, and health issues. Evidence has shown that focusing on children from birth through age 8 is the key to breaking the cycle of poverty. However, even with the best early childhood programs, a child is less likely to succeed if she is hungry because mom had to choose between groceries or rent, or if he doesn't have anywhere to do his homework because the whole family is sleeping in the car tonight. Growing Home provides the dual-generation services that help parents keep their families stable and ensure kids are growing up healthy and ready to learn, regardless of their financial situation.

Approach: Growing Home's dual-generation programs help guide families toward healthy, self-sufficient lives by working in partnership with families to help them achieve long term stability. Growing Home's model for success takes a comprehensive approach to building equality of opportunity within the community it serves by combining research, practice, and policy. To ensure the most successful outcomes for Growing Home's families and community, Growing Home works to expand its high-quality direct services strategies while advancing thinking and systems change.

Proposed Project: Growing Home proposes to provide the following services in response to Adams County's Housing Services TANF RFP-HE-18-315:

Homelessness Prevention – emergency direct assistance to families at risk of losing housing due to an inability to pay their rent or mortgage. Assistance is provided after verification of expenses and income by a Family Support Specialist. The amount that families receive through Homeless Prevention assistance varies by family and situation; average rent for a two-bedroom apartment in Adams County is over \$1,300 per month. Deposit and first month rent assistance typically runs higher and is decided on a case-by-case basis. Families receiving rent or mortgage, assistance also receive short-term case management, and are offered access to Mobility Mentoring and wrap-around services. Growing Home projects serving 47 families with requested homeless prevention funds.

Mobility Mentoring – an evidence-based case management method designed to help families move permanently from crisis to self-sufficiency through identifying and addressing their challenges in five key domains necessary for economic stability. Families work together to set individual and family goals, supported by a Family Support Specialist. This model includes multiple levels to meet the needs of families with short, medium, and long-term challenges and goals. Growing Home is the first organization in Colorado to be part of the Mobility Mentoring network. Growing Home is currently able to accommodate 30 families in Mobility Mentoring.

Wrap-around Supportive Services - Growing Home offers a wide range of wrap-around supportive services to help families overcome challenges and ensure all family members may thrive. These services include access to the Food Pantry and Canopy temporary housing program, participation in Parents as Teachers home visitation, medical care for uninsured families through Growing Home's clinic, Incredible Years parenting classes, Seedlings classes for new and expectant parents, and referrals for service that fall outside Growing Home's scope.

PROFILE OF THE FIRM

Growing Home is a 501(c)3 nonprofit located in Westminster, Colorado that operates locally to provide basic needs services to families with children under the age of eighteen.

Growing Home was founded in 1998 as the Adams County Interfaith Hospitality Network, and currently employs 31 full-time and 2 part-time staff members.

Growing Home serves low-income children and families in need across the north Denver metro area; the majority of families served live in Adams County.

Growing Home has a highly diverse and culturally competent staff that reflects the population served by the organization. Over 70% of staff is bilingual in Spanish and English, and approximately 25% originally came from Mexico, Central or South America. All services are offered in Spanish and English to meet the needs of the families Growing Home serves.

Work will be performed at Growing Home's facility (located at 3489 West 72nd Avenue) or at Growing Home's Day Center (located at 7375 Samuel Drive) in Westminster, Colorado.

This project will be staffed by one full-time Family Support Specialist and one full-time Family Support Coordinator, and each of these individuals will devote 75% of their time to this project. These individuals will be responsible for providing Mobility Mentoring and short-term case management, administering homeless prevention funds, facilitating life skills classes, and connecting families with appropriate wrap-around services. This project will be supported by the Chief Financial Officer and the Chief Program & Impact Officer. The Chief Financial Officer will be responsible for all financial matters related to this project, while the Chief Program & Impact Officer will provide oversight for the project, as well as supervision for the Family Support Specialist and Family Support Coordinator. Please see Appendix C for resumes of each individual on this project.

Growing Home has not had any substantiated legal complaints brought against the organization in the last three years, and does not have any outstanding litigation in progress.

INTRODUCTION AND QUALIFICATIONS

Mission, History, and Current Programs

Growing Home's mission is to guide children and their families on the path to a brighter future. Growing Home envisions its community working together so that all children and their families have a place to call home, food on the table, and the opportunity to pursue their dreams. Growing Home began in 1998 as the Adams County Interfaith Hospitality Network, a community based shelter serving 30 families per year. The organization began when its founder, Kathleen Drozda, met a homeless family living in their car which was parked at the hospital where Drozda worked. This chance meeting awakened Drozda to the problem of suburban homelessness and was the spark that led her to start the Adams County Interfaith Hospitality Network, which later became Growing Home.

Growing Home developed its programming over the years based on research and observation to best serve the needs of low-income families. Today Growing Home's wrap-around approach serves whole families with intensive supports to overcome immediate and long-term obstacles to self-sufficiency and family stability. Growing Home offers dual-generation programs to nurture children, strengthen families, and create community. Growing Home's wrap-around approach provides intensive supports to strengthen families during times of crisis by offering food, shelter, healthcare, and homelessness prevention assistance. Growing Home is the first organization in Colorado to offer Mobility Mentoring, an evidence-based case management process to move families permanently from scarcity to economic stability. Growing Home combines high quality direct service strategies with efforts to advance systems change to build equity of opportunity for all. In 2017 Growing Home proudly served over 6,300 families (nearly 14,000 unduplicated individuals). Please see Appendix A for Growing Home's organizational chart.

ORGANIZATION BUDGET AND FISCAL CAPACITY

Growing Home's fiscal year aligns with the calendar year. The organization's budget for 2018 projects \$2,627,846 in revenue, with expected sources of revenue as follows: \$398,000 from individual donations and community support; \$624,356 from grants (foundations, corporations, and trusts); \$1,466,090 from government contracts, the largest of which is a contract with the Maternal, Infant, and Early Childhood Home Visitation program administered by the Colorado Department of Human Services; \$139,400 from rental income and interest earned.

The 2018 budget projects \$2,579,168 in expenditures, with top expenditure categories of: Personnel costs are the largest expense category at \$1,868,193 and include salaries and fringe costs (payroll taxes, health insurance, 403b plan, paid time off, etc.); Professional services represent \$99,488 and include accounting/payroll, audit, legal, janitorial, and other contracted services; Rent on Growing Home's space at 72nd Avenue and the Day Center on Samuel Drive represents \$85,080; Program expenses represent \$299,657 and include rental assistance/utility assistance funds, motel vouchers to house Canopy families during weeks in which Growing Home does not have a host church, supplies for all program areas, and food for the Feeding Families Food Pantry.

Growing Home maintains sufficient operating reserves to perform the proposed services on a reimbursement basis.

PROPOSED SERVICES

PURPOSE STATEMENT

Growing Home was founded in 1998 to address the problem of family homelessness in suburban Adams County, and over the years has expanded its services to become an anti-poverty organization. In recent years development across metro Denver has taken away thousands of down-market properties and rental units, often to make way for light rail and high-end housing. Some families cope by combining households to share expenses; however this can create unhealthy and even unsafe living conditions due to overcrowding. According to a 2018 report by Shift Research Lab and Phyllis Resnick, PhD, over half of Colorado renters are cost-burdened, meaning housing takes up more than 30% of their total household income, and 85% of these households earn less than \$50,000 per year. This is reflective of the families served by Growing Home, as 100% are low-income and over half live in deep poverty, reporting annual incomes of less than \$15,000 despite most families including at least one working adult.

Growing Home serves low-income families with children across the Denver metro area; the majority of Growing Home's families live in Adams County. On an average night in Adams County 230 people are homeless, with nearly one-third of these individuals being families. (Denver Metro Homeless Initiative, Point in Time Study, 2016). Although the Denver metro area has rebounded for the most part after the 2008 economic collapse, Adams County lags behind other more prosperous metro area counties. Unemployment in Adams County remains higher than the state average, and 14% of Adams County residents earn incomes that fall below the federal poverty line (Community Opportunity Index, 2017). At the same time, the supply of affordable housing units in Adams County is shrinking due to development, making it even harder for low-income families to secure housing suitable for raising their families. The Kids Count in Colorado 2016 report ranked Adams County as the fourth-worst in the Colorado Child Well-Being Index and found that 18% of the 134,236 children in Adams County (24,162 children) live in poverty. Growing Home's services target these children and their parents with the classes, tools, and support families need to build long-term stability and avoid homelessness.

Children born into poverty face many obstacles to succeeding in school. Homeless children are nine times more likely to repeat a grade, four times more likely to drop out of school, and three times more likely to be placed in special education programs than their housed peers (Institute for Children and Poverty, 2009). Homeless children are sick four times more often than housed children, and they are significantly more susceptible to respiratory and digestive illness, asthma, nutritional deficiency, and obesity. They are also more likely to experience mental illness and exhibit negative behaviors at school. A significant majority of homeless children cannot meet grade-level academic objectives (National Center on Family Homelessness, 2013). Research has revealed the long-term detrimental impacts that Adverse Childhood Experiences (ACEs) and toxic stress have on children's developing brains, and that early exposure to toxic stress without the buffering effect of supportive parenting creates lifelong changes in the architecture and function of the brain. Young children exposed to toxic stress are also more susceptible to chronic health problems such as heart disease and depression later in life. Children living in poverty are more likely to start school academically, socially and developmentally behind and to never catch up. Common sources of stress in the families Growing Home serves include poverty, household instability, and neglect. This is why Growing Home takes a dual-generation approach, supporting parents and nurturing children to break the cycle of poverty.

The proposed services will prevent homelessness and encourage stable families by providing: homelessness prevention funds and short-term case management during times of crisis to keep families stably housed; Mobility Mentoring case management to help low income families identify and address the challenges that keep them in poverty, and; wrap-around dual-generation support so all family members may thrive. Growing Home projects serving 47 families (estimated 180 individuals) through the requested homeless prevention funds in each year of proposed services, and expects that that 60% of families receiving homeless prevention funds and short-term case management will remain stably housed for two months after receiving assistance. Growing Home projects serving 30 families (estimated 120 individuals) through Mobility Mentoring in each year of proposed services, and projects that 80% of families receiving Mobility Mentoring case management will reach or demonstrate progress toward one or more goals within one year of program entry.

This proposal addresses the TANF purpose of **serving needy families so that children may be cared for in their own homes**. This is accomplished through providing basic needs supports such as homeless prevention through rental or mortgage assistance, short-term case management to help families weather sudden crises (such as job loss, illness, or car repair), Mobility Mentoring case management to address ongoing challenges to self-sufficiency and economic stability, and access to the food pantry and other wrap-around services. This proposal also partially addresses the TANF purpose of **promoting job preparation and work** (though not specifically promoting marriage) through Mobility Mentoring case management. Mobility Mentoring is designed to move families permanently from scarcity to self-sufficiency and economic stability through structured goal-setting around five key pillars of family stability, two of which (education and training, employment and career management) directly address career development and encourage participation in the workforce by helping participants prepare themselves for jobs with living wages and career paths.

PROPOSED SERVICES DETAIL

Growing Home proposes to provide the following services for each year of the contract:

Homelessness Prevention: Provide emergency funds to help families avoid homelessness through short term rental/mortgage assistance. Growing Home's Family Support Specialists review bills and income with each family, and together they create a plan for keeping the family in their home, sparing all family members the trauma of frequent or unexpected moves. Case managers verify amounts owed with landlords or leasing agents, and contact employers to verify employment. The amount of financial assistance each family receives depends on a personalized assessment of their debts, and their willingness to address long-term issues and pursue sustainable solutions.

Families seeking homelessness prevention services typically first engage with Growing Home through the food pantry, which is where families meet with a Family Support Specialist to apply for homeless prevention assistance and where assistance requests are processed. Families must be connected with Growing Home through any program (food pantry, parenting classes, etc.) to be eligible for homelessness prevention services. Recipients must be residents of Adams County. All families receiving assistance work with a Family Support Specialist to create a family stability plan that includes a budgeting and goal planning session, resource referrals, 3-6 months of short-term case management, and ongoing wrap-around supportive services. The case

manager connects families with appropriate community resources, advocates for families with landlords and other community partners, and provides other services to families as necessary.

Families in the Canopy temporary housing program may also access help with deposit and first month's rent through the requested homelessness prevention funds. These families must complete a Canopy program intake process that includes a background check and drug screening for all adults, and all family members must agree to abide by the rules of the Canopy program prior to entry. Families must also provide documentation of family size and financial situation, including bank statements, pay stubs, bills and leases. Families are accepted into the Canopy program on a space-available basis; the Canopy program has the capacity to serve a total of four families at the time, consisting of a total of fourteen individuals. Once in Canopy, families receive up to three months of housing, coupled with case management and weekly life skills classes as they work to regain stable housing. Canopy program participants are required to take part in case management and weekly life skills classes that address the root causes of why they ended up in crisis. All case management meetings and life skills classes for assistance recipients take place at the Day Center. 70% of families exit the Canopy program into stable housing and maintain that housing for six months.

Growing Home does not distribute funds directly to families served through Homelessness Prevention. Funds are distributed directly to the vendor (i.e. landlord, mortgage company, etc.). Growing Home has sufficient reserves to operate the proposed project, including providing direct assistance to families in need, within the limits of a reimbursement contract. Growing Home projects serving 47 families (approximately 180 individuals) per year through the requested homelessness prevention funds.

Mobility Mentoring: provide case management services to low-income families using the Mobility Mentoring model. Mobility Mentoring is an evidence-based case management model developed by Economic Mobility Pathways (EMPath, formerly Crittenton Women's Union), and is defined as the professional practice of partnering with participants so they may acquire the resources, skills, and sustained behavior changes needed to achieve and preserve self-sufficiency. This rigorously tested and proven model of service is designed to assist struggling families as they move from poverty to stability and self-sufficiency. The Mobility Mentoring model is based on EMPath's theory of change which posits that becoming economically independent requires most people to optimize their lives in five basic domains: **family stability; well-being; financial management; education and training, and; employment and career management.** This process is evidence-based and, when delivered with fidelity, has a long track record of helping participating families move from struggle to self-sufficiency. Mobility Mentoring is grounded in behavioral science and neuroscience, and is guided by five key principles:

- Individualization – Each family's needs are unique and there is no "one size fits all" path to economic independence.
- Horizontality – lasting stability may only be achieved when needs in all five basic domains are met.
- Time – the journey to stability and self-sufficiency can be time-consuming, and effective interventions must allow sufficient time for behavioral change to take place.
- Co-investment – Participants must take the lead in guiding their journey, assisted by their Mobility Mentor, who is trained to match participants' levels of effort and commitment.

- **Social Networks** – personal and professional networks are crucial to achieving and maintaining economic independence, so Mobility Mentoring includes components that help participants strengthen and activate these networks.

Mobility Mentoring services are delivered at three levels. Level I participants set and achieve goals around **family stability**, and these goals tend to fall along 1-2 of the five basic domains. Level II mentoring participants set goals related to **economic mobility**, and their goals fall along 2-4 of the five basic domains. These services tend to last for up to 12 months. Level III participants set goals leading to **economic independence**, and this level includes multi-year goals with activities broken down into six month increments. Goals set at this level impact all five of the basic domains, and services may run for multiple years. Mobility Mentoring includes judicious use of rewards to recognize families for reaching key benchmarks to encourage engagement, recognize persistence, build resilience, and improve executive functioning.

Mobility Mentoring is a dual-generation intervention that engages all members of a family in setting goals that will move them to self-sufficiency together. Families set goals for themselves as a unit, as well as individual goals for each family member, and then they work with their case manager to create and travel paths toward those goals. Adults in each family focus on the five domains listed above, which are graphically represented as pillars on a bridge to self-sufficiency. Mobility Mentoring also includes a child bridge with age-appropriate steps for children in the domains of: health and well-being; social-emotional; self-regulation; preparing for independence, and; educational progress. This element is key to breaking the cycle of intergenerational poverty, as parents and children together learn critical skills for self-sufficiency, incorporate those skills into their daily lives, and develop ways to support one another through their shared journey. Growing Home projects serving 30 families (estimated 120 individuals) each year through Mobility Mentoring.

Growing Home began offering Mobility Mentoring in mid-2017, and is the first organization in Colorado to be part of the Mobility Mentoring network. Currently Growing Home has twenty-six families participating in Mobility Mentoring, and in just over six months families in this program have made considerable progress toward their goals, many of which center on improving job skills or obtaining additional education to advance their career goals. One example of this progress is Lashawna and her family, who have been in Mobility Mentoring for approximately six months, meeting regularly with a Family Support Specialist to set goals and assess progress. In that time, Lashawna and her family have set and achieved goals related to financial management (developing and sticking with a budget, determining what level of income is needed to support her family) and education/training (Lashawna was recently accepted to the Corrections Academy). These achievements represent tangible progress toward Lashawna's long-range goals of becoming a corrections officer and supporting her family without public assistance. While this is just one story of one family, Growing Home expects that there will be many more success stories to come from Mobility Mentoring in future months.

Growing Home realizes that not all families will need or want to participate in the long-term process of Mobility Mentoring, so families are contacted to discuss participating in Mobility Mentoring once they have built a track record of multiple engagements with one or more of Growing Home's services (including food pantry, shelter, Parents as Teachers home visitation, Incredible Years parenting classes, and Seedlings new parent support classes). This triage process allows Growing Home to tailor the level of service provided to each family according to their needs and goals, and to utilize funding in the most efficient and impactful way possible.

Wrap-around Services: Families living in poverty typically have unique combinations of challenges in their lives that drain their resources and keep them in poverty. Growing Home offers a wide range of wrap-around supportive services to help families overcome these challenges and ensure all family members may thrive. These services include access to the Feeding Families Food Pantry, participation in Parents as Teachers home visitation, Canopy Temporary Housing Program for families, medical care for uninsured families through Growing Home's clinic, Incredible Years parenting classes, Cradling Literacy family literacy sessions, monthly healthy cooking demonstrations, and Growing Home's Seedlings new parent education class series. Growing Home's Family Support Specialists also provide referrals for needed services such as child care, dental care, clothing and essential items for children, job training and employment resources available through partner agencies.

Growing Home will cooperate with Adams County staff and contracted programs and community partners to help families receive services. Growing Home will prioritize a portion of requested direct assistance funds for clients referred by Adams County Human Services Department or its partner agencies, at the request of the County. Growing Home has years of experience working with TANF federal statutes and regulations, and a clear understanding of Colorado Works statutes and regulations. Growing Home will abide by any Adams County policies and procedures related to this proposal and any subsequent contract.

EXPECTED OUTCOMES

Growing Home regularly evaluates progress and outcomes to ensure it provides relevant, quality programs for children and families. Evaluation data is gathered through pre and post surveys, participant records and exit paperwork, and evaluation methods are tailored to each program. Growing Home's Chief Program & Impact Officer, Dolores Ramirez, is working with program staff to streamline tracking and reporting methods to strengthen data accuracy and accessibility. In 2016 and 2017 Growing Home hosted an Evaluation & Impact Fellow, who created a Theory of Change encompassing all of Growing Home's programs. This document now serves as an anchor to locate each service offered within an overall framework that aligns with Growing Home's mission. In 2017 Growing Home began assessing and restructuring its data collection processes to support more accurate performance reporting; this work is ongoing in 2018.

Evaluation is a high priority for Growing Home's new President & CEO, Karen Fox Elwell, who will work with the Chief Program & Impact Officer to strengthen evaluation in all program areas. The Chief Program & Impact Officer is also examining ways to incorporate human-centered design into Growing Home's programs and evaluation methods, as part of the shift to include community voices at all levels of the organization. The Growing Home Program Committee, made up of staff, board members, and community members, analyzes each program and service in depth annually – making recommendations for improvement or structure changes, weighing different evaluation tools for implementation, and increasing program efficiency and effectiveness.

Growing Home measures impact by the number of families served (outputs) and by the difference these services make in the lives of families and children (outcomes). Outputs for the food pantry, clinic, Seedlings, and Incredible Years are tracked using Growing Home's Efforts to Outcomes (ETO) database. The PAT program uses the VisitTracker database (as required by the program funder) to track visits and services, and to record periodic assessments of children's

progress. Canopy and homeless prevention services are tracked using the Homeless Management Information System (HMIS) database (as required by the program funder), which requires Growing Home to maintain strict data quality standards.

Outcomes for the food pantry and clinic are measured primarily through feedback from families served. Seedlings and Incredible Years outcomes are measured using pre/post-tests to gauge shifts in participant knowledge and behavior, and feedback from participants and facilitators. Outcomes for PAT are measured by Parent Possible, the lead agency for this program, and Parent Possible publishes an annual report detailing their evaluation findings. Outcomes for Canopy and homeless prevention services are determined by the percentage of families who remain stably housed two months after receiving homeless prevention funds, or the percentage of families who are stably housed three months after exiting the Canopy program.

Success will be measured by: progress against service number goals; case management notes; follow-up meetings with families; referrals given for service by other organizations; self-reported data from families indicating improvement in finances, employment, or household stability; attendance and completion of supportive classes offered by Growing Home (which also incorporate their own evaluation methods including pre/post tests and feedback from participants and instructors); feedback from participating families on the impact and usefulness of Growing Home's services. Family Support Specialists will be responsible for tracking information about what services each families receives, enrollment in life skills classes, and referrals. Data will be collected by Growing Home's Family Support Specialists and entered into the Efforts to Outcomes (ETO) database.

Below are Growing Home's 2018 goals and projected service numbers relevant to this proposal:

- Provide three months of temporary housing to 17 families with children (estimated 70 individuals) with 70% of families completing the program securing stable housing
- Prevent homelessness for 70 families (estimated 300 individuals) with rental or mortgage assistance coupled with short-term case management to ensure that 60% of families remain stably housed 2 months after receiving services
- Offer quality affordable and transformational housing to 19 families
- Provide Mobility Mentoring medium and long-term structured case management to 30 families (estimated 110 individuals)
- Receive and respond to 3,000 requests for assistance received by email or phone
- Distribute 3,500 3-day supplies of healthy food to households with children
- Offer diapers and hygiene items to 1,500 families
- Partner with medical volunteers to provide biweekly on-site medical care for 80 uninsured adults and children

In 2017, Growing Home served over 6,300 unduplicated families consisting of nearly 14,000 individuals. Below is a snapshot of 2017 outputs by program area.

- **Parents as Teachers (PAT): 434 children and 370 parents served.**
- **Incredible Years: 81 parents graduated** from the 14-week Incredible Years series.
- **Cradling Literacy: 40 families** participated in literacy-focused classes
- **Seedlings: 15 families** participated in classes for new parents
- **Feeding Families Food Pantry: 1,142 unduplicated families (5,049 unduplicated individuals)** made a total of **3,533 visits** to the food pantry, during which they received three-day supplies of healthy foods to prepare **155,529 meals**.

- Canopy: **18 families (72 individuals, 40 of whom were children)** received up to 90 days of temporary housing and case management
- Homeless Prevention: **47 families** benefitted from emergency rental, mortgage, or utility assistance coupled with financial goal planning services.
- Affordable/Transformational Housing: **20 families** served through affordable or transformational housing in 2017
- Healthcare: **53 uninsured patients** served during visits to Growing Home's medical clinic
- Assistance requests: **3,387 families** contacted Growing Home for help in 2017
- School supplies: **1,551 individuals** received free backpacks and school supplies
- Holiday programs: **2,598 individuals** from **633 families** received a Thanksgiving basket, holiday toys, or were adopted for the holidays by Growing Home volunteers in 2017.

HOW ELIGIBILITY WILL BE DETERMINED

When families request homeless prevention assistance they must complete an intake assessment with a Family Support Specialist to document family size and income. During this interview families are asked to provide identification for all family members (birth certificates, Medicaid/CHP+ cards, or school identification cards are acceptable for children). Growing Home also verifies that homelessness prevention recipients are residents of Adams County. Growing Home asks families for pay stubs, bank statements (if they have bank accounts) and bills or leases to document income and expenses and determine each family's level of need. Families who have received an eviction letter are asked to provide a copy of this letter as well. If families receive assistance through homeless prevention funds, payments are made by Growing Home to the landlord or mortgage company on behalf of the family, never directly to the family. During this intake process Growing Home staff will conduct an assessment to identify additional needs that may be addressed through other Growing Home program areas, or through referrals to partner agencies for services outside of Growing Home's scope.

When families ask to participate in the Canopy temporary housing program, they must provide the same information as outlined above to document family size and financial assets/liabilities. In addition, all adults in each family must pass a criminal background check and drug screening, and all family members must agree to abide by the rules of the Canopy program.

Growing Home maintains records of all documents used to determine families' eligibility for TANF-funded services. These files are stored in locked file cabinets located in the Food Pantry or at the Day Center, the administrative home of the Canopy program. Client files are retained for at least seven years, or for three years following the expiration of the contract funding the activity, whichever is longer.

PROGRAM EXPERTISE AND PERSONNEL

Anita Deshommes, MBA, BSW, CFO & COO, has worked in the non-profit/human services field for 15 years. With 11 years of financial management experience in both non-profit and private sectors, Anita brings knowledge and fiduciary expertise to the organization, along with her MBA from Colorado State University. Anita is on her 12th year with Growing Home. Anita currently serves on the governing board of the Early Childhood Partnership of Adams County (ECPAC), a partnership of Adams County agencies that prepare young children for success in school and life. Anita will be responsible for all financial matters pertaining to this project, although none of her time will be funded through this proposal.

Daniel Dominguez, Family Support Specialist, has a strong background in family services, and in addition to his case management responsibilities Daniel also oversees the operation of the Feeding Families Food Pantry. Daniel holds a Bachelor's in Criminal Justice with a minor in Sociology from the University of Colorado in Denver. Daniel has three years' experience in family services and is bilingual in Spanish and English. Daniel is an experienced case manager who is trained in the EMPATH Mobility Mentoring model and Motivational Interviewing. Daniel also oversees distribution of direct assistance for families that are delinquent in their utility bills. Daniel serves as the first point of contact for families that visit the food pantry to request homeless prevention assistance. Prior to joining Growing Home, Daniel volunteered for two years in Growing Home's food pantry. 75% of Daniel's time will be devoted to this project.

Belia Casillas, Family Support Coordinator, has been with Growing Home since 2013, working with families in Growing Home's Canopy temporary housing program. Belia is responsible for providing case management for families experiencing homelessness, developing and facilitating weekly life skills classes, performing screenings and intakes of families, and coordinating host weeks and volunteers for the Canopy program. Belia holds a Bachelor's in Psychology from the University of Colorado in Boulder, as well as a certificate in Nutrition Data Systems Research. Belia has 10 years' experience in case management, and 50% of Belia's time will be devoted to this project.

Dolores Ramirez, Chief Program & Impact Officer – Dolores oversees programs and staff related to all services for children ages 0-9. She ensures competitive, evidence-based service delivery by providing exceptional program staff management, program oversight, evaluation, reporting, and continuous improvement. Dolores previously served as Manager of Early Childhood Initiatives, and also as a Family Support Specialist for Growing Home. During her professional career, Dolores has dedicated her work to serve communities in need. Dolores has made it her passion to advocate for underserved communities facing disparities by addressing social determinants of health. Dolores holds a bachelor's degree in communications and a certificate in Public Relations from the University of Colorado at Denver, and is currently taking a master's level class at the CU Business School at UCD. She also received a scholarship to participate in the 2017 Hispanic Chamber Aspiring Leaders Program. Dolores will provide supervision of the Family Support Specialist and Family Support Coordinator, ensure required reports are submitted in a timely manner, and provide oversight for the entire program. 15% of her time will be devoted to this project.

Growing Home does not employ or contract with undocumented individuals, and Growing Home participates in the E-Verify program to confirm employment eligibility.

COMPARABLE PROJECTS

Below is a brief description of a current project with comparable objectives and services. Please see completed Reference form, located in the Certifications section, for the requested three references of similar projects.

Mile High United Way, Strategic Initiatives Grant

Growing Home serves low-income families with children across the Denver metro area, and this work is supported by funding from Mile High United Way under their Emergency and Basic Needs funding priority. Growing Home's current contract with Mile High United Way began in July 2016. Growing Home successfully completed the first year of this contract and it was extended for a second year, which runs through June 2018. Growing Home currently has a renewal proposal under consideration by Mile High United Way for their 2018-2020 funding cycle. The current contract is in the amount of \$75,000 per year. Work under this grant is carried out at Growing Home's facility on 72nd Avenue in Westminster, and at the Canopy program Day Center located on Samuel Avenue in Westminster.

This funding supports Growing Home's work providing dual-generation services to families with children, working alongside community members to break the cycle of intergenerational poverty using evidence-based culturally inclusive programs and services. All services are provided in English and Spanish to meet the needs of the community Growing Home serves.

Growing Home has provided temporary housing to low-income families with children since the organization began in 1998 as the Adams County Interfaith Hospitality Network. Over the years Growing Home expanded its offerings to include a food pantry, a medical clinic for uninsured families, and Parents as Teachers home visitation to help low income Adams County families prepare their children for academic success and close the achievement gap between low-income and wealthier students.

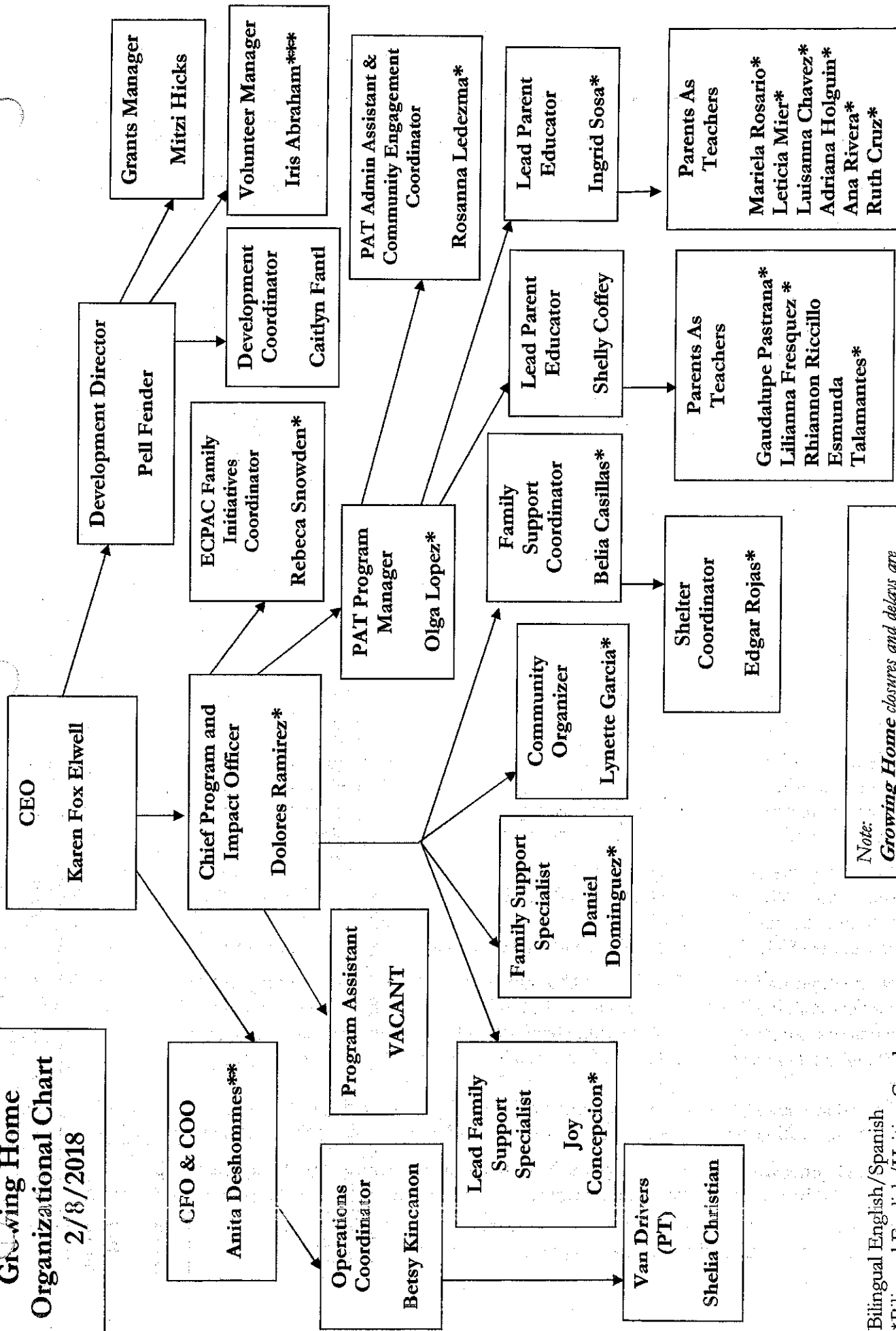
In 2017 Growing Home served nearly **14,000 unduplicated individuals** from **over 6,300 unduplicated families**, providing basic needs supports to strengthen families, evidence-based parenting classes and nationally recognized Parents as Teachers home visitation to nurture children, and organizing that empowers neighborhood residents to create stronger communities.

Demographic of those served in 2017 are: Race – African American 12%, Asian/Pacific Islander 2%, Native American 4%, White 58%, Mixed 11%, Other 13%; Ethnicity – 70% of families served identify as Hispanic/Latinx; Sex – Female 56%, Male 42%, Unknown 2%; Income – 100% are low-income, 50% reported incomes below \$15,000

During the most recent reporting period of July 1-Dec. 31, Growing Home served 4,369 unduplicated individuals through the following program areas: Food Pantry (3,132); Canopy temporary housing program (34); Medical clinic for uninsured families (22); Mobility Mentoring (114); homeless prevention (188); Parents as Teachers home visitations (804 parents and children); community organizing (75 individuals). In addition, Growing Home responded to over 1,500 requests for help during this period, far beyond the agency's capacity to provide assistance. The majority of these requests were for homeless prevention funds.

Growing Home's most recent report to Mile High United Way on this project, covering the period of July 1 – December 31, 2017 is located in Appendix B.

Growing Home Organizational Chart 2/8/2018



Note:
Growing Home closures and delays are
determined at the sole discretion of the CEO

*Bilingual English/Spanish
 **Bilingual English/Haitian Creole
 ***Quad-lingual English/Amharic/Italian/French

SPAJan18Report

*Please provide the name of the person who will be responsible for ongoing reporting on this grant.	Mitzi Hicks
*Please provide the email address of the person who will be responsible for ongoing reporting on this grant.	mitzi@growinghome.org
*Community Impact Goal(s) and Key Strategy/Strategies: Identify Community Impact Goal(s) and Key Strategy/Strategies under which the proposal is being submitted:	Children enter school ready to succeed Children are reading at or above grade level by the end of third grade
*Key Strategies:	Early Learning and Literacy.
*6. Number of unduplicated clients/participants served by your agency July 1, 2017-December 31, 2017:	4369
*Number of unduplicated individuals below 250% of the Federal Poverty Line (this includes individuals that are eligible for Temporary Assistance for Needy Families (TANF) and Free and Reduced Lunch):	4334
*Number of unduplicated participants served ages 0-3:	830
*Number of unduplicated participants served ages 4-5:	218
*Number of unduplicated participants served ages 6-8:	175
*Number of unduplicated participants served ages 9-13:	262
*Number of unduplicated participants served ages 14-18:	175
*Number of unduplicated participants served ages 19-24:	131
*Number of unduplicated participants served ages 25-64:	2534
*Number of unduplicated participants served ages 65+:	44
*Number of unduplicated participants served whose ages are Unknown:	0
*Do the unduplicated participants reported by age add up to your total number of participants served? *Note: when added, the total number should be the same as your answer for question 6	Yes
*Number of unduplicated mixed, multi, or biracial participants served:	144
*Number of unduplicated Hispanic/Latino participants served:	3059
*Number of unduplicated Native American/Alaskan Native Non-Hispanic/Latino participants served:	53
*Number of unduplicated Middle Eastern Non-Hispanic/Latino participants served:	0
*Number of unduplicated Asian/Pacific Islander Non-Hispanic/Latino participants served:	26
*Number of unduplicated Black/African-American Non-Hispanic/Latino participants served:	157
*Number of unduplicated White Non-Hispanic/Latino participants served:	760
*Number of unduplicated participants served whose ethno-racial identities are Unknown:	170
*Do the unduplicated participants reported by ethno-racial identity add up to your total number of participants served? *Note: when added, the total number should be the same as your answer for question 6	Yes

*Number of unduplicated participants served who identify as male:	1835
*Number of unduplicated participants served who identify as female:	2447
*Number of unduplicated participants served who identify with a gender that is not binary:	0
*Number of unduplicated participants of unknown gender served:	87
*Do the unduplicated participants reported by gender identity add up to your total number of participants served? *Note: when added, the total number should be the same as your answer for question 6	Yes
*Number of unduplicated refugees served:	0
*Number of unduplicated immigrants served:	123
*Number of unduplicated veterans served:	10
*Number of parents/caregivers demonstrating/reporting developmentally supportive behaviors:	434
*Number of training hours provided to parents/caregivers/educators:	3619
*Number of parents/caregivers/educators trained:	478
*Number of books distributed to educators, schools, and parents/caretakers:	640
*Number of individuals provided financial literacy training or coaching during reporting period:	45
*Do you provide small business development as a strategy?	No

The following narrative questions provide you the opportunity to reflect on your organization's growth, challenges, and needs over the past 6 months (July 2017-December 2017).

*Regarding the your Mile High United Way report numbers, are there any changes or organizational circumstances about which you would like us to know? This is an opportunity to explain any differences between your reported numbers and your initial projections from your Scope of Work. (word count 100)

Growing Home did not receive many donated books this year so numbers for this goal are low. One challenge in the Blocks of Hope neighborhood is the unexpected mobility of families into and out of Blocks of Hope. This produces a need for ongoing outreach to new families. This has impaired Growing Home's ability to saturate the community with supportive services because when families leave and new families move into the neighborhood, Growing Home must start from scratch in building relationships and identifying needs before any services may be delivered. Growing Home is addressing this, though outreach/recruitment bandwidth is limited.

*Elaborate on some of your organizational successes this past 6 months (July 2017-December 2017). This can include organizational, programmatic, administrative, or fundraising successes. Please include a success story related to the efforts or program that Mile High United Way is funding. (word count 500)

In mid-2017 Growing Home began piloting Mobility Mentoring, an evidence-based case management method developed by Economic Mobility Pathways (EMPath, formerly Crittenton Women's Union). Mobility Mentoring is the professional practice of partnering with participants so they may acquire the resources, skills, and sustained behavior changes needed to achieve and preserve self-sufficiency. This rigorously tested and proven model of service is designed to assist struggling families as they move from poverty to stability and self-sufficiency. Currently 26 families participate in Mobility Mentoring, where they work with a trained coach to set and achieve goals around five pillars essential to family stability: family stability; well-being; financial management; education and training; and employment and career management. Early indicators show that most families have either met or made measurable progress on at least one goal, and Growing Home looks forward to sharing success stories in the future as families move from scarcity to economic stability.

Below is a story illustrating the impact of Growing Home's work:

Mark, his daughter Sierra, and son A.J., were living a normal life. They had a place to call home and were paying their bills. One day Mark's landlord told him that the house Mark was renting was going to be sold and that Mark and his family would have to vacate. With very little time to find suitable housing for his family, Mark opted to stay in a hotel. The transition was difficult, draining Mark and his family both emotionally and financially. Realizing that staying in a hotel was not a long-term solution, the family turned to Growing Home for help.

When he came to Growing Home, Mark was broke and apprehensive, not knowing what would happen if he couldn't get help. He had a difficult time once he entered the Canopy Program. Though all of his needs were being met, he seemed unable to focus on finding housing. Both Mark and AJ were working, but they were saving nothing, even after six weeks.

Despite life skills classes and individual coaching, it wasn't until a week prior to his exit date from Canopy that Mark realized the severity of the situation. Thinking about his family and where they would go after their stay in the Canopy Program came to an end, Mark got into gear and began searching for housing with a passion. Days before his exit date, Mark told Belia (Canopy program coordinator) that he had found a place to take his family.

Today, Mark has the skills to support his family. During his last life skills class, Mark told us that Growing Home had enhanced his life and allowed him to see a bright future where he did not before. Today Mark is financially and emotionally stable, and the family is stable thanks to the efforts of everyone at Growing Home. Mark's story is just one of the ways in which Growing Home transforms lives on a daily basis.

*Please elaborate on some of your organizational challenges this past 6 months (July 2017-December 2017). This can include organizational, programmatic, administrative, or fundraising challenges. (Word count 100)

Turnover at the leadership level was the primary challenge this reporting period, as Teva Sienicki departed Growing Home and Anita Deshommes was named Interim CEO. As a result some anticipated grant funding was not awarded, which Growing Home is working to replace for the 2018 fiscal year. Growing Home recently named Karen Fox Elwell as the new President & CEO, and Karen will begin her tenure in late January 2018.

*In addition to the funding that you receive from Mile High United Way, how can Mile High United Way best support your organization? (E.g. professional development around a certain topic, Design Labs with community members, networking events, learning sessions on community issues). Please explain. (word count 300)

Growing Home is beginning the process of training community members to join the board of directors, to ensure that community voices are heard at all levels of the organization. Any trainings or educational materials to support this work would be appreciated, particularly if they are provided in both Spanish and English.

*Has your work been influenced by legislative or policy changes (local, state, and federal levels)? Please explain. Are these changes impacting your funding? Please elaborate. (word count 100)	
Growing Home's community was impacted by changes stemming from the current presidential administration's views and proposed policies on immigration. 70% of families served by Growing Home identify as Hispanic/Latinx, and many include at least one undocumented member. Some families have withdrawn from or refuse to apply for supportive services such as WIC or SNAP, even if they are legally eligible, for fear of exposing an undocumented relative to legal action. Growing Home's Family Support team and Community Organizer are working with families to help them understand their rights and, if possible, begin adjusting the immigration status of vulnerable family members.	
If you have met with our Volunteer United team, thank you. If you have not met with our Volunteer United team and would like to, please provide the appropriate contact.	Iris Abraham, iris@growinghome.org
*If you have hosted volunteers as a result of our Volunteer United team, can you please share your experience? (Word count 100)	
n/a	
*Is there anything we have not asked you that you would like to share with us?	
Growing Home's Mobility Mentoring pilot is ongoing, and early results are very encouraging. There are currently 26 families participating in Mobility Mentoring; 18 families have been in the program for six months or more and have completed their first periodic self-evaluation and review with their coach. Of these 18 families, 13 have made measurable strides toward self-sufficiency by making progress toward a goal or completing a goal entirely. Growing Home expects that there will be many more success stories to come from Mobility Mentoring in future months as families work together to move from scarcity to self-sufficiency and economic stability.	

Dolores Ramírez

Chief Program and Impact officer & Mariachi Violinist

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Denver, CO 80221

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SKILLS

I am a high-energy professional focused on addressing the social determinants of health by increasing access to critical services for families in Adams County. I have 10 years of experience in the areas of early childhood initiatives, non profit work, education, and music. I am results-oriented and culturally sensitive in my dealings with underserved individuals and communities. My bilingual ability to translate English and Spanish as well as a background in communications and public relations drive me to create a heightened level of public awareness to the issues that need it most. An ongoing and active participation in Mexican Folkloric music keep me connected to the happenings in the hispanic community.

EXPERIENCE

Growing Home, Westminster, CO. - Chief Program and Impact Officer

October 2017 - Present

- Oversees Growing Home programs and leads program design, development, implementation, and evaluation .
- Monitors impact of programs including data and outcome analysis, program evaluation and responsible for incorporating finding into ongoing improvement efforts.
- Act as a liaison in developing and maintaining relationships with community organizations and potential partners.
- Collaborates with management teams to ensure that all programs function within approved budgets and grant contracts.

Growing Home, Westminster, CO. - Manager of Early Childhood Initiatives

April 2016 - September 2017

- Manage Growing Home's programs and staff related to a pipeline of services for children ages 0-9 as well as seasonal programs.
- Maintains a data-driven focus to determine what is and is not working well by means of evaluation using data, process, and outcome analysis, and incorporates findings into ongoing improvement efforts.
- Ensures children's programs align with organizational values, goals, and vision; specific emphasis on education, health, wellness, and wrap-around supports.

- Guides aspects of new program development, design, implementation and evaluation by collaborating with Chief Strategy Officer and the Management Team.

Growing Home, Westminster, CO - Family Support Specialist

February 2015 - March 2016

- Provides case management, outreach services, and support to families in Adams County.
- Identify and empower residents in the neighborhood for leadership opportunities within the neighborhood, community, and school together with the Community Organizer.
- Assist in coordinating relevant life skills classes for families, in conjunction with the other Family Support Specialists, like computer or financial literacy workshops.

Denver Public Schools, Colfax Elementary - Community Liaison

October 2012 - June 2014

- Coordinate and act as a liaison between various school-based programs and families, community, and homeless interests to increase parental participation and student achievement.
- Serve as the main point of contact for all major fundraising efforts.

Adolescent Counseling Exchange Community Challenge School -Resource Specialist,

September 2008 - April 2012

- Assist school student tracker in implementing an outreach plan aimed at retaining and recruiting urban at risk students.
- Provide case notes and maintain strict levels of confidentiality.
- Provide crisis intervention for high-risk youth as well as comprehensive case management and counseling to students.
- Coordinate school wide 12 STEP program through Denver Health, to include transportation of participants to and from appointments.

Mexican Folklore Musician, Denver, CO. - Violinist

January 1997 - PRESENT

- Perform and entertain as a musician in a Folkloric band at various restaurants and private events in Colorado.
- Direct experience working in large and small teams of musicians and entertainers.
- Experienced working in highly coordinated and timed public events including Cinco de Mayo celebrations at the Denver Civic Center.

EDUCATION

Bachelor of Arts degree in Communications & Certificate in Public Relations
University of Colorado (Honors Graduate) · Denver, CO · December 2007

Internship: Turner Public Relations · Denver · January-April, 2007

Belia Casillas

7867 Downing St Denver CO 80229
(720) 229-7789

Education

University of Minnesota,
(NDSR) Nutrition Data System for Research Certification, 2006

Colorado Real Estate Institute
Real Estate License Broker, 2004

Phlebotomy Learning Center INC
Certified as a phlebotomist, 2002

University of Colorado at Boulder
Bachelor of Arts in Psychology, 1993

Professional Experience

April 2016 to present

Growing Home. Family Support Coordinator coordinate the emergency shelter and transitional housing program and follow-up services. The shelter program is a community-based-faith program for families and partner with local sites (churches, synagogues, schools) and volunteers to provide temporary overnight shelter for families. Perform all screening and intake services, coordinate weekly case management meetings with each family using strength based model. Communicate effectively with network of host sites. Provide volunteer management by leading and facilitating bi-monthly volunteer meetings and provide back up and support to program volunteers. Provide excellent customer service to both families and volunteers. Develop and facilitate weekly life skills group (psycho-social-educational) for adult shelter guests. Coordinate alumni/follow up services for former guests of the family shelter. Maintain all records of the shelter's operation and guests' progress. Prepare reports and statistics for Program Director.

February 2013 to April 2016

Growing Home. Family Support Specialist as case manager provide case management to families who are receiving services from Growing Home, an Anti-poverty Non-Profit Agency in Adams county. Services include homeless prevention rental assistance and wrap-around support services to families involved in Growing Home programs, such as Parents as Teachers program. Provide staff support and case management to clients that attend the free Medical Van service for individuals who are uninsured. Coordinate and facilitate special seasonal projects; i.e. Holiday Adopt-A-Family program.

August 2008 to August 2012

Family Star Montessori. Child Family advocate for Family Star an Early Head Start Program. Duties included recruiting families into program and maintaining enrollment. Conduct case management on a case load of 75 families, which include providing services and referrals to community resources. Population predominately low-income and TANF/CCAP recipients.

Dec. 2007 to June 2008

Peer Assistance Services. Health Educator for SBIRT (Screening Brief Intervention Referral And Treatment). Administered assessment to identified individuals using the Alcohol, Smoking and Substance involvement Test (ASSIST). Provided brief intervention using Motivational Interviewing techniques to individuals with identified needs. Made referrals to Access to Recovery for individuals with more serious drug and alcohol problems. Participated in trainings, and meetings and assisted in collecting data using federal GPRA tool.

October 2006 to Oct. 2007

Denver Area Youth Service (DAYS). Health Educator for the El Alma Saludable (Healthy Soul) grant. Project focused on preventing Type 2 diabetes and overweight/obesity in targeted Latino families by offering health information classes that

Board Experience

February 2013 till February 2016

El Sistema Colorado. An in school and after school intensive music program that teaches the importance of teamwork, promotes self-confidence, and instills the value of social responsibility. Music program in 3 Denver public schools serving most underprivileged youth.

October 2014 till current

Community Resource Housing Development Corp. A non-profit agency whose mission of the organization has since expanded to address many housing needs and asset-building opportunities – both rural and urban-on a state-wide scale. Currently hold Board Secretary position and take minutes of the meeting.

Skills and Languages

Fluent in Spanish and English

Daniel Dominguez

1020 W 79th Place, Denver CO 80221
Daniel@growinghome.org

Skills Summary

- Strong leadership skills
- Communication
- Fluent in English and Spanish
- Efficient multitasking skills
- Adaptability
- Teamwork

Education

University of Colorado Denver. May 2016
Major: Criminal Justice B.A Minor: Sociology

Community College of Denver. May 2013
Major: General Studies AA

Professional Experience

Growing Home -- Family Support Specialist/ Food Pantry Coordinator -- May 2015 -- Continuing

- Data entry
- Case management
- Coaching
- Food Pantry Coordination
- Contribute to homeless prevention

The Allen Company Labor Worker May 2013 to August 2013

- Complete tasks that are needed for other workers
- Unload heavy/light material
- Work with others to complete tasks

Nextaff Banquet Server September 2011 to March 2012

- Provide exceptional customer service
- Close observation to customers in order to maintain a positive environment
- Multitasking skills to complete different tasks

- Maintain a clean and safe environment

Internship

Growing Home- Shelter Program Assistant

- Data entry
- Case management
- Shelter Coordination

Volunteer

Growing Home- Food Pantry Volunteer January 2013 to January 2015

- Help families get the help they need either food or other resources

ANITA DESHOMMES
14149 EAST 101ST PLACE
COMMERCE CITY, CO 80022
(303) 997-7903
 anstev@hotmail.com

EDUCATION **Bachelors of Social Work** *Sept 1992 – June 1996*
Metropolitan State College, Denver, Colorado
Colorado State University- MBA

EXPERIENCE **Growing Home, Westminster CO** *June 2007-*
Chief Operating and Financial Officer
Present

- Manage operational strategy and performance in line with organizational strategic plan.
- Design budgets, maintain financial records, and oversee fiscal accountability to ensure that Growing Home maximizes the use of its financial resources.
- Coordinate, supervise and oversee all day-to-day operations.
- Recruit, coordinate and supervise sufficient volunteer and work study resources to enhance staff efforts and carry out the work of Growing Home.

Chamberlin Edmonds, Denver CO *Sept 2005-May 2007*
Assistant District Manager

- Responsible for day to day operations of Chamberlin Edmonds in Colorado region
- Managed staff of 10 health care representatives in Denver Health hospital
- Grew annual sales 40% in first fiscal year to over 2 million
- Represented Chamberlin Edmonds at department head hospital meetings and in the community

Growing Home, Westminster CO *Jan 2001 – Sept 2005*
Case/Program Manager

- First designed, then implemented, homeless prevention program with a 95% success rate.
- Utilizing a client-centered model, provide intake assessments and ongoing case management for homeless adults.
- Developed outcome-based measurement tool to measure success of shelter and homeless prevention program.

Home Care Management Inc., Denver CO *January – Sept 2000*
Case Manager *July 1996 – Sept 1998*

- Provided case management for a caseload of 95 elderly, blind, or disabled adults.
- Worked within Medicaid regulations to create and implement a care plan designed to enable at-risk individuals to remain in their own homes.
- Created and approved a financial service plan designed to maximize client's safety in home while minimizing costs to Medicaid.

United States Peace Corps, Haiti *Sept 1998 – Dec 1999*
Peace Corps Volunteer

- Collaborated with small Haitian community groups to develop problem solving and organizational skills.
- Developed small income generating projects using local resources to improve individual's income generating capabilities.

Spring Institute - Completed Bridging the Gap interpreters training (Haitian Kreyol) 2006
 Rocky Mountain Survivors Center- Medical interpreter (Haitian Kreyol) 2002-2007

EXECUTIVE SUMMARY

Background: Every day Growing Home works to ensure that children - with full bellies, stable housing and supported parents - reach their full potential. Growing Home believes in fighting poverty using a whole-family approach, addressing both the immediate and long term needs of multiple generations in each family. Growing Home relies on evidence-based programs to address some of the root causes of poverty, such as school achievement gap, lack of a strong social network, and health issues. Evidence has shown that focusing on children from birth through age 8 is the key to breaking the cycle of poverty. However, even with the best early childhood programs, a child is less likely to succeed if she is hungry because mom had to choose between groceries or rent, or if he doesn't have anywhere to do his homework because the whole family is sleeping in the car tonight. Growing Home provides the dual-generation services that help parents keep their families stable and ensure kids are growing up healthy and ready to learn, regardless of their financial situation.

Approach: Growing Home's dual-generation programs help guide families toward healthy, self-sufficient lives by working in partnership with families to help them achieve long term stability. Growing Home's model for success takes a comprehensive approach to building equality of opportunity within the community it serves by combining research, practice, and policy. To ensure the most successful outcomes for Growing Home's families and community, Growing Home works to expand its high-quality direct services strategies while advancing thinking and systems change.

Proposed Project: Growing Home proposes to provide the following services in response to Adams County's Housing Services TANF RFP-HE-18-315:

Homelessness Prevention – emergency direct assistance to families at risk of losing housing due to an inability to pay their rent or mortgage. Assistance is provided after verification of expenses and income by a Family Support Specialist. The amount that families receive through Homeless Prevention assistance varies by family and situation; average rent for a two-bedroom apartment in Adams County is over \$1,300 per month. Deposit and first month rent assistance typically runs higher and is decided on a case-by-case basis. Families receiving rent or mortgage, assistance also receive short-term case management, and are offered access to Mobility Mentoring and wrap-around services. Growing Home projects serving 47 families with requested homeless prevention funds.

Mobility Mentoring – an evidence-based case management method designed to help families move permanently from crisis to self-sufficiency through identifying and addressing their challenges in five key domains necessary for economic stability. Families work together to set individual and family goals, supported by a Family Support Specialist. This model includes multiple levels to meet the needs of families with short, medium, and long-term challenges and goals. Growing Home is the first organization in Colorado to be part of the Mobility Mentoring network. Growing Home is currently able to accommodate 30 families in Mobility Mentoring.

Wrap-around Supportive Services - Growing Home offers a wide range of wrap-around supportive services to help families overcome challenges and ensure all family members may thrive. These services include access to the Food Pantry and Canopy temporary housing program, participation in Parents as Teachers home visitation, medical care for uninsured families through Growing Home's clinic, Incredible Years parenting classes, Seedlings classes for new and expectant parents, and referrals for service that fall outside Growing Home's scope.

PROFILE OF THE FIRM

Growing Home is a 501(c)3 nonprofit located in Westminster, Colorado that operates locally to provide basic needs services to families with children under the age of eighteen.

Growing Home was founded in 1998 as the Adams County Interfaith Hospitality Network, and currently employs 31 full-time and 2 part-time staff members.

Growing Home serves low-income children and families in need across the north Denver metro area; the majority of families served live in Adams County.

Growing Home has a highly diverse and culturally competent staff that reflects the population served by the organization. Over 70% of staff is bilingual in Spanish and English, and approximately 25% originally came from Mexico, Central or South America. All services are offered in Spanish and English to meet the needs of the families Growing Home serves.

Work will be performed at Growing Home's facility (located at 3489 West 72nd Avenue) or at Growing Home's Day Center (located at 7375 Samuel Drive) in Westminster, Colorado.

This project will be staffed by one full-time Family Support Specialist and one full-time Family Support Coordinator, and each of these individuals will devote 75% of their time to this project. These individuals will be responsible for providing Mobility Mentoring and short-term case management, administering homeless prevention funds, facilitating life skills classes, and connecting families with appropriate wrap-around services. This project will be supported by the Chief Financial Officer and the Chief Program & Impact Officer. The Chief Financial Officer will be responsible for all financial matters related to this project, while the Chief Program & Impact Officer will provide oversight for the project, as well as supervision for the Family Support Specialist and Family Support Coordinator. Please see Appendix C for resumes of each individual on this project.

Growing Home has not had any substantiated legal complaints brought against the organization in the last three years, and does not have any outstanding litigation in progress.

INTRODUCTION AND QUALIFICATIONS

Mission, History, and Current Programs

Growing Home's mission is to guide children and their families on the path to a brighter future. Growing Home envisions its community working together so that all children and their families have a place to call home, food on the table, and the opportunity to pursue their dreams. Growing Home began in 1998 as the Adams County Interfaith Hospitality Network, a community based shelter serving 30 families per year. The organization began when its founder, Kathleen Drozda, met a homeless family living in their car which was parked at the hospital where Drozda worked. This chance meeting awakened Drozda to the problem of suburban homelessness and was the spark that led her to start the Adams County Interfaith Hospitality Network, which later became Growing Home.

Growing Home developed its programming over the years based on research and observation to best serve the needs of low-income families. Today Growing Home's wrap-around approach serves whole families with intensive supports to overcome immediate and long-term obstacles to self-sufficiency and family stability. Growing Home offers dual-generation programs to nurture children, strengthen families, and create community. Growing Home's wrap-around approach provides intensive supports to strengthen families during times of crisis by offering food, shelter, healthcare, and homelessness prevention assistance. Growing Home is the first organization in Colorado to offer Mobility Mentoring, an evidence-based case management process to move families permanently from scarcity to economic stability. Growing Home combines high quality direct service strategies with efforts to advance systems change to build equity of opportunity for all. In 2017 Growing Home proudly served over 6,300 families (nearly 14,000 unduplicated individuals). Please see Appendix A for Growing Home's organizational chart.

ORGANIZATION BUDGET AND FISCAL CAPACITY

Growing Home's fiscal year aligns with the calendar year. The organization's budget for 2018 projects \$2,627,846 in revenue, with expected sources of revenue as follows: \$398,000 from individual donations and community support; \$624,356 from grants (foundations, corporations, and trusts); \$1,466,090 from government contracts, the largest of which is a contract with the Maternal, Infant, and Early Childhood Home Visitation program administered by the Colorado Department of Human Services; \$139,400 from rental income and interest earned.

The 2018 budget projects \$2,579,168 in expenditures, with top expenditure categories of: Personnel costs are the largest expense category at \$1,868,193 and include salaries and fringe costs (payroll taxes, health insurance, 403b plan, paid time off, etc.); Professional services represent \$99,488 and include accounting/payroll, audit, legal, janitorial, and other contracted services; Rent on Growing Home's space at 72nd Avenue and the Day Center on Samuel Drive represents \$85,080; Program expenses represent \$299,657 and include rental assistance/utility assistance funds, motel vouchers to house Canopy families during weeks in which Growing Home does not have a host church, supplies for all program areas, and food for the Feeding Families Food Pantry.

Growing Home maintains sufficient operating reserves to perform the proposed services on a reimbursement basis.

PROPOSED SERVICES

PURPOSE STATEMENT

Growing Home was founded in 1998 to address the problem of family homelessness in suburban Adams County, and over the years has expanded its services to become an anti-poverty organization. In recent years development across metro Denver has taken away thousands of down-market properties and rental units, often to make way for light rail and high-end housing. Some families cope by combining households to share expenses; however this can create unhealthy and even unsafe living conditions due to overcrowding. According to a 2018 report by Shift Research Lab and Phyllis Resnick, PhD, over half of Colorado renters are cost-burdened, meaning housing takes up more than 30% of their total household income, and 85% of these households earn less than \$50,000 per year. This is reflective of the families served by Growing Home, as 100% are low-income and over half live in deep poverty, reporting annual incomes of less than \$15,000 despite most families including at least one working adult.

Growing Home serves low-income families with children across the Denver metro area; the majority of Growing Home's families live in Adams County. On an average night in Adams County 230 people are homeless, with nearly one-third of these individuals being families. (Denver Metro Homeless Initiative, Point in Time Study, 2016). Although the Denver metro area has rebounded for the most part after the 2008 economic collapse, Adams County lags behind other more prosperous metro area counties. Unemployment in Adams County remains higher than the state average, and 14% of Adams County residents earn incomes that fall below the federal poverty line (Community Opportunity Index, 2017). At the same time, the supply of affordable housing units in Adams County is shrinking due to development, making it even harder for low-income families to secure housing suitable for raising their families. The Kids Count in Colorado 2016 report ranked Adams County as the fourth-worst in the Colorado Child Well-Being Index and found that 18% of the 134,236 children in Adams County (24,162 children) live in poverty. Growing Home's services target these children and their parents with the classes, tools, and support families need to build long-term stability and avoid homelessness.

Children born into poverty face many obstacles to succeeding in school. Homeless children are nine times more likely to repeat a grade, four times more likely to drop out of school, and three times more likely to be placed in special education programs than their housed peers (Institute for Children and Poverty, 2009). Homeless children are sick four times more often than housed children, and they are significantly more susceptible to respiratory and digestive illness, asthma, nutritional deficiency, and obesity. They are also more likely to experience mental illness and exhibit negative behaviors at school. A significant majority of homeless children cannot meet grade-level academic objectives (National Center on Family Homelessness, 2013). Research has revealed the long-term detrimental impacts that Adverse Childhood Experiences (ACEs) and toxic stress have on children's developing brains, and that early exposure to toxic stress without the buffering effect of supportive parenting creates lifelong changes in the architecture and function of the brain. Young children exposed to toxic stress are also more susceptible to chronic health problems such as heart disease and depression later in life. Children living in poverty are more likely to start school academically, socially and developmentally behind and to never catch up. Common sources of stress in the families Growing Home serves include poverty, household instability, and neglect. This is why Growing Home takes a dual-generation approach, supporting parents and nurturing children to break the cycle of poverty.

The proposed services will prevent homelessness and encourage stable families by providing: homelessness prevention funds and short-term case management during times of crisis to keep families stably housed; Mobility Mentoring case management to help low income families identify and address the challenges that keep them in poverty, and; wrap-around dual-generation support so all family members may thrive. Growing Home projects serving 47 families (estimated 180 individuals) through the requested homeless prevention funds in each year of proposed services, and expects that that 60% of families receiving homeless prevention funds and short-term case management will remain stably housed for two months after receiving assistance. Growing Home projects serving 30 families (estimated 120 individuals) through Mobility Mentoring in each year of proposed services, and projects that 80% of families receiving Mobility Mentoring case management will reach or demonstrate progress toward one or more goals within one year of program entry.

This proposal addresses the TANF purpose of **serving needy families so that children may be cared for in their own homes**. This is accomplished through providing basic needs supports such as homeless prevention through rental or mortgage assistance, short-term case management to help families weather sudden crises (such as job loss, illness, or car repair), Mobility Mentoring case management to address ongoing challenges to self-sufficiency and economic stability, and access to the food pantry and other wrap-around services. This proposal also partially addresses the TANF purpose of **promoting job preparation and work** (though not specifically promoting marriage) through Mobility Mentoring case management. Mobility Mentoring is designed to move families permanently from scarcity to self-sufficiency and economic stability through structured goal-setting around five key pillars of family stability, two of which (education and training, employment and career management) directly address career development and encourage participation in the workforce by helping participants prepare themselves for jobs with living wages and career paths.

PROPOSED SERVICES DETAIL

Growing Home proposes to provide the following services for each year of the contract:

Homelessness Prevention: Provide emergency funds to help families avoid homelessness through short term rental/mortgage assistance. Growing Home's Family Support Specialists review bills and income with each family, and together they create a plan for keeping the family in their home, sparing all family members the trauma of frequent or unexpected moves. Case managers verify amounts owed with landlords or leasing agents, and contact employers to verify employment. The amount of financial assistance each family receives depends on a personalized assessment of their debts, and their willingness to address long-term issues and pursue sustainable solutions.

Families seeking homelessness prevention services typically first engage with Growing Home through the food pantry, which is where families meet with a Family Support Specialist to apply for homeless prevention assistance and where assistance requests are processed. Families must be connected with Growing Home through any program (food pantry, parenting classes, etc.) to be eligible for homelessness prevention services. Recipients must be residents of Adams County. All families receiving assistance work with a Family Support Specialist to create a family stability plan that includes a budgeting and goal planning session, resource referrals, 3-6 months of short-term case management, and ongoing wrap-around supportive services. The case

manager connects families with appropriate community resources, advocates for families with landlords and other community partners, and provides other services to families as necessary.

Families in the Canopy temporary housing program may also access help with deposit and first month's rent through the requested homelessness prevention funds. These families must complete a Canopy program intake process that includes a background check and drug screening for all adults, and all family members must agree to abide by the rules of the Canopy program prior to entry. Families must also provide documentation of family size and financial situation, including bank statements, pay stubs, bills and leases. Families are accepted into the Canopy program on a space-available basis; the Canopy program has the capacity to serve a total of four families at the time, consisting of a total of fourteen individuals. Once in Canopy, families receive up to three months of housing, coupled with case management and weekly life skills classes as they work to regain stable housing. Canopy program participants are required to take part in case management and weekly life skills classes that address the root causes of why they ended up in crisis. All case management meetings and life skills classes for assistance recipients take place at the Day Center. 70% of families exit the Canopy program into stable housing and maintain that housing for six months.

Growing Home does not distribute funds directly to families served through Homelessness Prevention. Funds are distributed directly to the vendor (i.e. landlord, mortgage company, etc.). Growing Home has sufficient reserves to operate the proposed project, including providing direct assistance to families in need, within the limits of a reimbursement contract. Growing Home projects serving 47 families (approximately 180 individuals) per year through the requested homelessness prevention funds.

Mobility Mentoring: provide case management services to low-income families using the Mobility Mentoring model. Mobility Mentoring is an evidence-based case management model developed by Economic Mobility Pathways (EMPath, formerly Crittenton Women's Union), and is defined as the professional practice of partnering with participants so they may acquire the resources, skills, and sustained behavior changes needed to achieve and preserve self-sufficiency. This rigorously tested and proven model of service is designed to assist struggling families as they move from poverty to stability and self-sufficiency. The Mobility Mentoring model is based on EMPath's theory of change which posits that becoming economically independent requires most people to optimize their lives in five basic domains: **family stability; well-being; financial management; education and training, and; employment and career management.** This process is evidence-based and, when delivered with fidelity, has a long track record of helping participating families move from struggle to self-sufficiency. Mobility Mentoring is grounded in behavioral science and neuroscience, and is guided by five key principles:

- Individualization – Each family's needs are unique and there is no "one size fits all" path to economic independence.
- Horizontality – lasting stability may only be achieved when needs in all five basic domains are met.
- Time – the journey to stability and self-sufficiency can be time-consuming, and effective interventions must allow sufficient time for behavioral change to take place.
- Co-investment – Participants must take the lead in guiding their journey, assisted by their Mobility Mentor, who is trained to match participants' levels of effort and commitment.

- **Social Networks** – personal and professional networks are crucial to achieving and maintaining economic independence, so Mobility Mentoring includes components that help participants strengthen and activate these networks.

Mobility Mentoring services are delivered at three levels. Level I participants set and achieve goals around **family stability**, and these goals tend to fall along 1-2 of the five basic domains. Level II mentoring participants set goals related to **economic mobility**, and their goals fall along 2-4 of the five basic domains. These services tend to last for up to 12 months. Level III participants set goals leading to **economic independence**, and this level includes multi-year goals with activities broken down into six month increments. Goals set at this level impact all five of the basic domains, and services may run for multiple years. Mobility Mentoring includes judicious use of rewards to recognize families for reaching key benchmarks to encourage engagement, recognize persistence, build resilience, and improve executive functioning.

Mobility Mentoring is a dual-generation intervention that engages all members of a family in setting goals that will move them to self-sufficiency together. Families set goals for themselves as a unit, as well as individual goals for each family member, and then they work with their case manager to create and travel paths toward those goals. Adults in each family focus on the five domains listed above, which are graphically represented as pillars on a bridge to self-sufficiency. Mobility Mentoring also includes a child bridge with age-appropriate steps for children in the domains of: health and well-being; social-emotional; self-regulation; preparing for independence, and; educational progress. This element is key to breaking the cycle of intergenerational poverty, as parents and children together learn critical skills for self-sufficiency, incorporate those skills into their daily lives, and develop ways to support one another through their shared journey. Growing Home projects serving 30 families (estimated 120 individuals) each year through Mobility Mentoring.

Growing Home began offering Mobility Mentoring in mid-2017, and is the first organization in Colorado to be part of the Mobility Mentoring network. Currently Growing Home has twenty-six families participating in Mobility Mentoring, and in just over six months families in this program have made considerable progress toward their goals, many of which center on improving job skills or obtaining additional education to advance their career goals. One example of this progress is Lashawna and her family, who have been in Mobility Mentoring for approximately six months, meeting regularly with a Family Support Specialist to set goals and assess progress. In that time, Lashawna and her family have set and achieved goals related to financial management (developing and sticking with a budget, determining what level of income is needed to support her family) and education/training (Lashawna was recently accepted to the Corrections Academy). These achievements represent tangible progress toward Lashawna's long-range goals of becoming a corrections officer and supporting her family without public assistance. While this is just one story of one family, Growing Home expects that there will be many more success stories to come from Mobility Mentoring in future months.

Growing Home realizes that not all families will need or want to participate in the long-term process of Mobility Mentoring, so families are contacted to discuss participating in Mobility Mentoring once they have built a track record of multiple engagements with one or more of Growing Home's services (including food pantry, shelter, Parents as Teachers home visitation, Incredible Years parenting classes, and Seedlings new parent support classes). This triage process allows Growing Home to tailor the level of service provided to each family according to their needs and goals, and to utilize funding in the most efficient and impactful way possible.

Wrap-around Services: Families living in poverty typically have unique combinations of challenges in their lives that drain their resources and keep them in poverty. Growing Home offers a wide range of wrap-around supportive services to help families overcome these challenges and ensure all family members may thrive. These services include access to the Feeding Families Food Pantry, participation in Parents as Teachers home visitation, Canopy Temporary Housing Program for families, medical care for uninsured families through Growing Home's clinic, Incredible Years parenting classes, Cradling Literacy family literacy sessions, monthly healthy cooking demonstrations, and Growing Home's Seedlings new parent education class series. Growing Home's Family Support Specialists also provide referrals for needed services such as child care, dental care, clothing and essential items for children, job training and employment resources available through partner agencies.

Growing Home will cooperate with Adams County staff and contracted programs and community partners to help families receive services. Growing Home will prioritize a portion of requested direct assistance funds for clients referred by Adams County Human Services Department or its partner agencies, at the request of the County. Growing Home has years of experience working with TANF federal statutes and regulations, and a clear understanding of Colorado Works statutes and regulations. Growing Home will abide by any Adams County policies and procedures related to this proposal and any subsequent contract.

EXPECTED OUTCOMES

Growing Home regularly evaluates progress and outcomes to ensure it provides relevant, quality programs for children and families. Evaluation data is gathered through pre and post surveys, participant records and exit paperwork, and evaluation methods are tailored to each program. Growing Home's Chief Program & Impact Officer, Dolores Ramirez, is working with program staff to streamline tracking and reporting methods to strengthen data accuracy and accessibility. In 2016 and 2017 Growing Home hosted an Evaluation & Impact Fellow, who created a Theory of Change encompassing all of Growing Home's programs. This document now serves as an anchor to locate each service offered within an overall framework that aligns with Growing Home's mission. In 2017 Growing Home began assessing and restructuring its data collection processes to support more accurate performance reporting; this work is ongoing in 2018.

Evaluation is a high priority for Growing Home's new President & CEO, Karen Fox Elwell, who will work with the Chief Program & Impact Officer to strengthen evaluation in all program areas. The Chief Program & Impact Officer is also examining ways to incorporate human-centered design into Growing Home's programs and evaluation methods, as part of the shift to include community voices at all levels of the organization. The Growing Home Program Committee, made up of staff, board members, and community members, analyzes each program and service in depth annually – making recommendations for improvement or structure changes, weighing different evaluation tools for implementation, and increasing program efficiency and effectiveness.

Growing Home measures impact by the number of families served (outputs) and by the difference these services make in the lives of families and children (outcomes). Outputs for the food pantry, clinic, Seedlings, and Incredible Years are tracked using Growing Home's Efforts to Outcomes (ETO) database. The PAT program uses the VisitTracker database (as required by the program funder) to track visits and services, and to record periodic assessments of children's

progress. Canopy and homeless prevention services are tracked using the Homeless Management Information System (HMIS) database (as required by the program funder), which requires Growing Home to maintain strict data quality standards.

Outcomes for the food pantry and clinic are measured primarily through feedback from families served. Seedlings and Incredible Years outcomes are measured using pre/post-tests to gauge shifts in participant knowledge and behavior, and feedback from participants and facilitators. Outcomes for PAT are measured by Parent Possible, the lead agency for this program, and Parent Possible publishes an annual report detailing their evaluation findings. Outcomes for Canopy and homeless prevention services are determined by the percentage of families who remain stably housed two months after receiving homeless prevention funds, or the percentage of families who are stably housed three months after exiting the Canopy program.

Success will be measured by: progress against service number goals; case management notes; follow-up meetings with families; referrals given for service by other organizations; self-reported data from families indicating improvement in finances, employment, or household stability; attendance and completion of supportive classes offered by Growing Home (which also incorporate their own evaluation methods including pre/post tests and feedback from participants and instructors); feedback from participating families on the impact and usefulness of Growing Home's services. Family Support Specialists will be responsible for tracking information about what services each families receives, enrollment in life skills classes, and referrals. Data will be collected by Growing Home's Family Support Specialists and entered into the Efforts to Outcomes (ETO) database.

Below are Growing Home's 2018 goals and projected service numbers relevant to this proposal:

- Provide three months of temporary housing to 17 families with children (estimated 70 individuals) with 70% of families completing the program securing stable housing
- Prevent homelessness for 70 families (estimated 300 individuals) with rental or mortgage assistance coupled with short-term case management to ensure that 60% of families remain stably housed 2 months after receiving services
- Offer quality affordable and transformational housing to 19 families
- Provide Mobility Mentoring medium and long-term structured case management to 30 families (estimated 110 individuals)
- Receive and respond to 3,000 requests for assistance received by email or phone
- Distribute 3,500 3-day supplies of healthy food to households with children
- Offer diapers and hygiene items to 1,500 families
- Partner with medical volunteers to provide biweekly on-site medical care for 80 uninsured adults and children

In 2017, Growing Home served over 6,300 unduplicated families consisting of nearly 14,000 individuals. Below is a snapshot of 2017 outputs by program area.

- **Parents as Teachers (PAT): 434 children and 370 parents served.**
- **Incredible Years: 81 parents graduated** from the 14-week Incredible Years series.
- **Cradling Literacy: 40 families** participated in literacy-focused classes
- **Seedlings: 15 families** participated in classes for new parents
- **Feeding Families Food Pantry: 1,142 unduplicated families (5,049 unduplicated individuals)** made a total of **3,533 visits** to the food pantry, during which they received three-day supplies of healthy foods to prepare **155,529 meals.**

- Canopy: **18 families (72 individuals, 40 of whom were children)** received up to 90 days of temporary housing and case management
- Homeless Prevention: **47 families** benefitted from emergency rental, mortgage, or utility assistance coupled with financial goal planning services.
- Affordable/Transformational Housing: **20 families** served through affordable or transformational housing in 2017
- Healthcare: **53 uninsured patients** served during visits to Growing Home's medical clinic
- Assistance requests: **3,387 families** contacted Growing Home for help in 2017
- School supplies: **1,551 individuals** received free backpacks and school supplies
- Holiday programs: **2,598 individuals** from **633 families** received a Thanksgiving basket, holiday toys, or were adopted for the holidays by Growing Home volunteers in 2017.

HOW ELIGIBILITY WILL BE DETERMINED

When families request homeless prevention assistance they must complete an intake assessment with a Family Support Specialist to document family size and income. During this interview families are asked to provide identification for all family members (birth certificates, Medicaid/CHP+ cards, or school identification cards are acceptable for children). Growing Home also verifies that homelessness prevention recipients are residents of Adams County. Growing Home asks families for pay stubs, bank statements (if they have bank accounts) and bills or leases to document income and expenses and determine each family's level of need. Families who have received an eviction letter are asked to provide a copy of this letter as well. If families receive assistance through homeless prevention funds, payments are made by Growing Home to the landlord or mortgage company on behalf of the family, never directly to the family. During this intake process Growing Home staff will conduct an assessment to identify additional needs that may be addressed through other Growing Home program areas, or through referrals to partner agencies for services outside of Growing Home's scope.

When families ask to participate in the Canopy temporary housing program, they must provide the same information as outlined above to document family size and financial assets/liabilities. In addition, all adults in each family must pass a criminal background check and drug screening, and all family members must agree to abide by the rules of the Canopy program.

Growing Home maintains records of all documents used to determine families' eligibility for TANF-funded services. These files are stored in locked file cabinets located in the Food Pantry or at the Day Center, the administrative home of the Canopy program. Client files are retained for at least seven years, or for three years following the expiration of the contract funding the activity, whichever is longer.

PROGRAM EXPERTISE AND PERSONNEL

Anita Deshommes, MBA, BSW, CFO & COO, has worked in the non-profit/human services field for 15 years. With 11 years of financial management experience in both non-profit and private sectors, Anita brings knowledge and fiduciary expertise to the organization, along with her MBA from Colorado State University. Anita is on her 12th year with Growing Home. Anita currently serves on the governing board of the Early Childhood Partnership of Adams County (ECPAC), a partnership of Adams County agencies that prepare young children for success in school and life. Anita will be responsible for all financial matters pertaining to this project, although none of her time will be funded through this proposal.

Daniel Dominguez, Family Support Specialist, has a strong background in family services, and in addition to his case management responsibilities Daniel also oversees the operation of the Feeding Families Food Pantry. Daniel holds a Bachelor's in Criminal Justice with a minor in Sociology from the University of Colorado in Denver. Daniel has three years' experience in family services and is bilingual in Spanish and English. Daniel is an experienced case manager who is trained in the EMPATH Mobility Mentoring model and Motivational Interviewing. Daniel also oversees distribution of direct assistance for families that are delinquent in their utility bills. Daniel serves as the first point of contact for families that visit the food pantry to request homeless prevention assistance. Prior to joining Growing Home, Daniel volunteered for two years in Growing Home's food pantry. 75% of Daniel's time will be devoted to this project.

Belia Casillas, Family Support Coordinator, has been with Growing Home since 2013, working with families in Growing Home's Canopy temporary housing program. Belia is responsible for providing case management for families experiencing homelessness, developing and facilitating weekly life skills classes, performing screenings and intakes of families, and coordinating host weeks and volunteers for the Canopy program. Belia holds a Bachelor's in Psychology from the University of Colorado in Boulder, as well as a certificate in Nutrition Data Systems Research. Belia has 10 years' experience in case management, and 50% of Belia's time will be devoted to this project.

Dolores Ramirez, Chief Program & Impact Officer – Dolores oversees programs and staff related to all services for children ages 0-9. She ensures competitive, evidence-based service delivery by providing exceptional program staff management, program oversight, evaluation, reporting, and continuous improvement. Dolores previously served as Manager of Early Childhood Initiatives, and also as a Family Support Specialist for Growing Home. During her professional career, Dolores has dedicated her work to serve communities in need. Dolores has made it her passion to advocate for underserved communities facing disparities by addressing social determinants of health. Dolores holds a bachelor's degree in communications and a certificate in Public Relations from the University of Colorado at Denver, and is currently taking a master's level class at the CU Business School at UCD. She also received a scholarship to participate in the 2017 Hispanic Chamber Aspiring Leaders Program. Dolores will provide supervision of the Family Support Specialist and Family Support Coordinator, ensure required reports are submitted in a timely manner, and provide oversight for the entire program. 15% of her time will be devoted to this project.

Growing Home does not employ or contract with undocumented individuals, and Growing Home participates in the E-Verify program to confirm employment eligibility.

COMPARABLE PROJECTS

Below is a brief description of a current project with comparable objectives and services. Please see completed Reference form, located in the Certifications section, for the requested three references of similar projects.

Mile High United Way, Strategic Initiatives Grant

Growing Home serves low-income families with children across the Denver metro area, and this work is supported by funding from Mile High United Way under their Emergency and Basic Needs funding priority. Growing Home's current contract with Mile High United Way began in July 2016. Growing Home successfully completed the first year of this contract and it was extended for a second year, which runs through June 2018. Growing Home currently has a renewal proposal under consideration by Mile High United Way for their 2018-2020 funding cycle. The current contract is in the amount of \$75,000 per year. Work under this grant is carried out at Growing Home's facility on 72nd Avenue in Westminster, and at the Canopy program Day Center located on Samuel Avenue in Westminster.

This funding supports Growing Home's work providing dual-generation services to families with children, working alongside community members to break the cycle of intergenerational poverty using evidence-based culturally inclusive programs and services. All services are provided in English and Spanish to meet the needs of the community Growing Home serves.

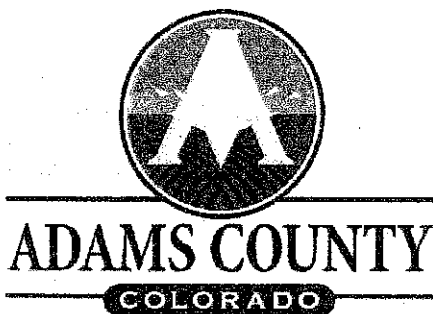
Growing Home has provided temporary housing to low-income families with children since the organization began in 1998 as the Adams County Interfaith Hospitality Network. Over the years Growing Home expanded its offerings to include a food pantry, a medical clinic for uninsured families, and Parents as Teachers home visitation to help low income Adams County families prepare their children for academic success and close the achievement gap between low-income and wealthier students.

In 2017 Growing Home served nearly **14,000 unduplicated individuals** from over **6,300 unduplicated families**, providing basic needs supports to strengthen families, evidence-based parenting classes and nationally recognized Parents as Teachers home visitation to nurture children, and organizing that empowers neighborhood residents to create stronger communities.

Demographic of those served in 2017 are: Race – African American 12%, Asian/Pacific Islander 2%, Native American 4%, White 58%, Mixed 11%, Other 13%; Ethnicity – 70% of families served identify as Hispanic/Latinx; Sex – Female 56%, Male 42%, Unknown 2%; Income – 100% are low-income, 50% reported incomes below \$15,000

During the most recent reporting period of July 1-Dec. 31, Growing Home served 4,369 unduplicated individuals through the following program areas: Food Pantry (3,132); Canopy temporary housing program (34); Medical clinic for uninsured families (22); Mobility Mentoring (114); homeless prevention (188); Parents as Teachers home visitations (804 parents and children); community organizing (75 individuals). In addition, Growing Home responded to over 1,500 requests for help during this period, far beyond the agency's capacity to provide assistance. The majority of these requests were for homeless prevention funds.

Growing Home's most recent report to Mile High United Way on this project, covering the period of July 1 – December 31, 2017 is located in Appendix B.



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL
2018-315
**CONTRACTOR'S CERTIFICATION
OF COMPLIANCE**

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into a Agreement for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or Agreement with an illegal alien who will perform work under the attached Agreement for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached Agreement for services.

Growing Home

Contractor Name

Karen Fox Elwell

Printed or Typed Name

Kam FX CEE
Signature

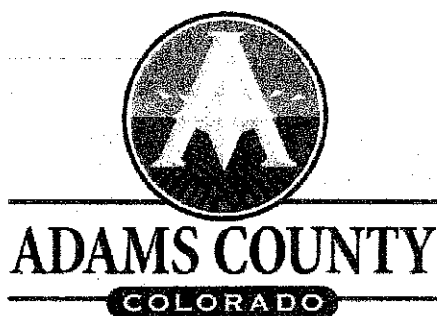
President & CEO

Title

2/7/2018

Date

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering.



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL
2018-315
CONTRACTOR'S STATEMENT

I have read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said conditions as stated or implied. In consideration of the above statement, the following Proposal is hereby submitted.

If any of the documents listed on the cover page are missing from this package, contact Adams County Purchasing. If you require additional information, call the Purchasing Division contact person.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the Contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her Bid, (3) the Bid is being submitted on behalf of the Contractor in accordance with any terms and conditions set forth in this Solicitation, and (4) the Contractor will accept any awards made to it as a result of the Proposal submitted herein for a minimum of 120 calendar days following the date of submission.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda (list all): N/A

Growing Home

2/7/2018

Contractor Name

Date

Karen Fox Elwell

Karen Fox Elwell

Signature

Printed Name

President & CEO

Title

3489 W. 72nd Ave., Suite 112

Address

Westminster, CO 80030

City, State, Zip Code

Adams

County

303-426-0430

Telephone

303-426-0560

Fax

karen@growinghome.org

Email

EXHIBIT A

(All Documents following this page of the Agreement)

Exhibit:

1. RFP 2018.315 Scope of Work

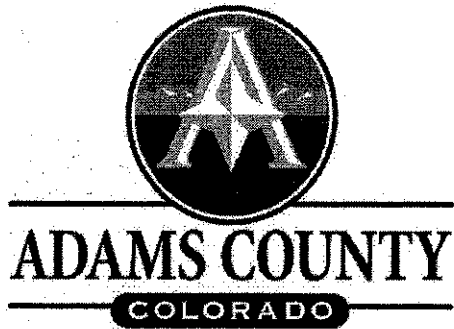


EXHIBIT A

Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL COVER SHEET

RFP Issue Date: Tuesday, January 9, 2018

RFP Number: RFP-HE-2018-315

RFP Title: **HOUSING SERVICES**
Temporary Assistance for Needy Families (TANF)

Pre-Proposal Meeting: Not Applicable

RFP Questions Due: Wednesday, January 17, 2018 by 2:00 p.m. (MT)

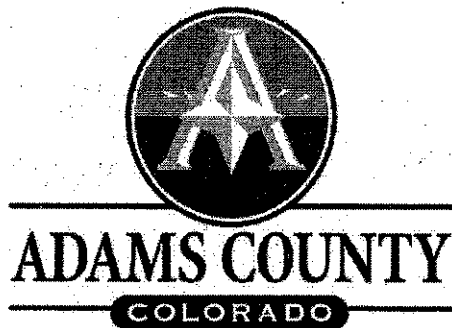
Proposal will be received until: Tuesday, February 13, 2018, 4:00 pm (MT)
4430 South Adams County Parkway, Front Lobby
Brighton, CO 80601

Goods or services to be delivered to or performed at: Adams County Human Services
Department

For additional information please contact: Heidi Ellis, Contract Specialist II
720-523-6053
Email Address: hellis@adcogov.org

Documents included in this package:

- Proposal Instructions
- General Terms and Conditions
- Scope of Work (SOW)/ Specifications
- Pricing Form
- Submission Check List
- Statement of No Proposal
- Contractor's Certificate of Compliance
- Contractor's Statement
- Reference Form
- Term of Acceptance Form
- Appendix A – Sample Agreement



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL
2018-315
PROPOSAL INSTRUCTIONS

1. **PURPOSE/BACKGROUND:** Adams County Board of Commissioners (BOCC) through its Purchasing Division of the Finance Department is seeking proposals from qualified organizations to assist Adams County Human Services Department by providing services for low income families through the Temporary Assistance to Needy Families (TANF) program in accordance with the Colorado Works Program Act §§ 26-2-701, et seq., C.R.S.
2. **SUBMISSION OF PROPOSALS:** The proposal must be received before the due date and time as specified in this solicitation. The Contractor is responsible for addressing the envelope as indicated below. If the submittal arrives late, it may be returned unopened. Address the envelope as follows:

Mailing Address:
Adams County Government Center
Purchasing Division
4430 South Adams County Parkway
Brighton, CO 80601

Hand Deliveries accepted:
Adams County Government Center
First Floor Central Lobby Receptionist
4430 South Adams County Parkway
Brighton, CO 80601

ATTN: Heidi Ellis, P.H.M.
Contract Specialist II
RFP-HE-2018-315

ATTN: Heidi Ellis, P.H.M.
Contract Specialist II
RFP-HE-2018-315

The Adams County Board of County Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for **HOUSING SERVICES - Temporary Assistance for Needy Families (TANF)**.

3. All documents related to this RFP will be posted on the Rocky Mountain Bid System (BidNet) at: <http://www.bidnetdirect.com/colorado/solicitations/open-bids>

3.1. Interested parties must register with this service to receive these documents.

4. **TERM OF AGREEMENT:** This is a one year agreement with the option of two one year renewals.

4.1. **OPTION TO RENEW FOR TWO (2) SUBSEQUENT YEARS (MAINTAINING SAME PRICES):** The prices or discounts quoted by the Contractor in its Proposal shall prevail for the term of the Agreement, at which time the County shall have the option to renew the Agreement for two (2) subsequent one year periods, provided, however, that such Contractor will maintain the same prices or discounts that were agreed to in the initial Agreement.

Continuation of the Agreement beyond the initial period is a County prerogative and not a right of the Contractor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County and upon budget approval.

5. CONTRACTUAL OBLIGATIONS

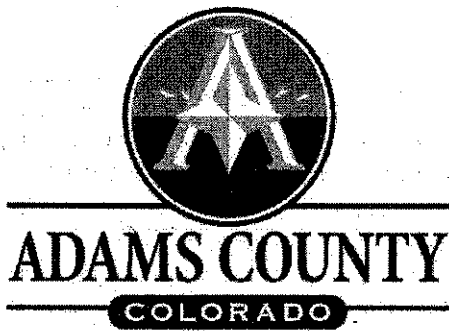
- 5.1. The successful Contractor will be required to sign an Agreement substantially similar to the Agreement form in Appendix A. The County reserves the right to add or delete provisions to the form prior to Agreement execution.
- 5.2. Issuance of this solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.
- 5.3. If a formal Agreement is required, the Contractor agrees and understands that a Notice of Award does not constitute an Agreement or create a property interest of any nature until an Agreement is signed by the Awardee and the Board of County Commissioners and/or their authorized designee.
- 5.4. Contractor is responsible for reviewing the form Agreement and understanding the terms and conditions contained therein, including, but not limited to, insurance requirements, indemnification, illegal aliens, equal opportunity, non-appropriation, and termination.
- 5.5. Contractor's Response must state its willingness to enter into the form Agreement or Contractor shall identify and include any proposed revisions they have for the form Agreement. Any proposed revisions made by the Contractor after the County Notice of Intent to Award the Solicitation may be grounds for rescinding said Notice. The identification of willingness to enter into the standard Agreement is for general purposes at this time, but is part of the evaluation process and must be included. There may be negotiations on a project-by-project basis that provide further clarification.
- 5.6. Incorrect Pricing/Invoicing. As part of any award resulting from this process, Contractor(s) will discount all transactions as agreed. In the event the County discovers, through its Agreement monitoring process or formal audit process, that material or services were priced/invoiced incorrectly, Contractor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.
- 5.7. The County may, during the term of the Agreement and any extensions, request additional work at other locations throughout Adams County by the successful Contractor.

6. PRE-PROPOSAL MEETING AND WALK-THROUGH IS: *Not Applicable*

7. **METHOD OF AWARD** - It is the intent of the County to award an Agreement to the Contractor who provides the best value for Adams County. *The County reserves the rights to award multiple agreements from this solicitation.*

- 7.1. If it is in the best interest of the County, the Evaluation Committee may invite a limited number of Contractors to provide an oral presentation.
- 7.2. The County reserves the right to conduct negotiations with Contractors and to accept revisions of Responses. During this negotiation period, the County will not disclose any information derived from Responses submitted, or from discussions with other Contractors. Once an award is made, the Solicitation file and the Responses contained therein are in the public record.
- 7.3. Questions which arise during the Response preparation period regarding issues around this Solicitation, purchasing and/or award should be directed, via e-mail, to Heidi Ellis, Contract Specialist II, Purchasing Division, Adams County, hellis@adcogov.org. The Contractor submitting the question(s) shall be responsible for ensuring the question(s) is received by the County by the date listed above in the schedule of activities for submitting the question(s) regardless of the method of delivery.
8. Any official interpretation of this RFP must be made by an agent of the County's Purchasing Division who is authorized to act on behalf of the County. The County shall not be responsible for interpretations offered by employees of the County who are not agents of the County's Purchasing Division.
9. COOPERATIVE PURCHASING: Adams County encourages cooperative purchasing in an effort to assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars through volume purchasing. Contractor(s) may, at their discretion, agree to extend the prices and/or terms of the resulting award to other state or local government agencies, school districts, or political subdivisions in the event they would have a need for the same product/service. Usage by any entity shall not have a negative impact on Adams County in the current term or in any future terms.
10. The Contractor(s) must deal directly with any governmental agency concerning the placement of purchase orders/agreements, freight/delivery charges, Contractual disputes, invoices, and payments. Adams County shall not be liable for any costs or damages incurred by any other entity.
11. BUDGET: Budget will not be disclosed.
12. DEBARMENT: By submitting this proposal, the Contractor warrants and certifies they are eligible to submit a proposal because their company and/or subcontract(s) is/are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department or agency.

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Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL
2018-315
GENERAL TERMS AND CONDITIONS

1. **APPLICABILITY:** These General Terms and Conditions apply, but are not limited, to all bids, proposals, qualifications and quotations (hereinafter referred to as "Proposal" or "Response") made to Adams County (hereinafter referred to as "County") by all prospective Contractors, Contractors, bidders, firms, companies, publishers, consultants, or suppliers (herein after referred to as "Contractor" or "Contractors") in response, but not limited, to all Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Requests for Quotations (hereinafter referred to as "Solicitation" or "Solicitations").

2. CONTENTS OF PROPOSAL

2.1. **GENERAL CONDITIONS:** Contractors are required to submit their Proposals in accordance with the following expressed conditions:

2.1.1. Contractors shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of materials and equipment as required by the conditions of the Solicitation. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist will be accepted as the basis for varying the requirements of the County or the compensation to the Contractor.

2.1.2. Contractors are advised that all County Solicitations and Agreements are subject to all requirements contained in the County's Purchasing Division's Policies and state and federal statutes. When conflicts occur, the highest authority will prevail.

2.1.3. Contractors are required to state exactly what they intend to furnish to the County in their Proposal and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in a Contractor's Proposal, it shall be construed that the Contractor's Proposal fully complies with all conditions identified in this Solicitation.

3. **Equal Opportunity:** The County intends and expects that the Contracting processes of the County and its Contractors provide equal opportunity without regard to gender, race, ethnicity, religion, age or disability and that its Contractors make available equal opportunities to the extent third parties are engaged to provide goods and services to the County as Subcontractors, Contractors, or otherwise. Accordingly, the Contractor shall not discriminate on any of the foregoing grounds in the performance of any Agreement awarded to the Contractor, and shall make

available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the Agreement. If submitting a joint venture proposal, or a proposal involving a partnership arrangement, articles of partnership stating each partner's responsibilities shall be furnished and submitted with the Response.

4. **Colorado Open Records Act:** All documentation submitted in response to this solicitation will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act. C.R.S. 24-72-201 *et. seq.* ("CORA"). Accordingly, respondents are discouraged from providing information that they consider confidential, privileged, and/or trade secrets as part of a response to this solicitation. Any portions of submissions that are reasonably considered confidential should be clearly marked as such. The County does not guarantee the confidentiality of any record(s).

Careful consideration should be given before submitting confidential information to the County. The Colorado Open Records Act permits public scrutiny of most materials collected in this solicitation process.

5. CLARIFICATION AND MODIFICATIONS IN TERMS AND CONDITIONS

- 5.1. Where there appears to be variances or conflicts between the General Terms and Conditions, any Special Terms and Conditions and the Scope of Work/Specifications outlined in this Solicitation, the Scope of Work/Specifications, and then the Special Terms and Conditions, will prevail.

- 5.1.1. If any Contractor contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the Scope of Work or any other portion of the Solicitation, the Contractor must submit a **written request** via email for clarification to the Point of Contact listed on the first page of this Solicitation. The Contractor submitting the request shall be responsible for ensuring that the request is received by the County prior to the deadline for submitting questions.

- 5.1.2. The County shall issue a written addendum if substantial changes which impact the technical submission of Proposals are required. A copy of such addenda will be available at the Rocky Mountain E-Purchasing System (BIDNET) website. In the event of conflict with the original Solicitation documents, addenda shall supersede to the extent specified. Subsequent addenda shall supersede prior addenda only to the extent specified.

- 5.1.3. **ADDENDA: CONTRACTOR IS RESPONSIBLE FOR OBTAINING AND ACKNOWLEDGING ALL SUBSEQUENT ADDENDA VIA THE ROCKY MOUNTAIN E-PURCHASING SYSTEM (BIDNET). FAILURE TO SUBMIT ANY AND ALL SUBSEQUENT ADDENDUM/ADDENDA MAY DEEM THE CONTRACTOR NON-RESPONSIVE. EACH AND EVERY ADDENDUM TO BE SEPARATELY ACKNOWLEDGED.**

5.2. PRICES CONTAINED IN PROPOSAL-DISCOUNTS, TAXES, COLLUSION

5.2.1. Contractors may offer a cash discount for prompt payment. Discounts will be considered in determining the lowest net cost for the evaluation of Proposals; discounts for periods of less than twenty days, however, will not be considered in making an award. If no prompt payment discount is being offered, the Contractor shall enter a zero (0) for the percentage discount to indicate net thirty days. If the Contractor does not enter a percentage discount, it is hereby understood and agreed that the payment terms shall be net thirty days, effective on the date that the County receives an accurate invoice or accepts the products, whichever is the later date. Payment is deemed to be made on the date of the mailing of the check.

5.2.2. Contractors shall not include federal, state, or local excise or sales taxes in prices offered, as the County is exempt from payment of such taxes.

5.2.2.1. Federal Identification Number: 84-6000732

5.2.2.2. State of Colorado Tax Exempt Number: 98-03569

6. SIGNING PROPOSAL

6.1. Contractor, by affixing its signature to this Solicitation, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, firms or corporations making a Proposal for the same items, or with the County. The Contractor also certifies that its Proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the County's public procurement process, all Contractors are hereby placed on notice that any and all Contractors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.

7. PREPARATION AND SUBMISSION OF PROPOSAL

7.1. PREPARATION

7.1.1. The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Contractor must be initialed by the authorized agent of the Contractor.

7.1.2. Proposals must contain a manual signature of an authorized agent of the Contractor in the space provided on the Solicitation cover page. The Contractor's Statement of this Solicitation must be included in all Proposals. If the Contractor's authorized agent fails to sign and return the original cover page of the Solicitation, its Proposal may be invalid and may not be considered.

- 7.1.3. The County logo is trademarked and property solely of the County. Contractors do not have permission to use the County's logo on any documentation or presentation materials and to do so would be a violation of the County's trademark.
- 7.1.4. Unit prices shall be provided by the Contractor on the Solicitation's Specification and Pricing Form when required in conjunction with the prescribed method of award and shall be for the unit of measure requested. Prices that are not in accordance with the measurements and descriptions requested shall be considered non-responsive and shall not be considered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.
- 7.1.5. Alternate Proposals will not be considered unless expressly permitted in the Scope of Work.
- 7.1.6. The accuracy of the Proposal is the sole responsibility of the Contractor. No changes in the Proposal shall be allowed after the date and time that submission of the Proposals is due.

7.2. SUBMISSION

- 7.2.1. The Proposal shall be sealed in an envelope with the Contractor's name and the Solicitation number on the outside. The County's Pricing Form, which is attached to this Solicitation, must be used when the Contractor is submitting its Proposal. The Contractor shall not alter this form (e.g. add or modify categories for posting prices offered) unless expressly permitted in the Solicitation or in an addendum duly issued by the County. Only sealed proposals received by the Purchasing Division of the Finance Department will be accepted; proposals submitted telephone, email, or facsimile machines are not acceptable.
- 7.2.2. Each Proposal must be submitted at the time and place, and number of copies as specified in this Solicitation. Failure to submit the required number of copies may deem the Contractor's Proposal non-responsive.
- 7.2.3. Failure to provide any requested information may result in the rejection of the Proposal as non-responsive.
- 7.2.4. Proposal must be submitted in the format supplied and/or described by the County. Failure to submit in the format provided may be cause for rejection of the proposal. Proposals must be furnished exclusive of taxes.
- 7.2.5. Contractor is responsible for ensuring their Proposal is received by the Purchasing Division prior to the deadline outlined in the solicitation regardless of the method of delivery.
- 7.2.6. Contractors, which qualify their Proposal by requiring alternate Contractual terms and conditions as a stipulation for Agreement award, must include such alternate terms and conditions in their Response.

The County reserves the right to declare a Contractor's Proposal as non-responsive if any of these alternate terms and conditions is in conflict with the County's terms and conditions, or if they are not in the best interests of the County.

8. LATE PROPOSALS

8.1. Proposals received after the date and time set for the opening shall be considered non-responsive and may be returned unopened to the Contractor.

8.2. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.

The County assumes no responsibility for a Proposal being either opened early or improperly routed if the envelope is not clearly marked on the outside:

RFP-HE-2017-383 HOUSING SERVICES-Temporary Assistance for Needy Families (TANF).

8.3. In the event of a situation severe enough to cause the Adams County Board of Commissioners to close the County offices for any reason, the Purchasing Manager has the prerogative of rescheduling the proposal opening time and date. No proposal will be considered above all other proposals by having met the proposal opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Board of County Commissioners to close the County offices.

9. MODIFICATION AND WITHDRAWAL OF PROPOSALS

9.1. **MODIFICATIONS TO PROPOSALS.** Proposals may only be modified in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the Proposals to be opened. Each modification submitted to the County's Purchasing Division must have the Contractor's name and return address and the applicable Solicitation number and title clearly marked on the face of the sealed envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the County's Purchasing Division will be considered the valid modification.

9.2. WITHDRAWAL OF PROPOSALS

9.2.1. Proposals may be withdrawn in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the opening of Proposals. Any withdrawal of a Proposal submitted to Adams County Purchase Division must have the Contractor's name, return address, and the applicable Solicitation number and title clearly marked on the face of the envelope and on the withdrawal letter.

- 9.2.2. Proposals may not be withdrawn after the time and date set for the opening for a period of ninety calendar days. If a Proposal is withdrawn by the Contractor during this ninety-day period, the County may, at its option, suspend the Contractor and may not accept any Proposal from the Contractor for a six-month period following the withdrawal.

10. REJECTION OF PROPOSALS

- 10.1. REJECTION OF PROPOSALS. The County may, at its sole and absolute discretion:

10.1.1. Reject any and all, or parts of any or all, Proposals submitted by prospective Contractors;

10.1.2. Re-advertise this Solicitation;

10.1.3. Postpone or cancel the process;

10.1.4. Waive any irregularities in the Proposals received in conjunction with this Solicitation; and/or

- 10.2. REJECTION OF A PARTICULAR PROPOSAL. In addition to any reason identified above, the County may reject a Proposal under any of the following conditions:

10.2.1. The Contractor misstates or conceals any material fact in its Proposal;

10.2.2. The Contractor's Proposal does not strictly conform to the law or the requirements of the Solicitation;

10.2.3. The Proposal expressly requires or implies a conditional award that conflicts with the method of award stipulated in the Solicitation;

10.2.4. The Proposal does not include documents, including, but not limited to, certificates, licenses, and/or samples, which are required for submission with the Proposal in accordance with the Solicitation; and/or,

10.2.5. The Proposal has not been executed by the Contractor through an authorized signature on the Contractor's Statement.

- 10.3. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals.

11. ELIMINATION FROM CONSIDERATION

- 11.1. A Proposal may not be accepted from, nor any Agreement be awarded to, any person or firm which is in arrears to the County upon any debt or Agreement or which is a defaulter as surety or otherwise upon any obligation to the County.
- 11.2. A Proposal may not be accepted from, nor any Agreement awarded to, any person or firm who has failed to perform faithfully any previous Agreement with the County or other governmental entity, for a minimum period of three years after the previous Agreement was terminated for cause.
- 11.3. Any communications in regards to this RFP must go through the Adams County Purchasing Division only. Any contact with other County personnel or County Contractors may be cause for disqualification.
- 11.4. No damages shall be recoverable by any challenger as a result of the determinations listed in this Section or decisions by the County.
- 11.5. The Board of County Commissioners may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.

12. QUALIFICATIONS OF CONTRACTOR: The County may make such investigations as deemed necessary to determine the ability of the Contractor to perform work, and the Contractor shall furnish all information and data for this purpose as the County requests. Such information includes, but is not limited to: current/maximum bonding capabilities, current licensing information, audited financial statements, history of the firm on assessments of liquidated damages, Agreements cancelled prior to completion and/or lawsuits and/or pending lawsuits against the firm and/or its principals. The County reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Contractor fails to satisfy the County that such Contractor is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein. Conditional Proposals will not be accepted.

13. AWARD OF SOLICITATION: The County shall award this Solicitation to the successful Contractor through the issuance of a Notice of Intent to Award. All Contractors that participated in the Solicitation process will be notified of Contractor selection. No services or goods shall be provided, and no compensation shall be paid, until and unless an Agreement has been signed by an authorized representative of the County and the Contractor.



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL
2018-315
SCOPE OF WORK

I. INTRODUCTION

Adams County Board of Commissioners (BOCC) through its Purchasing Division of the Finance Department is seeking proposals from qualified organizations to assist Adams County Human Services Department by providing services for low income families through the Temporary Assistance to Needy Families (TANF) program in accordance with the Colorado Works Program Act §§ 26-2-701, et seq., C.R.S.

II. REQUIRED DOCUMENTATION: *Not Applicable*

III. RESPONSE FORMAT

Failure to respond in the required format may deem your submittal non-responsive.
Failure to provide required information may deem your submittal non-responsive.

SUBMISSION OF PROPOSALS: ONE (1) ORIGINAL hardcopy, Three (3) COPIES, and ONE (1) electronic ORIGINAL (USB or CD-single PDF document), must be received at the time and place specified in this Solicitation. Submittals should be prepared simply and economically providing a straightforward, concise description of the Contractor's ability to perform the requirements of this solicitation. Proposal should not exceed **thirteen (13) pages** for the technical proposal, **excluding** the RFP required pages. Failure to submit the required number of copies may deem the Contractor non-responsive.

PRICING MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE. THERE MUST NOT BE ANY PRICING INFORMATION WITHIN THE PROPOSAL SUBMITTAL ENVELOPE.

Electronic copy shall be an EXACT reproduction of the original documents provided. All sections shall be combined into a single PDF electronic document.

1. Provide submittal without reference to Adams County logo or company logo.
2. Label cover of Original submittal.
3. Submit proposal in a tab format.
4. Table of Contents – Include a clear identification of the material by section and by page number, i.e. Mandatory Requirements section, etc.

5. Executive Summary - The executive summary should give in brief concise terms a summation of your submittal. Identify the points that make your firm uniquely qualified for this engagement.
6. Profile of the Firm – State whether your firm is local, national, or international. Also include the following for the office this work would originate from:
 - a. Size of the Firm and size of local office (if applicable).
 - b. Location of the office, where the work on this engagement is to be performed.
 - c. Number and nature of the professional staff to be assigned to the project on a full-time basis.
 - d. Number and nature of staff to be assigned to this project on a part-time basis.
 - e. Identify the supervisory and management staff who will be assigned to the engagement. Provide resumes for each person that will be assigned to this engagement.
 - f. Provide any substantiated complaints against the firm in the last 3 years and any outstanding litigation.
7. Provide documentation that satisfies the Required Document requests.
8. Provide documentation that satisfies the criteria to be evaluated.

IV. Detailed Scope/Specification Requirements

Adams County, (refer to hereafter as the "County"), is specifically seeking services that provide shelter for homeless families and related housing services. *This is a federally funded project.*

- Contractor Services for families and/or TANF eligible individuals need to address at least one of the four purposes of TANF, which are:
 1. Serving needy families so that children may be cared for in their own home
 2. Promoting job preparation, work, and marriage
 3. Reducing out-of-wedlock pregnancies
 4. Encouraging the formation and maintenance of two-parent families
- Contractor must provide a list of services and the average number of families and/or adults and children expected to receive each service for a twelve (12) month period.

V. Scope of Work

The Contractors' programs must offer either some or all of the following services listed under **Primary Services**. **Secondary Services** are considered desirable but less important than **Primary Services**. Contractor may propose other services as well as the ones listed:

1. **Primary Services: Provide shelter for homeless families and related housing services**
 - a. Provide emergency shelter and housing, homeless prevention, and/or transitional housing services for low-income TANF/TANF eligible Adams County families who are homeless or in danger of homelessness.
 - b. Provide counseling on housing issues.

- c. Assess family needs and refer families to ACHSD for other services such as LEAP, Food Assistance, TANF and service offered through the Workforce and Business Center (WBC).
- d. Provide direct assistance to clients for emergency rent or mortgage needs, initial month's rent and deposits, as well as application fees, credit and background check fees, utility assistance or other housing related needs; exceptions shall be authorized by ACHSD on an individual case basis. Ability to do this on a reimbursement basis that may take up to 60 days from date of check issuance.
- e. Understand the TANF federal statutes and regulations, Colorado Works statutes and regulations and abide by Adams County policies and procedures and ethics policy.
- f. Understand child welfare report requirements.
- g. Cooperate with Adams County staff and contracted programs and community partners to help families receive services.
- h. Treat participants from an advocate perspective and philosophy.
- i. Review CBI reports of employees/applicants that will be assigned to the project for negative information, such as a criminal history, discrepancies between what an applicant claims and what is reported by schools and prior employers and in order to evaluate the employee/applicant's ability to do the designated job, and to ensure the safety of youth. If the applicant has lived out of state within the prior five years then a nationwide CBI should be conducted.
- j. Provide adequate office space, meeting space, computer, printer, access to copying, file cabinets, direct telephone lines and telephones, direct fax line and fax machine, postage, and electronic mail access. This cost is included in the total cost of this program.

2. **Secondary Services:**

- a. Clothing assistance
- b. Food bank assistance
- c. Child care
- d. GED classes and financial education
- e. Job preparation and placement services

VI. REPORTS

The Contractor will be responsible for submitting monthly reports summarizing the results of services provided to families to the County Project Manager. The format and content areas of reports will be developed jointly by ACHSD and the Contractor and will address all of the **Expected Outcomes** in the proposal. All reporting formats, due dates, and metrics shall be approved by the County Project Manager. Reports shall include, but not be limited to, the number of families served and types of services provided.

VII. Fee Schedule

Contractor must submit a fee schedule for the services provided. Contractor must provide fees for the initial year of the award and the two (2) option years. The Contractor's fees for the options years will be used for evaluation and award consideration.

List the specific costs for the proposed project. Contractors should consider if fees should be based on a fee-for-service basis instead of including staff time for a specific position in the fee schedule. Additionally, Contractor should consider if a pro-rata share of service should be calculated instead. For instance, if the Contractor is proposing general support for a homeless shelter, the Contractor may want to calculate the cost of providing the shelter then calculate the pro-rata share that serves TANF eligible families that live in Adams County not covered by another funding source. If this method is used, the Contractor must provide the calculation methodology used to determine the pro-rata share as an attachment to the proposal.

VIII. Invoice Billing

Contractor must submit detailed invoices to the Project Manager for the previous month of service by the 7th of the month or the following business day if the 7th is on a holiday or weekend. Invoices and reports will be required to be submitted at the same time. Offeror must submit detailed monthly invoice billing statements that include; the dates and types of services and items provided, and from which line in the fee schedule each purchase/cost has been made (e.g. personnel, supplies, travel, etc.)

Invoices must report actual hours of staff time worked for each direct service personnel line in the fee schedule (reporting of hours of personnel time is not required for staff time that is part of administrative cost). The County will only pay for direct service staff time actually worked to provide services for TANF eligible families and individuals in Adams County, even if a staff person is designated as 100% dedicated to services provided within the agreement in the fee schedule.

IX. Hours of Work

The County's normal work hours at the site are from 7:30 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

X. Supplemental Federal Provisions (FFATA) - Section following this page

State of Colorado Supplemental Provisions for Federally Funded Contracts, Grants, and Purchase Orders Subject to The Federal Funding Accountability and Transparency Act of 2006 (FFATA), As Amended Revised as of 3-20-13.

The contract, grant, or purchase order to which these Supplemental Provisions are attached has been funded, in whole or in part, with an Award of Federal funds. In the event of a conflict between the provisions of these Supplemental Provisions, the Special Provisions, the contract or any attachments or exhibits incorporated into and made a part of the contract, the provisions of these Supplemental Provisions shall control.

1. Definitions. For the purposes of these Supplemental Provisions, the following terms shall have the meanings ascribed to them below.

1.1.1. Grants;

1.1.2. Contracts;

1.1.3. Cooperative agreements, which does not include cooperative research and development agreements (CRDA) pursuant to the Federal Technology Transfer Act of 1986, as amended (15 U.S.C. 3710);

1.1.4. Loans;

- 1.1.5. Loan Guarantees;
- 1.1.6. Subsidies;
- 1.1.7. Insurance;
- 1.1.8. Food commodities;
- 1.1.9. Direct appropriations;
- 1.1.10. Assessed and voluntary contributions; and
- 1.1.11. Other financial assistance transactions that authorize the expenditure of Federal funds by non-Federal Entities.

Award does *not* include:

- 1.1.12. Technical assistance, which provides services in lieu of money;
 - 1.1.13. A transfer of title to Federally-owned property provided in lieu of money; even if the award is called a grant;
 - 1.1.14. Any award classified for security purposes; or
 - 1.1.15. Any award funded in whole or in part with Recovery funds, as defined in section 1512 of the American Recovery and Reinvestment Act (ARRA) of 2009 (Public Law 111-5).
- 1.2. "Contract" means the contract to which these Supplemental Provisions are attached and includes all Award types in §1.1.1 through 1.1.11 above.
- 1.3. "Contractor" means the party or parties to a Contract funded, in whole or in part, with Federal financial assistance, other than the Prime Recipient, and includes grantees, subgrantees, subrecipients, and borrowers. For purposes of Transparency Act reporting, Contractor does not include Vendors.

1.4. **Data Universal Numbering System (DUNS) Number** means the nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify a business entity. Dun and Bradstreet' website may be found at: <http://fedgov.dnb.com/webform>.

1.5. **"Entity"** means all of the following as defined at 2 CFR part 25, subpart C;

- 1.5.1. A governmental organization, which is a State, local government, or Indian Tribe;
- 1.5.2. A foreign public entity;
- 1.5.3. A domestic or foreign non-profit organization;
- 1.5.4. A domestic or foreign for-profit organization; and
- 1.5.5. A Federal agency, but only a Subrecipient under an Award or Subaward to a non-Federal entity.

1.6. **"Executive"** means an officer, managing partner or any other employee in a management position.

1.7. **"Federal Award Identification Number (FAIN)"** means an Award number assigned by a Federal agency to a Prime Recipient.

1.8. **"FFATA"** means the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), as amended by §6202 of Public Law 110-252. FFATA, as amended, also is referred to as the "Transparency Act."

1.9. **"Prime Recipient"** means a Colorado State agency or institution of higher education that receives an Award.

1.10. "Subaward" means a legal instrument pursuant to which a Prime Recipient of Award funds awards all or a portion of such funds to a Subrecipient, in exchange for the Subrecipient's performance of all or any portion of the substantive project or program for which the Award was granted.

1.11. "Subrecipient" means a non-Federal Entity (or a Federal agency under an Award or Subaward to a non-Federal Entity) receiving Federal funds through a Prime Recipient to support the performance of the Federal project or program for which the Federal funds were awarded. A Subrecipient is subject to the terms and conditions of the Federal Award to the Prime Recipient, including program compliance requirements. The term "Subrecipient" includes and may be referred to as Subgrantee.

1.12. "Subrecipient Parent DUNS Number" means the subrecipient parent organization's 9-digit Data Universal Numbering System (DUNS) number that appears in the subrecipient's System for Award Management (SAM) profile, if applicable.

1.13. "Supplemental Provisions" means these Supplemental Provisions for Federally Funded Contracts, Grants, and Purchase Orders subject to the Federal Funding Accountability and Transparency Act 2006, As Amended, as may be revised pursuant to ongoing guidance from the relevant Federal or State of Colorado agency or institution of higher education.

1.14. "System for Award Management (SAM)" means the Federal repository into which an Entity must enter the information required under the Transparency Act, which may be found at <http://www.sam.gov>.

1.15. "Total Compensation" means the cash and noncash dollar value earned by an Executive during the Prime Recipient's or Subrecipient's preceding fiscal year and includes the following:

1.15.1. Salary and bonus;

1.15.2. Awards of stock, stock options, and stock appreciation rights, using the dollar recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2005) (FAS 123R), Shared Based Payments;

1.15.3. Earnings for services under non-equity incentive plans, not including group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of Executives and are available generally to all salaried employees;

1.15.4. Change in present value of defined benefit and actuarial pension plans;

1.15.5. Above-market earnings on deferred compensation which is not tax-qualified;

1.16. "Transparency Act" means the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), as amended by §6202 of Public Law 110-252. The Transparency Act also is referred to as FFATA.

1.17. "Vendor" means a dealer, distributor, merchant or other seller providing property or services required for a project or program funded by an Award. A Vendor is not a Prime Recipient or a Subrecipient and is not subject to the terms and conditions of the Federal award. Program compliance requirements do not pass through to a Vendor.

2. Compliance. Contractor shall comply with all applicable provisions of the Transparency Act and the regulations issued pursuant thereto, including but not limited to these Supplemental Provisions. Any revisions to such provisions or regulations shall automatically become a part of these Supplemental Provisions, without the necessity of either party executing any further instrument. Adams County may provide written notification to Contractor of such revisions, but such notice shall not be a condition precedent to the effectiveness of such revisions.

3. System for Award Management (SAM) and Data Universal Numbering System (DUNS) Requirements.

3.1. SAM. Contractor shall maintain the currency of its information in SAM until the Contractor submits the final financial report required under the Award or receives final payment, whichever is later. Contractor shall review and update SAM information at least annually after the initial registration, and more frequently if required by changes in its information.

3.2. DUNS. – Contractor shall provide its DUNS number to its Prime Recipient, and shall update Contractor's information in Dun & Bradstreet, Inc. at least annually after the initial registration, and more frequently if required by changes in Contractor's information.

4. Total Compensation. Contractor shall include Total Compensation in SAM for each of its five most highly compensated Executives for the preceding fiscal year if:

4.1. The total Federal funding authorized to date under this award is \$25,000 or more; and

4.2. In the preceding fiscal year, Contractor received:

4.2.1. 80% or more of its annual gross revenues from Federal procurement contracts and subcontracts and/or Federal financial assistance Awards or Subawards subject to the Transparency Act; and

4.2.2. \$25,000,000 or more in annual gross revenues from Federal procurement contracts and subcontracts and/or Federal financial assistance Awards or Subawards subject to the Transparency Act; and

4.3. The public does not have access to information about the compensation of the Executives 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.

5. Reporting. Contractor shall report data elements to SAM and to the Prime Recipient as required in §7 below if Contractor is a Subrecipient for the Award pursuant to the Transparency Act.

No direct payment shall be made to Contractor for providing any reports required under these Supplemental Provisions and the cost of producing such reports shall be included in the Contract price.

The reporting requirements in §7 below are based on guidance from the US Office of Management and Budget (OMB), and as such are subject to change at any time by OMB. Any such changes shall be automatically incorporated into this Contract and shall become part of Contractor's obligations under this Contract, as provided in §2 above. The Colorado Office of the State Controller will provide summaries of revised OMB reporting requirements at <http://www.colorado.gov/dpa/dfp/sco/FFATA.htm>.

6. Effective Date and Dollar Threshold for Reporting. The effective dates of these Supplemental Provisions apply to new Awards as of October 1, 2010. Reporting requirements in §7 below apply to new Awards as of October 1, 2010, if the initial award is \$25,000 or more. If the initial Award is below \$25,000 but subsequent Award modifications result in a total Award of \$25,000 or more, the Award is subject to the reporting requirements as of the date the Award exceeds \$25,000. If the initial Award is \$25,000 or more, but funding is subsequently de-obligated such that the total award amount falls below \$25,000, the Award shall continue to be subject to the reporting requirements.

7. Subrecipient Reporting Requirements. If Contractor is a Subrecipient, Contractor shall report as set forth below.

7.1 To SAM. A Subrecipient shall register in SAM and report the following data elements in SAM *for each* Federal Award Identification Number no later than the end of the month following the month in which the Subaward was made:

- 7.1.1 Subrecipient DUNS Number;
- 7.1.2 Subrecipient DUNS Number + 4 if more than one electronic funds transfer (EFT) Account;
- 7.1.3 Subrecipient Parent DUNS Number;
- 7.1.4 Subrecipient's address, including: Street Address, City, State, Country, Zip + 4, and Congressional District;
- 7.1.5 Subrecipient top 5 highly compensated Executives if the criteria in §4 above are met; and
- 7.1.6 Subrecipient Total Compensation of top 5 highly compensated Executives if criteria in §4 met.

7.2 To Prime Recipient. A Subrecipient shall report to its Prime Recipient, upon the effective date of the Contract, the following data elements:

- 7.2.1 Subrecipient's DUNS Number as registered in SAM.
- 7.2.2 Primary Place of Performance Information, including: Street Address, City, State, Country, Zip code + 4, and Congressional District.

8. Exemptions.

8.1 These Supplemental Provisions do not apply to an individual who receives an Award as a natural person, unrelated to any business or non-profit organization he or she may own or operate in his or her name.

8.2 A Contractor with gross income from all sources of less than \$300,000 in the previous tax year is exempt from the requirements to report Subawards and the Total Compensation of its most highly compensated Executives.

8.3 Effective October 1, 2010, "Award" currently means a grant, cooperative agreement, or other arrangement as defined in Section 1.1 of these Special Provisions. On future dates "Award" may include other items to be specified by OMB in policy memoranda available at the OMB Web site; Award also will include other types of Awards subject to the Transparency Act.

8.4 There are no Transparency Act reporting requirements for Vendors.

9. Event of Default. Failure to comply with these Supplemental Provisions shall constitute an event of default under the Contract and Adams County may terminate the Contract upon 30 days prior written notice if the default remains uncured five calendar days following the termination of the 30 day notice period. This remedy will be in addition to any other remedy available to the Adams County under the Contract, at law or in equity