

**RECIPIENT SERVICE AGREEMENT
COMPETITIVE PROCESS: HUMAN SERVICE CATEGORY
HUMAN SERVICE PROGRAM FUNDING**

Effective Date: _____

PART A. – Agreement Information

Parties: City of Fort Collins, a Colorado municipal corporation (“City”) and _____, a Colorado nonprofit corporation (“Recipient”)

City’s Address:

Human Services Program
Social Sustainability Department
City of Fort Collins
PO Box 580 (222 Laporte Ave, 80521)
Fort Collins, CO 80522-0580

Recipient’s Address:

Executive Director
Organization Name
Address
City, State, Zip

Term of Agreement: October 1, 20__ through September 30, 20__ (“Term”)

Funded Amount: \$_____ (“Grant”)

Description of Recipient’s Scope of Services (the “Project”):

A. General Statement

SINGLE SENTENCE SUMMARIZING HIGH LEVEL DESCRIPTION OF WHAT THE ORGANIZATION WILL DO. The services provided will be in accordance with ORGANIZATION’s Spring 2023 Competitive Process proposal (Exhibit B), and as approved by City Council on June 13, 2023.

B. Recipient Shall:

Work to attain the following goals for the Project:

Recipient plans to serve approximately ___ unduplicated Fort Collins resident clients over the course of this 12-month contract: ___ clients at the 0-80% AMI level; and ___ clients at or above the 81% AMI level **OR** Presumed Benefit (category: _____).

The City expects the Recipient to make measurable progress towards the following programmatic outcome targets:

- [Description of specific programming goals – from grant application]
- [Description of specific programming goals – from grant application]

Recipient will use the Grant to assist with [description of how funds will be spent]. *Actual hours worked. Vacation, medical or other leave not eligible.

Type of Project: Human Service

Project Location: _____, Fort Collins, CO 805____

Fiscal Year: 20____

Population Served: _____

Amount of Grant Available for Indirect & Administrative Reimbursement (See Sec. 5): _____

Quarterly Reporting Schedule:

Program Year Quarter	Reporting Period	Reports Due By
1 st Quarter	October 1 – December 31, 2023	January 15, 2024
2 nd Quarter	January 1 – March 31, 2024	April 15, 2024
3 rd Quarter	April 1 – June 30, 2024	July 15, 2024
4 th Quarter	July 1 – September 30, 2024	October 15, 2024

Exhibits (check all that apply):

- Exhibit A** – Preparing for Your Monitoring (# of pages): 2
 - Exhibit B** – Funding Proposal (# of pages): N/A
 - Exhibit C** - _____ (# of pages): N/A
 - Exhibit D** - _____ (# of pages): N/A
 - Exhibit E** - _____ (# of pages): N/A
-

PART B. – Agreement Terms and Conditions.

AN AGREEMENT, by and between the City and Recipient, by which the Recipient agrees to carry out specific activities under the City’s Human Service Program (HSP) funding program and establishing certain other terms and conditions of operation.

IT IS MUTUALLY AGREED AS FOLLOWS:

ARTICLE I PROJECT

SECTION 1 SCOPE OF SERVICES

The City, in allocating HSP monies, hereby designates the Recipient to undertake, and the Recipient hereby agrees to undertake the Project as specifically described in the Recipient’s Competitive Process application (Exhibit B) and summarized in Part A.

SECTION 2 TERM OF AGREEMENT

The Term may be extended should additional time for auditing this Project be required, in accordance with law; this Agreement shall be deemed automatically extended until such time as the said audit shall be completed. Notwithstanding other provisions of this Agreement, the Term shall cover the period that the Recipient has control over Grant funds.

SECTION 3 PROGRAM REPORTING

The Recipient shall submit such reports as required by the City to meet its local obligations and regulations. The City will prescribe the report format, as well as the time and location for submission of such reports. Required reports include but are not limited to the following:

1. Quarterly reports which shall include the progress made to date, or justification for lack of progress, in providing the Project services specified in Part A, including demographic and income information regarding persons assisted by the Recipient through this Agreement.
2. Mid-term and end-of-term progress reports on the measurable Project outcomes specified in Part A.

Quarterly reports are due 15 calendar days after the reporting period and in accordance with the schedule in Part A. This obligation survives the expiration or termination of this Agreement.

In addition, the Recipient will promptly notify the City at the address specified in Part A of any change in Recipient’s personnel directly connected with the Project or administration of the Grant subject to this Agreement, including Recipient’s Executive Director, CEO or equivalent position.

ARTICLE II FINANCIAL CONDITIONS

SECTION 1 BUDGET AND COMPENSATION

The City shall reimburse the Recipient its allowable costs for the services identified in this Agreement not to exceed the amount of the Grant, upon presentation of properly executed reimbursement forms as provided or approved by the City.

Such reimbursement shall constitute full and complete payment by the City under this Agreement. Allowable costs shall mean those necessary and proper costs identified in the Recipient's Competitive Process application and approved by the City unless any or all such costs are disallowed by the State of Colorado.

Any reimbursements made under this Agreement must comply with the applicable City regulations. The Recipient may not request disbursement of Grant funds under until the funds are needed for payment of eligible costs. The amount of each request must be limited to the amount needed.

Time of Payment: Payment shall be made within 45 days of receipt of accurate and complete reimbursement request documents submitted through ZoomGrants. The City may, in its discretion, request additional documentation before approving reimbursement.

Where Payments Are Made: Payments shall be made to Recipient's address in Part A, or by electronic deposit into Recipient's bank account, whichever system is established by Recipient with the City.

The Recipient shall apply the Grant funds in accordance with the parameters outlined in Part A, Scope of Services. Any line item expense, by itself – or in combination with any other line item expense change, equal to or greater than 10% of the total budget amount over the life of the Agreement – shall require a formal amendment to the Agreement. Any request for a line item expense, by itself – or in combination with any other line item expense change, equal to or less than 10% of the total budget amount – shall be submitted in writing and shall specifically state the reasons for the requested increase and a justification for the corresponding decrease in other line item(s). All budget revision and/or amendment requests will be reviewed and approved or denied by the City.

SECTION 2 DOCUMENTATION OF COSTS AND OTHER FINANCIAL REPORTING

All costs, with the exception of Indirect and Administrative Reimbursement costs under Section 5 below, shall be supported by properly executed payrolls, time records, invoices, vouchers or other official documentation, as evidence of the nature and propriety of the charges. All accounting documents pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible, and upon reasonable notice, the City shall have the right to audit the records of the Recipient as they relate to the work. The Recipient shall also:

- (A) Maintain an effective system of internal fiscal control and accountability for all Grant funds and property acquired or improved with Grant funds, and ensure the same are used solely for authorized purposes.
- (B) Keep a continuing record of all disbursements by date, check number, amount, vendor, description of items purchased and line item from which money was expended, as reflected in the Recipient's

accounting records. The line item notations must be substantiated by a receipt, invoice marked “Paid,” or payroll record.

- (C) Maintain payroll, financial, and expense reimbursement records for a period of five (5) years after receipt of final payment under this Agreement.
- (D) Permit inspection and audit of its records with respect to all matters authorized by this Agreement by representatives of the City, or the State Auditor at any time during normal business hours and as often as necessary.
- (E) Inform the City concerning any Grant funds allocated to the Recipient, that the Recipient anticipates will not be expended during the Agreement period, and permit reassignment of the same by the City to other Recipients.
- (F) Repay to the City any Grant funds in its possession at the time of termination of this Agreement that may be due to the City.
- (G) By executing this Contract, Recipient verifies and affirms that it has not been suspended or debarred from participating in or receiving federal government contracts, subcontracts, loans, grants or other assistance programs.

SECTION 3 REIMBURSEMENT

- (A) The City shall reimburse the Recipient only for actual incurred costs upon presentation of properly executed reimbursement forms approved by the City. Only those allowable costs directly related to the Recipient’s Competitive Process application, approved by the City shall be paid consistent with Article II, Section 2, Documentation of Costs and Other Financial Reporting.
- (B) The amount of each request must be limited to the amount needed for payment of eligible costs.
- (C) The City will not issue more than 50% of the total Grant for reimbursement in any quarterly reimbursement period unless such a payment is (1) specifically provided for in this Agreement; (2) otherwise requested in advance in writing by the Recipient and authorized by the City; or (3) if the Recipient’s Grant award balance is \$10,000 or lower.
- (D) To receive partial or full reimbursement of the total Grant award, the Recipient shall report progress towards the Project goals detailed in Part A that is reasonably proportional to the reimbursement amount requested, or reasonable justification for lack of progress.
- (E) The City reserves the right to withhold payments pending timely delivery of program reports or documents as may be required under this Agreement.
- (F) If the City determines any Grant funds were expended by the Recipient for unauthorized or ineligible purposes, or the expenditures constitute disallowed costs in any other way, the City may order repayment of the same. The Recipient shall remit the disallowed amount to the City within thirty (30) days of written notification of the disallowance.

- (G) The Recipient agrees that Grant funds determined by the City to be surplus upon completion of the Agreement will be subject to cancellation by the City.
- (H) The City shall be relieved of any obligation for payments if funds allocated to the City to cover the Grant cease to be available for any cause other than misfeasance of the City itself.

SECTION 4 PROGRAM INCOME

Use of any program income received by the Recipient as a result of, or in connection with the Grant shall be used for the current operation and benefit of the specific Project for which the Grant was awarded.

SECTION 5 INDIRECT AND ADMINISTRATIVE EXPENSES

Recipient may request up to 10% of the Grant as reimbursement towards indirect and administrative costs, without documentation of said costs. Reimbursement for indirect and administrative costs is optional. To receive this reimbursement, Recipient shall at any time submit a separate invoice in the ZoomGrants system requesting an amount up to and including the maximum eligible amount specified in Part A. It is required that a reimbursement request for indirect and administrative costs be submitted only once during the Term, rather than divided out in portions over the course of the Term.

ARTICLE III. GENERAL CONDITIONS

SECTION 1 BENEFIT TO LOW INCOME PEOPLE AND REPORTING

(A) All Recipients providing direct benefit services shall provide such services to benefit extremely low, very low, and low-income persons to the maximum extent feasible (but not less than 51% of the persons receiving the service).

- Individual persons or families provided a specific direct benefit or service must qualify under current income eligibility limits (% of Area Median Income), as established by the Department of Housing and Urban Development (HUD).
- Any deviation can be made only if it is clear that the service or benefit, to a person whose income exceeds very low- and low-income persons, is otherwise necessary as an integral part of the activity.
- The Recipient shall maintain records that clearly document the income range and household size of the persons it serves. Intake applications with clients self-reporting their income may be allowable documentation.

(B) Alternatively, Recipient may be categorized as a Presumed Benefit service provider, if the Project exclusively serves one or more of the following special populations: abused children, victims of domestic violence from an intimate partner, elderly persons (age 60+), severely disabled adults, persons experiencing homelessness, illiterate adults, persons living with AIDS or HIV, or migrant farm workers.

If categorized as a Presumed Benefit service provider, Recipient is not required to maintain records that document income for clients served with the Grant.

The Recipient's income tracking classification is specified in the description of the Project in Part A of

this Agreement. In either event, the Recipient shall maintain records documenting if the person being served is an ethnic/racial minority, and/or has a disability.

SECTION 2 COMPLIANCE WITH LAWS

The Recipient, in performance of this Agreement, agrees to comply with all applicable Federal, State and local laws, regulations and ordinances. Recipient agrees to comply with all provisions of the Americans with Disabilities Act and all regulations interpreting or enforcing such act.

SECTION 3 FEDERAL STANDARDS FOR EMPLOYMENT PRACTICES

The Recipient shall comply with Executive Order 11246 as amended by Executive Order 12086 and the regulations issued pursuant thereto (41 CFR Chapter 60) will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital status, or status with regard to public assistance. The Recipient will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The Recipient agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The Recipient will, in all solicitations or advertisements for employees placed by or on behalf of the Recipient, state that it is an Equal Opportunity or Affirmative Action Employer.

Where employees are engaged in activities not covered under the Occupational Safety and Health Act (OSHA) of 1970, they shall not be required or permitted to work, be trained or receive services in buildings or surroundings or under working conditions which are unsanitary, hazardous or dangerous to the participants' health or safety.

SECTION 4 DISCRIMINATION PROHIBITED

The Recipient shall not, on the grounds of race, color, national origin, religion, creed, disability, age, sex, actual or perceived sexual orientation, gender identity, marital status, familial status, or because a family includes children:

- (A) Deny a qualified individual any facilities, financial aid, services or other benefits provided under this Agreement;
- (B) Provide any facilities, services, financial aid, or other benefits which are different, or are provided in a different manner, from those provided to others under this Agreement;
- (C) Subject an individual to segregated or separate treatment in any facility in, or in any matter if process related to receipt of any service or benefit under this Agreement;
- (D) Restrict an individual in any way in access to, or in the enjoyment of any advantage or privilege enjoyed by others in connection with any service or benefit under this Agreement;

- (E) Treat anyone differently from others in determining if they satisfy any admission, enrollment, eligibility, membership or other requirement or condition which the individual must meet to be provided a service or benefit under this Agreement;
- (F) Deny anyone an opportunity to participate in any program or activity as an employee, which is different from that afforded others under this Agreement.

SECTION 5 CONFLICT OF INTEREST

No member, officer, or employee of the Recipient, or its designees or agents, no member of the governing body of the City of Fort Collins, and no other public official, employee, or Board or Commission member of the City of Fort Collins, who exercises any function or responsibilities with respect to the City's HSP funding program during his tenure or for one year thereafter, shall have any interest, direct or indirect, in this Agreement or any Subagreement hereto or the proceeds thereof. Any potential conflict on the part of any of these parties shall be disclosed to representatives of the City's Social Sustainability Department or the City Attorney's Office.

SECTION 6 SEPARATION OF CHURCH AND STATE

In addition to, and not in substitution for, other provisions of this Agreement regarding the provision of services utilizing the Grant the Recipient agrees that, in connection with such services:

- (A) It will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;
- (B) It will not discriminate against any person applying for such public services on the basis of religion and will not limit such services or give preference to persons on the basis of religion; and
- (C) It will provide no mandatory religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of such services.

SECTION 7 LICENSING AND PROGRAM STANDARDS

The Recipient agrees to comply with and to obtain at its own expense, if necessary, all applicable Federal, State, County or Municipal standards for licensing, certification and operation of facilities and programs, and accreditation and licensing of individuals, and any other standards or criteria as described in the Agreement to assure quality of services.

In the event of an investigation or suspension regarding any licensing related to the services for which the City is providing funding under this Agreement, the City may terminate this Agreement and withhold all further Grant funds, and may require the Recipient to remit to the City all or a portion of the Grant funds already received under this Agreement. The City may also declare the Recipient ineligible for any further participation in funding opportunities managed by the Social Sustainability Department, including but not limited to: City Human Service Program (HSP), Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), or Affordable Housing Fund (AHF) Agreements.

SECTION 8 LIABILITY/INDEMNITY

[Not applicable to intergovernmental agreements.] The Recipient agrees to release, defend, indemnify and save harmless the City, its appointed and elected officers and employees from and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims or lawsuits for damages resulting from personal or bodily injury, including death at any time resulting from there, sustained or alleged to have been sustained by any person or persons and on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of or the performance of this Agreement, whether such injuries to persons or damage to property is due to the negligence of Recipient, its subcontractors, agents, successor, assigns. This provision shall be inapplicable to the extent the City is judicially found solely negligent for such damage or injury.

[For intergovernmental agreements only.] Each party is responsible for its own negligence and that of its officers and employees. Nothing herein is intended as a waiver of the provisions of the Colorado Governmental Immunity Act, Secs. 24-10-101 et seq. Colo. Rev. Stat.

SECTION 9 NOTICES

Any notices required to be given by the City to the Recipient or by the Recipient to the City shall be in writing and delivered to the other party by hand, by U.S. Mail, or by overnight commercial courier at the addresses listed in Part A. Notices shall be deemed received upon delivery if delivered by hand, the next business day if sent by commercial courier, or on the third business day after mailing if sent by U.S. Mail.

SECTION 10 CITIZEN AND CLIENT PARTICIPATION

The Recipient will have processes in place (satisfaction surveys, Board representation, grievance procedures, etc.) which receive, document and utilize the input from low-income persons potentially benefiting or affected by the Project.

SECTION 11 ASSIGNMENT AND SUBCONTRACTING

The Recipient shall not assign or subcontract any portion of the services provided within the terms of this Agreement without obtaining prior written approval from the City. All terms and conditions of this Agreement shall apply to any approved subcontract or assignment related to the Agreement.

SECTION 12 RESERVATION OF RIGHTS

Failure to insist upon strict compliance with any terms, covenants or conditions of this Agreement shall not be deemed a waiver of such, nor shall any waiver or relinquishment of such right or power at any time be taken to be a waiver of any other breach.

SECTION 13 AMENDMENTS TO AGREEMENT

The parties hereby further agree that this Agreement cannot be amended or modified without the written concurrence of both parties.

SECTION 14 FAILURE TO PERFORM

If Recipient fails to comply with any terms or conditions of this Agreement or to provide in any manner the activities or other performance as agreed to herein, the City reserves the right to temporarily withhold all or any part of payment pending correction of the deficiency, suspend all or part of the Agreement, or prohibit the Recipient from incurring additional obligations of funds until the City is satisfied that corrective action has been taken or completed. The option to withhold Grant funds is in addition to, and not in lieu of, the City's right to terminate as provided in Article III, Section 15 below. The City may consider performance under this Agreement when considering future awards.

SECTION 15 TERMINATION

If the Recipient fails to comply with the terms and conditions of this Agreement, the City may pursue such remedies as are available, including but not limited to, the termination of this Agreement in the manner specified herein.

- (A) Termination for Cause - If the Recipient fails to comply with the terms and conditions of this Agreement and any of the following conditions exist:
- (1) The lack of compliance with the provisions of this Agreement is of such scope and nature that the City deems continuation of this Agreement to be substantially non-beneficial to the public interest;
 - (2) The Recipient has failed to take satisfactory corrective action as directed by the City or its authorized representative within the time specified by same;
 - (3) The Recipient has failed within the time specified by the City or its authorized representative to satisfactorily substantiate its compliance with the terms and conditions of this Agreement.

The City may terminate this Agreement in whole or in part; and thereupon shall notify in writing the Recipient of the termination, the reasons therefore, and the effective date. The effective date shall not be prior to notification of the termination by the City to the Recipient. Costs resulting from obligations incurred by the Recipient after termination of the Agreement are not allowable unless specifically authorized in writing by the City.

- (B) Termination for Convenience - The award may be terminated for convenience, in whole or in part, as follows:
- (1) By the City with the consent of the Recipient. The two parties shall agree upon the termination conditions, including the effective date and in the case of partial termination, the portion to be terminated, or
 - (2) By the Recipient upon submitting written notification to the City. The written notification must set forth the reasons for the termination, the effective date, and in the case of partial termination, the portion to be terminated. However, in the case of a proposed partial termination, the City may terminate the award in its entirety if the City determines that the remaining portion will not accomplish the purpose for which the award was made.

- (C) Termination for Withdrawal, Reduction or Limitation of Funding. If HSP funding is withdrawn, reduced or limited in any way after the Effective Date of this Agreement, and prior to its normal completion, the City may summarily terminate this Agreement as to the Grant funds reduced or limited, notwithstanding any other termination provision of this Agreement. If the level of funding so reduced or limited is so great that the City of Fort Collins deems that the continuation of the Project is no longer in the best interests of the public, the City may summarily terminate this Agreement in whole notwithstanding any other termination provisions of this Agreement. Termination under this Section shall be effective upon receipt of written notice by the Recipient or its representative.
- (D) Remedies. If the City terminates this Agreement for cause, the City may pursue any remedies available to it at law or in equity, including, without limitation, damages, specific performance, and criminal remedies.
- (E) Continuing Obligations. When an award is terminated the Recipient remains responsible for compliance with the closeout and post-closeout obligations described in this Agreement.

SECTION 16 CLOSE-OUT

Upon termination of this Agreement, in whole or in part, for any reason including completion of the Project, the following provisions shall apply:

- (A) Upon written request by the Recipient, the City shall make or arrange for payment to the Recipient of allowable reimbursable costs not covered by previous payments.
- (B) The Recipient shall submit to the City within thirty (30) days after the date of expiration of this Agreement, all financial, performance and other reports required by this Agreement, and in addition, will cooperate in a program audit by the City or its designee. **Exhibit B** details the items the City may select for program audit, in addition to financial records affiliated with the Project.
- (C) The City's closeout of funds will not occur unless and until all outstanding issues with the general contractor and or subcontractor have been resolved to the satisfaction of the City.

SECTION 17 VENUE AND CHOICE OF LAW

If either party to this Agreement initiates any legal or equitable action to enforce the terms of this Agreement, to declare the rights of the parties under this Agreement, or which relates to this Agreement in any manner, the City and the Recipient agree that the proper venue for such action is the Larimer County, Colorado, District Court. It is mutually understood and agreed that this Agreement shall be governed by the laws of the State of Colorado, both as to interpretation and performance.

SECTION 18 SEVERABILITY CLAUSE

If any part, term, or provision of this Agreement is held by the courts to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.

SECTION 19 INTEGRATED DOCUMENT

This Agreement with any attachments, the Recipient’s corresponding application for the City’s Competitive Process, incorporated by reference, and the Recipient’s presentation before the Human Services and Housing Funding Board, incorporated by reference, constitute the entire agreement between the parties and both parties acknowledge that there are no other agreements, written or oral, that have not been fully set forth in the text of this Agreement.

SECTION 20 AUTHORITY TO SIGN

The persons signing this Agreement on behalf of the Recipient hereby affirm that all representations made by the Recipient to the City either in this Agreement or for the purpose of inducing the City to execute this Agreement are true, correct, honest and forthright, and that one or both of them have the authority to bind the Recipient to the terms of this Agreement.

Sample

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of the most recent signatory.

THE CITY OF FORT COLLINS, COLORADO
A Municipal Corporation

Date: _____

By: _____
City Manager

ATTEST:

City Clerk

(Printed Name)

APPROVED AS TO FORM:

Assistant City Attorney

(Printed Name)

RECIPIENT:
GRANTEE/ORGANIZATION NAME
A Colorado Nonprofit Corporation

Date: _____

By: _____
President, Board of Directors

By: _____
Executive Director

Federal I.D. #: _____

ATTEST:

Board Secretary
(Corporate Seal)

EXHIBIT A
(Page 1 of 2)

Preparing for Your Monitoring

Agency Operations

- Current HUD Income Limits that staff uses to determine client income eligibility
- Information regarding any recent staff changes that affect the grant. This includes employees whose salary is reimbursed by the grant, managers who oversee these staff, people who prepare financial and/or beneficiary reports for the grant, and any/all executive level changes.
- Information about whether any board members or employees are assisted with this program.

Employee Information and Documents

Required Postings—(all should be easily accessible to all employees):

- COLORADO STATE LABOR LAW REQUIREMENTS:
 - Colorado Minimum Wage Act - Includes 2021 Minimum Wage
 - Colorado Unemployment Insurance
 - Colorado Anti-Discrimination Laws
 - Colorado Workers' Compensation Act
 - Payday Notice
- FEDERAL LABOR LAW REQUIREMENTS:
 - Family and Medical Leave Act
 - Federal Minimum Wage
 - Employee Polygraph Protection Act
 - Equal Employment Opportunity is the Law
 - USERRA - Uniformed Services Employment and Reemployment Rights Act
 - OSHA - Job Safety & Health Protection Equal Opportunity

Employment Application:

- Equal Opportunity Employer language
- Affirmative Action language
- Anti-discrimination language

Employee Handbook:

- Anti-discrimination language
- Anti-harassment language
- Non-retaliatory grievance procedure
- Whistleblower provision
- Drug free workplace language

EXHIBIT A
(Page 2 of 2)

Client Information and Documents

Client Handbook or Intake Materials:

- Anti-discrimination language
- Non-retaliatory grievance procedure

Beneficiary Review:

Recipient may be asked to securely share the following for a subset of randomly selected clients served by the Grant:

- Application for services
- Dates of service in the program (start and end date, if applicable)
- Age/DOB
- Evidence of Fort Collins residency within city limits (self-reporting on application permitted)
- Copy of ID, if applicable
- Evidence of qualification for presumed benefit, if applicable
- Reporting of ethnic/racial identification
- Reporting of disability identification, if applicable
- Income Source/s
 - If reporting beneficiaries by AMI, reporting of household size and evidence of income for household. Examples:
 - 3 months paystubs
 - Social Security benefits letter
 - Proof of DHS benefits, such as Food Stamps, TANF, WIC, or CCAP
 - Pension benefits letter
 - Self-reported income on intake application materials
 - AMI level of household
 - Affidavit of Zero Income
 - If Presumed Benefit, record of income source and amount, *no evidence needed*
- Evidence of service in alignment with grant contract goal/s. Documentation should include dates. May include:
 - Needs assessment
 - Progress notes
 - Case management documentation

EXHIBIT B

Copy of Original Funding Proposal Added Here

Sample