

EXHIBIT A
Scope of Work & Compensation

SECTION 1 - Scope of Work

1. Contractor (Poverello Center) will perform general duties to implement the following goals found to be in the public interest by the City of Missoula:
 - a. The Emergency Winter Shelter Program will reduce the number of adults sleeping in places not meant for human habitation beginning November 1, 2020 and ending March 31, 2021 during Missoula’s most inclement weather by operating a temporary emergency shelter, implementing a behavior-based policy and offering 24/7 warming space.
2. Contractor shall perform specific life-saving and supportive services in the emergency winter shelter for the City of Missoula including, but not limited to:
 - a. The Poverello Center will operate the secondary location in an overflow emergency shelter capacity and ensure staffing ratios are appropriate to safely provide 24/7 warming space and meet the needs of the population being served in both locations.
 - a. Convene Emergency Winter Shelter monthly meetings to monitor successes and challenges of current operation and close gaps as needed (includes COVID-19 response).
 - b. Hire and train additional staff and volunteers.
 - c. Utilize Homeless Management Information System to track demographics and nights of stay as well as continue to operate as an Access Point agency within Missoula’s Coordinated Entry System.
 - d. Conduct neighborhood meetings in order to maintain positive relationships and quickly address any concerns.
 - e. Conduct meetings with law enforcement, first responders, mobile crisis team and other stakeholders to address any concerns and maintain positive relationships.

A. Roles and Responsibilities

- i. **City of Missoula Staff Leads** - consists of the Reaching Home Manager and Program Coordinator and support from the Department of Housing and Community Development. Staff serve to coordinate and facilitate the execution of the contract, payment of invoices, and collection of progress reporting; making sure the grantee is making progress towards the goals outlined in the scope work. Staff will also support siting of the facility, communications, and operations.
- ii. **Contractors** are responsible for accomplishing the defined work plan objectives that support the City of Missoula’s goals. They will communicate and collaborate directly with the identified Staff Leads.

B. Code of Conduct

- i. **Purpose.** The intent of the Code of Conduct is to set the City of Missoula’s expectations for partners, stakeholders, and contractors.
- ii. **Good faith.** All parties agree to act in a good faith effort. All accept that other participants bring with them the legitimate purposes and goals of their organizations. The work within this collaboration will remain as outlined in this contractual agreement. Any additional work that the contractor wishes to take on will be at their own will, and will occur without additional resource, including the support of staff time, from the City of Missoula.

- iii. **Exchange of information.** All parties agree to exchange information in good faith and provide information in advance of meetings where such information will be necessary. All agree not to divulge information shared by others in confidence outside of the group.

SECTION 2 - Compensation

- A. For the satisfactory completion of the Scope of Work, the City will pay the Contractor the sum not to exceed \$100,000.00 between November 1, 2020 and April 30, 2021. The City agrees to pay the Contractor for actual portions of the work completed for each task described under the Scope of Work.
- a. The approved budget for emergency winter shelter is:

EXPENDITURES	Expenditure	Source: City/County (Contract)	Source: CDBG	Source: Other / In- Kind
(a) Salaries & Wages	\$433,297	\$50,000	\$365,000	\$18,297
(b) Payroll Taxes	-	-	-	
(c) Employee Benefits	-	-	-	
(d) Professional Services	-	-	-	
(e) Materials & Supplies	\$10,000	-	\$10,000	
(f) Occupancy: Utilities	\$40,000	\$40,000		
(g) Travel (e.g., mileage, vehicle operating costs)	-	-	-	
(h) HMIS	\$5,600	-	\$5,600	
(i) Other Expense: Transportation	\$1,000	-	\$1,000	
(j) Other Expense: Professional Development	\$5,000	-	\$5,000	
(k) Other Expense: Building Reserve	\$10,000	\$10,000	-	
TOTAL	\$504,897	\$100,000	\$386,600	\$18,297

- B. Contractor is required to submit an end-of-year progress report in order for the City to closeout this sub-award and remit final payment.