

## AMENDATORY AGREEMENT

This **AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **THE DENVER RESCUE MISSION**, a Colorado nonprofit corporation, PO Box 5206, Denver, CO 80217 and 3501 E. 46<sup>th</sup> Ave., Denver, CO 80216 (“Contractor”, and collectively “the parties”).

The Parties entered into an Agreement dated January 20, 2017 (the “Agreement”) to provide an overflow emergency shelter service to homeless men.

The Parties wish to amend the Agreement to extend the term, increase compensation to the Contractor, and revise the scope of work.

In consideration of the promises and the mutual covenants and obligations herein set forth, the Parties agree as follows:

1. All references to “Exhibit A” in the existing Agreement shall be amended to read “Exhibit A and A-1, as applicable.” The scope of work marked as Exhibit A-1 is attached and incorporated by reference.

2. Article 3 of the Agreement entitled “**TERM**” is amended to read as follows:

“**3. TERM**: The Agreement will commence on **January 1, 2017**, and will expire on **December 31, 2018** (the “Term”).”

3. Articles 4(a) and (e)(1) of the Agreement entitled “**COMPENSATION AND PAYMENT**” is amended to read as follows:

“**a. Fee**: The City shall pay and the Contractor shall accept as the sole compensation for services rendered and costs incurred under the Agreement **One Million Four Hundred Twenty-Seven Thousand Six Hundred Thirty-Five Dollars and No Cents (\$1,427,635.00)**. Amounts billed may not exceed the budget set forth in Exhibits A and A-1.”

“**e. Maximum Contract Amount**:

(1) Notwithstanding any other provision of the Agreement, the City's Maximum Payment obligation will not exceed **One Million Four Hundred Twenty-Seven Thousand Six Hundred Thirty-Five Dollars and No Cents (\$1,427,635.00)** (the "Maximum Contract Amount"). The City is not obligated to execute an Agreement or any amendments for any further services, including any services performed by Contractor beyond that specifically described in **Exhibits A and A-1**. Any services performed beyond those in Exhibits A and A-1 are performed at Contractor's risk and without authorization under the Agreement."

4. Except as herein amended, the Agreement is affirmed and ratified in each and every particular.

**[SIGNATURE PAGES FOLLOW]**

**Contract Control Number:**

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of

SEAL

**CITY AND COUNTY OF DENVER**

ATTEST:

By \_\_\_\_\_

\_\_\_\_\_

APPROVED AS TO FORM:

REGISTERED AND COUNTERSIGNED:

By \_\_\_\_\_

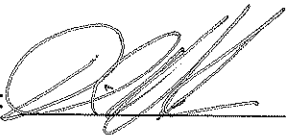
By \_\_\_\_\_

By \_\_\_\_\_



Contract Control Number: SOCSV-201631650-01

Contractor Name: DENVER RESCUE MISSION

By:  , CFO

Name: David Schunk  
(please print)

Title: CFO  
(please print)

**ATTEST: [if required]**

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_  
(please print)



## **SCOPE OF WORK THE DENVER RESCUE MISSION SOCSV-2016-31650-01**

### **I. Purpose of Agreement**

The purpose of the contract is to establish an agreement and Scope of Work between Denver Human Services (DHS), Denver's Road Home (DRH) and The Denver Rescue Mission (DRM). Under this agreement, DRM will provide overflow emergency shelter service to homeless adult men within the City and County of Denver.

### **II. Services**

The Denver Rescue Mission will provide up to 500 homeless adult men with overflow emergency shelter (e-shelter) service. Clients will assemble at approximately 6:00 P.M. in various downtown Denver locations and then be transported by bus to a designated emergency shelter location, where they will sleep. At 6:00 A.M. the following morning, the clients will be transported by bus to the DRM's Lawrence Street Shelter located at 4330 E. 48<sup>th</sup> Ave, Denver, CO 80216. Clients will be served breakfast provided by The Denver Rescue Mission.

The Denver Rescue Mission shall establish a working relationship with The Denver Anti-Discrimination Office and commit to post signage about anti-discrimination within the shelter facility. The City will provide signage materials to assist with compliance.

### **III. Process and Outcome Measures**

1. Please refer to the Outcome Evaluation Plan located in Section VI for all measures and outcomes related to this contract.

### **IV. Performance Management and Reporting**

#### **A. Performance Management**

Monitoring will be performed by the program area and Contracting Services. Contractor may be reviewed for:

- 1. Program or Managerial Monitoring:** The quality of the services being provided and the effectiveness of those services addressing the needs of the program.
- 2. Contract & Financial Monitoring:** Review and analysis of (a) current program information to determine the extent to which contractors are achieving established contractual goals; (b) financial systems & billings to ensure that contract funds are allocated & expended in accordance with the terms of the agreement. Contracting Services will provide regular performance monitoring and reporting to program area management. Contracting Services, in conjunction with the DHS program area, will manage any performance issues and will develop interventions that will resolve concerns.
- 3. Compliance Monitoring:** Monitoring to ensure that the terms of the contract document are met, as well as Federal, State and City legal requirements, standards and policies.

#### **B. Reporting**

The following reports shall be developed and delivered to the City as stated in this section.

**SCOPE OF WORK  
 THE DENVER RESCUE MISSION  
 SOCSV-2016-31650-01**

<b>Report # and Name</b>	<b>Description</b>	<b>Frequency</b>	<b>Report to be sent to:</b>
1. Nightly Report	Report shall demonstrate the nightly count of sheltered men.	Daily	DRH Program Manager
2. Contract Summary Report	Report shall demonstrate all functions performed, and how services provided met the overall goals of this agreement. Other data will include total budget per line item, amount spent, and an explanation as to unspent funds, etc.	Contract End, within 45 days after Term End.	DRH Program Manager & dhs_contracting_services_documents@denvergov.org
3. Other reports as reasonably requested by the City.	To be determined (TBD)	TBD	TBD

**V. Budget Requirements**

- A. Contractor shall provide the identified services for the City under the support of Denver Human Services using best practices and other methods for fostering a sense of collaboration and communication.
- B. Invoices and reports shall be completed and submitted on or before the 15<sup>th</sup> of each month following the month services were rendered 100% of the time. Contractor shall use DHS’ preferred invoice template, if requested.



**SCOPE OF WORK  
THE DENVER RESCUE MISSION  
SOCSV-2016-31650-01**

Invoices shall be submitted to:  
[DHS\\_Contractor\\_Invoices@denvergov.org](mailto:DHS_Contractor_Invoices@denvergov.org)  
 or by US Mail to:

Attn: Financial Services  
 Denver Human Services  
 1200 Federal Boulevard  
 Denver, Colorado 80204

Contractor Name: <b>The Denver Rescue Mission</b>		
Contract Number: <b>SOCSV-2016-31650-01</b>		
Contract Term: <b>01/01/17-12/31/17</b>		
Program Name: <b>DRH Overflow Shelter</b>		
<b>INDIRECT COSTS</b>	<b>BUDGET</b>	<b>BUDGET NARRATIVE JUSTIFICATION*</b>
Indirect Cost Rate	\$5,347	To be prorated over 12 months.
<b>Total (Indirect Costs):</b>	<b>\$5,347</b>	
<b>DIRECT COSTS</b>		
<b>Staffing</b>		
Emergency Services Staff	\$251,783	Staffing to support the operations, working a portion of their time, to be reimbursed at cost. Includes the following positions: Director of Emergency Services, Supervisor of Shelter Emergency Services, Supervisors of Emergency Service Downtown, Emergency Service Coordinators, Shelter Janitor.
Emergency Staff, Overtime, approx. 12% of work hours	\$49,291	Staffing to support the operations, working a portion of their time, to be reimbursed at cost. Includes the following positions: Director of Emergency Services, Supervisor of Shelter Emergency Services, Supervisors of Emergency Service Downtown, Emergency Service Coordinators, Shelter Janitor.
Payroll Taxes	\$23,027	To be reimbursed at 6.1986% Social Security & 1.4497%

**SCOPE OF WORK  
 THE DENVER RESCUE MISSION  
 SOCSV-2016-31650-01**

		Medicare; includes taxes for regular and overtime employees.
Fringe benefits	\$35,656	Calculated at 11.8429%
<b>Sub-Total (Staffing)</b>	<b>\$359,757</b>	
<b>Other Costs</b>		
E-shelter Cell Phone	\$480	\$40/month 1 phone
E-shelter wireless hotspot	\$480	\$40/month 1 Hotspot
Employee Training Costs	\$36,000	To be reimbursed at cost. Training is provided to all shelter staff on areas including (but not limited to) de-escalation, trauma informed care, secondary trauma, cultural diversity, subcontracted expense.
<b>Total Other Costs</b>	<b>\$36,960</b>	
<b>FACILITIES</b>		
<b>General Operating and Overhead Costs</b>		
E-shelter blanket cleaning	\$109,500	To be reimbursed at cost.
Cleaning, Supplies & Toiletries, etc.	\$61,625	Facility cleaning (Vendor), applicable supplies and toiletries, to be reimbursed at cost.
Transportation	\$3,942	Dedicated Van to transport E-Shelter employees At or below, IRS current rate at the time the expense occurs
Vehicle Maintenance / License / Insurance	\$2,400	Billed at cost.
Shelter Supplies	\$19,469	To be reimbursed at cost, includes S&H. Includes mattress covers, blankets, mats, water ect.
<b>Sub-Total (Facilities)</b>	<b>\$196,936</b>	
<b>Direct Costs total</b>	<b>\$593,653</b>	
<b>Indirect Costs Total</b>	<b>\$5,347</b>	
<b>TOTAL BUDGET</b>	<b>\$599,000</b>	
*Adding \$40,000 to the budget though this 1 <sup>st</sup> amendment to be used between the periods of 1/1/2017 through 12/31/2017.		





**SCOPE OF WORK  
THE DENVER RESCUE MISSION  
SOCSV-2016-31650-01**

Contractor Name: <b>The Denver Rescue Mission</b>		
Contract Number: <b>SOCSV-2016-31650-01</b>		
Contract Term: <b>01/01/18-12/31/18</b>		
Program Name: <b>DRH Overflow Shelter</b>		
<b>INDIRECT COSTS</b>	<b>BUDGET</b>	<b>BUDGET NARRATIVE JUSTIFICATION</b>
Indirect Cost Rate	\$39,458	To be prorated over 12 months
<b>Indirect Costs Total</b>	<b>\$39,458</b>	
<b>DIRECT COSTS</b>		
<b>Staffing</b>		
Emergency Services Staff	\$454,480	Staffing to support the operation to be reimbursed at cost. Includes the following positions: Director of Emergency Services, Supervisor of Shelter Emergency Services, Supervisors of Emergency Service Downtown, Emergency Service Coordinators, Shelter Janitor.
Emergency Services Staff, Overtime, 12% of work hours, multiple staff.	\$45,421	Staffing to support the operation to be reimbursed at cost. Includes the following positions: Director of Emergency Services, Supervisor of Shelter Emergency Services, Supervisors of Emergency Service Downtown, Emergency Service Coordinators, Shelter Janitor.
Payroll Taxes	\$34,768	To be reimbursed at 5.6367% Social Security & 1.31826% Medicare; includes taxes for regular and overtime employees
Fringe benefits	\$54,538	Calculated at 10.9097%
<b>Sub-Total (Staffing)</b>	<b>\$589,207</b>	
<b>Other Costs</b>		
E-shelter wireless hotspot	\$3,600	1 Hotspot, to be reimbursed at cost.
Employee Training Costs	\$4,200	To be reimbursed at cost. Training is provided to all shelter staff on areas including (but not limited to) de-escalation, trauma informed care, secondary trauma, cultural diversity.

**SCOPE OF WORK  
 THE DENVER RESCUE MISSION  
 SOCSV-2016-31650-01**

		Subcontracted expense.
<b>Sub-Total (Other Costs)</b>	<b>\$7,800</b>	
<b>FACILITIES</b>		
<b>General Operating and Overhead Costs</b>		
E-shelter blanket cleaning	\$109,500	To be reimbursed at cost.
Cleaning, Supplies & Toiletries, etc.	\$57,000	Facility cleaning (Vendor), applicable supplies and toiletries, to be reimbursed at cost.
Transportation	\$3,801	Dedicated Van to transport E-Shelter employees At or below, IRS current rate at the time the expense occurs.
Vehicle Maintenance / License / Insurance	\$2,400	Billed at cost.
Shelter Supplies	\$19,469	To be reimbursed at cost, includes S&H. Includes mattress covers, blankets, mats, water ect.
<b>Sub-Total (Facilities)</b>	<b>\$192,170</b>	
<b>Direct Costs Total</b>	<b>\$789,177</b>	
<b>Total Indirect Costs:</b>	<b>\$39,458</b>	
<b>TOTAL BUDGET</b>	<b>\$828,635</b>	
*Adding \$828,635 to the budget through this 1 <sup>st</sup> amendment to be used between the periods of 1/1/2018 through 12/31/2018.		

- The total amount of funding added to the contract through this 1<sup>st</sup> amendment will be \$868,635.

**VI. Outcome Evaluation Plan: Denver’s Road Home  
 Program: Denver Rescue Mission**

<b>Goals</b>	<b>Objectives</b>	<b>Measurement</b>	<b>Time frame for Data Collection</b>	<b>Outcomes</b>
#1 To provide shelter services to homeless adult men within the City and County of Denver	#1 We will provide up to 500 overflow shelter mats per night	Nightly Report, Contract Summary Report, Other reports as requested by the city.	Nightly through the DRM Lawrence Street Shelter check-in process.	Provided shelter to up to 500 men per night
#2 To maximize the usefulness of the emergency shelter effort through working	#2 To provide the opportunity for 90 men in pursuing stability through New Life	Summary Report, Other reports as requested by the city.	Application completions are tracked real-time within the mission’s	90 men started self-sufficiency program

**SCOPE OF WORK  
THE DENVER RESCUE MISSION  
SOCSV-2016-31650-01**

<b>Goals</b>	<b>Objectives</b>	<b>Measurement</b>	<b>Time frame for Data Collection</b>	<b>Outcomes</b>
with men and encouraging them to pursue "next step" opportunities within the Mission: New Life and STAR Programs.	Program or STAR Program applications in 2018.		database.	

**VII. Other Requirements**

**A. Advisory Board:**

The Contractor shall, in order to promote client participation in the development of programs and services for the homeless, establish and maintain an advisory board that shall include at least one (1) homeless person receiving services from Denver Human Services (DHS).

**B. Staff Changes:**

If the Contractor has changes in staff that may affect the program outcomes or the processing of invoices, the changes should be reported to DHS within 30 days of the change.

**C. DRH Evaluation:**

The Contractor shall fully participate, in such manner and method as reasonably designated by the Executive Director, in the effort of the City to evaluate the effectiveness of Denver's Road Home plan to end homelessness in Denver. This may include participation in ongoing evaluation discussions and meetings.

**I. HIPAA/HITECH (Business Associate Terms)**

**1. GENERAL PROVISIONS AND RECITALS**

1.01 The parties agree that the terms used, but not otherwise defined below, shall have the same meaning given to such terms under the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and their implementing regulations at 45 CFR Parts 160 and 164 ("the HIPAA regulations") as they exist or may hereafter be amended.

1.02 The parties agree that a business associate relationship (as described in 45 CFR §160.103) under HIPAA, the HITECH Act, and the HIPAA regulations arises between the CONTRACTOR and the CITY to the extent that CONTRACTOR performs, or delegates to subcontractors to perform, functions or activities on behalf of CITY.

1.03 CITY wishes to disclose to CONTRACTOR certain information, some of which may constitute Protected Health Information ("PHI") as defined below, to be used or disclosed in the course of providing services and activities.

**SCOPE OF WORK**  
**THE DENVER RESCUE MISSION**  
**SOCSV-2016-31650-01**

- 1.04 The parties intend to protect the privacy and provide for the security of PHI that may be created, received, maintained, transmitted, used, or disclosed pursuant to the Agreement in compliance with the applicable standards, implementation specifications, and requirements of HIPAA, the HITECH Act, and the HIPAA regulations as they exist or may hereafter be amended.
- 1.05 The parties understand and acknowledge that HIPAA, the HITECH Act, and the HIPAA regulations do not pre-empt any state statutes, rules, or regulations that impose more stringent requirements with respect to privacy of PHI.
- 1.06 The parties understand that the HIPAA Privacy and Security rules apply to the CONTRACTOR in the same manner as they apply to a covered entity. CONTRACTOR agrees to comply at all times with the terms of this Agreement and the applicable standards, implementation specifications, and requirements of the Privacy and the Security rules, as they exist or may hereafter be amended, with respect to PHI.

**2. DEFINITIONS.**

- 2.01 "Administrative Safeguards" are administrative actions, and policies and procedures, to manage the selection, development, implementation, and maintenance of security measures to protect electronic PHI and to manage the conduct of CONTRACTOR's workforce in relation to the protection of that information.
- 2.02 "Agreement" means the attached Agreement and its exhibits to which these additional terms are incorporated by reference.
- 2.03 "Breach" means the acquisition, access, use, or disclosure of PHI in a manner not permitted under the HIPAA Privacy Rule which compromises the security or privacy of the PHI.

2.03.1 Breach excludes:

1. any unintentional acquisition, access, or use of PHI by a workforce member or person acting under the authority of CONTRACTOR or CITY, if such acquisition, access, or use was made in good faith and within the scope of authority and does not result in further use or disclosure in a manner not permitted under the Privacy Rule.
2. any inadvertent disclosure by a person who is authorized to access PHI to another person authorized to access PHI, or organized health care arrangement in which CITY participates, and the information received as a result of such disclosure is not further used or disclosed in a manner disallowed under the HIPAA Privacy Rule.

**SCOPE OF WORK**  
**THE DENVER RESCUE MISSION**  
**SOCSV-2016-31650-01**

3. a disclosure of PHI where CONTRACTOR or CITY has a good faith belief that an unauthorized person to whom the disclosure was made would not reasonably have been able to retain such information.
- 2.03.2 Except as provided in paragraph (a) of this definition, an acquisition, access, use, or disclosure of PHI in a manner not permitted under the HIPAA Privacy Rule is presumed to be a breach unless CONTRACTOR demonstrates that there is a low probability that the PHI has been compromised based on a risk assessment of at least the following factors:
- a. The nature and extent of the PHI involved, including the types of identifiers and the likelihood of re-identification;
  - b. The unauthorized person who used the PHI or to whom the disclosure was made;
  - c. Whether the PHI was actually acquired or viewed; and
  - d. The extent to which the risk to the PHI has been mitigated.
- 2.04 "CONTRACTOR" shall have the same meaning as in the attached Agreement, to which these Business Associate terms are incorporated by reference.
- 2.05 "CITY" shall have the same meaning as in the attached Agreement, to which these Business Associate terms are incorporated by reference.
- 2.06 "Data Aggregation" shall have the meaning given to such term under the HIPAA Privacy Rule in 45 CFR §164.501.
- 2.07 "Designated Record Set" shall have the meaning given to such term under the HIPAA Privacy Rule in 45 CFR §164.501.
- 2.08 "Disclosure" shall have the meaning given to such term under the HIPAA regulations in 45 CFR §160.103.
- 2.09 "Health Care Operations" shall have the meaning given to such term under the HIPAA Privacy Rule in 45 CFR §164.501.
- 2.10 "Immediately" where used here shall mean within 24 hours of discovery.
- 2.11 "Individual" shall have the meaning given to such term under the HIPAA Privacy Rule in 45 CFR §160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).
- 2.12 "Parties" shall mean "CONTRACTOR" and "CITY", collectively.

**SCOPE OF WORK**  
**THE DENVER RESCUE MISSION**  
**SOCSV-2016-31650-01**

- 2.13 "Physical Safeguards" are physical measures, policies, and procedures to protect CONTRACTOR's electronic information systems and related buildings and equipment, from natural and environmental hazards, and unauthorized intrusion.
- 2.14 "The HIPAA Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- 2.15 "Protected Health Information" or "PHI" shall have the meaning given to such term under the HIPAA regulations at 45 CFR §160.103.
- 2.16 "Required by Law" shall have the meaning given to such term under the HIPAA Privacy Rule at 45 CFR §164.103.
- 2.17 "Secretary" shall mean the Secretary of the Department of Health and Human Services or his or her designee.
- 2.18 "Security Incident" means attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system. "Security incident" does not include trivial incidents that occur on a daily basis, such as scans, "pings", or unsuccessful attempts to penetrate computer networks or servers maintained by CONTRACTOR.
- 2.19 "The HIPAA Security Rule" shall mean the Security Standards for the Protection of electronic PHI at 45 CFR Part 160, Part 162, and Part 164, Subparts A and C.
- 2.20 "Subcontractor" shall have the meaning given to such term under the HIPAA regulations at 45 CFR §160.103.
- 2.21 "Technical safeguards" means the technology and the policy and procedures for its use that protect electronic PHI and control access to it.
- 2.22 "Unsecured PHI" or "PHI that is unsecured" means PHI that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary of Health and Human Services ("HHS") in the guidance issued on the HHS Web site.
- 2.23 "Use" shall have the meaning given to such term under the HIPAA regulations at 45 CFR §160.103.

**3. OBLIGATIONS AND ACTIVITIES OF CONTRACTOR AS BUSINESS ASSOCIATE.**

- 3.01 CONTRACTOR agrees not to use or further disclose PHI that CITY discloses to CONTRACTOR except as permitted or required by this Agreement or by law.

**SCOPE OF WORK**  
**THE DENVER RESCUE MISSION**  
**SOCSV-2016-31650-01**

- 3.02 CONTRACTOR agrees to use appropriate safeguards, as provided for in this Agreement, to prevent use or disclosure of PHI that CITY discloses to CONTRACTOR or that CONTRACTOR creates, receives, maintains, or transmits, on behalf of CITY, except as provided for by this Contract.
- 3.03 CONTRACTOR agrees to comply with the HIPAA Security Rule, at Subpart C of 45 CFR Part 164, with respect to electronic PHI that CITY discloses to CONTRACTOR or that CONTRACTOR creates, receives, maintains, or transmits, on behalf of CITY.
- 3.04 CONTRACTOR agrees to mitigate, to the extent practicable, any harmful effect of a Use or Disclosure of PHI by CONTRACTOR in violation of the requirements of this Agreement that becomes known to CONTRACTOR.
- 3.05 CONTRACTOR agrees to immediately report to CITY any Use or Disclosure of PHI not provided for by this Agreement that CONTRACTOR becomes aware of. CONTRACTOR must report Breaches of Unsecured PHI in accordance with 45 CFR §164.410.
- 3.06 CONTRACTOR agrees to ensure that any of its subcontractors that create, receive, maintain, or transmit, PHI on behalf of CONTRACTOR agree to comply with the applicable requirements of Section 164 Part C by entering into a contract or other arrangement.
- 3.07 To comply with the requirements of 45 CFR §164.524, CONTRACTOR agrees to provide access to CITY, or to an individual as directed by CITY, to PHI in a Designated Record Set within fifteen (15) calendar days of receipt of a written request by CITY.
- 3.08 CONTRACTOR agrees to make amendment(s) to PHI in a Designated Record Set that CITY directs or agrees to, pursuant to 45 CFR §164.526, at the request of CITY or an Individual, within thirty (30) calendar days of receipt of the request by CITY. CONTRACTOR agrees to notify CITY in writing no later than ten (10) calendar days after the amendment is completed.
- 3.09 CONTRACTOR agrees to make internal practices, books, and records, including policies and procedures, relating to the use and disclosure of PHI received from, or created or received by CONTRACTOR on behalf of CITY, available to CITY and the Secretary in a time and manner as determined by CITY, or as designated by the Secretary, for purposes of the Secretary determining CITY'S compliance with the HIPAA Privacy Rule.
- 3.10 CONTRACTOR agrees to document any Disclosures of PHI that CITY discloses to CONTRACTOR or that CONTRACTOR creates, receives, maintains, or transmits on behalf of CITY, and to make information related to such Disclosures available as would be required for CITY to respond to a request by an Individual for an accounting of Disclosures of PHI in accordance with 45 CFR §164.528.

**SCOPE OF WORK**  
**THE DENVER RESCUE MISSION**  
**SOCSV-2016-31650-01**

- 3.11 CONTRACTOR agrees to provide CITY information in a time and manner to be determined by CITY in order to permit CITY to respond to a request by an Individual for an accounting of Disclosures of PHI in accordance with 45 CFR §164.528.
- 3.12 CONTRACTOR agrees that, to the extent CONTRACTOR carries out CITY's obligation(s) under the HIPAA Privacy and/or Security rules, CONTRACTOR will comply with the requirements of 45 CFR Part 164 that apply to CITY in the performance of such obligation(s).
- 3.13 CONTRACTOR shall work with CITY upon notification by CONTRACTOR to CITY of a Breach to properly determine if any Breach exclusions exist as defined below.

**4. SECURITY RULE.**

- 4.01 CONTRACTOR shall comply with the requirements of 45 CFR § 164.306 and establish and maintain appropriate Administrative, Physical and Technical Safeguards in accordance with 45 CFR §164.308, §164.310, §164.312, §164.314 and §164.316 with respect to electronic PHI that CITY discloses to CONTRACTOR or that CONTRACTOR creates, receives, maintains, or transmits on behalf of CITY. CONTRACTOR shall follow generally accepted system security principles and the requirements of the HIPAA Security Rule pertaining to the security of electronic PHI.
- 4.02 CONTRACTOR shall ensure that any subcontractors that create, receive, maintain, or transmit electronic PHI on behalf of CONTRACTOR agree through a contract with CONTRACTOR to the same restrictions and requirements contained here.
- 4.03 CONTRACTOR shall immediately report to CITY any Security Incident of which it becomes aware. CONTRACTOR shall report Breaches of Unsecured PHI as described in 5. BREACH DISCOVERY AND NOTIFICATION below and as required by 45 CFR §164.410.

**5. BREACH DISCOVERY AND NOTIFICATION.**

- 5.01 Following the discovery of a Breach of Unsecured PHI, CONTRACTOR shall notify CITY of such Breach, however, both parties may agree to a delay in the notification if so advised by a law enforcement official pursuant to 45 CFR §164.412.
  - 5.01.1 A Breach shall be treated as discovered by CONTRACTOR as of the first day on which such Breach is known to CONTRACTOR or, by exercising reasonable diligence, would have been known to CONTRACTOR.
  - 5.01.2 CONTRACTOR shall be deemed to have knowledge of a Breach, if the Breach is known, or by exercising reasonable diligence would have been known, to any person who is an employee, officer, or other agent of CONTRACTOR, as determined by the federal common law of agency.



**SCOPE OF WORK**  
**THE DENVER RESCUE MISSION**  
**SOCSV-2016-31650-01**

- 5.02 CONTRACTOR shall provide the notification of the Breach immediately to the CITY DHS Executive Director or other designee.
- 5.02.1 CONTRACTOR'S initial notification may be oral, but shall be followed by written notification within 24 hours of the oral notification.
- 5.03 CONTRACTOR'S notification shall include, to the extent possible:
- 5.03.1 The identification of each Individual whose Unsecured PHI has been, or is reasonably believed by CONTRACTOR to have been, accessed, acquired, used, or disclosed during the Breach;
- 5.03.2 Any other information that CITY is required to include in the notification to each Individual under 45 CFR §164.404 (c) at the time CONTRACTOR is required to notify CITY, or promptly thereafter as this information becomes available, even after the regulatory sixty (60) day period set forth in 45 CFR §164.410 (b) has elapsed, including:
- a. A brief description of what happened, including the date of the Breach and the date of the discovery of the Breach, if known;
  - b. A description of the types of Unsecured PHI that were involved in the Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved);
  - c. Any steps Individuals should take to protect themselves from potential harm resulting from the Breach;
  - d. A brief description of what CONTRACTOR is doing to investigate the Breach, to mitigate harm to Individuals, and to protect against any future Breaches; and
  - e. Contact procedures for Individuals to ask questions or learn additional information, which shall include a toll-free telephone number, an e-mail address, Web site, or postal address.
- 5.04 CITY may require CONTRACTOR to provide notice to the Individual as required in 45 CFR §164.404, if at the sole discretion of the CITY, it is reasonable to do so under the circumstances.
- 5.05 In the event that CONTRACTOR is responsible for a Breach of Unsecured PHI in violation of the HIPAA Privacy Rule, CONTRACTOR shall have the burden of demonstrating that CONTRACTOR made all required

**SCOPE OF WORK**  
**THE DENVER RESCUE MISSION**  
**SOCSV-2016-31650-01**

notifications to CITY, and as required by the Breach notification regulations, or, in the alternative, that the acquisition, access, use, or disclosure of PHI did not constitute a Breach.

- 5.06 CONTRACTOR shall maintain documentation of all required notifications of a Breach or its risk assessment under 45 CFR §164.402 to demonstrate that a Breach did not occur.
- 5.07 CONTRACTOR shall provide to CITY all specific and pertinent information about the Breach, including the information listed above, if not yet provided, to permit CITY to meet its notification obligations under Subpart D of 45 CFR Part 164 as soon as practicable, but in no event later than fifteen (15) calendar days after CONTRACTOR's initial report of the Breach to CITY.
- 5.08 CONTRACTOR shall continue to provide all additional pertinent information about the Breach to CITY as it becomes available, in reporting increments of five (5) business days after the prior report to CITY. CONTRACTOR shall also respond in good faith to all reasonable requests for further information, or follow-up information, after report to CITY, when such request is made by CITY.
- 5.09 In addition to the provisions in the body of the Agreement, CONTRACTOR shall also bear all expense or other costs associated with the Breach and shall reimburse CITY for all expenses CITY incurs in addressing the Breach and consequences thereof, including costs of investigation, notification, remediation, documentation or other costs or expenses associated with addressing the Breach.

**6. PERMITTED USES AND DISCLOSURES BY CONTRACTOR.**

- 6.01 CONTRACTOR may use or further disclose PHI that CITY discloses to CONTRACTOR as necessary to perform functions, activities, or services for, or on behalf of, CITY as specified in the Agreement, provided that such use or Disclosure would not violate the HIPAA Privacy Rule if done by CITY.
- 6.02 CONTRACTOR may use PHI that CITY discloses to CONTRACTOR, if necessary, for the proper management and administration of the Agreement.
- 6.03 CONTRACTOR may disclose PHI that CITY discloses to CONTRACTOR to carry out the legal responsibilities of CONTRACTOR, if:
  - 6.03.1 The Disclosure is required by law; or
  - 6.03.2 CONTRACTOR obtains reasonable assurances from the person or entity to whom/which the PHI is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person or entity and the person or entity immediately notifies CONTRACTOR of any instance of which it is aware in which the confidentiality of

**SCOPE OF WORK**  
**THE DENVER RESCUE MISSION**  
**SOCSV-2016-31650-01**

the information has been breached.

- 6.04 CONTRACTOR may use or further disclose PHI that CITY discloses to CONTRACTOR to provide Data Aggregation services relating to the Health Care Operations of CONTRACTOR.
- 6.05 CONTRACTOR may use and disclose PHI that CITY discloses to CONTRACTOR consistent with the minimum necessary policies and procedures of CITY.

**7. OBLIGATIONS OF CITY.**

- 7.01 CITY shall notify CONTRACTOR of any limitation(s) in CITY'S notice of privacy practices in accordance with 45 CFR §164.520, to the extent that such limitation may affect CONTRACTOR'S Use or Disclosure of PHI.
- 7.02 CITY shall notify CONTRACTOR of any changes in, or revocation of, the permission by an Individual to use or disclose his or her PHI, to the extent that such changes may affect CONTRACTOR'S Use or Disclosure of PHI.
- 7.03 CITY shall notify CONTRACTOR of any restriction to the Use or Disclosure of PHI that CITY has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect CONTRACTOR'S use or disclosure of PHI.
- 7.04 CITY shall not request CONTRACTOR to use or disclose PHI in any manner that would not be permissible under the HIPAA Privacy Rule if done by CITY.

**8. BUSINESS ASSOCIATE TERMINATION.**

- 8.01 Upon CITY'S knowledge of a material breach or violation by CONTRACTOR of the requirements of this Contract, CITY shall:
  - 8.01.1 Provide an opportunity for CONTRACTOR to cure the material breach or end the violation within thirty (30) business days; or
  - 8.01.2 Immediately terminate the Agreement, if CONTRACTOR is unwilling or unable to cure the material breach or end the violation within (30) days, provided termination of the Agreement is feasible.
- 8.02 Upon termination of the Agreement, CONTRACTOR shall either destroy or return to CITY all PHI CONTRACTOR received from CITY and any and all PHI that CONTRACTOR created, maintained, or received on behalf of CITY in conformity with the HIPAA Privacy Rule.
  - 8.02.1 This provision shall apply to all PHI that is in the possession of subcontractors or agents of CONTRACTOR.
  - 8.02.2 CONTRACTOR shall retain no copies of the PHI.

**SCOPE OF WORK**  
**THE DENVER RESCUE MISSION**  
**SOCSV-2016-31650-01**

8.02.3 In the event that CONTRACTOR determines that returning or destroying the PHI is not feasible, CONTRACTOR shall provide to CITY notification of the conditions that make return or destruction infeasible. Upon determination by CITY that return or destruction of PHI is infeasible, CONTRACTOR shall extend the protections of this Agreement to the PHI and limit further Uses and Disclosures of the PHI to those purposes that make the return or destruction infeasible, for as long as CONTRACTOR maintains the PHI.

8.03 The obligations of this Agreement shall survive the termination of the Agreement.

**9 SUBSTANCE ABUSE (42 C.F.R., Part 2)**

Provider will also comply with all provisions of 42 C.F.R., Part 2 relating to substance abuse treatment and records.