

## SECOND AMENDATORY AGREEMENT

This **SECOND AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and the **COLORADO NONPROFIT DEVELOPMENT CENTER d/b/a HARM REDUCTION ACTION CENTER**, a nonprofit corporation, with an address of 789 Sherman Street, Denver, CO 80203, jointly “the parties”.

### RECITALS:

**A.** The Parties entered into an Agreement dated April 22, 2019, and a First Amendatory Agreement dated March 11, 2020 (collectively, the “Agreement”) to provide the services described in the scope of work.

**B.** The Parties wish to amend the Agreement to extend the term, increase the maximum contract amount, and amend the scope of work.

**NOW THEREFORE**, in consideration of the premises and the Parties’ mutual covenants and obligations, the Parties agree as follows:

1. Section 3 of the Agreement entitled “**TERM**” is hereby deleted in its entirety and replaced with:

“**3. TERM:** The Agreement will commence on **April 1, 2019**, and will expire on **December 31, 2021** (the “Term”). Subject to the Executive Director’s prior written authorization, the Contractor shall complete any work in progress as of the expiration date and the Term of the Agreement will extend until the work is completed or earlier terminated by the Executive Director.”

2. Section 4 of the Agreement entitled “**Compensation and Payment**” Sub-section c. (1) entitled “**Maximum Contract Amount:**” is hereby deleted in its entirety and replaced with:

“**c. Maximum Contract Amount:**

**(1)** Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **SEVEN HUNDRED EIGHTEEN THOUSAND ONE HUNDRED NINETY-NINE DOLLARS AND NO CENTS (\$718,199.00)** (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 Exhibit A. Any services performed beyond those in Exhibit A are performed at Contractor's risk and without authorization under the Agreement."

3. **Exhibit A** and **Exhibit A-1** are hereby deleted in their entirety and replaced with **Exhibit A-2 Scope of Work and Budget**, attached and incorporated by reference herein. All references in the original Agreement to Exhibit A and Exhibit A-1 are changed to Exhibit A-2.

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

5. This Second Amendatory Agreement will not be effective or binding on the City until it has been fully executed by all required signatories of the City and County of Denver, and if required by Charter, approved by the City Council.

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**Contract Control Number:** ENVHL-202057013-02/ ENVHL-201948546-02  
**Contractor Name:** Colorado Nonprofit Development Center

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:**

Attorney for the City and County of Denver

By:

By:

\_\_\_\_\_

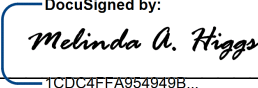
\_\_\_\_\_

By:

\_\_\_\_\_

**Contract Control Number:**  
**Contractor Name:**

ENVHL-202057013- 02/ ENVHL-201948546-02  
Colorado Nonprofit Development Center

By:  \_\_\_\_\_  
DocuSigned by:  
Melinda A. Higgs  
TDC4FFA954949B...

Name: Melinda A. Higgs  
(please print)

Title: President & CEO  
(please print)

ATTEST: [if required]

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

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

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

## **Exhibit A-2: Scope of Work and Rates**

### **Colorado Non-profit Development /DBA Harm Reduction Action Center (HRAC)**

#### **I. Introduction**

The City & County of Denver (City) enacted an ordinance in 1997, Article V of Chapter 24 of the Denver Revised Municipal Code Section 24-157, allowing for the establishment of Syringe Access Programs (SAPs), with oversight from the Denver Department of Public Health & Environment (DDPHE). This ordinance was amended in 2013.

SAPs are evidence-based and cost-effective programs which reduce the transmission of blood-born infectious diseases such as Human Immunodeficiency Virus (HIV) and Hepatitis C Virus (HCV), as well as meet people where they are in terms of their substance use and recovery goals. SAPs serve as non-stigmatizing venues for people who use drugs to discuss their substance use openly and honestly, and provide additional support services, including linkage to social services, testing, and treatment. This is accomplished through education, referral to services, and prevention services provided by registered SAPs.

#### **II. Scope**

**Harm Reduction Action Center's** SAP will operate according to the City's Rules and Regulations Governing Syringe Access and Treatment Referral Programs (Rules & Regulations), updated February 7, 2019. **Harm Reduction Action Center** intends to serve **3,500** people who inject drugs (PWID) from January 1, 2021 through December 31, 2021. As a registered SAP receiving funds from the City, **Harm Reduction Action Center's** SAP will provide the following services, either directly or through referral, to participants free of charge:

- Syringe and other sterile injection-related supplies;
- Education on safer injection practices and vein care;
- Syringe disposal and education on syringe disposal practices and locations;
- Overdose prevention, education, recognition and response, and distribution of naloxone;
- HIV/STIs/HCV testing and sexual health resources; and
- Social support and healthcare services such as case management, substance use treatment, food banks, behavioral health services, primary care, HCV/HIV/STI treatment, Hepatitis A and B vaccinations, Pre-Exposure Prophylaxis, and wound care.

Additional services to be provided may include:

- Education regarding legal rights under CRS 25-1-520 and section 18-18- 428(1)(b) that encourages participants to always disclose their possession of hypodermic needles or syringes to peace officers, emergency medical technicians, or other first responders prior to a search;
- Provision of other harm reduction supplies; and
- Participation in syringe clean-up actions in and around the neighboring community

where the facility is located, including clean-up efforts in the City as a part of a larger city- wide effort.

**Harm Reduction Action Center will:**

- Participate in semi-annual meetings with the contract monitor, and semi-annual meetings with the contract monitor and other City-funded SAPs in Denver;
- Participate in regular (monthly) communication initiated by the contract monitor via email;
- Submit complete quarterly reports to the contract monitor within 30 days of the end of the quarter; and
- Coordinate with the contract monitor to schedule annual site visits.

**III. Reporting Requirements**

**Harm Reduction Action Center** will provide quantitative and qualitative data quarterly as set forth in the Rules & Regulations to DDPHE within 30 days of the end of each quarter. The purpose of the reporting requirements is to ensure contractual compliance and fidelity to program design. DDPHE will review the reports within one week of the due date and will respond to **Harm Reduction Action Center** with any questions, comments, or follow up identified. **DDPHE** may request other data as needed to assess need for services, and evaluate program performance. If DDPHE requests additional data, DDPHE will provide **Harm Reduction Action Center** with five days' notice of the request and **Harm Reduction Action Center** will provide the requested data within 30 calendar days of receiving notice. **Harm Reduction Action Center** will submit annual key performance indicator (KPI) goals to DDPHE by 1/31/21, or within one month of contract execution, whichever is later. These KPIs will be incorporated into quarterly reports to show progress toward goals.

DDPHE will provide:

- data shells and report template for submission;
- data definitions;
- support/technical assistance to improve data collection;
- meeting scheduling; and
- monthly communication to SAPs.

Data shells will be provided at the beginning of the year with data definitions and may be revised as needed.

The table below indicates the due dates for progress reports and KPI development.

<b>Reporting Requirement</b>	<b>Due Date</b>
Annual KPI Goals	1/31 of new contract year, or one month after contract execution

Quarter 1 Progress Report	April 30 <sup>th</sup>
Quarter 2 Progress Report	July 30 <sup>st</sup>
Quarter 3 Progress Report	October 30 <sup>st</sup>
Quarter 4 Progress Report	January 30 <sup>st</sup> of following year
Other DDPHE data requests	Within 30 days of request

#### **IV. Monitoring Activities & Site Inspections**

##### **a. DDPHE Site Visits:**

**Policy:** DDPHE will conduct annual site visits of City-funded SAPs. Two site visits will occur, the first will be at the beginning of a new contract period to review contract term, goals, expectations, reporting requirements, and other program documents. The second site visit will occur later in the year at a mutually agreeable time to observe SAP practices.

**Purpose:** The purpose of conducting a site visit is to ensure that contractors are aware of all contractual requirements and expectations, and to evaluate progress toward contract goals and compliance with contract terms, as well as identify additional needs for technical assistance or other support.

**Noncompliance:** If DDPHE identifies any compliance concerns, DDPHE will communicate directly with **Harm Reduction Action Center** to remedy the issue.

##### **b. Evaluation:**

SAPs receiving funding from the City will work with DDPHE to determine key performance indicators to be used by all funded SAPs. Individual SAPs may add agency-specific KPIs as outlined in their SAP evaluation plan.

##### **c. Denver-wide Evaluation Plan:**

DDPHE may ask SAPs to provide input to DDPHE on an evaluation plan to assess need for substance use prevention, harm reduction, treatment, and recovery services in Denver and evaluate syringe services programming.

#### **V. Public & Participant Complaints**

##### **a. Community & Behavioral Health**

If DDPHE receives a complaint, DDPHE will work collaboratively with the SAP to find a resolution to the complaint. All steps taken shall be documented and maintained on file.

#### **VI. Relocation of Contractor Premises**

DDPHE will require **Harm Reduction Action Center** to notify the registered neighborhood

organizations within the boundaries of its intended new location to make them aware of the services provided, including documentation of the meeting, such as decisions made and attendees, as available. **Harm Reduction Action Center** will notify DDPHE two months prior to the move and include DDPHE in conversations as needed.

## **VII. Payment Terms & Budget**

The total shall be billed in monthly installments from January 1, 2021 through December 31, 2021.

The City shall reimburse **Harm Reduction Action Center** for the following expenses directly related to carrying out the SAP:

- Salaries and fringe benefits;
- Supplies and operating expenses such as: utilities, emergency maintenance of building or site, rent/lease, printing and copying, supplies (can include items such as vein care, safer injection supplies and other harm reduction supplies, educational materials for overdose prevention, safer sex materials);
- Travel, conferences, parking;
- Naloxone;
- Equipment such as computers, other electronics, and software;
- Data tracking and reporting;
- Disposal services and supplies; and
- Indirect costs–financial management, human services, administrative oversight, etc.

Personnel	<b>\$20,355</b>
Supplies & Operating	<b>\$197,260</b>
Travel	<b>\$0</b>
Contractual	<b>\$0</b>
Equipment	<b>\$0</b>
<b>Direct Total</b>	<b>\$217,615</b>
<b>Indirect Total</b>	<b>\$21,761</b>
<b>Grand Total</b>	<b>\$239,376</b>

Contractors must submit detailed invoices using templates provided by DDPHE with supporting documentation (such as receipts and invoices for all reimbursed expenses, organization approved timesheets, etc.) within 30 calendar days of the end of the month. Payments will be provided on a net 30 basis.

Invoices should be sent electronically to [OBHSinvoices@denvergov.org](mailto:OBHSinvoices@denvergov.org)