

I Purpose of Agreement

The purpose of the contract is to establish an agreement and Scope of Services between the Community & Behavioral Health division (CBH) of the Denver Department of Public Health & Environment (DDPHE) and La Raza Services, Inc. (SDLR) to work in conjunction with the Colorado Coalition for the Homeless (CCH) to implement and operate a reentry program based on the Transition from Jail to Community (TJC) model. The objective of the reentry program is to reduce recidivism in the City and County of Denver by promoting access to services, resources, and supportive relationships for justice-involved individuals prior to release from detention or jail and continuing post-release in the community.

II Term

The term of this agreement is from January 1, 2020 through December 31, 2020.

III Services to be Provided

The TJCC program utilizes best practice methods to reduce recidivism or likelihood of a person returning to jail by improving stabilization upon returning to the community and improving the quality of life for persons involved in the criminal justice system. The TJC model connects participants to services prior to their release from detention or jail, with continued services upon reentry into the community. Services include continued support, skill development, direct case management and resources, and relationships to promote positive community involvement. Cooperation and collaboration among criminal justice system and community partners is critical to providing a continuum of services. The TJC model calls for comprehensive reentry processes including, but not limited to, client assessment, transition and case planning and targeted services in the correctional and community setting based on the assessed individual's risk and needs.

In addition, best practices for reentry services are culturally responsive and address factors or "criminogenic needs" of the individual including cognitive processing, attitudes, beliefs, values and emotional regulation, employment and education including supported employment, developing positive family, peers and natural supports, productive use of time, mental health and substance use treatment and recovery support.

A. Services to be provided by the TJC Collaborative:

1. Will implement the Transition from Jail to Community (TJC) model by providing services, resources, and supportive relationships for medium-to-high risk offenders entering jail and continuing through their reentry process back to the community. Services and resources are to be provided to Denver residents and/or individuals returning to Denver upon release.
2. Using screenings and assessments, create a service and transition plan while the participant is still incarcerated that includes targeted interventions for successful release and post-release service delivery.
3. Where appropriate, utilize evidence-based curricula, such as:
  - Driving with Care DUI treatment
  - Moral Reconciliation Therapy/Dialectical Behavior Therapy
  - Parents on a Mission
  - Seeking Safety
4. Establish and implement pre-release and post-release service delivery based on the risk and need assessment that addresses the participant's individual needs.  
Pre-release services may include:

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- Gender-specific treatment services
- Motivational Enhancement Therapy
- Substance Use Education
- Employment, vocational, and education skills
- Pre-release planning and case management
- DUI education
- Trauma/PTSD treatment
- Cognitive behavioral interventions
- Parenting skills training
- Mentoring and self-help groups
- Jail in-reach with treatment providers and supervision
- Assistance with benefit applications

Post-release services may include:

- Case management
- Trauma/PTSD treatment
- Cognitive behavioral interventions
- Parenting skills training
- Peer support, mentoring, and self-help groups
- Assistance with benefit applications
- Gender-specific treatment services
- Motivational Enhancement Therapy
- Relapse Prevention/Substance Use Education
- Employment, vocational, and education skills
- DUI education and therapy groups

5. Assist participants with basic needs, such as job training, placement, and educational access for participants.
  6. Offer all services in English and Spanish and provide accommodations for other languages and differences in abilities.
- B. Contractors' responsibilities include, but are not limited to:
1. Will develop and maintain positive and productive relationships with other stakeholders, including jail staff, community partners, and other City staff.
  2. Will ensure that SDLR and CCH staff attend trainings as scheduled and use training appropriately.
  3. Will be responsible for ensuring all assessments, service utilization and outcome data are tracked and will provide this data for evaluation purposes. This includes providing and/or entering all data into specified database(s).
  4. Will utilize culturally-responsive teaching and service delivery methods to address individuals' unique needs.
  5. Will integrate the following recommendations to ensure successful reentry:
    - a. Collaboration for reentry services at all levels and between all stakeholders within the TJC model.
    - b. Provide reentry services at all levels until stable reentry into the community.
    - c. Prioritize mental health needs and services given the high percentage of people suffering from mental health issues who are in jail and the high level of vulnerability the population group endures. Provide appropriate mental health services and/or referrals for individuals with mental health needs.
    - d. Work to alleviate community stigma around the incarcerated population through widespread education to improve jail-to-community access to resources in the community.

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- e. Provide life-skills programming that focuses on practical education that includes financial literacy and money management. Where possible, financial empowerment should also address how to resolve debts incurred as a result of the participant's criminal justice case.
  - f. Provide comprehensive resource materials that contain information on available community services and resources which include updated and current contact information.
  - g. Assisting with coordination of logistical support upon release, including readily available transportation outside the jail, accessible communication devices (i.e. cell phones) and knowledge of or contact information for available community-based services and resources.
6. Staff, volunteers, and interns must complete and pass criminal background checks prior to being approved to work in the jail due to staff access to protected client data maintained by the City and County of Denver. CBH and/or the Manager of Safety and/or Denver Sheriff Department have the right to decline/reject staff based on criminal history and/or current system involvement without negotiation.
7. SDLR will perform the role of being fiscal steward for the Crime Prevention and Control Commission (CPC) funding to administer the TJCC program.
- a. Work within the set budget and expend funds according to the contract. This includes payroll, check disbursement, administration of funds, invoicing/billing, budget reconciliation, and financial reports.
  - b. Prepare and provide monthly financial reports to the CBH and/or its designee(s). Provide verification of expenditures with payroll backup.
  - c. Work with CBH regarding any audits. Keep in their original form all TJCC records and documents for a minimum of three (3) years from the expiration date of the contract.
  - d. CPC/CBH funds contracted for the TJCC program are to be used for staffing positions, operational costs, client services, and indirect costs.

VI. Process and Outcome Measures

A. Process Measures

- 1. Work collaboratively with other stakeholders from Denver Sheriff's Department, Colorado Coalition for the Homeless, the Department of Public Health and Environment in daily operations, steering or ad-hoc committees to develop and maintain processes and practices that lead toward fidelity of the TJC model.
- 2. Using methodology established by steering committee, engage at least 75% of DSD selected, eligible inmates in the TJCC program.
- 3. Transition 50% of jail-based participants to ongoing services post-release.
- 4. Contractor shall submit accurate and timely invoices in accordance with the requirements of the Agreement.

B. Outcome Measures

- 1. Of the 50% of jail-based participants that transitioned to community services, at least 50% will receive at least 40 hours of services within 6 months of release.
- 2. At least 25% of community-based participants will continue to receive ongoing services 6 months past release.
- 3. 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 DDPHE's

preferred invoice template, if requested.

Invoices should be submitted to: [obhs.invoices@denvergov.org](mailto:obhs.invoices@denvergov.org).

VII. Performance Management and Reporting

A. Performance Management

1. Monitoring will be performed by the CPCC/CBH program area and contractor may be reviewed for:
2. Program or Managerial Monitoring: The quality of the services being provided and the effectiveness of those services addressing the needs of the program.
3. 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. The CBH program area in conjunction with the CPCC will manage any performance issues and will develop interventions that will resolve concerns.
4. Compliance Monitoring: Monitoring to ensure that the requirements of the contract document, Federal, State and City and County regulations, Safety and DDPHE policies are being met.

B. Reporting

The following reports shall be developed and delivered to the City as stated in this section. Payment may be withheld if reports are not complete and submitted.

<p>OBHS Quarterly Reports</p>	<p>OBHS Quarterly Reports will be submitted to OBHS Program Manager or designee no later than the last day of the first month following the respective quarter. (<b>Note:</b> Include current and historical data from previous quarters in order to provide trend information by reporting area):</p> <ul style="list-style-type: none"> <li>• Jail service information and community service information</li> <li>• Number of clients referred to the program for services</li> <li>• Number of new clients enrolled and completed intakes and by referral type</li> <li>• Number of continuing clients by number and type of service</li> <li>• Average length of stay in services by type of discharge from service.</li> <li>• General profile of clients served (age, ethnicity, gender)</li> <li>• Number of classes/groups provided, attendance and completion rates by type of class; definition of completion</li> <li>• Number of individual services by type and number of persons served; number of referrals by type of referral and level of follow-through with engagement</li> <li>• Average client caseload per case manager</li> <li>• Number of persons completing employment services by type, placed in jobs and length of maintaining employment as available.</li> <li>• Number of persons applying for benefits.</li> <li>• Number of clients housed and by housing type.</li> </ul> <p>Other reported items that are not captured through data entry may include:</p> <ul style="list-style-type: none"> <li>• Client narratives</li> <li>• Accomplishments, areas for improvement, missing process or data items</li> </ul> <p>To ensure accurate monthly reporting, staff must enter data in an accurate and timely manner. Regular data integrity checks must be established and maintained.</p>	<p>Quarterly</p>	<p>CPCC Program Manager and <a href="mailto:OBHSinvoices@denvergov.org">OBHSinvoices@denvergov.org</a></p>
<p>Contract Summary Report</p>	<p>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.</p>	<p>Contract End, within 45 days after Term End.</p>	<p>OBHS.invoices@denvergov.org</p>
<p>Other reports as reasonably requested by the City</p>	<p>To be determined (TBD)</p>	<p>TBD</p>	<p>TBD</p>

**Budget Requirements**

- A. Contractor shall provide the identified services for the City under the support of DDPHE and CBH using best practices and other methods for fostering a sense of collaboration and communication.
- B. Invoices and reports shall be completed by Contractor and submitted on or before the 15th of each month following the month services were rendered 100% of the time.

Contractor Name	Servicios de la Raza	
Contract Term	January 1, 2020 - December 31, 2020	
Program Name	Transition from Jail to Community	
Budget Item	Amount	Narrative
<b>Staff Costs</b>		
SDLR Program Manager	\$28,325	Partial salary, based on time spent working directly on TJC program – overseeing program, including supervising staff, administrative duties, and other management responsibilities related to administration of the program.
SDLR Program Manager Fringe	\$5,665	Fringe will be based on the percent of time spent on program to include FICA, Workers Comp and Insurance, and other benefits such as Health, Dental and other insurance.
CCH Program Manager	\$28,325	Partial salary, based on time spent working directly on TJC program – overseeing program, including supervising staff, administrative duties, and other management responsibilities related to administration of the program
CCH Program Manager Fringe	\$7,300	Fringe will be based on the percent of time spent on program to include FICA, Workers Comp and Insurance, and other benefits such as Health, Dental and other insurance.
SDLR Clinical Staff	\$98,880	Two FTE with appropriate credentials to conduct intakes, mental health and substance abuse assessments. Work with participants on their clinical issues to transition back into the community using cognitive behavioral therapy and motivational enhancement around criminal thinking and relapse prevention groups for continued support to reduce recidivism pre and post release. Conduct DUI education and therapy groups in the jail.
SDLR Clinical Staff Fringe	\$19,776	Fringe will be based on the percent of time spent on program to include FICA, Workers Comp and Insurance, and other benefits such as Health, Dental and other insurance.
SDLR Case Manager	\$89,095	Two FTE case managers that will conduct intake and assessments, work one-on-one with participants to

EXHIBIT A  
SCOPE OF WORK AND BUDGET

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		navigate through and refer to a variety of community resources based on intake needs. Develop case plans with participants prior to release. Conduct workshops and groups as needed. Follow up services after participants are released into the community and employed. Support as needed for participant's success with their transition.
SDLR Case Manager Fringe	\$17,819	Fringe will be based on the percent of time spent on program to include FICA, Workers Comp and Insurance, and other benefits such as Health, Dental and other insurance.
CCH Vocational Specialist	\$94,760	Two FTE specialists that will work one-on-one with participant to obtain tools needed for job search. Identifying necessary trainings for participant's vocational success. Assist in scheduling and obtaining funding for trainings. Conduct groups, job clubs and workshops on employment related topics pre and post release. Work with employers as well as community employment resources to assist participants with job placements. Write and manage each participant's Individual Employment Plan. Job coaching as needed after placement for participant's vocational retention. Follow up with employers after participants are placed.
CCH Vocational Specialist Fringe	\$24,419	Fringe will be based on the percent of time spent on program to include FICA, Workers Comp and Insurance, and other benefits such as Health, Dental and other insurance.
SDLR Peer Mentor	\$36,050	One full-time equivalent staff (FTE) to work one-on-one with participants as a peer to assist with navigating their transition from jail to community. Outreach to participants where they are such as parole court, probation departments, etc. Complete assessments with participants when meeting them in the jail or community and scheduling them for intakes. Take participants to appointments when needed to assist with a warm handoff to other service providers. Take participants to job interviews. Assist with orientations and follow up.
SDLR Peer Mentor Fringe	\$7,210	Fringe will be based on the percent of time spent on program to include FICA, Workers Comp and Insurance, and other benefits such as Health, Dental and other insurance.
<b>Staffing Costs Subtotal</b>	<b>\$457,624</b>	

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Supplies and Operating Expenses		
Program Evaluator	\$10,000	
Operating expenses, including facilities, office supplies, equipment, mobile phone, etc.	\$28,000	
<b>Subtotal Supplies and Operating Expenses</b>	<b>\$38,000</b>	
Direct Client Services		
Client Support	\$15,000	Direct client services and supports, including clothing, transportation, other hard goods
<b>Subtotal Client Services</b>	<b>\$15,000</b>	
Indirect	\$51,062	Indirect Cost Rate at 10%
<b>Total Costs</b>	<b>\$561,686</b>	<b>Total costs not to exceed</b>