

## **THIRD AMENDATORY AGREEMENT**

**THIS THIRD AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”), and **COLORADO COALITION FOR THE HOMELESS**, a non-profit corporation whose address is 2111 Champa Street, Denver CO 80205, hereinafter referred to as the “Contractor”, collectively referred to as the “Parties”.

The Parties entered into an Agreement dated March 30, 2010 and amended the Agreement on March 31, 2011 and on February 27, 2012 to provide placement and supportive services to Denver’s homeless population (the “Agreement”).

The Parties now wish to amend the Agreement to correct a budget line item.

In consideration of the premises and the mutual covenants and obligations, the Parties agree as follows:

- 1.** All references to “...Exhibit A and A-1, A-2...” in the existing Agreement shall be amended to read: “...Exhibit A, A-1, A-2 and A-3, as applicable...”. The Scope of Work marked as Exhibit A-3 is attached and incorporated by reference.
- 2.** This Third Amendatory Agreement may be executed in counterparts, each of which shall be deemed to be an original, and all of which shall constitute one and the same instrument.
- 3.** Except as here amended, the Agreement is affirmed and ratified in each and every particular.

### **EXHIBIT LIST:**

#### **EXHIBIT A-3 – SCOPE OF WORK**

**[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-CE01129-03

**Contractor Name:** COLORADO COALITION FOR THE HOMELESS

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

Name: John Parvensky  
(please print)

Title: President  
(please print)

**ATTEST: [if required]**

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

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

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



## EXHIBIT A-3

### Scope of Work and Budget CE01129-3

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

Denver Department of Human Services is working with community partners that provide services for Denver's homeless populations. This Contract will provide housing placement services to homeless youth and adults. Housing placement services includes finding a safe environment that is sheltered for homeless individuals, with the ultimate goals of securing stable and permanent, supportive housing.

#### **II. Programs/Services to be Provided, in the Context of this Contract**

The services under the 16<sup>th</sup> St. Housing Placement Program work to move people living/sleeping on the streets and in shelters or public places into permanent housing. Many of these individuals are the most chronic and vulnerable of Denver's homeless population who may have severe and persistent mental illness and/or substance abuse disorders. They may be found on the streets, staying in shelters for extended periods of time, in bus/train stations, under bridges, in abandoned buildings and in parks. It is known that support services will be necessary to maintain housing which is the most important outcome for clients. The ultimate goal of the 16<sup>th</sup> St. Housing Placement Program is a decrease in the number of homeless persons who are currently unsheltered and not housed.

As part of the City of Denver's goals to reach a 75% reduction in chronic homelessness, the goals and outcomes of this contract will utilize an outcome and performance based model. This will help to ensure that the identified populations remain at the forefront of this program.

Denver Street Outreach Collaborative (DSOC) Outreach Workers perform their jobs by locating, engaging and cultivating relationships with hard-to-reach homeless individuals. Face-to-face contact is made, crisis intervention provided, needs are assessed, connections with appropriate services are made and one-on-one assistance is delivered recognizing and defining personal service needs. DSOC Outreach workers meet emergency needs directly and when necessary provide transportation assistance to service sites. Throughout this engagement process, outreach workers identify obstacles that limit or prevent each homeless individual from accessing available services, including housing. Oftentimes

## EXHIBIT A-3

housing is limited for individuals who have little to no income; have an eviction on their record; have an "unfriendly" felony, such as a sexual offense or another violent crime; or have such severe mental health issues that they cannot live independently. 16th St. Housing offers a Housing First model and provides housing vouchers to the hardest to house individuals. These individuals are offered housing "first"- to get them off the streets and out of shelters- and then provided wrap around services, depending on their level of need.

The 16th St. program will be case managing 60 chronically homeless individuals with housing and Assertive Community Treatment (ACT) services at any given time during the entire contract term. The Contractor will ultimately house/serve more than 60 during the contract term as there tends to be about a 5-8% attrition rate.

The 16<sup>th</sup> St. Program provides the services of a multi-disciplinary team of specialists in mental health, including a mental health prescriber, substance abuse, benefits acquisition, housing, and case management. The Contractor's staff to client ratio is 1:10, the team will meet 4 mornings/week to review client's cases, follow up on previous day's activities, and plan for client needs for the day. The team will provide assertive outreach in the community in order to provide services "in vivo" or in the milieu where clients feel most comfortable.

The Contractor's staff will be available 24/7/365 days a year through the shared responsibility of a crisis phone. There is initial multi-axial assessment and ongoing progress evaluation and individualized strengths-based treatment planning that will be utilized. The contractor will provide medication management, group and individual therapy, access to work related services, self care and daily living skills assistance, and co-occurring mental health and addictions treatment. ACT utilizes shared caseloads to enhance a more holistic care model, reduce staff burnout, and minimize clients falling through the cracks when staff does turnover and are on vacation.

### III. Goals and Objectives

GOAL	Outcome
<b>Goal #1</b> Increase permanent housing options for people who are chronically homeless	<ul style="list-style-type: none"><li>• House 60 persons per year at any point in time who are chronically homeless</li><li>• Assist 60% of participants to maintain permanent housing</li></ul>
<b>Goal #2</b> Targeted efforts will be made to identify and intentionally place individuals who have been identified as "most vulnerable" and	<ul style="list-style-type: none"><li>• 90% of the "most vulnerable" individuals placed into housing in 2012 will maintain permanent, supportive housing for one year or more</li></ul>

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chronically homeless individuals formerly on the 16 <sup>th</sup> St. mall	<ul style="list-style-type: none"> <li>• 90% of new intakes will be targeted to persons who have been identified as “most vulnerable” and chronically homeless</li> </ul>
<b>Goal #3</b> Provide mental health and substance abuse treatment for program participants	<ul style="list-style-type: none"> <li>• Reduce substance abuse; improve health and or mental health status for 60% of the participants in the 16<sup>th</sup> St. program</li> </ul>
<b>Goal #4</b> The 16 <sup>th</sup> St. program will assist participants in independent living	<ul style="list-style-type: none"> <li>• 40% participants will move to a decreased level of care/dependence</li> </ul>

### IV. Other Requirements

#### 1. Homeless Management Information System (HMIS):

- A. The Contractor agrees to fully comply with the Rules and Regulations required by US Dept of Housing and Urban Development (HUD) which govern the Metro Denver Homeless Management Information System (HMIS). HUD’s funding for continuation of all Metro Denver’s homeless programs is contingent on the participation of funded agencies and the data quality collected by the HMIS system. Current and future funding by the City will also be dependant on HMIS participation and performance.
- B. The Contractor, in addition to the HUD requirements, shall conform to the HMIS policies established and adopted by the Metro Denver Homeless Initiative (MDHI) and Denver’s Road Home (DRH)
- C. HMIS shall be the primary information system for collecting data for DRH. Beyond its role as the primary information system, HMIS is the source of data for evaluating the progress of Denver’s Road Home and will be the source for future Homeless Point-In-Time surveys.
- D. The Contractor’s HMIS data will be collected monthly and reported to DRH. The data will be used to evaluate the progress made in ending homelessness and changes to policies and funding priorities, if necessary.
- E. Technical assistance and training resources for HMIS are available to each organization based on requests for assistance by the Contractor and by periodic assessments of participation, compliance and accuracy of data collection.
- F. The Contractor will be required to participate in HMIS training sessions and evaluation committee and HMIS Users Group meetings.
- G. The Contractor will be required to collect data on all homeless clients its organization serves and enter this data into the HMIS.

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2. **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 under this Agreement. This Advisory Board will meet monthly to discuss progress, challenges and successes, and distribute monthly reports.

3. **DRH Evaluation:**

The Contractor shall fully participate, in such manner and method as reasonably designated by the Manager, 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 the DHS monthly surveys.

4. **Meetings:**

The Contractor shall attend at a minimum, all Denver Road Home Commission and Town Hall Meetings; Shelter Provider meetings; and Outreach Team meetings.

5. **Vulnerability Index Study:**

Contractor fully agrees to participate in Vulnerability Index Study and be in compliance with survey administration and data entry/registry entry as required by Common Ground.

### V. Performance Management and Reporting

#### A. Performance Management

Monitoring will be performed by the DHS program area and or 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. **Performance & 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 requirements of the contract document, Federal, State and City and County regulations, and that DHS policies are being met.

## EXHIBIT A-3

### B. Reporting

In addition to any other reports required by the agreement, the following reports shall be developed and delivered to the City as stated in this section.

Report # and Name	Description	Frequency
1. Quarterly Reports	Quarterly report on who is housed. Data on residents for entry into units and exit from the program. Data on unit vacancies. Data on what kind of treatment services the participants are receiving.	Due Quarterly – 15 days after the end of the quarter
2. Other reports as reasonably requested by the City.	To be determined (TBD)	TBD

### VI. Invoicing

#### A. Invoices

Invoice	Description	Frequency
1. Monthly Invoices	Monthly invoices with required backup documentation for payment. Where applicable, this includes time sheets that allocate an individual's time if he/she works less than 100% of time on this grant.	Due the 15 <sup>th</sup> of each month 100% of the time



## EXHIBIT A-3

### VII. Budget

16 <sup>th</sup> STREET HOUSING FIRST	
COSTS:	BUDGET
<b>Personnel</b>	
Program Assistant	19,171
Clinical Case Manager(5)/ Psych	156,442
Case Managers (1)	43,720
Employment Agency (Security)	6,500
<b>Total Personnel:</b>	<b>225,833</b>
Taxes and Benefits	67,993
<b>Total Taxes and Benefits:</b>	<b>67,993</b>
<b>Travel</b>	
Local Mileage	4,000
<b>Total Travel Expense:</b>	<b>4,000</b>
<b>Equipment</b>	
Passenger Van Lease and Insurance	1,685
<b>Total Equipment Expense:</b>	<b>1,685</b>
<b>Supplies</b>	
Office Supplies	2,600
<b>Total Supplies:</b>	<b>2,600</b>
<b>Other Expenses</b>	
Postage	300
Cell Phones	2,700
Staff Clearances	50
Client Clearances	300
Staff Development	2,500
Client Emergency Needs	18,382
<b>Total Other Expenses:</b>	<b>24,232</b>
<b>Administrative</b>	<b>30,600</b>
<b>TOTAL (Indirect and Direct Costs):</b>	<b>\$356,943</b>

May not use any remaining funds from 2010 and 2011.