

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 **SAVIO HOUSE**, a Colorado nonprofit corporation, whose address is 325 King Street, Denver, Colorado 80219 (the “Contractor”), individually a “Party” and jointly the “Parties.”

RECITALS

WHEREAS, The City and the Contractor entered into an Agreement executed on April 4, 2025, to provide the services described in Exhibit A (the “Agreement”). The Parties now wish to amend the Agreement to increase the maximum contract amount.

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

1. Section 2 of the Agreement titled “**GRANT AWARD**” is hereby deleted and replaced with the following:

“**2. GRANT AWARD:** This contract is funded through the Child Welfare Block Grant and Collaborative Management Funds and is subject to all applicable rules and regulations governing said grant, which are hereby fully incorporated into this contract by reference.”

2. Subsection **5.5.1** of the Agreement, under the Section **5.5** entitled “**Maximum Contract Amount**” is hereby amended to read as follows:

“**5.5.1.** Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **SIX HUNDRED NINETY-SIX THOUSAND TWO HUNDRED EIGHTEEN DOLLARS AND ZERO CENTS (\$696,218.00)** (the “Maximum Contract Amount”). City is not obligated to execute an Agreement or any amendments for any further services, including any services performed by the Subrecipient beyond that specifically described in **Exhibit A** and **A-1**. Any services performed beyond those in **Exhibit A** and **A-1** or performed outside the Term are performed at the Subrecipient’s risk and without authorization under the Agreement.”

3. 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 hereto and incorporated herein by this reference.

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

5. This Amendatory Agreement is not 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.

Exhibit List

Exhibit A-1-Scope of Work

**[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]
[SIGNATURE PAGES TO FOLLOW]**

Contract Control Number:
Contractor Name:

SOCSV-202579469-01/ SOCSV-202473917-01
SAVIO HOUSE

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:

Attorney for the City and County of Denver

By: _____

REGISTERED AND COUNTERSIGNED:

By: _____

By: _____

Contract Control Number:
Contractor Name:

SOCSV-202579469-01/ SOCSV-202473917-01
SAVIO HOUSE

By:

DocuSigned by:

Norma Aguilar-Dave

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Norma Aguilar-Dave

Name: _____
(please print)

Executive Director

Title: _____
(please print)

ATTEST: [if required]

By:

Name: _____
(please print)

Title: _____
(please print)



Savio House
EXHIBIT A-1
SCOPE OF WORK
 Jaggaer No. SOCSV-202579469-01

I. OVERVIEW

Contractor Name	Savio House
Business Address	325 King Street Denver, CO 80219
Website	www.saviohouse.org
Services Summary	<p>Services provided in this Agreement include fiscal agent and coordination services to support Denver Collaborative Partnership (DCP) operations, including the administration of certain pooled resources and funding as well as administrative service functions which support DCP activities to best benefit youth involved across systems, particularly justice system involved youth.</p> <p>As part of this Agreement, the Contractor shall be responsible for the implementation of the Family Strong prevention program which aims to keep youth with their own families and in their own communities through the promotion of earlier intervention and/or prevention strategies.</p>
Contract Term	07/01/2024 – 09/30/2025
Fiscal Term(s)	Family Strong: 07/01/2024 – 09/30/2025 DCP Coordination: 10/1/2024 – 9/30/2025
Budget Total	Family Strong: \$402,866 DCP Coordination: \$293,352 Budget Total: \$696,218
Division	Child Welfare Services (CW)
Program	Denver Collaborative Partnership (DCP)
Funding, Funding Type	Collaborative Management Program (CMP) funds and Child Welfare Block; federal, state, & local
CCD Contract # (Legacy #)	SOCSV-202473917-01

II. BACKGROUND AND PURPOSE

- a. Denver Human Services (DHS) is the City and County of Denver's (City) county department for human services. DHS understands the value and importance of connecting with community partners to support the vibrant and diverse residents of Denver, particularly when it comes to finding and accessing critical services and resources which can help individuals and families when they need it most.



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- b. Colorado Revised Statutes (C.R.S.) Section 24-1.9-102(1)(a) authorizes the county department of human services/social services to enter into memorandums of understanding (MOUs) with the State of Colorado as well as mandated and non-mandated partner agencies for the purpose of promoting a collaborative system of local-level interagency oversight through groups and individualized service and support teams (ISSTs) to coordinate and manage the provision of services to children and families who would benefit from integrated multi-agency services. Collaborative Management Program (CMP) program elements include:
 - i. Reducing duplication and eliminating fragmentation of services;
 - ii. Increasing the quality, appropriateness, and effectiveness of services delivered to children and families to achieve better outcomes; and,
 - iii. Encouraging cost sharing among service providers across systems.
- c. The Denver Collaborative Partnership (DCP) is Denver's version of the above-stated collaborative system in service to children and families who could benefit from integrated multi-agency services. In order to operate, the DCP must establish a memorandum of understanding with the State of Colorado, typically annually. The State MOU for the DCP includes required details about services, funding sources and resource pooling, and oversight activities including the creation of an oversight group. In the State MOU, DCP partners identify a community-based fiscal agent for the provision of the DCP and additional prevention programs. The Family Strong prevention program is funded by DHS as a part of this effort and is included in this Agreement.
- d. Services funded through this Agreement are expected to provide a full spectrum of programing with multiple opportunities to engage children and families to prevent further judicial system involvement and promote earlier intervention and/or prevention. Effective and efficient operation of the DCP may lead to the provision of more appropriate and effective delivery of services to the children and families.

III. FOCUS POPULATION(S)

- a. Contractor shall provide services for the following focus population(s):
 - i. Children, youth, and families across systems as identified and served according to their contact with collaborative programs, and/or through referrals from the DCP's Interagency Oversight Group (IOG) participating organizations.
 - ii. At-risk children and youth ages birth (0) through twenty-one (21) years of age and their families who would benefit from a multi-system integrated service plan or multisystem approach.



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- iii. At-risk children and youth ages birth (0) through twenty-one (21) years of age and their families who would benefit from a multisystem approach through prevention models.
 - b. Family Strong Prevention Program Eligibility.
 - i. Family Strong prevention program participants are required to be youth from ages 10-17, and their families who are also engaged with DHS's child welfare services. This age range applies to Family Strong services only due to the funding source and funding availability, and is not applicable to other DCP program offerings.
 - c. Geographic Service Areas
 - i. Contractor shall engage focus populations Citywide, and in the surrounding Denver Metro area as relevant due to out-of-home-placements or foster home placements.

IV. DCP FISCAL AGENT AND COORDINATION SERVICES

- a. Contractor shall assign the fiscal agent and coordination services to the Savio Management Group, a division of the Contractor, or otherwise inform DHS of alternative staffing plans to meet fiscal agent requirements and duties.
- b. Contractor shall develop a coordinated, collaborative, synergistic, and sustainable process/structure and maintain fidelity with the key components of the Interagency Oversight Group (IOG) and, at the IOG's direction:
 - i. Develop a coordinated treatment planning process;
 - ii. Create an umbrella structure to facilitate case decisions; and
 - iii. Achieve both programmatic and systemic change.
- b. Contractor shall coordinate various staffing types with the DCP IOG to serve the focus population(s) directly through an Individualized Service and Support Team (ISST) called Accessing Resources for Case-planning Help (ARCH). Staffing types include the ISST ARCH model, ARCH-Truancy, ARCH Transition, Family Team Meetings (FTM), Sex Abuse Review Team (SART), and Expedited Staffings.
- c. Contractor shall facilitate weekly ISST meetings to staff cases referred by DCP partner agencies, where the ISST shall be responsible for determining appropriate resources for youth and their families to support them in staying together and becoming successful in their communities.
 - i. An ISST includes two (2) or more system representatives who are present to assist a child/youth/family with developing an integrated service plan directed by family need.



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- ii. The ISST identifies goals and facilitates collaboration and is a family-driven model for service planning.
 - iii. Child/youth/family members are present at and participate in the development of their plan.
 - iv. CMP dollars are used to support the cost of services identified through the ISST process as necessary to support the success of the child, youth, and family.
- d. Contractor shall maintain a database as the DCP fiscal agent where the DCP IOG is able to track the blending of funds from partner agencies and shall facilitate IOG oversight activities to ensure appropriate use of funds and to achieve CMP process measures as defined in the State CMP MOU, such as evidence of cost-sharing. This includes service authorizations related to other kinds of DCP programming, such as prevention programs.

V. FAMILY STRONG PREVENTION PROGRAM SERVICES

- a. Contractor shall provide services and practices that incorporate the values and principles of teaming approaches to engage youth and their families, such as: bringing the perspective of the family into case planning and assessment process, and in monitoring the success of plans; equipping parents with the tools they need to manage challenging behaviors; and developing capacity of parents to support each other and build system supports that promote and help sustain the role of parents as a resource.
 - i. Contractor shall establish subcontracts with any providers identified to provide services to clients as recommended by Family Strong partners. Subcontracted services may include but are not limited to:
 - Tutoring;
 - Mentoring;
 - Substance Abuse Counseling;
 - Mental Health Counseling;
 - Anger Management;
 - Community-based services;
 - GED preparation services;
 - Sex Offense (SO) treatments; and
 - Translation Services.
 - ii. Contractor shall maintain clear descriptions of the services provided to client(s), including subcontracted services.
- b. Contractor shall maintain fidelity with the key components of Family Strong:
 - i. Immediate intervention when requested by the family;
 - ii. Active engagement of youth and families; and



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iii. Timely access to effective services and support.

c. Services are community-based and ensure community safety to meet the youth and family's level of need (low, moderate, high) and are a multi-system collaboration in the community. Contractor shall:

iv. Designate and/or hire a Family Strong Program Coordinator. This position shall:

- Work on the Family Strong program 100% of their time.
- Provide oversight and final approval of the Family Strong referrals and program selection.
- Facilitate the hand off of clients to the identified (and/or subcontracted) providers for service.
- Provide reporting and information to the five (5) referring partner agencies (Family Strong partners).
- Supervise the Family Strong Screeners.
- Provide oversight of ongoing service delivery and coordinating with providers and referral sources.

v. Designate and/or hire a Family Strong Screeners. This position shall:

- Work on the Family Strong program 100% of their time.
- Be responsible for evaluating program fit by clients and families.
- Support information sharing between referral sources and referral partners.

vi. Designate and/or hire two additional Family Strong Screeners. This position shall:

- Spend a portion of their time working on the Family Strong Program.
- Spend a portion of their time evaluating clients and families for their fit for available programs.
- Spend a portion of their time facilitating information sharing between referral sources and referral partners.

vii. Designate and/or hire a Family Strong Director. This position shall work a portion of their time to provide or support the following:

- Provide supervision to Program Coordinators under the CMP and Family Strong programs.
- Coordinate with Savio Management Group (SMG) regarding personnel matters.
- Assist with facilitation of staffings.
- Review staffing reports before submitting to Court and team.
- Provide coordination and oversight of Shared Provider meetings.
- Provide oversight of budgets in coordination with Savio Management Group (SMG) and DCP Program Coordinators for all



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funding streams under DCP, making final decisions to establish budgets.

- Complete the annual required Memorandum of Understanding (MOU) to maintain CMP designation.
- Manage all grant funds compliance, reporting, and data tracking in collaboration with DCP Program Coordinators.
- Complete an annual report in collaboration with DCP Program Coordinators per CMP standards that determine CMP funding.
- Coordinate DCP IOG meetings and provide regular updates on performance measures and systems level updates.
- Explore options for funding and the sustainability of programs under DCP to continue meeting specified needs of families and DCP partner agencies.
- Complete grant applications as agreed upon by the IOG to build funding sources for DCP.
- Coordinate with partners and DCP Program Coordinators.
- Provide guidance and trainings for DCP staff members.
- Engage in systems level planning with stakeholders (courts, mental health, child welfare, juvenile justice) regarding the roles and responsibilities of CMP, including but not limited to: Juvenile Services Planning Committee, Crossover Youth Practice Model, and Best Practice Court Team.
- Ensure services provided or purchased by the partner agencies are strengths based, family centered and support diversion from institutional care alongside the achievement of family-valued outcomes.
- Assist in meeting with providers as needed to review service quality, subcontracts, and funding.

VI. CULTURAL RESPONSIVENESS AND TRAUMA-INFORMED SERVICES

- a. Contractor shall provide services as described in this Agreement in a manner culturally appropriate and consistent with the City's commitment to equity values, which encompass inclusion, engagement, equitable programming, accountability, transparency, and the promotion of intersectional, inclusive, and accessible programs and strategies.
- b. Contractor shall ensure all staff provide services through a trauma-informed approach with an emphasis on harm reduction. Staff shall be trained and continually coached to better understand trauma so they can be sensitive and responsive to the focus population(s) receiving services.



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VII. COMMUNICATION AND COLLABORATION

- a. Contractor shall:
 - i. Attend and participate in meetings as requested by the DHS program contact.
 - ii. Coordinate IOG meetings and ISST activities across partners, ensuring involvement as necessary from various IOG partners per staffing.
 - iii. Communicate challenges and opportunities with DHS in order to best reach focus populations and have the greatest impact.
 - iv. Participate in and/or facilitate multi-agency development or enhancement of the delivery of services to the focus population.
- b. DHS shall:
 - i. Ensure that this Agreement and the DCP/Family Strong model complies with all governing regulations, laws, and documents such as the State MOU and bylaws, and in partnership with other IOG partners, to achieve the following CMP objectives:
 - a. Promote a collaborative system of local-level interagency oversight in partnership with Contractor/Savio Management Group as the fiscal agent;
 - b. Foster a collaborative environment to sustain efficient and effective individualized service and support teams (ISSTs) to coordinate and manage the provision of services to children and families who would benefit from integrated multi-agency services; and
 - c. Actively refer children and youth, and participate in the collaboration of services to families and children who would benefit from integrated multi-agency services.
 - ii. Attend and participate in meetings to facilitate service delivery, including IOG meetings and any relevant ISST staffings.
 - iii. Provide guidance to Contractor on outreach and service delivery as necessary to support fulfillment of the funding purpose.
 - iv. Communicate City policy and programmatic decisions which impact service delivery to Contractor with clear expectations regarding next steps for implementation, if applicable.

VIII. Key Performance Indicators

- a. Output/Process Measures
 - i. Coordinate and facilitate IOG meetings and track meeting attendance.
 - ii. Document evidence of cost-sharing as outlined in the State MOU and IOG Bylaws/Procedure Guide.
 - iii. Facilitate effective collaboration to prevent further system involvement and promote early intervention and/or prevention strategies.



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- iv. Consistently provide Family Strong prevention services through the DCP to the focus population of youth between the ages of 10 and 17 years old who are at risk of out-of-home placement, as referred.
- v. Respond to referrals timely and with the proper resources to meet Family Strong program goals.
- vi. Track the number of ISSTs and associated metrics for the resulting services or resources provided over the contract term, particularly metrics which support DCP Process Measure requirements and CMP program elements.

b. Outcome Measures

- i. Referral response time
- ii. All partners signing the State MOU attend IOG meetings 75% of the time at 75% of scheduled meetings.
- iii. Report out on cost-sharing actuals during the contract term in alignment with DCP Bylaws/Procedure Guide.
- iv. The Family Strong program will serve 188 youth and their identified family and kin participants during the contract term.
- v. Out of the projected 188 youth who will participate in Family Strong, no more than 10% (19 youth) will be placed in out-of-home placement through DHS, as indicated by removal data in Trails, the Colorado statewide information system for child welfare, for youth eligible for this review at 3-, 6-, and 12-months post discharge from services under Family Strong.

IX. REPORTS

- a. Contractor shall submit the following reports by the dates indicated below:

Report Name	Description	Due Date
1. Contract Summary Report for Family Strong and DCP	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 the contract term end to Margo.Valaika@denvergov.org and dhs_contracting_services_documents@denvergov.org
2. Monthly DCP Report	Documentation will include the bi-monthly IOG meetings, agenda minutes, and sign-in sheets for referrals and ISST and IOG meetings. ISST includes referral information. For	With invoices, provided to Margo.Valaika@denvergov.org and dhs_contracting_services_documents@denvergov.org



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	ISST staffings, a report of current month staffing and a cumulative staffing summary and rosters from staffing meeting should be included.	
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- b. Contractor shall submit reports timely to the DHS program contact.
- c. Contractor shall request report due date extensions in writing prior to a report deadline and the extension must be approved by City personnel.

X. ADMINISTRATIVE REQUIREMENTS

a. Policies and Procedures

- i. Contractor shall establish and maintain written policies and procedures to operationalize the services identified in this Agreement and demonstrate compliance with all relevant federal, state, and local regulations.
- ii. All current policies and procedures shall be made available to the City program contact in electronic form.
- iii. All policies and procedures, including any revisions, shall be subject to the approval of the City program contact.
- iv. Contractor shall maintain an inventory of all implemented policies and procedures, including past versions that were at one time in effect.

b. Grievance Procedure

- i. A grievance procedure is a formal way for an individual or a family to raise a problem or complaint to the Contractor.
- ii. Contractor shall develop and implement a public-facing grievance procedure which clearly outlines the steps involved in reviewing, addressing, resolving, and documenting grievances which may occur for Services as defined in this Agreement during the term of the contract.
- iii. Contractor shall document this procedure and must receive approval in writing from the DHS program contact for the proposed grievance procedure before it is implemented. This should be prioritized within the first 30 days of beginning services.
- iv. Individuals and families receiving services must be properly notified of the grievance procedure once it is approved. This can be done through the Contractor's website, distribution of printed materials at time of service, or in other ways not yet contemplated, so long as it is accessible to the focus population(s) defined in this Agreement.
- v. Contractor shall promptly address grievances. The DHS program contact shall be consulted and notified of any grievances that cannot be resolved by the Contractor.



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c. Language Access

- i. A Language Access Plan (LAP) is a management document that outlines how the Contractor's program defines tasks to achieve language access and maintain compliance with federal law requirements for Title VI Language Access and corresponding Executive Orders from the Federal government and the City and County of Denver.
- ii. Contractor is required to plan for and provide language access for clients regardless of the primary language they use.
 - Contractor shall train staff on language access plans, strategies and/or tools in place to meet client needs in the performance of services.
 - Contractor shall collect data that identifies the language needs of the population served.

d. Background Checks

- i. Contractor shall provide background checks for all current and prospective employees of Contractor, and/or any subcontractor who has any direct contact with a child involved in any phase of an open child welfare case including, without limitation, those in the process of being placed and those who have been placed in out of home care. Each employee, prospective employee and/or subcontractor shall submit a complete set of fingerprints to the Colorado Bureau of Investigation (CBI) that were taken by a qualified law enforcement agency to obtain any criminal record held by the CBI.
- ii. Contractor or Employee and Subcontractors
 - The person's employment is conditional upon a satisfactory criminal background check and subject to the same grounds for denial or dismissal as outlined in 26-6-104(7), C.R.S., including:
 - Checking records and reports; and
 - Individuals who have not resided in the state for two years shall be required to have Federal Bureau of Investigation (FBI) fingerprint-based criminal history.
 - Payment of the fee for the criminal record check is the responsibility of the Contractor or at Contractor's option individual being checked. In either case, DHS will not reimburse any of the costs associated with background checks.
- iii. Volunteers and Students:
 - If volunteers or students are used by Contractor, Contractor shall define specifically the services to be given by that individual.
 - Volunteers and students who are assigned to work directly with the children shall:



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- Be subject to reference checks similar to those performed for employment applicants.
- Be directly supervised by Contractor's paid and qualified staff member shall be present at all times when the volunteer or student is working directly with or having direct contact with any child or children.
- Be oriented and trained in the culture of the agency, confidential nature of their work, and the specific job which they are to do prior to assignment.
- Provisions for employment and volunteer/student related background check inquiries will be followed as outlined in Section 7.701.32 "Use of Reports and Records of Child Abuse or Neglect for Background and Employment Inquiries".

e. Performance Management

- i. Contractor shall permit the City to carry out reasonable activities to review, monitor, and evaluate any of the procedures used by Contractor in providing or supplying services and make available for inspection all notes and other documents used in performing the services as described in this Agreement.
- ii. Monitoring can and shall be performed by the City throughout the term of the Agreement as follows:
 1. Program or Managerial Monitoring. Review of the quality of services being provided and the effectiveness of those services to address the needs of the City.
 2. Contract Monitoring. Review and analysis to determine the extent to which Contractor is achieving established contractual objectives and goals. The City will provide performance monitoring and reporting reviews and will manage any performance issues and develop interventions to resolve concerns.
 3. Compliance Monitoring. Review to ensure the terms of the Agreement are met, including federal, state and city legal requirements, standards, and policies.
 4. Financial Monitoring. Regular reviews to ensure that costs are allocated and expended in accordance with the terms of the Agreement. The City will review allowability and documentation of costs through invoice review, sampling methods, and/or full documentation reviews.
- iii. If the City gives notice, as a result of an audit or review relating to the fiscal performance of the Contractor including those performed by a DHS internal auditor, of any irregularities or deficiencies, the Contractor



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shall correct all identified irregularities or deficiencies within the identified time frames. If the identified irregularities or deficiencies cannot be corrected by the designated by the City, Contractor shall notify the City in writing and identify a date that the Contractor expects to correct the irregularities or deficiencies; provided, however, that the irregularities or deficiencies shall be corrected no later than ninety (90) days from the date of the City's notice.

f. Subcontractors

- i. Contractor shall, prior to entering an agreement with any approved service providers, subcontractors, consultants, or any other entity approved to supply the services described in this Agreement, ensure the adequacy of their accounting system and financial records to accurately account for the funds awarded them and to be able to allocate costs appropriately between two or more projects and/or agreements.
- ii. Each approved service provider, subcontractor, subconsultant, or other approved person or entity engaged by the Contractor to provide services and supports under this Agreement will be subject to and will comply with City standards, policies and procedures for contract performance review and audits.
- iii. Contractor shall comply with all requests from the City to obtain information from and conduct reviews or financial audits of approved service providers, subcontractors, subconsultants, and other approved persons or entities supplying services under the Agreement.
- iv. Contractor shall provide copies of audits and performance reviews, if any, of approved service providers, subcontractors, subconsultants, and all other approved persons or entities supplying services and supports prepared by any entity, other than the City Auditor or a DHS internal auditor, to the City program contact within thirty (30) days of the Contractor's receipt.

g. Record-keeping

- i. Contractor shall only collect and store client information as is necessary to provide services and satisfy reporting requirements as described in this Agreement.
- ii. Contactor shall establish and maintain record-keeping policies in accordance with the requirements established by applicable state law or as reasonably required by the City, including the City Auditor, concerning the provision of services and expenditure of City Funds, including, but not limited to, establishing and maintaining financial and performance records with respect to all matters covered by this Agreement in sufficient detail and in a manner sufficient to conform to



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generally accepted accounting principles so as to allow audit of the expenditure of City funds received by the Contractor.

- Contractor shall retain such financial and performance records for a period of seven (7) years from the date of final payment to the Contractor under this Agreement.

XI. BUDGET

- a. Funding Information/Requirements – DCP Coordination
 - i. Program Name: Denver Collaborative Partnership (DCP)
 - ii. Funding Source: HB-1451, Collaborative Management Program funds
 - iii. Funding Type: Local, state &/or federal

- b. Funding Information/Requirements – Family Strong Prevention Program
 - i. Program Name: Family Strong – Denver Collaborative Partnership
 - ii. Funding Source: Child Welfare Block funds
 - iii. Funding Type: Local, state &/or federal

- c. Use of Government Funds
 - i. Contractor shall spend funds provided under this Agreement in a way that serves the public interest, honors the public trust, and is consistent with services as described in this Agreement.
 - ii. Contractor shall use funds provided under this Agreement for the purposes of effectuating the purposes of City law as this Agreement contemplates and as set forth in the scope of work.
 - iii. If requested, Contractor shall establish and submit to the City an inventory list, in such format as designated by the City program contact and within thirty days of said request, of all Equipment and Controlled Assets purchased under this Agreement.
 - iv. Contractor shall update said inventory list as necessary on a timely basis. The inventory shall specify the location of all Equipment and Controlled Assets purchased to supply the Services.
 - v. Upon the expiration or earlier termination of this Agreement, unless the Agreement is extended by a written amendment executed by the Parties in the same manner as this Agreement, all Equipment and Controlled Assets purchased to supply the Services shall either be returned to the City or disposed of as the City shall direct.

- d. Invoicing
 - i. Contractor shall submit invoices on or before the 15th of each month following the month services were provided.
 1. DCP Coordination fee payments are payable upon DHS program receipt and approval of Monthly DCP Report which demonstrates



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completion of DCP activities and coordination services during each month.

- ii. Contractor shall use an invoice format or template approved by the City.
- iii. Invoice supporting documentation must be provided with each invoice and must meet DHS/City documentation requirements.
- iv. Unless otherwise instructed, invoices shall be submitted to DHS_Contractor_Invoices@denvergov.org.

e. Budget Modifications

- i. Budget line items may only be modified in accordance with the DHS budget modification policies and procedures. Modification shall not take effect until approved in writing.
- ii. Any proposed modifications that require an increase in the maximum contract amount shall be evidenced by a written amendment prepared and executed by Contractor and the City in the same manner as this Agreement.

f. Payment Method

- i. Contractor shall be reimbursed for services provided under this Agreement according to the approved line-item reimbursement budget and fee schedule.



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g. Budget Table – Family Strong Prevention Program

Contractor Name	Program	Term
Savio House	Family Strong – DCP	07/01/2024 – 9/30/2025

Personnel					
Position Title	Annual Salary & Wages	Benefit Rate	Annual Fringe Benefits	FTE	Contract Budget*
Director**	\$76,375	15.5%	\$11,838	0.25	\$5,513
Program Coordinator	\$86,466	24.7%	\$16,846	1.0	\$106,310
Bi-Lingual Screener	\$45,349	24.0 %	\$11,826	1.0	\$76,376
Screener	\$46,340	15.6%	\$7,800	1.0	\$72,250
Personnel Subtotal					\$260,449

*Contract Budget covers entire contract term for 15 months.

** Director calculated for 3-months only, position cost moving to alternate grant.

Direct Costs		
Type of Expense	Cost Detail	Contract Budget
Materials & Supplies	Program-related materials and/or office supplies including, but not limited to, cell phones, business cards for dedicated staff, etc.	\$3,000
Travel	Reimbursement of staff personal vehicle mileage or other staff travel expenses related to program. This includes parking, toll costs, and one (1) prepaid parking pass which will be paid for at actual use	\$3,250
Subcontracts/Consultants	Subcontractors for program-related client services	\$81,000
Client Services	Assistance or items provided to Family Strong clients such as school supplies, food supplies, gift cards for grocery stores, childcare supplies, housing support including utilities, household items, clothing, recreation expenses, and automotive costs, gas cards, bus passes or other transportation costs	\$3,012
Direct Costs Subtotal		\$90,262

Total Direct Cost	\$350,711
Modified Total Direct Cost	\$347,699



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Indirect Costs			
Type of Expense	Cost Detail		Contract Budget
Administrative/ Indirect Costs	Indirect Method: 15% de minimis Indirect Base: Modified Total Direct Cost	15%	\$52,155

Total Contract Budget	\$402,866
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h. Fee Schedule – DCP Coordination

Contractor Name	Program	Term
Savio House	Denver Collaborative Partnership Coordination	10/01/2024 –09/30/2025

Fee Schedule		
Services	Description	Rate
Denver Collaborative Partnership Coordination and Fiscal Agent Services	Services provided under this agreement as described above to perform as the DCP fiscal agent and coordination of activities and services, including but not limited to: <ul style="list-style-type: none"> • Processing all accepted referrals; • Creating and developing treatment plans; • Facilitating case decisions; • Holding weekly ISST meeting as needed; • Provide services identified to clients identified through ISST meetings; • Holding IOG meetings as need; and • Creating and delivering annual summary report. 	\$24,446
Direct Costs Subtotal		\$293,352

Total Contract Budget	\$293,352
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i. Budget Definitions

- i. Salaries and Wages. Staff assigned to work specifically on the contracted activities. Funds may be used to reimburse staff salary and wages and for the prorated share of leave costs (PTO, vacation, sick,



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- holidays, etc.). Funds may not be used to reimburse bonuses, severances, payouts of leave when an employee separated from job, or for staff who are on pre-disciplinary or disciplinary leave.
- ii. Fringe Benefits. Any monetary benefit an employer offers in exchange for an employee's service that does not include their salary. Funds may be used for the prorated share of payroll taxes (i.e., Social Security, Medicare, federal unemployment, state unemployment), insurance (i.e., medical, dental, vision, life, ADD/LTD, workers comp), and retirement plans.
 - iii. Prorated Share. Salaries, wages, and fringe benefits that are based on records that accurately reflect the work performed and comply with the established policies and practices of a contractor's organization. Positions that do not work 100% of their time on the contracted activities, must keep documentation that supports a reasonable allocation or distribution of costs among specific activities or cost objectives.
 - iv. Direct Costs. Costs that can be identified specifically with the contracted program, project or activities and can be assigned relatively easily with a high degree of accuracy.
 - v. Materials and Supplies. Tangible personal property to be used by contractor during the contract term that are not defined as equipment (useful life of over a year and over \$5,000/unit).
 - vi. Travel. Costs for employees who travel on official business related to the contracted activities. The costs may only be reimbursed at federal uniform rates and mileage reimbursement may not exceed the approved federal (IRS) rate.
 - vii. Subcontracts/Consultants. Includes all services performed by an independent contractor who is not affiliated or part of the organization. Subcontractors are any supplier, distributor, vendor, or firm that furnishes supplies or services to Contractor. A consultant is an individual retained to provide professional advice or services for a fee. Compensation for consultant services must be reasonable and consistent with that paid for similar services in the marketplace.
 - viii. Client Services. Costs directly benefiting a participant, through subsidy or purchase of services or supplies (i.e., rent/mortgage assistance, bus passes, food boxes, etc.).
 - ix. Administrative/Indirect Cost Rate. Allocable portion of necessary and reasonable costs that benefit multiple programs or functions of an organization that cannot be readily identified as a direct cost (i.e., rent, utilities, general supplies, administrative expenses).
 - x. Modified Total Direct Cost (MTDC). All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and



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subcontractor costs up to the first \$50,000 of each subcontract. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subcontract in excess of \$50,000.

X. CONTRACT LIFECYCLE SUMMARY

a. The table below summarizes the history of the contract to date, providing context on the life of the contract for the current scope of work.

Contract Version	Contract Term	Fiscal Term	Current Budget	Additional Funds	Contract Maximum
Base Agreement	07/01/2024-09/30/2025	Family Strong 07/01/2024-09/30/2025	Family Strong \$402,866	N/A	Family Strong \$402,866
1 st Amendment	07/01/2024-09/30/2025	Family Strong 07/01/2024-09/30/2025 DCP Coordination 10/01/2024-09/30/25	Family Strong \$402,866 N/A	Family Strong N/A DCP Coordination \$293,352	\$696,218