

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 **ADVOCATES FOR RECOVERY COLORADO**, a Colorado nonprofit corporation, whose address is 6981 Federal Boulevard, Denver, Colorado 80221 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated January 5, 2024, (the “Agreement”) to perform, and complete all of the services and produce all the deliverables set forth on Exhibit A, Scope of Work and Budget, to the City’s satisfaction.

B. The Parties wish to amend the Agreement to extend the term, increase the maximum contract amount, add paragraph 34-Compliance with Denver Wage Laws, and update scope of work and budget exhibit.

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 **January 1, 2024** and will expire on **December 31, 2026** (the “Term”). The term of this Agreement may be extended by the City under the same terms and conditions by a written amendment to this Agreement. 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:**”, subsection **d. (1)** entitled “**Maximum Contract Amount:**” is hereby deleted in its entirety and replaced with:

“**d. Maximum Contract Amount:**

(1) Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **NINE HUNDRED TEN THOUSAND FOUR HUNDRED THIRTY-FOUR DOLLARS AND SEVENTY CENTS (\$910,434.70)** (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. Section 34 of the Agreement entitled “**COMPLIANCE WITH DENVER WAGE LAWS**” is hereby added to the Agreement as follows:

“**34. COMPLIANCE WITH DENVER WAGE LAWS**: To the extent applicable to the Contractor’s provision of Services hereunder, the Contractor shall comply with, and agrees to be bound by, all rules, regulations, requirements, conditions, and City determinations regarding the City’s Minimum Wage and Civil Wage Theft Ordinances, Sections 58-1 through 58-26 D.R.M.C., including, but not limited to, the requirement that every covered worker shall be paid all earned wages under applicable state, federal, and city law in accordance with the foregoing D.R.M.C. Sections. By executing this Agreement, the Contractor expressly acknowledges that the Contractor is aware of the requirements of the City’s Minimum Wage and Civil Wage Theft Ordinances and that any failure by the Contractor, or any other individual or entity acting subject to this Agreement, to strictly comply with the foregoing D.R.M.C. Sections shall result in the penalties and other remedies authorized therein.”

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

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

6. This 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.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]

[SIGNATURE PAGES FOLLOW.]

Contract Control Number:
Contractor Name:

ENVHL-202475906-01 / 202370750-01
ADVOCATES FOR RECOVERY COLORADO

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:

ENVHL-202475906-01 / 202370750-01
ADVOCATES FOR RECOVERY COLORADO

By: _____

DocuSigned by:

Tonya Wheeler

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Name: _____

Tonya wheeler

(please print)

Title: _____

Executive Director

(please print)

ATTEST: [if required]

By: _____

Name: _____

(please print)

Title: _____

(please print)



EXHIBIT A-1

SCOPE OF WORK & BUDGET

I. Purpose of Agreement

The purpose of this contract is to establish an agreement and Scope of Services between the Denver Department of Public Health and Environment (the “Program”) and Advocates for Recovery -Culturally Responsive Peer Recovery Support Expansion (the “Provider”).

The Provider shall provide the identified services for the City under the support and guidance of the Denver Department of Public Health and Environment using best practices and other methods for fostering a sense of collaboration and communication.

II. Program Services and Descriptions

The Provider will be granted funds to provide the following services in the city and county of Denver:

The Provider will expand its services to marginalized groups in Denver who are increasingly impacted by opioid misuse and overdose. The Provider aims to reduce disparities in access to peer recovery support by providing an authentically inclusive community reflective of Denver’s diversity. This includes investments in staff training, an equity audit of policies, procedures, and peer coach training materials, launch of a justice, equity, diversity, and inclusion advisory committee, and hiring of a director of inclusion and community outreach and a bilingual/bicultural peer coach to expand access and inclusion to the Denver community.

The following partners will be subcontracted:

- Subcontractor to be determined for DEI training for staff as well as revision of program materials to ensure cultural competency.
- Subcontract with Butler Institute to evaluate effectiveness of program services.

III. Evaluation Plan

The Provider will be evaluated on their fulfillment of the objectives listed below. The Program will provide technical assistance to the Provider to finalize a formal evaluation plan within the first quarter of the project period.

IV. Workplan



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EXHIBIT A-1

SCOPE OF WORK & BUDGET

PROJECT PERIOD:	1/1/2024 - 12/31/2024		
	ACTIVITY/MILESTONE DESCRIPTION	TIMELINE FOR COMPLETION	MEASURABLE OUTCOMES/DELIVERABLES
OBJECTIVE 1			
In collaboration with C4 Innovations, AFRC will co create and implement a justice, equity, diversity, and inclusion (JEDI) training program for its staff and board to create common understanding of equity and anti-racist practices. Short term outcomes: All staff trained at least annually. Long term outcomes: Staff implement equitable and inclusive practices in peer recovery support services and measured by feedback from participants; participant enrollment and retention.			
	ACTIVITY/MILESTONE DESCRIPTION	TIMELINE FOR COMPLETION	MEASURABLE OUTCOMES/DELIVERABLES
ACTIVITY/MILESTONE 1	Research additional consultant options	Q1	Identification of additional consultants and resources
ACTIVITY/MILESTONE 2	Contract with Haner Hernandez, Ph.D., CPS, CADCI, LADCI to develop JEDI training	Q1	Selection of diversity, equity and inclusion consultant with experience in addiction recovery
ACTIVITY/MILESTONE 3	Develop and implement training program for staff and board	Q2	At least 50% of AFRC staff and 50% of board members will participate in program
OBJECTIVE 2			
In collaboration with C4 Innovations, AFRC will conduct an equity audit of its policies, practices, and peer coach training curriculum to identify areas where racial equity can be improved. The program evaluators will review the audit again in October 2025 to measure change. Short term outcomes: All policies, procedures, and coach training meet principles of equity; all materials translated into Spanish. Long term outcomes: Staff implement equitable and inclusive practices in peer recovery support services.			
	ACTIVITY/MILESTONE DESCRIPTION	TIMELINE FOR COMPLETION	MEASURABLE OUTCOMES/DELIVERABLES
ACTIVITY/MILESTONE 1	Review equity audit process with evaluation team	Q2	Identify primary aims of audit and equity audit resources
ACTIVITY/MILESTONE 2	Collaborate with Haner Hernandez and evaluation team to develop equity audit tool and audit process	Q3	Development and implementation of equity audit tool
ACTIVITY/MILESTONE 3	Review results of equity audit; address areas of need	Q4	Summary of equity audit findings; change in policy, procedures and practices to address areas of need and improvement
ACTIVITY/MILESTONE 4	Evaluation team to develop and distribute participant feedback surveys to capture feedback on programming and perceptions of inclusive and equitable services	Q3	Report on survey results to provide a baseline measure of participant perceptions of services
OBJECTIVE 3			
AFRC will launch its Recovery JEDIs Committee comprised of representatives from Denver organizations, individuals in recovery from OUD, and other stakeholders to meet biweekly during project start-up and then monthly thereafter. Short term outcomes: Increased engagement as measured by participant logs. Long term outcomes: Increase in marginalized groups representation, as measured by a 30% increase of marginalized groups over 3 years, reduction in disparities in recovery capital as measured by the Brief Assessment of Recovery Capital (BARC-10).			
	ACTIVITY/MILESTONE DESCRIPTION	TIMELINE FOR COMPLETION	MEASURABLE OUTCOMES/DELIVERABLES
ACTIVITY/MILESTONE 1	Outreach and network with community members and organizations including private businesses, Colorado Consortium for Prescription Drug Abuse Prevention, Colorado Commission for Indian Affairs to raise awareness of AFRC programs, aim of increasing diversity equity and inclusion, and identification of potential members of the JEDI committee.	Q1	Expanded network of resources and contacts.



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SCOPE OF WORK & BUDGET

ACTIVITY/MILESTONE 2	Develop outreach materials for JEDI committee for prospective members	Q1	Outreach materials for community members
ACTIVITY/MILESTONE 3	Launch JEDI committee to meet at least monthly	Q2	Committee will be made up of participants from the recovery community and meet at least monthly.
ACTIVITY/MILESTONE 4	Develop JEDI processes for sustainable collaboration	Q3	Committee develops processes that reflect their values, culture, and experiences

OBJECTIVE 4

AFRC will recruit, hire, and retain a 1.0 FTE director of inclusion and community outreach to increase diversity among AFRC board, staff, and participants and support equitable practices across all Denver programming. Short term outcomes: Hire and retain director. Long term outcomes: Increase in representation, as measured by a 30% increase of marginalized groups over 3 years, reduction in racial disparities in recovery capital as measured by the Brief Assessment of Recovery Capital (BARC-10).

	ACTIVITY/MILESTONE DESCRIPTION	TIMELINE FOR COMPLETION	MEASURABLE OUTCOMES/DELIVERABLES
ACTIVITY/MILESTONE 1	Recruit, hire and retain Cultural Program Manager	On-going	Cultural Program Manager hired and retained throughout Y1
ACTIVITY/MILESTONE 2	Develop foundation for cultural programs by building and strengthening collaboration among staff	On-going	Develop culturally relevant events and programs; increase enrollment of new participants by 10% annually
ACTIVITY/MILESTONE 3	Outreached and network with community members for new board members	On-going	Increase marginalized groups representation on board of directors by 20%
ACTIVITY/MILESTONE 4	Collaborate with evaluation team to refine data collection processes and timepoints for BARC-10 collection	On-going	Consistent collection of BARC-10 among participants who have an intake conducted in Denver. BARC-10 will be collected at intake, 30, 60 and 90 days post intake then quarterly thereafter

OBJECTIVE 5

AFRC will hire a bilingual peer coach to expand AFRC's capacity to serve the population in Denver. Short term outcomes: Hire and retain coach. Long term outcomes: Increase in number of participants as measured by a 15% increase over 3 years, reduction in disparities in recovery capital as measured by the Brief Assessment of Recovery Capital (BARC-10).

	ACTIVITY/MILESTONE DESCRIPTION	TIMELINE FOR COMPLETION	MEASURABLE OUTCOMES/DELIVERABLES
ACTIVITY/MILESTONE 1	Recruite, hire, train and retain 1.0 FTE bilingual coach	Q2	1.0 FTE bilingual coach hired and retained
ACTIVITY/MILESTONE 2	Expand services and programming for participants	On-going	Increase enrollment of participants by 5% annually; reduce disparities in recovery capital as measured by the BARC-10



EXHIBIT A-1
SCOPE OF WORK & BUDGET

PROJECT PERIOD: 1/1/2025 - 12/31/2025

	ACTIVITY/MILESTONE DESCRIPTION	TIMELINE FOR COMPLETION	MEASURABLE OUTCOMES/DELIVERABLES
OBJECTIVE 1			
In collaboration with Haner Hernandez, AFRC will co create and implement a justice, equity, diversity, and inclusion (JEDI) training program for its staff and board to create common understanding of equity and anti-racist practices. Short term outcomes: All staff trained at least annually. Long term outcomes: Staff implement equitable and inclusive practices in peer recovery support services as measured by feedback from participants; participant enrollment and retention.			
	ACTIVITY/MILESTONE DESCRIPTION	TIMELINE FOR COMPLETION	MEASURABLE OUTCOMES/DELIVERABLES
ACTIVITY/MILESTONE 1	Collaborate with JEDI committee to inform the training program	Q1	Hold at least one committee meeting in Q1



EXHIBIT A-1

SCOPE OF WORK & BUDGET

ACTIVITY/MILESTONE 2	Collaborate with Haner Hernandez, Ph.D., CPS, CADCI, LADCI to launch justice, equity, diversity and inclusion (JEDI) training	Q2	Launch at least two JEDI trainings for at least half of AFRC staff statewide and board of directors
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OBJECTIVE 2

In Collaboration with Haner Hernandez, AFRC will conduct an equity audit of its policies, practices, and peer coach training curriculum to identify areas where equity can be improved. The program evaluators will review the audit again in October 2025 to measure change. Short term outcomes: All policies, procedures, and coach training meet principles of equity; all materials translated into Spanish. Long term outcomes: Staff implement equitable and inclusive practices in peer recovery support services.

	ACTIVITY/MILESTONE DESCRIPTION	TIMELINE FOR COMPLETION	MEASURABLE OUTCOMES/DELIVERABLES
ACTIVITY/MILESTONE 2	Collaborate with Haner Hernandez and evaluation team to develop equity audit tool and audit process	Q3	Development and implementation of equity audit tool
ACTIVITY/MILESTONE 3	Review results of equity audit; address areas of need	Q4	Summary of equity audit findings; change in policy, procedures and practices to address areas of need and improvement
ACTIVITY/MILESTONE 4	Evaluation team to develop and distribute participant feedback surveys to capture feedback on programming and perceptions of inclusive and equitable services	Q1	Report on survey results to provide a baseline measure of participant perceptions of services

OBJECTIVE 3

AFRC will launch its Recovery JEDIs Committee comprised of representatives from Denver organizations, individuals in recovery from OUD, and other stakeholders to meet biweekly during project start-up and then monthly thereafter. Short term outcomes: Increased engagement from marginalized groups as measured by participant logs. Long term outcomes: Increase in marginalized groups representation, as measured by a 30% increase of marginalized groups over 3 years, reduction in disparities in recovery capital as measured by the Brief Assessment of Recovery Capital (BARC-10).

	ACTIVITY/MILESTONE DESCRIPTION	TIMELINE FOR COMPLETION	MEASURABLE OUTCOMES/DELIVERABLES
ACTIVITY/MILESTONE 1	Ongoing Outreach and network with community members and organizations including private businesses, Colorado Consortium for Prescription Drug Abuse Prevention, Colorado Commission for Indian Affairs to raise awareness of AFRC programs, aim of increasing diversity equity and inclusion, and identification of potential members of the JEDI committee.	On-going	Expanded network of resources and contacts.
ACTIVITY/MILESTONE 2	Distribute outreach materials for JEDI committee for prospective members	Q1	Outreach materials for community members
ACTIVITY/MILESTONE 3	Launch JEDI committee to meet at least monthly	Q1	Committee will be made up of participants from the recovery community and meet at least monthly.
ACTIVITY/MILESTONE 4	Develop and implement JEDI processes for sustainable collaboration	On-going	Committee develops processes that reflect their values, culture, and experiences

OBJECTIVE 4

AFRC will recruit, hire, and retain a 1.0 FTE director of inclusion and community outreach to increase diversity among AFRC board, staff, and participants and support equitable practices across all Denver programming. Short term outcomes: Hire and retain director. Long term outcomes: Increase in marginalized groups representation, as measured by a 30% increase of marginalized groups over 3 years, reduction in disparities in recovery capital as measured by the Brief Assessment of Recovery Capital (BARC-10).

	ACTIVITY/MILESTONE DESCRIPTION	TIMELINE FOR COMPLETION	MEASURABLE OUTCOMES/DELIVERABLES
ACTIVITY/MILESTONE 1	Recruit, hire and retain Cultural Program Manager	On-going	Cultural Program Manager hired and retained throughout Y2



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ACTIVITY/MILESTONE 2	Develop foundation for cultural programs by building and strengthening collaboration among staff	On-going	Develop culturally relevant events and programs; increase enrollment of new participants by 10% annually
ACTIVITY/MILESTONE 3	Outreached and network with community members of color for new board members	On-going	Increase representation on board of directors by 20%
ACTIVITY/MILESTONE 4	Collaborate with evaluation team to refine data collection processes and timepoints for BARC-10 collection	On-going	Consistent collection of BARC-10 among participants who have an intake conducted in Denver. BARC-10 will be collected at intake, 30, 60 and 90 days post intake then quarterly thereafter

OBJECTIVE 5

AFRC will hire a bilingual peer coach to expand AFRC's capacity to serve the population in Denver. Short term outcomes: Hire and retain coach. Long term outcomes: Increase in number of participants as measured by a 15% increase over 3 years, reduction in disparities in recovery capital as measured by the Brief Assessment of Recovery Capital (BARC-10).

	ACTIVITY/MILESTONE DESCRIPTION	TIMELINE FOR COMPLETION	MEASURABLE OUTCOMES/DELIVERABLES
ACTIVITY/MILESTONE 1	Recruite, hire, train and retain 1.0 FTE bilingual coach	On-going	1.0 FTE bilingual/bicultural coach hired and retained
ACTIVITY/MILESTONE 2	Expand services and programming for participants	On-going	Increase enrollment of participants by 5% annually; reduce disparities in recovery capital as measured by the BARC-10



EXHIBIT A-1
SCOPE OF WORK & BUDGET

PROJECT PERIOD: 1/1/2026 - 12/31/2026

	ACTIVITY/MILESTONE DESCRIPTION	TIMELINE FOR COMPLETION	MEASURABLE OUTCOMES/DELIVERABLES
OBJECTIVE 1			
The Cultural Program Coordinator will continue to conduct the justice, equity, diversity, and inclusion (JEDI) training program for its staff annually and with its board to update any modifications around equity and anti-racist practices. Short term outcomes: At least 50% of staff trained at least annually. Long term outcomes: Staff implement equitable and inclusive practices in peer recovery support services and measured by feedback from participants; participant enrollment and retention.			
ACTIVITY/MILESTONE 1	Conduct JEDI training with any new staff or Peer volunteers to ensure the adherence to program fidelity	2026 Q1	Training class sign in sheets and post training evaluations.
ACTIVITY/MILESTONE 2	Report any updates or changes to the previous year trainings for evaluation	2026 Q2	training materials review sheets
Objective 2			
Obtain AFRC Board approval for changes to policy and/or procedures that were determined after the previous year audit and develop a form or method to evaluate the effect of policy/procedure changes on the company's daily operations, recruitment, retention and referrals for participants in AFRC programs.			
ACTIVITY/MILESTONE 1	document Board minutes and updated policy/procedure details that reflect the survey results of yr2	2026 Q2	documentation of new adopted policies by the Board.
ACTIVITY/MILESTONE 2	Develop a method or tools that can evaluate the effect of policy changes	2026 Q2	documentation.
ACTIVITY/MILESTONE 4	survey staff and volunteers about the changes and how they have been implemented and show outcomes	2026 Q4	survey results



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EXHIBIT A-1

SCOPE OF WORK & BUDGET

OBJECTIVE 3			
Document and report the meeting minutes for the JEDI committee meetings and provide a measurement for the participants to reflect the committee outcomes and participation levels. Include the number of participants that are non-staff or agency that are in recovery for OUD that attended the committee meetings and the number of times they participated.			
ACTIVITY/MILESTONE 1	Create a method for reporting about the JEDI committee meetings and give members a way to provide feedback	2026 Q1	documented evidence of committee member feedback and record of the demographic of committee members and roles
ACTIVITY/MILESTONE 2	Document any changes implemented during the course fo the committee meetings and outcomes	2026 Q2	review of JEDI committee evolution and participant feedback
ACTIVITY/MILESTONE 3	Develop a sustainability plan for the JEDI committee and the expectations for the participants	2026 Q4	sustainability plan
OBJECTIVE 4			
Report and evaluate the increased engagement with the community throught the work that the Cultural Program Coordinator has done and how many new support groups in are being conducted and what locations they have been able to reach. Collect participant feedback and report outcomes for changes to BARC-10. Develop a reengagement process for participants that have become unengaged.			
ACTIVITY/MILESTONE 1	Cultural Program Coordinator will document collaborative partnerships and locations for support groups to be conducted	2026 Q1	increased participation and total program reach documented
ACTIVITY/MILESTONE 2	Provides a pathway for increased Peers to enroll with training and certification	2026 Q2	documentation of bilingual Peer Coaches being enrolled in certification
ACTIVITY/MILESTONE 3	collect feedback from participants that received Peer support services	On-going	satisfaction surveys along with BARC-10 collected at 3-5 contact sessions.
ACTIVITY/MILESTONE 4	Increased program meetings	On-going	meeting minutes for all program activities that will demonstrate the effectiveness of the project
ACTIVITY/MILESTONE 5	create an outreach process or form to contact participants that have left the program to track follow up	On-going	reengagemnt plan
OBJECTIVE 5			
reporting on short and long term program objectives such as increase recovery capital for participants and relevant scores measured by the Brief Assessment Recovery Capital (BARC-10) tools. And overall participation of program services to community members to reflect at least a 5% increase in participant engagment.			
ACTIVITY/MILESTONE 1	data collection and reporting of BARC-10 forms collected during program intake and exit interviews	On-going	Increase enrollment of participants by 5% annually; reduce disparities in recovery capital as measured by the BARC-10



EXHIBIT A-1

SCOPE OF WORK & BUDGET

V. Performance Management and Reporting

The Provider is required to report on activities, program outputs, and outcomes as outlined in this section and work in partnership with the Program staff for shared learning to aid Denver's ongoing opioid abatement efforts. Monitoring will be performed by Denver Department of Public Health and Environment (DDPHE) staff and/or designee. The Provider should expect to share all data and evaluation products with DDPHE.

Performance management and reporting may include:

1. **Program Monitoring/Evaluation-Related Activities:** Review and analysis of current program information to determine the extent to which the Provider is achieving agreed upon goals. This may include the review and analysis of evaluation dashboards, primary provider data, provider aggregate reports, client and partner feedback, the Provider's evaluation plan referenced in Section III, reporting forms, and annual reports. As needed, the Program may attend evaluation site visits or check-ins to understand progress towards agreed-upon goals in this agreement.
2. **Fiscal Monitoring:** Review financial systems and billings to ensure that contract funds are allocated and expended in accordance with the terms of the agreement.
3. **Administrative Monitoring:** Monitoring to ensure that the requirements of the contract document, Federal, State and City and County regulations, and DDPHE policies are being met.

The table below summarizes required reporting activities and due dates. The Program may require additional measures to be reported or change the frequency of reporting throughout the period of performance given the evolving nature of the drug overdose epidemic.

Activity	Description	Due Date	Submit to
Report 1	Performance Measure and Data Monitoring	Monthly	OAF Program
Evaluation Plan	The Provider will submit a plan outlining how they will measure fulfillment of objectives within the first quarter of the project period	End of Q1	OAF Program
Report 2	Evaluation Monitoring	Quarterly	OAF Program
Report 3	Final Report	Annually	OAF Program
Annual Site Visit	Onsite evaluation of project outcomes and fiscal monitoring	Annually	OAF Program



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Other reports and data sharing as requested	To be determined (TBD)	TBD	TBD
Program Meetings	Attendance and participation at regularly scheduled community of practice meetings, grantee check-ins, office hours, and collaborative partner meetings	Monthly	N/A

VI. Budget

The budget for this agreement is outlined below.

Term	1/1/25 - 12/31/25				
Request for Proposal Name	Opioid Abatement Funds				
Budget Categories					
Supplies					
Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Denver Opioid Abatement Funds Grant
Office Supplies	Consumable Supplies (paper, pens ink)	Yes	12	250	\$3,000.00
Rent	Office Space	Yes	12	2500	\$30,000.00
Phone / Data Services	Data service for phone & internet in office; pro-rated based on headcount	Yes	12	150	\$1,800.00
Mileage / Parking	Ground transportation expense for staff with the metro area to meet with participants	Yes	2400	0.7	\$1,679.95
Participant Support	Bus tokens to assist participants	Yes	1500	1.5	\$2,250.00
Recovery Social Events	Program activities for participants to engage recovery with family & friends without substances	Yes	12	500	\$6,000.00
Total Food and Supplies					\$44,729.95
Personnel and Administrative Services					
Salary Employees					
Position Title	Description of Work	Does this budget item support the Scope of Work?	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Denver Opioid Abatement Funds Grant
Cultural Programs Manager / Coach	Direct client services, advise on cultural competency program services	Yes	100%	\$73,500.00	\$73,500.00


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Outreach Coordinator	Community Outreach Coordinator manages community engagement & events	Yes	20%	\$91,875.00	\$18,370.75
Supervisor / Exec. Director	Supervision of program staff	Yes	20%	\$128,625.00	\$25,720.75
Hourly Employees					
Position Title	Description of Work	Does this budget item support the Scope of Work?	Hours	Hourly Rate	Total Amount Requested from Denver Opioid Abatement Funds Grant
Peer Coach Bilingual	Direct client services in Spanish & English	Yes	2080.00	\$35.34	\$73,500.00
Peer Coach (NEW)	Direct client services in Spanish & English	Yes	2080.00	\$29.45	\$61,250.00
Total Personnel Services					\$252,341.50
Other / Miscellaneous					
Item	Description	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Denver Opioid Abatement Funds Grant
Consultant & Training Program	Contract for training for staff as well as revision of program materials	Yes	1	\$10,000.00	\$10,000.00
Advisory Council Stipend	Stipend paid to community members for serving a 1 year term on the advisory council	Yes	5	\$1,000.00	\$5,000.00
Program Evaluation	Contract with Butler Institute to evaluate effectiveness of program services.	Yes	1	\$60,081.00	\$60,081.00
Total Other					\$75,081.00
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$372,152.45
Indirect					
Item	Description				Total Amount Requested from Denver Opioid Abatement Funds Grant
Indirect rate (if applicable):	Indirect Costs: DDPHE policy places a ten percent (10%) cap on reimbursement for indirect costs, based on the total contract budget.				\$37,215.09
TOTAL INDIRECT COSTS					\$37,215.09
TOTAL AMOUNT REQUESTED FROM OPIOID ABATEMENT FUNDS GRANT					\$409,367.54



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SCOPE OF WORK & BUDGET

Term	1/1/26 - 12/31/26				
Request for Proposal Name	Opioid Abatement Funds				
Budget Categories					
Supplies					
Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Denver Opioid Abatement Funds Grant
Office Supplies	Consumable Supplies (paper, pens ink)	Yes	12	250	\$3,000.00
Rent	Office Space	Yes	12	2500	\$30,000.00
Phone / Data Services	Data service for phone & internet in office; pro-rated based on headcount	Yes	12	150	\$1,800.00
Mileage / Parking	Ground transportation expense for staff with the metro area to meet with participants	Yes	1013.5	0.7	\$709.45
Recovery Social Events	Program activities for participants to engage recovery with family & friends without substances	Yes	12	500	\$6,000.00
Total Food and Supplies					\$41,509.45
Personnel and Administrative Services					
Salary Employees					
Position Title	Description of Work	Does this budget item support the Scope of Work?	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Denver Opioid Abatement Funds Grant
Cultural Programs Manager / Coach	Direct client services, advise on cultural competency program services	Yes	100%	\$73,500.00	\$73,500.00
Supervisor / Exec. Director	Supervision of program staff	Yes	10%	\$128,625.00	\$12,871.82
Hourly Employees					
Position Title	Description of Work	Does this budget item support the Scope of Work?	Hours	Hourly Rate	Total Amount Requested from Denver Opioid Abatement Funds Grant
Peer Coach Bilingual	Direct client services in Spanish & English	Yes	2080.00	\$35.34	\$73,500.00
Total Personnel Services					\$159,871.82
Other / Miscellaneous					
Item	Description	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from Denver Opioid Abatement Funds Grant
Consultant & Training Program	Contract for training for staff as well as revision of program materials	Yes	1	\$0.00	\$0.00



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Advisory Council Stipend	Stipend paid to community members for serving a 1 year term on the advisory council	Yes	5	\$1,000.00	\$5,000.00
Program Evaluation	Contract with Butler Institute to evaluate effectiveness of program services.	Yes	1	\$55,800.00	\$55,800.00
Total Other					\$60,800.00
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$262,181.27
Indirect					
Item	Description				Total Amount Requested from Denver Opioid Abatement Funds Grant
Indirect rate (if applicable):	Indirect Costs: DDPHE policy places a ten percent (10%) cap on				\$26,218.13
TOTAL INDIRECT COSTS					\$26,218.13
TOTAL AMOUNT REQUESTED FROM OPIOID ABATEMENT FUNDS GRANT					\$288,399.38

Total Contract term: 1/1/2024-12/31/2026

Maximum Contract Amount including any indirect costs: \$910,435.08.

\$126,040.55 of unspent Y1 funds will be rolled into Y2 budget.

Indirect Cost Limit: The Provider's total indirect costs cannot exceed 10% of the Maximum Grant Amount as listed in the Budget. Indirect costs are defined as the administrative costs that are incurred for common or joint activities that cannot be identified specifically with a particular project or program. Administrative costs can be included in indirect costs and defined as the costs incurred for usual and recognized overhead, including management and oversight of specific programs funded under this contract; and other types of program support such as quality assurance, quality control, and related activities. Direct costs are costs that can be directly charged to the Program, and which are incurred in the provision of direct services.

Examples of indirect costs include: Salaries and related fringe benefits for accounting, secretarial, and management staff, including those individuals who produce, review and sign monthly program and fiscal reports; Consultants who perform administrative, non-service delivery functions; General office supplies; Travel costs for administrative and management staff; General office printing and photocopying; General liability insurance; Audit fees, rent, utilities, general office supplies and equipment/technology

VII. Invoice

An invoice template will be provided by the Program.

VIII. Payments



EXHIBIT A-1

SCOPE OF WORK & BUDGET

Invoices, spending reports, and backup documentation, if required, shall be completed and emailed to OAFInvoices@denvergov.org on or before the 15th of each month following the month of services rendered 100% of the time.

All non-personnel purchases of \$1,000 or more must have back up documentation submitted with the invoice and report each month to DDPHE. The Provider is required to keep on file all documentation of purchase of items and/or payment less than \$1,000 but does not need to submit those back up documents with invoice and report unless the Program specifically requests it.

The Provider shall use the DDPHE invoice template in Section VII unless the Program gives approval for the Provider to use their own template. In the event of extenuating circumstances, invoices can be processed with immediate payment terms.

IX. Gift Card Use Policy

Purpose

This policy outlines the requirements and guidelines for the use of gift cards by external contracted providers on behalf of the Denver Department of Public Health & Environment (DDPHE). It aims to ensure compliance with City regulations and to mitigate risks associated with fraud, misuse, and reporting obligations.

Scope

This policy applies to all external contracted providers engaged by DDPHE that distribute gift cards as part of their services.

Policy

1. Program Justification

- Gift cards may only be used as part of narrowly tailored programs addressing urgent community needs.
- Providers must document and justify the necessity of using gift cards, including the target population, and expected outcomes.

2. Restricted Use

- Providers are required to use restricted gift cards whenever possible to prevent purchases of items that violate City policies (e.g., alcohol, firearms, tobacco).
- Providers must clearly specify the intended use of the gift cards in their program proposals.

3. Eligibility Criteria

- Providers must define and document eligibility criteria for recipients based on program goals.
- Eligibility criteria must be vetted and approved by DDPHE Program Staff.

4. Distribution Procedures

- Providers must establish secure distribution methods for gift cards, ensuring safe storage and handling.



EXHIBIT A-1

SCOPE OF WORK & BUDGET

- Detailed records must be maintained for each gift card distributed, including:
 - Vendor name
 - Amount of the gift card
 - Serial or tracking number
 - Date purchased and distributed
 - Recipient's full name and signature
 - Signature of the provider's employee distributing the card
- Providers must ensure program information is translated into participant's preferred language or format such as braille.

5. Tax Implications

- Providers must inform recipients that gift cards are considered taxable income and that they may be subject to IRS reporting if thresholds are met.
- Providers must verify the IRS threshold for income reporting and collect and transmit applicable information to the IRS.

6. Reporting and Monitoring

- Providers must submit regular reports to DDPHE detailing:
 - The number of gift cards purchased
 - The number of gift cards distributed
 - Total value distributed
 - Eligibility confirmations for recipients
- DDPHE will monitor compliance with this policy through periodic audits and reviews of distribution records.

7. Compliance with City Regulations

- Providers must comply with all applicable federal, state, and local laws regarding gift card distribution and reporting.
- Contracts with providers must include clauses requiring adherence to this policy.

8. Training and Support

- DDPHE will provide training resources to external providers regarding the proper management of gift card programs and compliance requirements.

9. Compliance Monitoring

- DDPHE will conduct regular assessments of external providers to ensure adherence to this policy, including:
 - Review of purchase / distribution logs and records



EXHIBIT A-1

SCOPE OF WORK & BUDGET

- Verification of eligibility criteria and documentation
- Evaluation of program effectiveness and community impact
- Any fraud or abuse will be immediately reported to DDPHE upon discovery by the Provider.

10. Documentation

- All records related to gift card distribution must be organized and preserved for potential audits by DDPHE or external authorities.

11. Approval and Amendments

- This policy will be reviewed annually and amended as necessary to align with changes in regulations or organizational goals.

X. General Requirements

This award is funded through DDPHE's Opioid Abatement Funds (OAF) Program. The City and County of Denver, along with other local governments throughout Colorado and the United States, filed a lawsuit against opioid manufacturers, distributors and pharmacies seeking to hold them responsible for their contributions to the opioid epidemic. Those lawsuits resulted in certain litigation settlements and the availability of funds to address and abate the impacts of opioid misuse. DDPHE created the OAF Program to support the Denver Opioid Abatement Council (DOAC) in overseeing the equitable and effective disbursement of settlement funds throughout the city and county of Denver. The DOAC and other regional opioid abatement councils in Colorado are working in partnership with the Colorado Office of the Attorney General to ensure settlement funds are utilized in accordance with the terms of the [Colorado Opioids Settlement Memorandum of Understanding \(MOU\)](#). Awardees must also comply with the terms of the MOU.

Contract amendments to include additional years of service will be dependent on funds received, program strategy and goals, and approval by the DOAC. The Program may require the Provider to submit updated budgets and scopes of work to be considered for continued funding.

The Provider shall follow the OAF Program Communication Guidelines, including displaying signage and/or online banners noting that the program receives funding from DDPHE and the OAF Program. The OAF Program will provide electronic files (e.g., logos) and guidelines for printing and/or displaying on websites, social media accounts, and other materials.

XI. Other

Additional document and activity requirements that may be requested for this contract:

- Organizational Chart, Financial Reports, etc.



DENVER
THE MILE HIGH CITY

EXHIBIT A-1

SCOPE OF WORK & BUDGET

- Updated Certificate of Insurance
- Presenting progress and outcomes to the Denver Opioid Abatement Council
- Collaborating with the OAF Program on data analysis and needs assessments
- Reports and information for Program Evaluation, as required
- The Provider shall submit updated documents which are directly related to the delivery of services



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/1/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0757776 HUB International Insurance Services (COL) 2000 S. Colorado Blvd Tower 2, Suite 150 Denver, CO 80222	CONTACT NAME: Jake Joseph PHONE (A/C, No, Ext): (720) 207-2324 FAX (A/C, No): (866) 243-0727 E-MAIL ADDRESS: jake.joseph@hubinternational.com	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Alliance of Nonprofits for Insurance, Risk Retention Group (ANI)		10023
INSURER B : Arch Specialty Insurance Company		21199
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		2024-27375	3/5/2024	3/5/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Liquor Liab. \$ 1,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			2024-27375	3/5/2024	3/5/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N / A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab.			2024-27375	3/5/2024	3/5/2025	1,000,000 / 3,000,000
B	Cyber Liability			C-4LS3-095410-CYBER-2024	3/5/2024	3/5/2025	Aggregate 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City and County of Denver, its elected and appointed officials, employees and volunteers are additional insureds for General Liability.

CERTIFICATE HOLDER

CANCELLATION

Department of Public Health & Environment
City and County of Denver
101 Colfax Ave
Denver, CO 80202

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE