

**AMENDATORY AGREEMENT  
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (“TANF”)**

**THIS AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (hereinafter referred to as the “City”), for and on behalf of the **DENVER DEPARTMENT OF HUMAN SERVICES**, (“County” or “DHS”) and **COLORADO WOMEN’S EMPLOYMENT AND EDUCATION, INCORPORATED**, a nonprofit corporation, with an address of 1175 Osage Street, Suite 300, Denver, CO 80204 (the “Contractor”), individually a “Party” and collectively the “Parties.”

The City and Contractor entered into an Agreement dated July 19, 2017, to provide TANF support services (the “Agreement”). The Parties now wish to extend the term of the Agreement for an additional one-year term and make certain other modifications to the Agreement as set forth below.

The Parties agree as follows:

**1.** Effective July 1, 2018, all references to Exhibits “A” in the existing Agreement shall be amended to read Exhibits “A and A-1,” as applicable. Exhibit A-1 is attached and will control from and after July 1, 2018.

**2.** Section 3 of the Agreement, entitled “**TERM**,” is amended by deleting and replacing it with the following:

“**3. TERM:** The term of the Agreement is from June 15, 2017, to June 30, 2019 (the “Term”). Subject to the Executive Director’s prior written authorization, the Contractor shall complete any work in progress as of the then current expiration date and the Term will extend until the work is completed or earlier terminated.”

**3.** Section 4.d (1) of the Agreement, entitled “**COMPENSATION AND PAYMENT**,” is amended by deleted and replacing it with the following:

“(1) Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed the amount of One Million Nine Hundred Thousand Dollars and Zero Cents (\$1,900,000.00) (the “Maximum Contract Amount”). The City is not obligated to execute an Agreement or any amendments for any further services, including any services performed by

Contractor beyond that specifically described in Exhibit A. Any services performed beyond those in Exhibit A are performed at Contractor’s risk and without authorization under the Agreement.”

4. Section 23.u of the Agreement, entitled “**No Discrimination in Employment (City Executive Order No. 8)**,” is amended by deleting and replacing it with the following:

“u. **No Discrimination in Employment (City Executive Order No. 8)**: In connection with the performance of work under the Agreement, the Contractor may not refuse to hire, discharge, promote or demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, gender expression or gender identity, marital status, or physical or mental disability. The Contractor shall insert the foregoing provision in all subcontracts.”

5. Section 23.w of the Agreement, entitled “**No Discrimination in Program Participation (Federal)**” is amended by deleting and replacing it with the following:

“w. **No Discrimination in Program Participation (Federal)**: The Contractor will comply with any and all applicable federal, state, and local laws that prohibit discrimination in programs and activities funded by this Agreement on the basis of race, color, national origin, sex, disability, and age including but not limited to Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 (ADA), Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (Title VII), the Age Discrimination in Employment Act (ADEA), the antidiscrimination provision of the Immigration Reform and Control Act of 1986 (IRCA), and the Equal Pay Act (EPA). Violations may be subject to any penalties set forth in said applicable laws and the Contractor agrees to indemnify and hold the City harmless from any and all claims, losses, or demands that arise under this paragraph. The Contractor acknowledges that Title VI prohibits national origin discrimination affecting persons with limited English proficiency (LEP). The Contractor hereby warrants and assures that LEP persons with will have meaningful access to all services provided under this Agreement. To the extent the Contractor provides assistance to LEP individuals through the use of an oral or written

translator or interpretation services, in compliance with this requirement, LEP persons shall not be required to pay for such assistance. Further, the Contractor acknowledges the City's Office of Human Rights and Community Partnerships, Office of Sign Language Services (OSLS) oversees access for deaf and hard of hearing people to City programs and services. The Contractor will comply with any and all requirements and procedures of the OSLS, as amended from time to time, concerning the provision of sign language interpreter services for all services provided by the Contractor under this Agreement. Further, Contractor acknowledges the public policy requirement of the U.S. Dept. of Health and Human Services that that no person otherwise eligible to participate in programs and services supplied under this Agreement will be excluded from participation in, denied the benefits of, or subjected to discrimination in the administration of HHS programs and services based on non-merit factors such as age, disability, sex, race, color, national origin, religion, gender identity, or sexual orientation. The Contractor must comply with this national policy requirement with respect to the performance of work and administration of funds provided under this Agreement and for all programs and services supported by HHS awards. 45 C.F.R. Part 75.300(c)."

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

7. 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.

**End.**

**Signature pages and Exhibits follow this page.**

**Exhibit List**  
**Exhibit A-1**

**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-201734819-01

**Contractor Name:** COLORADO WOMENS EMPLOYMENT AND  
EDUCATION, INCORPORATED

By: Karen Stran

Name: Karen Stran  
(please print)

Title: Chief Operating Officer  
(please print)

**ATTEST: [if required]**

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

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

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





## **SCOPE OF WORK**

### **Center for Work Education and Employment Incorporated**

### **SOCVS 2017-34819-01**

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

The purpose of the contract is to establish an agreement and Scope of Services between Denver Department of Human Services (DHS) and the Colorado Women’s Employment and Education Incorporated dba Center for Work Education and Employment (CWEE), to provide intensive case management support to assist TANF participants that may be harder to serve or harder to place in employment, such as those presenting with a disability, substance abuse, mental health, domestic violence, and/or other significant barriers.

#### **II. Background**

DHS is allocated funds on an annual basis from the Colorado Department of Human Services (CDHS) for the operation of the Temporary Assistance for Needy Families (TANF)-Colorado Works Program. The TANF county block grant funds are utilized only to support the purposes of the Colorado Works program. Code of Colorado Regulations 9 CCR 2503-6 Income Maintenance (Volume 3.2). Households are determined at application to be either eligible or ineligible for TANF basic cash assistance. Adults who are considered work-eligible are provided with individualized services and supports to promote their family's economic well-being. All TANF eligibility for applicants is determined by DHS. DHS assesses initial work-eligibility to determine which work activities, services and supports available in the program are the best fit for the participant. DHS will also determine which agency/contractor might serve the participant best based on their scope of services.

DHS recognizes that even those adults who have been identified as "work-eligible" may need to pursue strategies other than employment to attain economic well-being. Similarly, some families may be experiencing a crisis that needs to be addressed before employment can be pursued. Examples may include families who are living in a shelter, newly involved with child welfare, or those experiencing other immediate safety issues. DHS may determine which individuals in these circumstances are not ready to focus on employment. This is determined through an assessment and addressed through the Individualized Plan or Roadmap, pursuant to Colorado Works regulations at 9-CCR-2503-6.

TANF participants will require in-depth and ongoing assessment of barriers and job readiness levels. From the assessments, Individualized Plans will be developed with the participant that offer intensive supports and services. This may include more extensive monitoring and possibly additional work supports. The intent is to engage and provide opportunities for participants to obtain and maintain employment that support career growth.



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**III. Services**

- A. To support and engage TANF eligible participants to develop strategies that address individual and family needs, DHS will work jointly with CWEE to provide the following:
1. In depth assessment, family counseling, and work support programs associated with the implementation and operation of the TANF Program for the TANF populations assessed at Job Readiness Level II Job Ready Transition and Level III Employability Stabilization.

Job Readiness Level II - Job Ready Transition is the TANF population that require basic skills and/or marketable skill set. The Job Readiness Level III Employability Stabilization focuses on the TANF Population that may not initially be able to meet full participation due to long-term, but time-limited barriers.

- B. CWEE will be assigned as the case manager of record. As the case manager of record CWEE Case Managers will provide ongoing case management supports including ongoing assessment, development of Individualized Plans (IP) with participant, and engagement into workforce development activities that lead to employment.
- C. CWEE's integrated programs provide solutions to reduce generational poverty in the Metro Denver community, developing an educated and skilled workforce and families that rely less on government assistance. Participants will complete CWEE's integrated education and employment program that includes case management, life skills classes, computer literacy courses leading to industry recognized credentials, GED/HSE obtainment, mental/emotional support services, employment services, and lifetime access to coaching to help individuals sustain employment long-term.
- D. DHS TANF participants assigned to CWEE for case management services will attend CWEE's orientation and an initial one-on-one meeting with their case manager to develop individualized goals for their participation in the program. Participants will then begin the three phases of CWEE's core program: Empowerment and Soft Skills, Computer Training and Digital Literacy, and Career Readiness and Preparation.
- E. After completing training and securing employment, CWEE will continue to work with both participants and employers to support participant employment retention. CWEE staff follow up with participants on a regular basis, providing support, services, and additional training when necessary. Every aspect of the CWEE program is designed to address its participants' specific needs and prepare motivated individuals for long-term employment.



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- F. For the TANF applicant or participant objecting to the religious character of any TANF service provider, that applicant or participant shall be entitled to receive services from an alternative provider to which the individual has no religious objection.
  
- G. This contract allows for any TANF contractor to provide an alternative means for benefits, assistance, or services if an individual objects to being served by the religious provider chosen as a contractor by the county. Contract agencies can directly refer TANF clients to an alternative provider with reasonable accessibility to services and the capacity to provide comparable services to the individual. Such services shall have a value that is not less than the value of the services that the individual would have received from the program participant to which the individual had such objection, as defined by the State or county. Alternately, the contractor shall refer the TANF applicant or recipient back to the county department for appropriate rereferral.
  
- H. **Contractor Responsibilities**
  - 1. Hire and manage qualified and trained staff to provide quality TANF case management to populations that present with barriers and other needs that are typically beyond the scope of staff at DHS.
  - 2. Provide intensive case management services and supports to TANF participants who need additional and more intensive specialized assistance to prepare them to find and keep employment.
  - 3. Provide budget oversight of TANF funding to ensure incurred costs follow State and federal statutes and regulations.
  - 4. Provide administration of TANF program and ensure State and federal statutes and regulations are implemented and followed.
  - 5. Work closely with DHS on collaboration efforts related to TANF goals, outcomes, policies, and procedures.
    - a. Provide regular reporting (financial, Work Participation Rate and other State requested reporting)
    - b. Participate in training and policy development activities.
    - c. Participate in Denver’s Welfare Reform Board meetings as needed.
  - 6. CWEE will utilize the designated data systems, including but not limited to, the Colorado Benefits Management System (CBMS) for TANF customers. CBMS shall be used to track all TANF participant information. CBMS must be used in accordance with the DHS and CDHS written policies and procedures. Each staff person will be given the minimum access required to perform their specific role under the Contract. CWEE agrees to abide by and require all staff users to abide by the City and County of Denver data confidentiality and security agreements.
    - a. DHS and the State will coordinate CBMS security access setup and controls. All requests should be routed through the DHS CBMS Help Desk to ensure that State and internal processes are followed.





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7. Protect DHS client data, by complying with the Health Insurance Portability and Accountability Act (HIPAA).
  8. Protect data by complying with all provisions of 42 C.F.R. Part 2, relating to substance abuse treatment and records.
- I. **Audits.** CWEE and DHS will work collaboratively to collect and retain all Colorado Works/TANF program information necessary to ensure compliance with the requirements of any applicable state or federal law and program regulations. This includes all case management records (paper and automated), which includes, but is not limited to, all assessments, Individual Plans (IPs), workforce development activities, participation tracking sheets, contracted services, and workforce counseling administered by CWEE. CWEE and DHS will cooperate with each other in responding to inquiries that either agency may receive from state or federal authorities regarding any programs that CWEE is responsible for administering pursuant to this agreement. DHS will notify CWEE in advance of every TANF related audit and CWEE will have a representative present at such audit. CWEE will participate in all audit coordination as appropriate, including meeting all DHS timeline requirements.
- J. **Secondary Stage Supervisory Case File Reviews**  
In accordance with the regulations at 45 CFR 261.63 – Colorado’s Work Verification Plan requirements, CWEE will be required to review a random sample of cases each month with an approved review tool. The number of cases vary and are based upon Denver’s share of a 5% statewide sample of work-eligible individuals. The Secondary Stage Supervisory Review will be conducted by the case management supervisor. All case reviews will be completed via County technology (WMS) and adhere to all applicable timeframes for completion. At minimum, the following shall be subject to verifications through this process:
1. Proper work activity utilization based on federal regulatory definitions and per Colorado’s approved Work Verification Plan
  2. Monthly timesheet or other allowable work hour documentation included in the case record
  3. Where applicable, progress is documented for each month of participation for work eligible individuals in education requiring such progress
  4. Excused absences and holidays are being applied consistently per state and county policy
  5. The Fair Labor Standards Act is properly applied to community service and community work experience
  6. Proper supervision of work activities is occurring as per Colorado’s Work Verification Plan
  7. Proper coding for the case in the automated system, including relationships, disability, and others related to work eligibility



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8. Proper documentation and attendance verification for job search/job readiness work activities

#### **K. Management Site Visits and other Audits**

Denver County and/or the State of Colorado may conduct regular on-site reviews of Colorado Works contracts and related services. These on-site reviews are meant to provide service providers with direct feedback on the implementation of their program, and include a summary of the findings from the ongoing case file reviews. Denver County and/or state staff will analyze and review contractor policies, plans, procedures, contracts/sub-contracts, and other relevant documents and administrative data that describe and inform program implementation, strengths and opportunities for improvement. The focus of the site visit is primarily one of information sharing, technical assistance, and training with county and/or state staff representing various areas of program operations (finance, budget, policy, program, training and technical assistance).

For other formal federal, state, and county audits, CWEE will provide accurate and complete case files within the DHS timeline requirements. CWEE will be responsible for repayment to DHS of any disallowed costs resulting from a final audit action imposed by CDHS or other regulatory authority pertinent to the work at CWEE. CWEE will be responsible for following up on auditor findings, providing for refunds and implementing approved final corrective action plans, if any. DHS will monitor CWEE's response to audit related matters to ensure ongoing compliance. DHS and CWEE will work with State and Federal auditors as requested. CWEE will provide a designee as a point of contact for monthly quality meetings and for audits.

- L. **Records.** CWEE will comply with written State and DHS policies and processes provided to CWEE by DHS related to case file maintenance, case retention and storage. At a minimum, CWEE will maintain all client documentation in client case files according to stated case order policy provided by DHS. No client case information will be maintained outside of the client's hard back and/or automated case files. Client documentation will be sent to the scanning department for electronic filing no more than five (5) days after the document was created. CWEE will have complete access to and control over active client case files within its work area required to perform case management functions. DHS will provide CWEE with a copy of all currently existing written case file storage policies within 30 days after the execution of this contract. Upon termination of this contract, all relevant case files will be provided to DHS in a DHS approved format.

#### **IV. Process and Outcome Measures**

##### **A. Process Measures**



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CWEE agrees to meet all state metrics as required for the Colorado Works/TANF program. CWEE will be responsible for their proportionate share cases assigned to their organizations. CWEE will be responsible for demonstrating their performance and compliance in the following areas:

- a. Work Participation Rate (a minimum of 40% of all families are in a countable activity with verified hours of participation)
- b. Entered Employment (10% of all cases are engaged in some type of employment activity with corresponding data entry in CBMS and documentation in the case file)
- c. Engagement rate (52% of all cases are engaged in meaningful activities for progression to barrier removal and employment outcomes as appropriate)

1. Number of Denver TANF clients enrolled in Program Year 2018 to date
2. Progress on Federal Work Participation Rate (FWPR) – actual monthly rate and yearly average
3. Number of Denver TANF clients obtaining employment 30 or more hours per week
4. The average starting wage for employment
5. Number of Denver TANF clients retaining employment at 30 days
6. Number of Denver TANF clients retaining employment at 90 days

All reports will be submitted to both DHS Contracting Services, the Family and Adult Assistance Division (FAAD) Director and the Colorado Works/TANF Program Administrator.

**B. Outcome Measures**

1. CWEE will continuously serve and support 250 participants each month. When the participant volume drops below 250, DHS will identify and transfer the applicable number of cases to reach the 250 monthly benchmark.
2. CWEE will obtain a minimum average final FWPR of 50%, based on monthly outcomes
3. 60% of participants will obtain employment
4. The average starting wage for employment will be \$11.00 an hour
5. 90% of participants will retain employment for 30 days
6. 75% of participants will retain employment for 90 days

**V. Performance Management and Reporting**

- A. Performance Management



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Monitoring will be performed by the program area, Contracting Services, and Financial 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. Contract Monitoring: Review and analysis of current program information to determine the extent to which contractors are achieving established contractual goals. Contracting Services will provide 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 to resolve concerns.
3. Compliance Monitoring: Will ensure that the terms of the contract document are met, as well as Federal, State and City legal requirements, standards and policies.
4. Financial Monitoring: Will ensure that contracts are allocated and expended in accordance with the terms of the agreement. Contractor is required to provide all invoicing documents for the satisfaction of Financial Services. Financial Services will review the quality of the submitted invoice monthly. Financial Services will manage invoicing issues through site visits and review of invoicing procedures.

**B. Reporting**

The following reports shall be developed and delivered to the DHS as stated in this section.

Report # and Name	Description	Frequency	Reports to be sent to:
1. Monthly Reports	Total number of clients served and activity report that details the activity and monthly hours spent in each activity.  CBMS data entered and reporting on monthly services goals. The monthly contractor's spreadsheet will be completed to report out on program services and outcomes.	Due Monthly	FAAD Division Director and DHS_Contracting_Services_Documents@denvergov.org and Colorado Works/TANF Program Administrator
3. Contract	Report shall demonstrate all	Contract	DHS_Contracting_Services_Do



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Summary Report	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.	End, within 45 days after Term End.	cuments@denvergov.org and Colorado Works/TANF Program Administrator
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**VI. Budget**

A. Invoices and reports shall be completed and submitted on or before the 15<sup>th</sup> of each month following the month services were rendered 100% of the time. Contractor shall use DHS' preferred invoice template, if requested. Invoicing supporting documents must meet DHS requirements.

Invoices shall be submitted to: [DHS\\_Contractor\\_Invoices@denvergov.org](mailto:DHS_Contractor_Invoices@denvergov.org) or by US Mail to:

Attn: Financial Services  
 Denver Human Services  
 1200 Federal Boulevard  
 Denver, Colorado 80204

**B. Budget**

<b>Contractor Name:</b>	<b>Center for Work Education and Employment, Inc. (CWEE)</b>	
<b>Contract Number:</b>	<b>SOCSV 2017-34819-01</b>	
<b>Contract Term:</b>	<b>7/1/18 - 6/30/19</b>	
<b>Program Name:</b>	<b>COLORADO WORKS-Temporary Assistance to Needy Families</b>	
<b>ITEM</b>	<b>Budget</b>	<b>BUDGET NARRATIVE JUSTIFICATION</b>
<b>DIRECT SALARY COSTS</b>		
Director of Family Support (.60 FTE)	\$46,200	.60 FTE. The average annual salary is \$77,000 and will be a direct expense of time that will be spent on the Program up to 60% annually not to exceed \$46,200. Actual time may vary and will be tracked with the electronic time tracking system.
Manager of Family Support (1 FTE)	\$47,000	1 FTE. The average annual salary of \$47,000 will be a direct expense of time that will be spent on the Program. Not to exceed \$47,000 for the term of the contract. Actual time will vary and will be tracked with the electronic time tracking system.
Case Managers (4.34 FTE)	\$173,953	4.34 FTE. The average annual salary is \$42,000 will be a direct expense of time that will be spent on the Program. Not to exceed \$173,953 for the term of contract. Actual time may vary and will be tracked with the electronic time tracking system.



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Manager of Employment Services (.34 FTE)	\$18,700	.34 FTE. The average annual salary is \$55,000 and will be a direct expense of time that will be spent on the Program. Not to exceed \$18,700 for the term of the contract. Actual time will vary and will be tracked with the electronic time tracking system.
Career Development Specialists (1.34 FTE)	\$57,600	1.34 FTE. The average annual salary of \$43,000 will be a direct expense of time that will be spent on the Program. Not to exceed \$57,600 for the term of the contract. Actual time will vary and will be tracked with the electronic time tracking system.
Employment Services Retention Assistant (.2 FTE)	\$8,400	.2 FTE. The average annual salary of \$42,000 will be a direct expense of time that will be spent on the Program. Not to exceed \$8,400 for the term of the contract. Actual time will vary and will be tracked with the electronic time tracking system.
Program Assistants (.68 FTE)	\$25,160	.68 FTE. The average annual salary is \$37,000 and will be a direct expense of time that will be spent on the Program, not to exceed \$25,160. Actual time may vary and will be tracked with the electronic time tracking system.
Director of Training and Education (.34 FTE)	\$23,120	.34 FTE. The average annual salary is \$68,000 and will be a direct expense of time that will be spent on the Program, not to exceed \$23,120. Actual time may vary and will be tracked with the electronic time tracking system.
Instructors/Coaches (1.5 FTE)	\$60,000	1.5 FTE The average annual salary is \$40,000 and will be a direct expense of time that will be spent on the Program, not to exceed \$60,000. Actual time will vary and may be tracked with the electronic time tracking system.
Interns (Up to 2)	\$500	The average annual salary is \$1,500 and will be a direct expense of time that will be spent on the Program, not to exceed \$500. Actual time will vary and will be tracked with the electronic time tracking system.



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President/CEO (.34 FTE)	\$39,600	.34 FTE. Expected to be hired October 2018. The average annual salary is \$155,000 and will be paid based on portion of time spent working on program not to exceed \$39,600 for the term of the contract. Actual time may vary and will be tracked with the electronic time tracking system.
COO (.34 FTE)	\$33,660	.34 FTE. The average annual salary is \$99,000 and will be paid based on portion of time spent working on program not to exceed \$33,660 for the term of the contract. Actual time may vary and will be tracked with the electronic time tracking system.
Office Manager (.34 FTE)	\$17,000	.34 FTE. The average annual salary is \$50,000 and will be paid based on portion of time spent working on program not to exceed \$17,000 for the term of the contract. Actual time will vary and will be tracked with the electronic time tracking system
Director of Employer Engagement (.34 FTE)	\$25,000	.34 FTE. The average annual salary is \$73,300 and will be paid based on portion of time spent working on program not to exceed \$25,000 for the term of the contract. Actual time will vary and will be tracked with the electronic time tracking system
Administrative Staff (.34 FTE)	\$12,000	.34 FTE - The average annual salary is \$35,000 and will be paid based on portion of time spent working on program not to exceed \$12,000 for the term. Actual time will vary and will be tracked with the electronic time tracking system.
Client Navigator (.34 FTE)	\$12,300	.34 FTE - The average annual salary is \$36,000 and will be paid based on portion of time spent working on program not to exceed \$13,000 for the term of the contract. Actual time will vary and will be tracked with the electronic time tracking system
Fringe	\$138,043	Fringe is 22.9982% of gross salaries include employer portion of payroll taxes, health and dental benefits, life and disability benefits, retirement plan matching contributions, state unemployment and workers' comp insurance.



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Total Direct Salary & Fringe	\$738,236	
<b>DIRECT SERVICE COSTS</b>		
Client Services	\$2,000	This line item includes expenses like Wheels to Work, counseling services, financial coaching, hygiene and new baby packs, background checks for participants and other general support services. These expenses that directly support the DHS participant will be billed at 100%.
Adult Basic Education Services	\$21,400	Includes the Learning Source adult basic education services at 34% (total CWEE estimated annual cost is \$62,850). Not to exceed \$21,400 for the term of this contract.
Computers, Office Furniture	\$7,500	Includes 34% of computers replaced for participant use only in the computer lab and job search room. Also includes office furniture and computer needs for staff assigned to the DHS program. Expenses that can be attributable solely to DHS will be billed at 100%. Other expenses that are attributable to CWEE's entire program will be billed based on the percent of DHS participants compared to total participants served by CWEE. Not to exceed \$7,500 for the term of this contract.
Facilities	\$70,000	This line item is reflective of the space used for direct interaction with clients and includes: the participant computer lab, classrooms, case management offices, restrooms, participant break rooms, client navigation area and program service rooms. The cost is calculated at 34% of the overall facility expense. The allocation is based on the percent of square footage used by the DHS program (4,688 square feet) versus total square footage (i.e., 13,791 square feet) owned. CWEE pays for a percentage of the ongoing maintenance of the building including utilities, janitorial, gas, etc. as a monthly office condominium assessment, which is calculated upon the square footage that is owned by CWEE. Not to exceed \$70,000 for the term of this contract (total CWEE estimated annual cost is \$205,882).
Communications and IT Support	\$24,500	This line item is at 34% and includes internet, IT support and technical assistance, and telephone. Communication and IT support are essential components of CWEE's program success. CWEE participants study digital literacy and earn credentials in areas including Microsoft Office, and access high school equivalency testing and training materials online. Participants also access various job search materials, leads and applications online, via phone and email. Not to exceed \$24,500 for term of this contract (total CWEE estimated annual cost is \$72,000).
Total Direct Service Costs	\$125,400	
<b>SUM OF DIRECT SERVICE and DIRECT SALARY COSTS:</b>	<b>\$863,636</b>	
<b>Indirect COST Rate</b>		
Indirect Cost Rate	\$86,364	Calculated at 10% of Total Direct Cost
Total Indirect Costs	\$86,364	



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****TOTAL BUDGET WITH INDIRECT COST RATE	\$950,000	
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#### Salaried Positions Responsibilities and Expectations

- **Director of Family Support:** Provide program management, supervision and direct services in case management to meet program goals and outcomes.
- **Manager of Family Support:** Supervise case managers and provide strengths-based case management services, goal setting and tracking, resources and referrals, and conduct the transition and follow-up components of the participants' program plans.
- **Case Managers:** Provide strengths-based case management services, goal setting and tracking, resources and referrals, and conduct the transition and follow-up components of the participants' program plans.
- **Manager of Employment Services:** Provide program management, supervision and direct services for employment services to meet program goals and outcomes.
- **Career Development Specialists:** Provide job placement services for participants, and assist with job development. Develop, modify, and deliver job search instructional materials, training modules, and career resource information.
- **Employment Services Retention Assistant:** Assist Employer Engagement Manager and Specialists regarding job placement and retention services for participants and job development.
- **Program Assistants:** Program Assistants provide direct support to each department (Family Support, Employer Engagement and Training and Education) and work with participants to meet program goals.
- **Director of Training and Education:** Provide program management, supervision and direct services including instruction and training to meet program goals and outcomes.
- **Instructors/Coaches:** Instructors/Coaches develop and deliver job readiness and computer training curricula to participants with lesson plans targeted to adult learners. Develop classroom modules and materials based on best practices within training field, current labor market trends, participant evaluations of program, and other sources.
- **Interns:** Interns will assist the Denver DHS staff with case management, instruction, and other items as necessary.
- **President/CEO:** Provide overall management, program planning and leadership of the organization. Work directly with participants on presentations, community meetings, and leadership development.
- **COO:** Provide overall management, program planning and leadership of the program. Work directly with participants on orientation, presentations, community meetings, and leadership development.
- **Office Manager:** Manage and implement all functions of CWEE's office and environment. Ensure a positive and safe participant experience on site.
- **Director of Employer Engagement:** Provide program management, supervision and direct services for employment services to meet program goals and outcomes.
- **Administrative Staff:** Manage participant - CEO meetings and trainings. Provides front office coordination including extensive daily interactions with participants. Provide administrative and executive support to the CEO.
- **Client Navigator:** - Provides front office coordination including extensive daily interactions with participants and referrals.

**CWEE Contact Information:**

Karen Stran  
 1175 Osage Street, Suite 300  
 Denver, CO 80204  
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**VII. HIPAA/HITECH (Business Associate Terms)**

**1. GENERAL PROVISIONS AND RECITALS**

- 1.01 The parties agree that the terms used, but not otherwise defined below, shall have the same meaning given to such terms under the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and their implementing regulations at 45 CFR Parts 160 and 164 ("the HIPAA regulations") as they exist or may hereafter be amended.
- 1.02 The parties agree that a business associate relationship (as described in 45 CFR §160.103) under HIPAA, the HITECH Act, and the HIPAA regulations arises between the CONTRACTOR and the CITY to the extent that CONTRACTOR performs, or delegates to subcontractors to perform, functions or activities on behalf of CITY.
- 1.03 CITY wishes to disclose to CONTRACTOR certain information, some of which may constitute Protected Health Information ("PHI") as defined below, to be used or disclosed in the course of providing services and activities.
- 1.04 The parties intend to protect the privacy and provide for the security of PHI that may be created, received, maintained, transmitted, used, or disclosed pursuant to the Agreement in compliance with the applicable standards, implementation specifications, and requirements of HIPAA, the HITECH Act, and the HIPAA regulations as they exist or may hereafter be amended.
- 1.05 The parties understand and acknowledge that HIPAA, the HITECH Act, and the HIPAA regulations do not pre-empt any state statutes, rules, or regulations that impose more stringent requirements with respect to privacy of PHI.
- 1.06 The parties understand that the HIPAA Privacy and Security rules apply to the CONTRACTOR in the same manner as they apply to a covered entity. CONTRACTOR agrees to comply at all times with the terms of this Agreement and the applicable standards, implementation specifications, and requirements of the Privacy and the Security rules, as they exist or may hereafter be amended, with respect to PHI.

**2. DEFINITIONS.**

- 2.01 "Administrative Safeguards" are administrative actions, and policies and procedures, to manage the selection, development, implementation, and maintenance of security measures to protect electronic PHI and to manage the conduct of CONTRACTOR's workforce in relation to the protection of that information.
- 2.02 "Agreement" means the attached Agreement and its exhibits to which these additional terms are incorporated by reference.



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2.03 "Breach" means the acquisition, access, use, or disclosure of PHI in a manner not permitted under the HIPAA Privacy Rule which compromises the security or privacy of the PHI.

2.03.1 Breach excludes:

1. any unintentional acquisition, access, or use of PHI by a workforce member or person acting under the authority of CONTRACTOR or CITY, if such acquisition, access, or use was made in good faith and within the scope of authority and does not result in further use or disclosure in a manner not permitted under the Privacy Rule.
2. any inadvertent disclosure by a person who is authorized to access PHI to another person authorized to access PHI, or organized health care arrangement in which CITY participates, and the information received as a result of such disclosure is not further used or disclosed in a manner disallowed under the HIPAA Privacy Rule.
3. a disclosure of PHI where CONTRACTOR or CITY has a good faith belief that an unauthorized person to whom the disclosure was made would not reasonably have been able to retain such information.

2.03.2 Except as provided in paragraph (a) of this definition, an acquisition, access, use, or disclosure of PHI in a manner not permitted under the HIPAA Privacy Rule is presumed to be a breach unless CONTRACTOR demonstrates that there is a low probability that the PHI has been compromised based on a risk assessment of at least the following factors:

- a. The nature and extent of the PHI involved, including the types of identifiers and the likelihood of re-identification;
- b. The unauthorized person who used the PHI or to whom the disclosure was made;
- c. Whether the PHI was actually acquired or viewed; and
- d. The extent to which the risk to the PHI has been mitigated.

2.04 "CONTRACTOR" shall have the same meaning as in the attached Agreement, to which these Business Associate terms are incorporated by reference.

2.05 "CITY" shall have the same meaning as in the attached Agreement, to which these Business Associate terms are incorporated by reference.

2.06 "Data Aggregation" shall have the meaning given to such term under the HIPAA Privacy Rule in 45 CFR §164.501.

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- 2.07 "Designated Record Set" shall have the meaning given to such term under the HIPAA Privacy Rule in 45 CFR §164.501.
- 2.08 "Disclosure" shall have the meaning given to such term under the HIPAA regulations in 45 CFR §160.103.
- 2.09 "Health Care Operations" shall have the meaning given to such term under the HIPAA Privacy Rule in 45 CFR §164.501.
- 2.10 "Immediately" where used here shall mean within 24 hours of discovery.
- 2.11 "Individual" shall have the meaning given to such term under the HIPAA Privacy Rule in 45 CFR §160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).
- 2.12 "Parties" shall mean "CONTRACTOR" and "CITY", collectively.
- 2.13 "Physical Safeguards" are physical measures, policies, and procedures to protect CONTRACTOR's electronic information systems and related buildings and equipment, from natural and environmental hazards, and unauthorized intrusion.
- 2.14 "The HIPAA Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- 2.15 "Protected Health Information" or "PHI" shall have the meaning given to such term under the HIPAA regulations at 45 CFR §160.103.
- 2.16 "Required by Law" shall have the meaning given to such term under the HIPAA Privacy Rule at 45 CFR §164.103.
- 2.17 "Secretary" shall mean the Secretary of the Department of Health and Human Services or his or her designee.
- 2.18 "Security Incident" means attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system. "Security incident" does not include trivial incidents that occur on a daily basis, such as scans, "pings", or unsuccessful attempts to penetrate computer networks or servers maintained by CONTRACTOR.
- 2.19 "The HIPAA Security Rule" shall mean the Security Standards for the Protection of electronic PHI at 45 CFR Part 160, Part 162, and Part 164, Subparts A and C.
- 2.20 "Subcontractor" shall have the meaning given to such term under the HIPAA regulations at 45 CFR §160.103.
- 2.21 "Technical safeguards" means the technology and the policy and procedures for its use that protect electronic PHI and control access to it.



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- 2.22 "Unsecured PHI" or "PHI that is unsecured" means PHI that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary of Health and Human Services ("HHS") in the guidance issued on the HHS Web site.
- 2.23 "Use" shall have the meaning given to such term under the HIPAA regulations at 45 CFR §160.103.

**3. OBLIGATIONS AND ACTIVITIES OF CONTRACTOR AS BUSINESS ASSOCIATE.**

- 3.01 CONTRACTOR agrees not to use or further disclose PHI that CITY discloses to CONTRACTOR except as permitted or required by this Agreement or by law.
- 3.02 CONTRACTOR agrees to use appropriate safeguards, as provided for in this Agreement, to prevent use or disclosure of PHI that CITY discloses to CONTRACTOR or that CONTRACTOR creates, receives, maintains, or transmits, on behalf of CITY, except as provided for by this Contract.
- 3.03 CONTRACTOR agrees to comply with the HIPAA Security Rule, at Subpart C of 45 CFR Part 164, with respect to electronic PHI that CITY discloses to CONTRACTOR or that CONTRACTOR creates, receives, maintains, or transmits, on behalf of CITY.
- 3.04 CONTRACTOR agrees to mitigate, to the extent practicable, any harmful effect of a Use or Disclosure of PHI by CONTRACTOR in violation of the requirements of this Agreement that becomes known to CONTRACTOR.
- 3.05 CONTRACTOR agrees to immediately report to CITY any Use or Disclosure of PHI not provided for by this Agreement that CONTRACTOR becomes aware of. CONTRACTOR must report Breaches of Unsecured PHI in accordance with 45 CFR §164.410.
- 3.06 CONTRACTOR agrees to ensure that any of its subcontractors that create, receive, maintain, or transmit, PHI on behalf of CONTRACTOR agree to comply with the applicable requirements of Section 164 Part C by entering into a contract or other arrangement.
- 3.07 To comply with the requirements of 45 CFR §164.524, CONTRACTOR agrees to provide access to CITY, or to an individual as directed by CITY, to PHI in a Designated Record Set within fifteen (15) calendar days of receipt of a written request by CITY.
- 3.08 CONTRACTOR agrees to make amendment(s) to PHI in a Designated Record Set that CITY directs or agrees to, pursuant to 45 CFR §164.526, at the request of CITY or an Individual, within thirty (30) calendar days of receipt of the request by CITY. CONTRACTOR agrees to notify CITY in writing no later than ten (10) calendar days after the amendment is completed.
- 3.09 CONTRACTOR agrees to make internal practices, books, and records, including policies and procedures, relating to the use and disclosure of PHI received from, or



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created or received by CONTRACTOR on behalf of CITY, available to CITY and the Secretary in a time and manner as determined by CITY, or as designated by the Secretary, for purposes of the Secretary determining CITY'S compliance with the HIPAA Privacy Rule.

- 3.10 CONTRACTOR agrees to document any Disclosures of PHI that CITY discloses to CONTRACTOR or that CONTRACTOR creates, receives, maintains, or transmits on behalf of CITY, and to make information related to such Disclosures available as would be required for CITY to respond to a request by an Individual for an accounting of Disclosures of PHI in accordance with 45 CFR §164.528.
- 3.11 CONTRACTOR agrees to provide CITY information in a time and manner to be determined by CITY in order to permit CITY to respond to a request by an Individual for an accounting of Disclosures of PHI in accordance with 45 CFR §164.528.
- 3.12 CONTRACTOR agrees that, to the extent CONTRACTOR carries out CITY's obligation(s) under the HIPAA Privacy and/or Security rules, CONTRACTOR will comply with the requirements of 45 CFR Part 164 that apply to CITY in the performance of such obligation(s).
- 3.13 CONTRACTOR shall work with CITY upon notification by CONTRACTOR to CITY of a Breach to properly determine if any Breach exclusions exist as defined below.

**4. SECURITY RULE.**

- 4.01 CONTRACTOR shall comply with the requirements of 45 CFR § 164.306 and establish and maintain appropriate Administrative, Physical and Technical Safeguards in accordance with 45 CFR §164.308, §164.310, §164.312, §164.314 and §164.316 with respect to electronic PHI that CITY discloses to CONTRACTOR or that CONTRACTOR creates, receives, maintains, or transmits on behalf of CITY. CONTRACTOR shall follow generally accepted system security principles and the requirements of the HIPAA Security Rule pertaining to the security of electronic PHI.
- 4.02 CONTRACTOR shall ensure that any subcontractors that create, receive, maintain, or transmit electronic PHI on behalf of CONTRACTOR agree through a contract with CONTRACTOR to the same restrictions and requirements contained here.
- 4.03 CONTRACTOR shall immediately report to CITY any Security Incident of which it becomes aware. CONTRACTOR shall report Breaches of Unsecured PHI as described in 5. BREACH DISCOVERY AND NOTIFICATION below and as required by 45 CFR §164.410.

**5. BREACH DISCOVERY AND NOTIFICATION.**

- 5.01 Following the discovery of a Breach of Unsecured PHI, CONTRACTOR shall notify CITY of such Breach, however, both parties may agree to a delay in the notification if so advised by a law enforcement official pursuant to 45 CFR §164.412.

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- 5.01.1 A Breach shall be treated as discovered by CONTRACTOR as of the first day on which such Breach is known to CONTRACTOR or, by exercising reasonable diligence, would have been known to CONTRACTOR.
- 5.01.2 CONTRACTOR shall be deemed to have knowledge of a Breach, if the Breach is known, or by exercising reasonable diligence would have been known, to any person who is an employee, officer, or other agent of CONTRACTOR, as determined by the federal common law of agency.
- 5.02 CONTRACTOR shall provide the notification of the Breach immediately to the CITY DHS Executive Director or other designee.
- 5.02.1 CONTRACTOR'S initial notification may be oral, but shall be followed by written notification within 24 hours of the oral notification.
- 5.03 CONTRACTOR'S notification shall include, to the extent possible:
- 5.03.1 The identification of each Individual whose Unsecured PHI has been, or is reasonably believed by CONTRACTOR to have been, accessed, acquired, used, or disclosed during the Breach;
- 5.03.2 Any other information that CITY is required to include in the notification to each Individual under 45 CFR §164.404 (c) at the time CONTRACTOR is required to notify CITY, or promptly thereafter as this information becomes available, even after the regulatory sixty (60) day period set forth in 45 CFR §164.410 (b) has elapsed, including:
- a. A brief description of what happened, including the date of the Breach and the date of the discovery of the Breach, if known;
  - b. A description of the types of Unsecured PHI that were involved in the Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved);
  - c. Any steps Individuals should take to protect themselves from potential harm resulting from the Breach;
  - d. A brief description of what CONTRACTOR is doing to investigate the Breach, to mitigate harm to Individuals, and to protect against any future Breaches; and
  - e. Contact procedures for Individuals to ask questions or learn additional information, which shall include a toll-free telephone number, an e-mail address, Web site, or postal address.





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- 5.04 CITY may require CONTRACTOR to provide notice to the Individual as required in 45 CFR §164.404, if at the sole discretion of the CITY, it is reasonable to do so under the circumstances.
- 5.05 In the event that CONTRACTOR is responsible for a Breach of Unsecured PHI in violation of the HIPAA Privacy Rule, CONTRACTOR shall have the burden of demonstrating that CONTRACTOR made all required notifications to CITY, and as required by the Breach notification regulations, or, in the alternative, that the acquisition, access, use, or disclosure of PHI did not constitute a Breach.
- 5.06 CONTRACTOR shall maintain documentation of all required notifications of a Breach or its risk assessment under 45 CFR §164.402 to demonstrate that a Breach did not occur.
- 5.07 CONTRACTOR shall provide to CITY all specific and pertinent information about the Breach, including the information listed above, if not yet provided, to permit CITY to meet its notification obligations under Subpart D of 45 CFR Part 164 as soon as practicable, but in no event later than fifteen (15) calendar days after CONTRACTOR's initial report of the Breach to CITY.
- 5.08 CONTRACTOR shall continue to provide all additional pertinent information about the Breach to CITY as it becomes available, in reporting increments of five (5) business days after the prior report to CITY. CONTRACTOR shall also respond in good faith to all reasonable requests for further information, or follow-up information, after report to CITY, when such request is made by CITY.
- 5.09 In addition to the provisions in the body of the Agreement, CONTRACTOR shall also bear all expense or other costs associated with the Breach and shall reimburse CITY for all expenses CITY incurs in addressing the Breach and consequences thereof, including costs of investigation, notification, remediation, documentation or other costs or expenses associated with addressing the Breach.

**6. PERMITTED USES AND DISCLOSURES BY CONTRACTOR.**

- 6.01 CONTRACTOR may use or further disclose PHI that CITY discloses to CONTRACTOR as necessary to perform functions, activities, or services for, or on behalf of, CITY as specified in the Agreement, provided that such use or Disclosure would not violate the HIPAA Privacy Rule if done by CITY.
- 6.02 CONTRACTOR may use PHI that CITY discloses to CONTRACTOR, if necessary, for the proper management and administration of the Agreement.
- 6.03 CONTRACTOR may disclose PHI that CITY discloses to CONTRACTOR to carry out the legal responsibilities of CONTRACTOR, if:
  - 6.03.1 The Disclosure is required by law; or



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6.03.2 CONTRACTOR obtains reasonable assurances from the person or entity to whom/which the PHI is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person or entity and the person or entity immediately notifies CONTRACTOR of any instance of which it is aware in which the confidentiality of the information has been breached.

6.04 CONTRACTOR may use or further disclose PHI that CITY discloses to CONTRACTOR to provide Data Aggregation services relating to the Health Care Operations of CONTRACTOR.

6.05 CONTRACTOR may use and disclose PHI that CITY discloses to CONTRACTOR consistent with the minimum necessary policies and procedures of CITY.

**7. OBLIGATIONS OF CITY.**

7.01 CITY shall notify CONTRACTOR of any limitation(s) in CITY'S notice of privacy practices in accordance with 45 CFR §164.520, to the extent that such limitation may affect CONTRACTOR'S Use or Disclosure of PHI.

7.02 CITY shall notify CONTRACTOR of any changes in, or revocation of, the permission by an Individual to use or disclose his or her PHI, to the extent that such changes may affect CONTRACTOR'S Use or Disclosure of PHI.

7.03 CITY shall notify CONTRACTOR of any restriction to the Use or Disclosure of PHI that CITY has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect CONTRACTOR'S use or disclosure of PHI.

7.04 CITY shall not request CONTRACTOR to use or disclose PHI in any manner that would not be permissible under the HIPAA Privacy Rule if done by CITY.

**8. BUSINESS ASSOCIATE TERMINATION.**

8.01 Upon CITY'S knowledge of a material breach or violation by CONTRACTOR of the requirements of this Contract, CITY shall:

8.01.1 Provide an opportunity for CONTRACTOR to cure the material breach or end the violation within thirty (30) business days; or

8.01.2 Immediately terminate the Agreement, if CONTRACTOR is unwilling or unable to cure the material breach or end the violation within (30) days, provided termination of the Agreement is feasible.

8.02 Upon termination of the Agreement, CONTRACTOR shall either destroy or return to CITY all PHI CONTRACTOR received from CITY and any and all PHI that CONTRACTOR created, maintained, or received on behalf of CITY in conformity with the HIPAA Privacy Rule.



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8.02.1 This provision shall apply to all PHI that is in the possession of subcontractors or agents of CONTRACTOR.

8.02.2 CONTRACTOR shall retain no copies of the PHI.

8.02.3 In the event that CONTRACTOR determines that returning or destroying the PHI is not feasible, CONTRACTOR shall provide to CITY notification of the conditions that make return or destruction infeasible. Upon determination by CITY that return or destruction of PHI is infeasible, CONTRACTOR shall extend the protections of this Agreement to the PHI and limit further Uses and Disclosures of the PHI to those purposes that make the return or destruction infeasible, for as long as CONTRACTOR maintains the PHI.

8.03 The obligations of this Agreement shall survive the termination of the Agreement.

**9 SUBSTANCE ABUSE (42 C.F.R., Part 2)**

Provider will also comply with all provisions of 42 C.F.R., Part 2 relating to substance abuse treatment and records.