

ORDINANCE/RESOLUTION REQUEST

Date of Request: **June 8, 2018**

Please mark one: Bill Request or Resolution Request

1. Type of Request:

- Contract/Grant Agreement Intergovernmental Agreement (IGA) Rezoning/Text Amendment
- Dedication/Vacation Appropriation/Supplemental DRMC Change
- Other:

2. Title: Authorizes an amendment to the contract with Jewish Family Service of Colorado, Inc., through contract control number SOCSV-2017-34826-01, adding an additional \$475,000 for a new contract total of \$1,465,000. 12 months will be added to the term with a new expiration date of 06/30/2019.

3. Requesting Agency: Denver Human Services

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Janet Van Meter	Name: Vince Rivera
Email: janet.vanmeter@denvergov.org	Email: vincent.rivera2@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

Authorizes an amendment to the contract with Jewish Family Service of Colorado, Inc. to provide case management services and supports for individuals and families (participants) involved in the Temporary Assistance for Needy Families (TANF) Program. The contractor will 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.

6. City Attorney assigned to this request (if applicable): Andrew Riester

7. City Council District: City Wide

8. **For all contracts, fill out and submit accompanying Key Contract Terms worksheet**

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR18 0663

Date Entered: _____

Key Contract Terms

Type of Contract: Expenditure, General

Vendor/Contractor Name: Jewish Family Service of Colorado, Inc.

Contract control number: SOCSV 2017-34826-01

**Location: 3201 South Tamarac Drive
Denver, CO 80231-4394**

Is this a new contract? Yes No Is this an Amendment? Yes No If yes, how many? 1

Contract Term/Duration (for amended contracts, include existing term dates and amended dates): June 1, 2017 - June 30, 2019

Contract Amount (indicate existing amount, amended amount and new contract total):

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
990,000	475,000	1,465,000

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
June 1, 2017-June 30, 2018	12 Months	June 30, 2019

Purpose: 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.

Scope of work:

Scope of services include the following responsibilities:

A. 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 support 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.

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR18 0663

Date Entered: _____

- c. Participate in Denver’s Welfare Reform Board meetings as needed.
- 6. JFS 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. JFS 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.
- 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.

Was this contractor selected by competitive process? Yes, the 2017 Colorado Works -Temporary Assistance for Needy Families RFP.

Has this contractor provided these services to the City before? Yes No

Source of funds: Colorado Works State Allocation

Is this contract subject to: W/MBE DBE SBE XO101 ACDBE N/A

WBE/MBE/DBE commitments (construction, design, Airport concession contracts): N/A

Who are the subcontractors to this contract? N/A

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: RR18 0663

Date Entered: _____