

SECOND AMENDATORY AGREEMENT

THIS SECOND AMENDATORY AGREEMENT is made and entered into by and between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”), and the **MILE HIGH COUNCIL ON ALCOHOLISM AND DRUG ABUSE** with an address of 655 Broadway, Suite 200, Denver, Colorado 80203, (the “Contractor”) collectively (the “Parties”).

WITNESSETH:

WHEREAS, the Parties entered into an Agreement dated December 8, 2009 and amended the Agreement on January 13, 2011 to operate the Community Reentry Project (CRP), established by the Crime Prevention and Control Commission (the “Commission”), to assist in the reentry into the community of offenders (the “Agreement”); and

WHEREAS, The Parties wish to amend the Agreement to update the work to be performed, extend the term, increase the maximum contract amount and update other contract language as follows; and

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

1. All references to “...Exhibit A and A-1...” in the Existing Agreement shall be amended to read: “...Exhibits A, A-1 and A-2, as applicable...”. The scope of work marked as Exhibit A-2 attached to this Amendatory Agreement is hereby incorporated herein by reference.

2. That article 3 of the Agreement entitled “**TERM**” is amended to read as follows:

“3. **TERM**: The Agreement will commence on January 1, 2010 and will expire on December 31, 2012 (the “Term”). Subject to the Manager’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 Manager.”

3. That article 4 d (1) of the Agreement entitled “**COMPENSATION AND PAYMENT**” is amended to read as follows:

“(1) Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **ONE MILLION ONE HUNDRED TWENTY ONE THOUSAND SEVEN HUNDRED THIRTY**

SEVEN DOLLARS AND NO CENTS (\$1,121,737.00) (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, A-1 and A-2. Any services performed beyond those in Exhibits A, A-1 and A-2 are performed at Contractor’s risk and without authorization under the Agreement.”

4. A new paragraph numbered 37 is hereby added to the Agreement reading as follows:

37. ELECTRONIC SIGNATURES AND ELECTRONIC RECORDS: Contractor consents to the use of electronic signatures by the City. The Agreement, and any other documents requiring a signature hereunder, may be signed electronically by the City in the manner specified by the City. The Parties agree not to deny the legal effect or enforceability of the Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

5. This Second Amendatory Agreement may be executed in two (2) counterparts, each of which shall be deemed to be an original, and all of which, taken together, shall constitute one and the same instrument.

6. Except as herein amended, this Second Amendatory Agreement affirmed and ratified in each and every particular

Exhibit List:

Exhibit A-2 - Scope of Work

[SIGNATURE PAGES FOLLOW]

Exhibit A

Scope of Work: Community Reentry Project The Council on Substance Abuse and Mental Health 2012

1) This contract provides for the oversight and operations of the Community Reentry Program.

2) Contract # CE01015 (2)

3) Revenue Source:

Crime Prevention and Control Commission
Special Revenue Fund

4) Contractor information:

The Council on Substance Abuse and Mental Health
Bob Dorshimer, CEO
655 Broadway, Suite 200
Denver, CO 80203
303-825-8113 x 17

EIN # 84-0512896

Vendor # 1388

5) Time Frame:

January 1, 2012 – December 31, 2012

6) Initiative:

Funds will be used to operate the Community Reentry Project (CRP). The vision for Jail to Community Reentry in Denver is: To reduce recidivism and improve the quality of life and safety in the Denver community. The Mission: The jail to community collaborative connects participants transitioning from jail with supportive skills, resources, and relationships to promote positive community involvement and a safer Denver.

The Community Reentry Program and its staff provide critical services for current and recently released persons from the county jail. This effort is part of Denver's implementation of the principles of the National Institute of Corrections/Urban Institute Jail to Community Model which calls for a comprehensive reentry process including but not limited to client assessment, case planning and management, targeted services and evaluation. Reentry work in Denver is a collaborative process between the Denver County Jail management, its reentry staff and community based providers; largely those of the Community Reentry Project. Reentry is designed to reduce offender recidivism and provide services to offenders released from jail. Staff and programs are co-located and use a common database.

CRP will provide services to a target population of approximately 500 new (average 20 per month) and continuing misdemeanants returning from jail to the community; average length of services are under nine months. The Council and CRP agree that CPCC has to approve any expansion of the target population served. Changes in the client population will be based on data reflecting jail population needs and trends and only with full Sheriff and CPCC agreement. All CRP clients are Denver residents, 18 years of age and older, with misdemeanor offenses. Offenders who are residents of other counties, and/or who are under supervision from other counties are not eligible for services to be paid for from CPCC funds. Other criteria and procedures will be followed as outlined in the Jail to Community Reentry Handbook and as directed through the Transition from Jail to Community (TJC) Model with final approval from CPCC.

The goal is to have persons transition from the County Jail to the Community Reentry Project for services. Reentry staff, in conjunction with Denver County Jail staff will work together to assess and provide core services that meet identified inmate needs. Clients will receive services up to 6 months or as needed. Type of services, depending on availability and budget may include cognitive skill training, cognitive-based case management, emergency transitional housing, public transportation, benefit and ID acquisition, employment readiness, placement and coaching, access to educational supports such as a GED, family reunification and parenting, healthy living skills, substance abuse treatment readiness and treatment as possible, access to trauma management as possible, computer skills and access to community resources and supportive services. According to 2010-11 evaluation cognitive skill training shows strong outcomes while other services may be important but do not show the same results. Every effort will be made to ensure clients receive evidence-based cognitive interventions. Clients eligible for services will have a PROXY score between 5 and 8 or according to appropriate assessment tools, scores with a medium of high risk and needs scores. Staff will use the LSI or agreed upon actuarial assessment to identify needs of clients. Case plans shall be based on the needs identified through this assessment; additional information gained from mental health, substance use and trauma assessments, and client history shall also inform case-plans.

CRP staff agree to apply motivational interviewing and cognitive case-management skills according to their level of training. Furthermore access to incentives, such as bus passes and housing should be coupled with active participation in cognitive skill classes. Enhancing decision making, critical thinking and problem solving skills, pro-social supports and non-offending lifestyles are primary goals for reentry.

The CRP, through the CPCC Reentry Committee and Council for Substance Abuse and Mental Health (hereafter known as the Council) may identify targeted vendors and contract for services for additional supports. The City retains the right of approval for said vendors including the type and cost of services.

CPCC Funds are to be used for staff positions, overhead and operational costs, computers/technology, and intervention/treatment services. All costs are based on 12

months. CPCC will cover the costs and maintenance of computer, phone, fax and internet services. All such equipment and furniture is the property of the City.

7) Budget: \$586,736.56

Staffing for the CRP project is directed by the work of the Jail to Community Model that identifies types and scope of services necessary to meet the needs of persons returning to Denver. All CRP staff is subject to the Council's personnel and administrative policies and must clear a criminal history check prior to hiring conducted by the Denver Police Department through the Manager of Safety's Office. Persons with a current open case are not eligible for hire without prior approval from CPCC and the Manager of Safety. Persons with a criminal history may not be eligible for hire at the discretion of the Manager of Safety.

Staffing pattern includes program director, administrative services and case management and employment program specialists. Costs are based on CSA guidelines for the City and County of Denver. The Council is eligible for contract renewal as long as they are good standing, funds are available, and/or a new RFP is required according to City procurement rules.

The Council and CRP agree that they will not incur costs that exceed this budget. Any costs that exceed this budget shall be at the expense of the Council.

Personnel Costs: Costs are not to exceed: \$384,622.56

- a) Director = (CSA 617N (13)) \$ 52,419
- b) One Management Analyst/ Office Manager = (CSA 612-C (7)) \$40,063
- c) Case Managers = (CSA 617N (5)) \$43,887/person for 2 positions based on minimum case load of 35 per case manager. = \$87,774. One Case Manager at \$40,000. Case manager position may be used as employment positions.
- d) Two specialists: One Employment and one Treatment readiness/Intervention specialist: (CSA 806A (2)) - (1)Employment Specialist at \$40,000 and (1)Treatment Readiness \$45,000. Employment specialist provides for employer development, client employment readiness, job coaching and placement. Treatment readiness/Intervention specialist (CSA 617 N (5)) provides for substance abuse and mental health interventions, cognitive interventions and other one-on-one and group supportive services as requested.
- e) Benefits for all positions: \$305,256 salary + 26% benefits = \$79,366.56 = \$384,622.56 total personnel costs.

Operations Costs: \$ 202,114

- a) *Indirect and Supervision Costs* \$55,214, include clinical supervision for treatment staff, program administration, accounting and financial management and reporting and supervision for the Director. The calculation was based on 12% for personnel cost (\$46,154.70) and 10% (\$9,060) for operations = \$ 55,214.
- b) **Rent and utilities at \$29,100.* Provides for 2502 square feet at \$2,425/mo and includes two parking spaces.

c) Office Supplies: \$7,200

1. Copier – \$300/mo x 12 = \$3,600
2. Staff supplies (paper, pens, etc). \$514 x 7 staff = \$3,600

d) Client Services: \$86,600

1. Treatment Incentives including tools, specialty clothing, etc: \$5,000
2. Transportation for persons currently engaged in services (i.e. cognitive behavioral skill training, employment services): \$20,000
3. Emergency housing not to exceed 2 weeks with out Director approval and engagement in CBT as a core service: \$50,000
4. Group refreshments and graduations: \$2,500
5. Client specific treatment: \$9,100 total
 - a) UA Labs and BA's at approximately \$15 (or partial payment) x 240 for persons who can demonstrate they cannot pay. Requires Director approval = \$3,600
 - b) Domestic violence, trauma management, job certifications and other specific treatment modalities that require licensure or specialized expertise can be contracted to providers as approved by the Jail to Community CPCC Reentry Committee. \$5,500

All services are for clients who are currently engaged in services.

e) Staff training and development: \$1000

f) Technology and equipment: \$19,000

The table below provides a general type of equipment needed and approximate costs.

Laptop	\$600.00	\$600 - Lenovo ThinkPad Edge E520 1143-3FU Notebook PC - Intel Core i5-2410M 2.30GHz, 4GB DDR3, 500GB HDD, DVDRW, 15.6" Display, Windows 7 Professional 64-bit
Microsoft Office for laptop	\$400.00	Microsoft Office 2010 Pro
Projector	\$675.00	Optoma HD 66 - 5.1 pounds
DVD player	\$50.00	\$40 - Sony DVP SR200P/B DVD player
TV/computer screen	\$700.00	\$700 Samsung 40" 1080p 60Hz LCD HDTV LN40D550K1F or
Privacy screen (front desk computer)	\$105.00	\$105 - Kensington 55295A Privacy GlareMaster Screen Filter
Computers	\$12,870.00	\$705 - HP Pro 3130 (VS793UT#ABA) Desktop PC Intel Core i5 650(3.20GHz) 2GB DDR3 320GB HDD Capacity Intel HD Graphics Windows 7 Professional 32-bit
*8 current computers for staff, 2 additional for interns, 1 new staff, 7 computer lab = 18 (\$715/per computer)		
Software	\$3,600.00	\$400 - Microsoft Office 2010 Prof 1user/2 computers

The Council agrees to work with the City of Denver Technology Services to prior to and in conjunction with the purchase of any electronic or technology equipment. Items will be or will be comparable to the items listed above. All items purchased will inventoried and be the property of the City and County of Denver. The total amount of costs shall not exceed \$19,000.

Travel: \$4,000

- a) Mileage – CRP direct service staff will be traveling to and from the jail and community locations on a daily or weekly basis. Mileage will not be paid for staff going directly to or from the place of work (ie. Jail, 655 Broadway, community site) from or to

home if that is the only destination for the day. Estimated costs for staff travel are based on \$.50/mile for an estimated 8,000 total staff miles (20 miles round trip to and from the jail) for 6 staff. Staffing patterns will need to be closely monitored to maximize mileage reimbursement.

*The Council will rent space at 655 Broadway on the 4th Floor. Rent costs include space, janitorial, 2 parking spaces and utilities. This contract will reimburse The Council for costs for the space up to, but not to exceed the amount given in this contract. Any additional costs shall be at the expense of the Council.

The Council may invoice the CPCC for personnel and administration costs up to two months ahead. All other costs will be paid on a reimbursement basis upon the submission of appropriate documentation. Reimbursement requests are to be accompanied by the following backup documentation:

- a) Timesheets for CRP staff
- b) Monthly program report
- c) Travel reimbursement mileage log should be submitted with a supervisor and staff signature
- d) Receipts for costs for program materials and supplies
- e) Documentation of administrative costs attributed to this grant (supervision and accounting).

Use of CPCC funds:

CPCC funds, especially client service funds for persons on probation, parole or community corrections should be accessed only as a last resort, that is when all other funds have been exhausted and are not available through probation, grants or other funding streams. Offenders who are residents of other counties, and/or who are under supervision from other counties are not eligible for services to be paid for from CPCC funds.

Client eligibility to receive housing and/or bus passes requires that clients must be currently attending and actively engaged in, or have fully completed the entire cognitive skill program modules in order to be eligible for housing and/or bus passes. Funds can only be used for Denver Residents.

8. Reporting:

- a. Monthly Progress Reports will be submitted to Regina Huerter no later than the fourth Friday of each month. Designated CRP staff will work with CPCC staff to generate monthly reports from the Reentry Database to include the following information:
 - Number of clients referred to the program for services
 - Number of new clients enrolled and completed intakes
 - Number of continuing clients from previous months/ average length of stay in services
 - General profile of clients served (age, ethnicity, gender)

- Number of classes/groups provided each monthly; attendance per class and by type of class
- Number of clients receiving case management services.
- Number of clients met with on a one-to-one basis / number of sessions
- Number of individual services by type and number of persons served
- By program record the number of clients enrolled in group or class / number of sessions and by type of service per month
- Number of clients completing services/group or class by topic per month
- Other reported items that are not captured through data entry may include:
 - Anecdotal stories
 - Issues and concerns
- b. To ensure accurate monthly reporting, CRP staff must enter data in an accurate and timely manner and a process for regular data integrity checks must be established.

9. Activity:

A). Program Administration and staff management:

The Council is responsible for implementation of the program that meets the requirements of the contract and all of its provisions including providing consistent, fiscally prudent and effective project administration; oversight of program operations and fiscal accounting.

- 1) Participate and report at CPCC Community Reentry and other CPCC and its subcommittee meetings, as well as other related meetings. These meetings review program management, data and finances, establishes program direction including work with TJC Technical Assistance team as long as services are available, and aids in trouble shooting and communications.
- 2) Ensure coordination with Denver Sheriff Department and special programs staff.
- 3) Consult and collaborate with the CPCC and the CPCC Community Reentry Committee on all media and publications prior to publishing. CPCC retains the final approval of all media releases and publication.
- 4) Perform all aspects of hiring and staff management functions in accordance with employment and EEO laws and practices, including: :
 - a) Regular staff performance reviews and annual written staff evaluations.
 - b) Hiring, firing and discipline of staff in accordance with The Council's employment policies (see policy regarding background checks – item d) and its modifications
 - c) Ensure open hiring practices.
 - d) Due to staff access to protected client data maintained by the City, staff, volunteers and interns must complete and pass criminal history checks PRIOR to being approved or offered any position within CRP. Background checks are performed by the Denver Police Department via the Manager of Safety's Office. CPCC and/or the Manager of Safety has the right to decline/reject staff based on criminal history and/or current system involvement without negotiation. Staff must be willing to work with currently and previously incarcerated persons. Staff must be capable of careful documentation.

- e) Ensure staff enters data into the Reentry Database on a timely basis and routinely review data integrity, as well as assists in compiling and generating regular reports.
 - f) Provide staff coaching, supervision and positive supports. Provide clinical supervision to CRP staff as appropriate. Ensure staff are trained in and use motivational interviewing and cognitive based intervention skills.
 - g) Ensure staff adherence to confidentiality laws.
 - h) Ensure staff has appropriate credentials, licenses and training.
 - i) Staff performs work according to the Jail to Community Reentry Handbook. Staff work with CPCC and Jail staff to update the handbook as needed.
 - j) Report immediately to CPCC if staff are engaged in unlawful activity.
 - k) The Council is responsible for all licensing and related costs.
- 5) Financial Management:
- a) Propose a budget for review and approval; expend funds according to the contract. The Council can adjust budget items and amounts within budget categories up to 10% of a particular budget category without CPCC approval.
 - b) Administration of funds including financial management, invoicing/billing, budget reconciliation and financial reports. Reporting includes financial reports in a format as requested. Use CPCC reporting format for financial and narrative reports.
 - c) Prepare and provide monthly financial and program operation reports to the Reentry Committee and/or its designees. Provide verification of expenditures with receipts.
 - d) Conduct and make available an audit of The Councils finances.
 - e) Contract with community providers as appropriate. Ensure providers have appropriate documentation of expenses. Provide CPCC with a copy of all contracted services.
- 6) Provide a copy of The Council's employee handbook and policies to the CPCC and the CRP staff. The Council will conduct an orientation for all CRP staff (both existing and subsequent new hires) on The Council's employment policies (including payroll policies, holiday, vacation and sick leave, professional conduct, etc.) within the first month of the transition or new employment.

B). Program Management and Implementation:

- a) Work with the CPCC and the Community Reentry Committee and other supports such as the TJC Technical Assistance team to continue the development of a strategic plan and state-of-the-art reentry program.
- b) Participate and comply with all program evaluations as requested.
- c) Keep in their original form ALL CRP records and documents for a minimum of 3 years.
- e) Identify and coordinate with community providers providing co-located staff and services.
- f) Identify, write and/or coordinate submission of grant applications as appropriate. Applications must be coordinated with CPCC.
- g) Document and perform all paperwork responsibilities associated with

treatment.

- h) Complete forms and maintain records of data elements required for program evaluation as requested.
- i) Attend client staffing's as appropriate and coordinate with Sheriff reentry staff, clinicians and others to ensure a continuum of care.
- j) Ensure staff participation at trainings.
- k) Work with CPCC, TJC team and others to determine populations to be served and types of services to be provided.

C). Staff Responsibility in delivering client services:

Work will be performed at the Denver County Jail and Community Reentry Project sites at 655 Broadway and off-site as appropriate. Some services may be provided from other agencies and sites as appropriate.

- a) Coordinate and implement CRP services in compliance with the TJC model, CPCC staff and CPCC Community Reentry Committee including communication and coordination with jail staff. Ensure that the agreed upon reentry process is implemented, and program oversight and client services are provided.
- b) Provide direct evidence-based client services to clients in the jail and in the community. Maintain fidelity of appropriate service delivery. Ensure CRP staff attend trainings as scheduled and use training appropriately.
- c) Identify and maintain communication and coordination with other reentry vendors and supportive service providers.
- d) Ensure CRP staff follow and work with jail, CPCC staff and Community Reentry committee to update the Jail to Community Reentry Handbook.
- e) Open and close cases in a timely fashion according to the Reentry Handbook.
- f) Conduct an intake and assessment on all program participants to identify treatment needs. Use assessment tools to develop case management plans that ensure client services are appropriate to meet client needs. Ensure client eligibility for program services. Provide regular client follow-up and support as appropriate. Make appropriate referrals for internal and external services.
- g) Provide case management services and group instruction in the jail and community; case managers carry a minimum caseload of 35 at any given time. Ensure evidence based programming and processes including but not limited to cognitive skill training, cognitive case management and motivation interviewing skills
- h) Complete all required data entry accurately and in the determined timeframe
- i) Participate in all aspects of the program/process evaluation Staff must participate in all levels of quality assurance measures including documentation, direct supervision and other means of monitoring and feedback.
- j) Adhere to client confidentiality laws
- k) Provide services such as reentry readiness, employment readiness, (job readiness, career counseling, placement supports), cognitive skills, treatment readiness and as appropriate, addiction treatment at both the community site, as well as the jail site. Services to be delivered by staff have already been

identified by the jail and community Life Skills and CRP teams and are subject to approval by the CPCC Community Reentry Committee

1) Ensure services and materials are available in English and Spanish.

Outcomes: Based on 2011 analysis

- Increase the number of persons transitioning from jail services to CRP by 25%
- Reduce the number of days between release from jail and intake at CRP
- Reduce recidivism for persons engaged in CRP
- Increase staff use of and efficiency with motivational interviewing and cognitive skill instruction and case management
- Increase client completion of cognitive skill training
- Increase prosocial supports including job placements

10. Other: The Council on Substance Abuse and Mental Health will maintain all CPR related records for up to 3 years. They will remain in good standing with Colorado Division of Behavioral Health licensure requirements. Agency will accommodate CPCC with on site visits and/or audit requests. Appropriate program records that are pertinent to grant management requirements will be accessible

The CPCC will provide for the costs of wiring 655 Broadway and moving CRP furniture and equipment into this location. CPCC will provide for the costs of phones, fax,, Internet, and access to City data systems

Limitations/ Notes:

Program will be evaluated. Results will be used to determine future funding of the program past December 2012.

Funds can only be spent on the Community Reentry Project functions as directed by the Crime Prevention and Control Commission.

Contract Control Number:

Vendor Name:

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_____

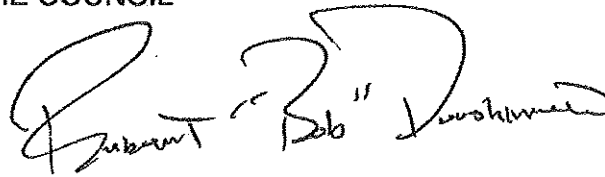
By_____

By_____



Contract Control Number: CE01015

Vendor Name: THE COUNCIL

By: 

Name: Robert E. Dorshimer^{4th}
(please print)

Title: CEO
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

