

OPTION LETTER #: 2

State Agency : Colorado Department Of Public Health and Environment Cancer, Cardiovascular and Pulmonary Disease Grants Program (CCPD) [DEAC] 4300 Cherry Creek Drive South Denver, CO 80246	Original Contract Number 19 FHLA 108310
	Option Letter Contract Number 2019*0050 Option Letter #2
Contractor City and County of Denver Denver Department of Public Health and Environment 200 W. 14th Avenue, Denver, CO 80204	CORE Encumbrance Number CT FAAA FHLA 201900000050
Contract Performance Beginning Date : July 1, 2018	Current Contract Expiration Date : June 30, 2021

CONTRACT MAXIMUM AMOUNT TABLE

Document Type	Contract Number	Federal Funding Amount	State Funding Amount	Other Funding Amount	Term (dates)	Total
Original Contract	19FHLA108310	\$0.00	\$454,724.00	\$0.00	07/01/18-06/30/19	
Option Letter #1	19FHLA121118	\$0.00	(\$27,283.00)	\$0.00	11/01/18-06/30/19	\$427,441.00
Option Letter #2	2019*0050 OL2	\$0.00	\$590,009.00	\$0.00	07/01/19-06/30/20	\$590,009.00
Current Contract Maximum Cumulative Amount						\$1,017,450.00

1) OPTIONS

A. Option to change quantity of services under the Contract

2) REQUIRED PROVISIONS:

A. In accordance with Section(s) 7 of Exhibit A, Additional Provisions, of the Original Contract referenced above, the State hereby exercises its option to increase the quantity of services at the rates stated in the Original Contract as amended, Revised Exhibit C, Budget is deleted and replaced in its entirety with Exhibit F, Budget, for the following reason: Fiscal Year 2020 funding increase.

B. The Contract Maximum Amount is deleted and replaced with the Current Contract Maximum Amount table shown above.

3) OPTION EFFECTIVE DATE:

A. The effective date of this Option Letter is upon approval of the State Controller or **July 1, 2019** whichever is later.

<p>PROGRAM APPROVAL</p> <p><u>Andita Wagner, Program Manager</u> By: Print Name & Title</p> <p>Date: <u>5/22/19</u></p>	<p>STATE OF COLORADO Jared S. Polis, Governor Department of Public Health and Environment Jill Hunsaker Ryan, MPH Executive Director</p> <p><u>Lisa McGovern</u> By: Lisa McGovern, Purchasing & Contracts Section Director</p> <p>Date: <u>5-30-19</u></p>
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ALL CONTRACTS REQUIRE APPROVAL BY THE STATE CONTROLLER

CRS §24-30-202 requires the State Controller to approve all State Contracts. This Contract is not valid until signed and dated below by the State Controller or delegate. Contractor is not authorized to begin performance until such time. If Contractor begins performing prior thereto, the State of Colorado is not obligated to pay Contractor for such performance or for any goods and/or services provided hereunder.

STATE CONTROLLER
Robert Jaros, CPA, MBA, JD

By: David Norris, Controller, CDPHE

Date: 6/5/19



COLORADO
 Department of Public Health & Environment

PREVENTION SERVICES DIVISION- BUDGET WITH JUSTIFICATION FORM
 Contract Routing # 2019*0050 Option Letter #2

Contractor Name	City and County of Denver Denver Department of Public Health and Environment	Program Contact Name, Title, Phone and Email	Kayla Gilbert, Built Environment Equity Program Manager, 720-865-4948, Kayla.Gilbert@denvergov.org
Budget Period	July 1, 2019 through June 30, 2020	Fiscal Contact Name, Title, Phone and Email	Anne Bygrave, Senior Accountant, 720-913-5181, Anne.Bygrave@denvergov.org
Project Name	Denver Engaged and Active Communities (DEAC)	Contract (CT or PO) Number	CT FAAA FHLA 201900000050

Expenditure Categories

**Personal Services
Salaried Employees**

Position Title/Employee Name	Description of Work	Gross or Annual Salary	Fringe	Percent of Time on Project	Total Amount Requested from CDPHE
	The Built Environment Health Equity Administrator position in DEH is required to provide high level strategic vision and management to the CALC and L-CALC's to strategically advance health equity as a system and policy level criteria for plans, policies, projects, and budget decisions. This position is currently filled and focuses on: 1) building city capacity and knowledge to more deeply embed community voice and health equity in city decision making, 2) elevating community voices, projects, and priorities from the CALC and L-CALCs into city plans, policies, and projects, and 3) strategically coordinating the entire CALC program portfolio, grant and staff management. The Built Environment Health Equity Program Administrator will manage the Community Advisor Program Administrator, Adult Community Connectors, and Youth Advisors, and work closely with the Safe Routes Associate Planner that will be staffed in the Denver Public Works department as well as manage subcontractors.				
Built Environment Equity Program Manager	20% of the Program Manager's time will be devoted to evaluation.	\$70,138.64	\$21,041.59	100%	\$91,180.23

<p>Community Advisor Program Administrator</p>	<p>The DDPHE Community Advisor Program Administrator will lead and coordinate community efforts in the CALC, including providing logistical and technical support in connecting the L-CALCs to the CALC. This full-time position is currently filled. This position will be responsible for CALC and L-CALC coordination, including L-CALC evaluation, Community Worker training and capacity building, coalition meetings, and overseeing the Community Ambassador program. This position will ensure that L-CALC are inclusive of youth, translate adult-centric processes to be youth-friendly (i.e. engaging, experiential, etc.), and support youth advisor professional skill development. The coordinator will be skilled in working with youth and will be a strong youth advocate that can challenge processes to shift systems and make them more youth-friendly.</p> <p>20% of the Program Administrator's time will be devoted to evaluation</p>	<p>\$61,592.03</p>	<p>\$18,477.61</p>	<p>100%</p>	<p>\$80,069.64</p>
<p>Safe Routes Transportation Planner</p>	<p>Denver Public Works has filled a position for a Safe Routes Associate Planner. This role is essential to providing a link between the community voice and implementation of built environment solutions in correlation with CALC and stakeholder programs Safe Routes to School, Vision Zero, and others. Previous to the CCPD grant, Denver Public Works had no dedicated staff to Safe Routes to Schools. This position will foster closer collaboration between the community, DDPHE, and planners of the built environment. Using health and safety data, the Denver Vision Zero Action Plan, and community input, the Safe Routes Associate Planner will advance engineering designs to improve the active transportation environment in communities of concern. While this position will reside in Denver Public Works, DDPHE will have regular meetings and trainings to firmly root the position in concepts of health equity and health in all policies. The Safe Routes Planner will focus efforts on pedestrian, bicycle, and multi-modal infrastructure around schools and family-oriented destinations, especially schools that are within 500 feet of the Vision Zero High Injury Network and within the prioritized Communities of Concern.</p>	<p>\$63,945.00</p>	<p>\$19,183.50</p>	<p>100%</p>	<p>\$83,128.50</p>

<p>Adult Community Connector Northeast</p>	<p>The two L-CALCs each require one L-CALC Community Connector position at DDPHE, which are currently filled. The Montbello L-CALC Community Connector will identify community assets that are important destinations and engage individuals and organizations that have existing complementary efforts, and work to build connections, share resources, and foster relationships in Montbello. With assistance from the Community Advisor, these positions also hired and work alongside Youth Community Connectors (see below) and recruit volunteers for the Safe Routes Community Ambassador program. The L-CALC Community Connectors will hold regular trainings, build relationships, attend community events, and lead the development of the community engagement and communications plans. The L-CALC Community Connector will provide community feedback to the Safe Routes Steering Committee regarding city plans or ideas generated from the community regarding city plans or policies. The Community Connectors will be skilled in working with youth and will be a strong youth advocate that can challenge processes to shift systems and make them more youth-friendly.</p>	<p>\$54,810.00</p>	<p>\$16,443.00</p>	<p>100%</p>	<p>\$71,253.00</p>
<p>Adult Community Connector Southwest</p>	<p>The two L-CALCs each require one L-CALC Community Connector position at DDPHE, which are currently filled. The Southwest Denver L-CALC Community Connector will identify community assets that are important destinations and engage individuals and organizations that have existing complementary efforts, and work to build connections, share resources, and foster relationships in Southwest Denver. With assistance from the Community Advisor, these positions also hired and work alongside Youth Community Connectors (see below) and recruit volunteers for the Safe Routes Community Ambassador program. The L-CALC Community Connectors will hold regular trainings, build relationships, attend community events, and lead the development of the community engagement and communications plans. The L-CALC Community Connector will provide community feedback to the Safe Routes Steering Committee regarding city plans or ideas generated from the community regarding city plans or policies. The Community Connectors will be skilled in working with youth and will be a strong youth advocate that can challenge processes to shift systems and make them more youth-friendly.</p>	<p>\$54,810.00</p>	<p>\$16,443.00</p>	<p>100%</p>	<p>\$71,253.00</p>
<p>Description of Fringe</p>	<p>Benefits Note: The City and County of Denver has a 30% fringe rate. Fringe includes all applicable employment and benefit expenses per the City and County of Denver's personnel and payroll policies and procedures (workers' comp insurance, unemployment insurance, long-term disability, and the employer portion of FICA, retirement, health and dental insurance, life insurance, business phone, etc.).</p>				
<p>Evaluation</p>	<p>Evaluation will constitutes 20% of the Community Advisor Program Administrator time, 20% of the Built Environment Health Equity Program Administrator's time, 15% of the Safe Routes Planner's time, and 15% of the Community Connectors. Evaluation will include working with CDPHE's CCPD Grants Program evaluation contractor as well as data collection and analysis to support the evaluation reporting.</p>				

Personal Services Hourly Employees					
Position Title/Employee Name	Description of Work	Hourly Wage	Hourly Fringe	Total # of Hours on Project	Total Amount Requested from CDPHE
Youth Community Connectors	Four hourly youth positions, approximately 10 hours per week. DDPHE will employ four youth ages 14-22 as Youth Community Connectors, two for each L-CALC. Youth are a vulnerable population that is often reliant on the built environment for active transportation, especially to and from the youth-facing destination that are priorities in the DEAC. These positions are filled as of April 2019. The youth will work approximately ten hours per week, as available. They will be responsible for providing feedback on city infrastructure and plan, providing youth-friendly programming and projects, as well as engaging youth in community events and educational opportunities. The youth will be members of the Safe Routes Community Ambassadors program and will be trained to educate and connect with other youth. The Adult and Youth Community Connectors will determine the types of community events and engagement activities. Annual pay estimated at \$14/hr. *10 hours *4 positions *51 weeks. \$14/hr is based on recent announcement of all city employees to have a \$15 minimum wage by 2021.	\$14.00	\$2.10	2040.00	\$32,844.00
Student Intern(s)	Professional Occupational Interns to assist with programmatic needs and evaluation support. Up to two master's level intern students may be hired for each semester (spring or fall) with 90 hours available to complete a practicum or work study. The intention is to introduce health equity, mobility, and the built environment to up and coming students while receiving programmatic assistance.	\$17.88	\$2.68	180.00	\$3,701.16
Total Personal Services (including fringe benefits)					\$433,429.53
Supplies & Operating Expenses					
Item	Description of Item	Rate	Quantity	Total Amount Requested from CDPHE	
Coalition materials	Printing 0.65 cents per page * 1500 pages = \$975 b/w printing 0.1 cents per page * 2000 pages = \$200 t-shirts 200 shirts * \$5.50 = \$1100 water bottles 400 * \$1.08 = \$432 food 12 meetings * \$50 per event = \$1250 To be determined by the Safe Routes Ambassadors. This may include materials for Safe Routes Ambassadors and will be determined by the local community active living coalition. Materials may include yard signs (\$1.00/sign * 500 = \$500, encouragement (bike lights 250 for \$771), and an ambassador brochure (1000 for \$442 with design)	5670.00	1	\$5,670.00	
Health Equity materials and events	Food and facilities set up for three health equity learning series events. Facilities set up and security (required) at McNichols Building or similar location = \$550. Light refreshments and drinks = \$250.	800.00	3	\$2,400.00	
Cell Phone Stipends and Wireless Internet	Two wifi hotspots to share among staff team. (mobile phone stipends for 4 full-time staff are included in Fringe rate)	28.00	24	\$672.00	
Total Supplies & Operating Expenses					\$8,742.00
Travel					
Item	Description of Item	Rate	Quantity	Total Amount Requested from CDPHE	

Mileage	This will support the Community Advisor project administrator, the Community Connectors (adult and youth) to travel to community events, mandatory training events, and grant related meeting with stakeholders. Number of trips is estimated separately for the adult, full time staff and for the youth. Over the course of the fiscal year, the program will have 5 FTE. The mileage is calculate as follows: 5 FTE * 4 round trips per week (50 weeks) * 6.12 miles per round trip = 6130 miles. This mileage reimbursement is calculated with the 2019 IRS rate of .58 cents per mile.	\$0.58	6130	\$3,555.40
In State Travel Conference registration fees	For one DEAC staff member to attend Public Health in the Rockies or similar in-state conference.	\$249.00	1	\$249.00
In State Travel Conference lodging	One hotel room or condo for three nights = \$178/night * 3 nights = \$534	\$178.00	3	\$534.00
In State Travel Conference meals and incidentals	Meals and Incidentals for 1 participant for 3 days, GSA rate (75% on first and last day): (((\$69*2*.75) + \$69) = \$172.50	\$172.50	1	\$172.50
In State Travel Conference mileage	Mileage: 200 miles * \$0.58/mile = \$116	\$0.58	200	\$116.00
Larimer County Peer Learning	Team visit to Larimer County for peer learning and networking with fellow built environment grantee. Mileage: 140* \$0.58 = \$81.20	\$0.58	140	\$81.20
Community Connector Training mileage	Trainings for the two adult community connectors as identified: IRS mileage rate \$0.58 * 200 = \$116	\$0.58	200	\$116.00
Community Connector Training lodging	2 nights hotel for 2 participants: GSA \$178/night	\$178.00	4	\$712.00
Community Connector Training meals and incidentals	Meals and Incidentals for 2 participants for 2 days, GSA rate (75% on first and last day): \$69*4*.75 = \$207	\$207.00	2	\$414.00
Community Advisor Training mileage	Training for the Community Advisory Program Administrator to attend a training related to support of community connectors and CALC team. IRS mileage rate \$0.58 * 200 = \$116	\$0.58	200	\$116.00
Community Advisor Training lodging	2 nights hotel for 1 participants: GSA \$178/night	\$178.00	4	\$712.00
Community Advisor Training meals and incidentals	Meals and Incidentals for 1 participants for 2 days, GSA rate (75% on first and last day): \$69*2*.75 = \$207	\$207.00	1	\$207.00
Community Connector Leadership Training Lodging	RIHEL Leadership training includes lodging, but including 2 nights hotel for 1 longer trip (out of CO) to facilitate travel.	\$207.00	2	\$414.00
Community Connector Leadership Training Mileage	Mileage: 200 miles * \$0.58/mile = \$116 x 3 trips One longer trip at \$400 (based on two past years cost trip to Santa Fe for rental car and gas). Assumed that two staff will carpool.	\$748.00		\$748.00
Community Connector Leadership Training Meals	RIHEL Leadership training includes meals, but doesn't cover first and last day or extra travel time. This calculates first/last meal per diem for 4 trips. and Incidentals for 2 participants for 2 days, GSA rate (75% on first and last day): \$69*4*.75 = \$207	\$207.00	4	\$828.00
Local Conference registration or learning activity	Cost of local registration for DEAC staff and/or Coalition members and stakeholders to attend a conference in Denver. Budget allocated at 4 registrations for larger conference such as Moving People Forward (\$150 x 4 = \$600), and another \$600 for smaller conference registrations as needed	\$1,200.00	1	\$1,200.00
Total Travel				\$10,175.10
Contractual				
Subcontractor Name	Description of Item	Rate	Quantity	Total Amount Requested from CDPHE

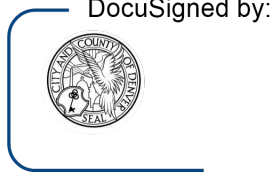
WalkDenver	WalkDenver will provide technical assistance for assessments and community organizing. They will provide technical and logistical support for events and community education. WalkDenver has a robust history with policy efforts, data assessments, community engagement, demonstration projects, and tactical urbanism. This includes \$9000 for development and administration of an assessment tool similar to WALKscope. Other tools may be proposed regionally, but will likely not be ready during years one and two of this grant program. Additionally, \$4800 will provide \$50-100 monthly stipends and incentives for four to eight Safe Routes Ambassador leaders. Stipend for 4 Safe Routes Ambassador leaders \$100/month, 12 month = 4*100*12= \$4,800, \$49,200 will support ongoing community engagement in community meetings, events, technical assistance, and policy initiatives	\$65,000.00	1	\$65,000.00
Small Projects Sub-Contractor TBD	The vendor(s) have not yet been selected. Small projects based on priorities identified in year 1 and 2 will be developed in collaboration with the community to promote active living and improve infrastructure. Projects based on SOW Primary Activities #2 and 4. Project will be either small-scale infrastructure projects or engagement/educational activities, and may include, but not limited to, benches, paint, bicycle racks, event supplies, translation support, etc. This line item would support any subcontract needs for small projects as identified by CALC, L-CALCs, and workgroups. Anticipated small projects budgeted as follows: Denver Streets for People / CALC Summit - \$2500 L-CALC Community Projects - \$4000 over 2 L-CALCs, plus additional matching funds through VZ/other Workgroup Projects & Technical Assistance to Priority Neighborhoods - up to \$4000	\$10,500.00	1	\$10,500.00
The Stapleton Foundation be well Health and Wellness Initiative	The be well Health and Wellness initiative will assist the L-CALC with connecting to the community in northeast Denver through their block captains program. There are a trusted source in the community and work on transportation and active living issues.	\$17,500.00	1	\$17,500.00
Community Office Space TBD	Drop-in office space for community connectors, youth, or other CALC staff while working in the field. Would include working space, meeting space, and office supplies. Could potentially include costs associated with: -printing and related costs - \$10 / month for Southwest L-CALC -office space as needed - \$50 / month for Southwest L-CALC -community meeting budget as needed (additional to above costs) - \$25 / month per L-CALC	110.00	12	\$1,320.00
Total Contractual				\$94,320.00
SUB-TOTAL BEFORE INDIRECT				\$546,666.63
Indirect				
Item	Description of Item	Total Amount Requested from CDPHE		
Indirect rate (other):	The City and County of Denver, Denver Public Health & Environment is eligible for the 10% de minimis on modified direct costs; however we are electing to only apply the 10% of total personnel costs.	\$43,342.37		
Total Indirect				\$43,342.37
TOTAL				\$590,009.00

Contract Control Number:
Contractor Name:

ENVHL-201950686-00/ALF-201841254-02
COLO DEPT OF PUBLIC HEALTH & ENVIRONMENT


IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at
Denver, Colorado as of: 7/16/2019


SEAL



CITY AND COUNTY OF DENVER:

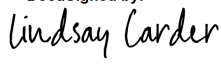
ATTEST:

DocuSigned by:

401385B9DD354C3
Clerk and Recorder/Public Trustee
Paul Lopez


By: DocuSigned by:

62CED40260844EC...
Mayor
Michael B. Hancock


APPROVED AS TO FORM:

Attorney for the City and County of Denver

By: DocuSigned by:

79485456E90B417...
Assistant City Attorney
Lindsay Carder

REGISTERED AND COUNTERSIGNED:

By: DocuSigned by:

CD05CDB455E845D...
Manager of Finance
Beth Machann

By: DocuSigned by:

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Auditor
Timothy M. O'Brien

Contract Control Number:
Contractor Name:

ENVHL-201950686-00/ALF-201841254-02
COLO DEPT OF PUBLIC HEALTH & ENVIRONMENT

By: _____

Name: _____
(please print)

Title: _____
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)