



## GENERAL GRANT TERMS, CONDITIONS, AND UNDERSTANDINGS

**Funding Area for which application is submitted:** Alternatives to Jail – City Allocation

**Title of Project:** Case Management and MAT Coordination

**Grant ID#** 202205-01895

**Grant Purpose:**

The Denver Sheriff Department requests a grant to provide additional incarcerated individuals with case management and reentry services and coordinate the medication assisted treatment (MAT) program to expand and improve access to jail-based MAT continuation and induction.

**Grantee Organization:**

City and County of Denver - Denver Sheriff  
490 West Colfax  
Denver, Colorado 80204

**Checks to be Made Payable To:**

City and County of Denver - Denver Sheriff  
490 West Colfax  
Denver, Colorado 80204

**EIN:** 84-6000580

**Amount of Grant Awarded:**

\$ 1,054,837 over a 3 year period

**Period for Which Support is Granted:**

From 08/01/2022 through 07/31/2025

**Contingencies, if any:**

**Special Provisions, if any:**

**Priority Area(s) or Impact(s):**

- Reduce substance misuse (including maintaining healthy relationship with substances)
- Improve or maintain mental health (including reducing harm to self and others)
- Increase equity in mental health and substance misuse outcomes
- Reduce recidivism into the criminal justice system for those experiencing mental health and substance misuse challenges

**Objectives:**

- Maintain case management services for incarcerated individuals not eligible for other jail-based programs in order to increase their connections for help and support, provide post-release harm reduction resources, and reduce reentry.
- Expand medication assisted treatment in jails by hiring coordinator positions to manage and expand current program in order to reduce substance misuse.




---

**Requirement and Payment Schedule**

Requirement Due Date	Requirement
01/31/23	Mid-Year Learning Check-In
07/31/23	Grant Report
01/31/24	Mid-Year Learning Check-In
07/31/24	Grant Report
01/31/25	Mid-Year Learning Check-In
08/31/25	Grant Report

Payment Schedule
<p>The first payment of \$283,400 will be released upon execution of the grant agreement. The second payment of \$381,888 will be released upon acceptance of the grantee's Year 1 grant report. The final payment of \$389,549 will be released upon acceptance of the grantee's Year 2 grant report.</p>

*Payments are contingent upon receipt and acceptance of the associated requirements.*

**The Foundation uses an online system to receive reports and other requirements. Please visit [www.caring4denver.org](http://www.caring4denver.org) for more information**

---

<p><b>*Primary Contact</b> (please notify us if any of the information is incorrect)</p> <p>Melanie Pitkin Program Manager City and County of Denver - Denver Sheriff 490 West Colfax Denver, Colorado 80204</p>	<p><b>** Primary Signatory</b> (please notify us if any of the information is incorrect)</p> <p>Sal Pillitteri Contract Administrator City and County of Denver - Denver Sheriff 490 West Colfax Denver, Colorado 80204</p> <p>Salvatore.Pillitteri@denvergov.org</p>
<p><b>***Project Manager</b> (please notify us if any of the information is incorrect)</p> <p>Melanie Pitkin Program Manager City and County of Denver - Denver Sheriff 490 West Colfax Denver, Colorado 80204</p>	

\*The Primary Contact is the individual directly responsible for developing the proposed activity, its implementation, and day-to-day direct supervision of the project. The email associated with the Primary Contact will be added to the Foundation's email distribution list upon Grant approval. To opt out of the email distribution list, please notify the Foundation by emailing [info@caring4denver.org](mailto:info@caring4denver.org).

\*\*The organization Primary Signatory is often the CEO or Executive Director of the Grantee.

\*\*\* If the organization has one person who oversees all grant projects, include that person as the Project Manager.

---



By this Grant Agreement (this “Agreement”), Caring for Denver Foundation (the “Foundation”) is awarding the Grant described in General Grant Terms, Conditions and Understandings (the “Grant”) to the above-named organization (the “Grantee”), and the Grantee agrees to the following:

1. Tax-Exempt Status

The Grantee hereby agrees: (i.) to provide current and appropriate documentation if the organization is a government, supported agency, such as school, museum, library or government agency or department; and (ii.) to provide the Foundation with immediate written notification of any changes in the Grantee’s tax-exempt status.

2. Expenditure of Funds

This Agreement (together with any income earned upon investment of Grant funds) is made for the purpose described herein and may not be expended for any other purpose without the Foundation’s prior written approval. Expenditures of Grant funds must adhere to the specific line items in the attached Grant budget. Changes to Grant budget that represent more than 10% of the total award or that seek to move funds between budget categories shall be requested in writing to the Grantee’s program officer at the Foundation and shall be subject to approval in writing by Foundation staff.

If the Grant is intended to support a specific project or for a specific period, any portion of the Grant unexpended at the completion of the project or the end of the period specified above on Page 1 (the “Grant Period”) shall be returned immediately to the Foundation. With prior written approval from the Foundation, the Grant Period may be extended in order to meet the anticipated objectives. Requests shall be submitted in writing to the Grantee’s program officer at the Foundation and shall be subject to approval in writing by Foundation staff.

3. Prohibited Use of Funds

The Grantee will not permit any Grant funds or income derived from such funds to be used for “political expenditures” as defined in [Section 4955 of the IRS Tax Code](#), including, but not limited to, participation or intervention in a political campaign for a public office.

The Grant is not in any way earmarked to support or carry on any lobbying or voter registration drive. The Grantee hereby reaffirms that the project’s approved budget, attached to this Agreement, accurately reflects Grantee’s present intention to expend at least the amount of the Grant on project non-lobbying and non-voter registration activities.

The Grantee represents that it is knowledgeable about Executive Order 13224 and the USA Patriot Act of 2001, and the Grantee will not permit any Grant funds or income derived from such funds to be expended or re-granted so as to benefit any person or organization with ties to terrorists.

4. Anti-Discrimination Expectations

The Grantee will not willfully discriminate against a particular class of individuals and will abide by all applicable local, state, and federal anti-discrimination laws in hiring, employment practices and when providing services.

5. No Assignment or Delegation



The Grantee may not assign or otherwise transfer its rights or delegate any of its obligations under this Agreement without the prior written approval of the Foundation.

6. Records and Reports

The Grantee shall keep a record of all receipts and expenditures relating to this Agreement and to provide the Foundation with a written report summarizing the project promptly following the end of the Grant Period. The Foundation may also require interim reports. The Grantee's reports should describe progress achieving the Grant Purposes (including progress toward measurable results and Objectives outlined above on Page 1) and include a detailed accounting of the uses or expenditure of all Grant funds. The Grantee also agrees to provide any other information reasonably requested by the Foundation. If the Grantee obtains any audited financial statements covering any part of the period of this Agreement, copies of such statements shall be provided to the Foundation promptly after receipt. The Grantee must keep the financial records with respect to the Grant and this Agreement, along with copies of any reports submitted to the Foundation, for at least four years following the year in which all Grant funds are fully expended.

7. Required Notification

The Grantee must provide the Foundation with immediate written notification of: (1) its inability to expend the Grant funds for the Grant Purposes; or (2) any expenditure of Grant funds for any purpose other than the Grant Purposes; and, (3) any other breach by the Grantee of this Agreement.

8. Reasonable Access for Evaluation and Oversight

The Foundation incorporates evaluation into its charitable grant-making as a technical assistance service so that it and the Grantee can understand the impact of the Grant and how to improve the impact of the charitable grant-making moving forward, and for the benefit of other grantees and for the City and County of Denver. As a condition to the receipt of the Grant, the Grantee agrees to be a participatory partner in any requests from the Foundation to conduct an evaluation of the effectiveness of the Grant (the "Evaluation"), either individually with the Grantee or with multiple grantees as part of a broader strategy of the Foundation, including, but not limited to, follow-up reporting and/or additional activities above and beyond those listed in the Payment and Requirements section of this Agreement.

The Grantee will permit the Foundation and its representatives, at its request, to have reasonable access during regular business hours to its files, records, accounts, personnel and clients, or other beneficiaries for the purpose of making such financial audits, verifications, or program evaluations as the Foundation deems necessary or appropriate concerning the Grant and to discuss the Grantee's programs, procedures and operations with the Grantee's personnel.

9. Research Involving Human Subjects

If the Grant is to be used, in whole or in part, for research involving human subjects, the Grantee hereby certifies that the Grantee, applying the ethical standards and the criteria for approval of grants set forth in its [Internal Review Boards](#) and professional oaths, has determined that the human subjects involved in the Grant will not experience risk over and above that involved in the normal process of care and are likely to benefit from the proposed research program.

10. Publicity



The Foundation encourages the Grantee to publicize information concerning the Grant in the Grantee's newsletters, annual reports, press releases, Website and other relevant media. The Grantee will obtain written approval by the Foundation of any content promoting information related to the Grant, the Grantee or the Foundation staff prior to releasing or publicizing such information. If the Grantee has received programmatic funds that include any events, the Foundation expects to be acknowledged as a sponsor for major events by the inclusion of the Foundation's logo in the event promotion materials and print collateral.

The Foundation welcomes any photographs relevant to the Grant for the Foundation's use. Photos must have prior client releases (if applicable) for publication purposes.

Without further notice to or consent from the Grantee, The Foundation may include information regarding this Agreement and/or the Grant, the amount and purpose of the Grant and photographs, logo or trademark, and other published/printed information or materials (provided by the Grantee) and its activities, in the Foundation's periodic public reports, newsletters, Website and news releases.

11. Colorado Charitable Solicitations Act

The Grantee represents that it is aware of and in compliance with the [Colorado Charitable Solicitations Act](#) governing fundraising in Colorado.

12. Right to Modify or Revoke

The Foundation reserves the right to discontinue, modify or withhold any payments to be made under this Agreement or to require a total or partial refund of any Grant funds if, in the Foundation's sole judgment, such action is necessary or prudent: (1) because the Grantee has not fully complied with the terms and conditions of this Agreement; (2) to protect the purpose and objectives of this Agreement or any other charitable interest of the Foundation; or (3) to comply with the requirements of any law or regulation applicable to the Grantee, the Foundation, or the Grant.

13. Termination

The Foundation's obligations under this Agreement shall automatically terminate in the event of the insolvency, receivership, bankruptcy filing, or dissolution of the Grantee.

In addition to its right of revocation under Paragraph 12, Either party may terminate this Agreement at any time by giving the other party at least 30 days' prior written notice. Upon termination of this Agreement for any reason, all payments by the Foundation to the Grantee shall cease at such time as may be determined by the Foundation.

Termination or revocation of this Agreement by the Foundation will not terminate the Grantee's obligations under this Agreement with respect to Grant funds expended or otherwise not returned to the Foundation. The Grantee's obligations under Paragraphs 6, 8, 10 and 16 shall also survive termination of this Agreement.

14. Special Conditions and Reporting

The Grantee will submit reports to the Foundation according to the reporting schedule set forth on Page One of this Agreement.

The Foundation requires grantees to share any public opinion research conducted with Foundation funds. Public opinion research includes both qualitative and quantitative methods to learn about



the thoughts, perceptions, or beliefs of the general public, including, but not limited, to focus groups, ethnography, online surveys, and telephone polling. The Grantee should plan to share the results of such research, including findings and reports, with the Foundation. The Foundation will not share the research without permission from the Grantee.

15. Amendment

This Agreement may be amended, supplemented or extended only by written communication by the Foundation and the Grantee. Amendment requests shall be submitted in writing to the Grantee's program officer at the Foundation and shall be subject to approval in writing by Foundation staff.

16. No Partnership or Agency or Third-Party Beneficiaries

Nothing contained in this Agreement shall create or be deemed to create a partnership or agency between The Foundation and the Grantee, and nothing contained in this Agreement shall be deemed to give rise to any rights or benefits to third parties not a party to this Agreement.

17. Compliance with All Laws

Grantee shall perform or cause to be performed all operations in full compliance with all applicable Federal, State, and City laws, rules, ordinances, codes, regulations, executive orders, and policies whether or not specifically referenced herein. All employees of the Grantee shall be authorized to work in the United States of America.

18. Intellectual Property

(a) The Grantee represents and certifies that it owns or has the right to use all intellectual property that will be employed by the Grantee or its agents in the performance of this Agreement, including, without limitation, the Grantee's obligations under subparagraph (c) below.

(b) All works and matters created or discovered through the performance of this Agreement, including, but not limited to, implementation methodologies, best practices guides and training curricula (the "Work"), are owned by the Grantee; provided, however, that the Work may be used by the Grantee only in furtherance of charitable purposes (i.e., activities recognized by the IRS as charitable and not resulting in "unrelated business taxable income" as defined in [Section 512 of the IRS Tax Code](#)), unless otherwise agreed in writing by the Foundation.

(c) The Grantee hereby grants to the Foundation a nonexclusive, revocable, worldwide, non-transferable, royalty-free license to the Work, and any other intellectual property incorporated into or used in connection with the Work to the extent required to perform its obligations under this Agreement. The license herein granted to the Foundation shall vest without any further action on the part of the Grantee.

19. Disclaimer

Nothing contained herein, including the required reporting and review procedures, shall be construed as a warranty, representation, or approval by the Foundation that the services rendered by the Grantee are adequately or properly rendered on either an individual or program-wide basis. The Grantee shall have sole responsibility for all damages, costs, fines, attorneys' fees, or liabilities of any kind or nature arising from any claims, demands or suits resulting from the Grantee's performance or failure to perform under this Agreement.



20. Controlling Document

The terms and conditions of this Agreement shall be the controlling document between the Foundation and the Grantee. All verbal communication, notes, minutes or other documentation of the Foundation shall be deemed merged into this Agreement. In making the Grant, the Foundation has relied on the information and representations submitted to the Foundation by the Grantee, and the Grantee represents that all such information and representations are true and complete.

21. Future Funding

The Grantee acknowledges that, except as expressly provided in this Agreement, The Foundation has no obligation to the Grantee with respect to any additional or future funding.

22. Counterparts; Electronic Signature

This Agreement may be signed in multiple counterparts, which may be signed by the Grantee and the Foundation separately, but together shall constitute a single agreement. The counterparts of this Agreement may be executed and delivered by facsimile, email, other means of electronic transmission, or other electronic signature and shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement.

*[Signature Page Follows]*



\_\_\_\_\_  
Lorez Meinhold  
Executive Director  
Caring for Denver Foundation

\_\_\_\_\_ (Date)

The undersigned certify that they are duly authorized officers of the Grantee and, as such, are authorized to accept this contract on behalf of the Grantee, to obligate the Grantee to observe all of the terms and conditions placed on this Agreement, and in connection with this Agreement to make, execute, and deliver on behalf of the Grantee all agreements, representations, receipts, reports, and other instruments of every kind.

ACCEPTED AND AGREED TO:

\_\_\_\_\_  
\*\*\*SEE CITY SIGNATURE PAGES\*\*\*  
City and County of Denver - Denver Sheriff

\_\_\_\_\_ (Date)





**Attestation of Service to Denver Residents and the Non-Supplanting of Funds**

Projects and activities supported by the Foundation’s grantmaking must serve or support only residents of the City and County of Denver (the “City”).

The Foundation’s general definition of residency is derived from the State of Colorado Medical Services Board Rule 8.607.1(F) around Areas of Service. The following individuals will be considered City residents by the Foundation:

- An individual physically residing full time in the City;
- An individual experiencing homelessness presenting in the City and intending to stay in the City;
- An individual, under 21 years of age and in the custody of Denver Human Services (“DHS”);
- An individual, under 18 years of age and in primary legal and residency custody of a City resident;
- or
- A non-City resident who is placed in a mental health or substance abuse program while in a City Jail.

I, the undersigned, hereby attest that all projects and activities funded by this grant from Caring for Denver Foundation will be used to serve or support only residents of the City.

In addition, I, the undersigned, hereby also attest these grant funds awarded are not being used to supplant existing funds. Caring for Denver Foundation funds will be used to supplement existing federal, state, local funds for program activities and are not replacing federal, state, local general funds that have been appropriated or allocated for the same purpose.

ACCEPTED AND AGREED TO:

\_\_\_\_\_ (Date)  
 \*\*\*SEE CITY SIGNATURE PAGES\*\*\*  
 City and County of Denver - Denver Sheriff

APPROVED GRANT BUDGET ON FOLLOWING PAGE



## APPROVED GRANT BUDGET

Project/Program Expenses For the Year(s) Requesting Funding Request to Caring for Denver Foundation ONLY				
	Year 1	Year 2	Year 3	Total
<b>Direct Costs - Project/Program</b>				
Personnel/Staff (FTE) - Salaries	\$ 218,000	\$ 293,760	\$ 299,653	\$ 811,413
Personnel/Staff (FTE) - Benefits and/or Fringe	\$ 65,400	\$ 88,128	\$ 89,896	\$ 243,424
Program Supplies and/or Equipment				\$ -
Meeting Costs				\$ -
Travel Costs				\$ -
Other Program Costs				\$ -
				\$ -
				\$ -
				\$ -
<b>Total Direct Costs</b>	<b>\$ 283,400</b>	<b>\$ 381,888</b>	<b>\$ 389,549</b>	<b>\$ 1,054,837</b>
<b>Other Costs</b>				
Contractors, Consultants, and/or Partners				\$ -
Indirect Costs Max 10% of Total Direct Costs (not Other Costs).				\$ -
Fiscal Sponsor's Fee (if applicable) Max 10% of total requested budget. A grant budget may request either a fiscal sponsor fee or indirect costs, but not both.				\$ -
<b>Total Other Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PROJECT/PROGRAM EXPENSES</b>				
<b>TOTAL REQUEST TO CARING FOR DENVER FOUNDATION</b>	<b>\$ 283,400</b>	<b>\$ 381,888</b>	<b>\$ 389,549</b>	<b>\$ 1,054,837</b>

**Certificate Of Completion**

Envelope Id: 788C5ED38AC9471FA99777BD33AF91E2	Status: Sent
Subject: Caring for Denver Foundation Grant Agreement	
Source Envelope:	
Document Pages: 10	Signatures: 0
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Tish Gonzales
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	tish@caring4denver.org
	IP Address: 54.167.25.121

**Record Tracking**

Status: Original	Holder: Tish Gonzales	Location: DocuSign
8/16/2022 12:26:39 PM	tish@caring4denver.org	

**Signer Events**

Signature	Timestamp
Sal Pillitteri	Sent: 8/16/2022 12:27:57 PM
Salvatore.Pillitteri@denvergov.org	Viewed: 8/16/2022 12:29:19 PM
Security Level: Email, Account Authentication (None)	

**Electronic Record and Signature Disclosure:**  
Accepted: 8/16/2022 12:29:19 PM  
ID: caced47b-a370-4a7e-a4ad-b5a0cf9cbe2b

Lorez Meinhold  
lorenz@caring4denver.org  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Accepted: 12/2/2021 3:51:37 PM  
ID: fca27112-fcd9-4a26-bb88-e62e0ed1922a

In Person Signer Events	Signature	Timestamp
-------------------------	-----------	-----------

Editor Delivery Events	Status	Timestamp
------------------------	--------	-----------

Agent Delivery Events	Status	Timestamp
-----------------------	--------	-----------

Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

melanie.pitkin@denvergov.org  
melanie.pitkin@denvergov.org  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	8/16/2022 12:27:57 PM
---------------	------------------	-----------------------

Payment Events	Status	Timestamps
----------------	--------	------------



## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Caring for Denver Foundation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Caring for Denver Foundation:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [grants@caring4denver.org](mailto:grants@caring4denver.org)

### **To advise Caring for Denver Foundation of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [grants@caring4denver.org](mailto:grants@caring4denver.org) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Caring for Denver Foundation**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [grants@caring4denver.org](mailto:grants@caring4denver.org) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Caring for Denver Foundation**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to [grants@caring4denver.org](mailto:grants@caring4denver.org) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Caring for Denver Foundation as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Caring for Denver Foundation during the course of your relationship with Caring for Denver Foundation.