

FIFTH AMENDATORY AGREEMENT

This **FIFTH AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **COLORADO HEALTH NETWORK, INC. d/b/a DENVER COLORADO AIDS PROJECT**, a Colorado nonprofit corporation, with its principal place of business located at 6260 East Colfax Avenue, Denver, Colorado 80220 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated April 22, 2019, an Amendatory Agreement dated March 11, 2020, a Second Amendatory Agreement dated December 23, 2020, a Third Amendatory Agreement dated March 30, 2022, and a Fourth Amendatory Agreement dated May 12, 2023 (collectively, the “Agreement”) to provide services for the Denver Colorado AIDS Project’s (SAP).

B. The Parties wish to amend the Agreement to increase the maximum contract amount, update paragraph 7-Examination of Records, and amend the scope of work and budget.

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

1. Section 4 of the Agreement entitled “**COMPENSATION AND PAYMENT:**” subsection c. (1) entitled “**Maximum Contract Amount:**” is hereby deleted in its entirety and replaced with:

“**c. Maximum Contract Amount:**

(1) Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **SEVEN HUNDRED NINETY-ONE THOUSAND ONE HUNDRED FIFTY DOLLARS AND NO CENTS (\$791.150.00)** (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.”

2. Section 7 of the Agreement entitled “**EXAMINATION OF RECORDS:**” is hereby deleted in its entirety and replaced with:

“7. **EXAMINATION OF RECORDS AND AUDITS:** Any authorized agent of the City, including the City Auditor or his or her representative, has the right to access and the right to examine, copy and retain copies, at City’s election in paper or electronic form, any pertinent books, documents, papers and records related to Contractor’s performance pursuant to this Agreement, provision of any goods or services to the City, and any other transactions related to this Agreement. Contractor shall cooperate with City representatives and City representatives shall be granted access to the foregoing documents and information during reasonable business hours and until the latter of three (3) years after the final payment under the Agreement or expiration of the applicable statute of limitations. When conducting an audit of this Agreement, the City Auditor shall be subject to government auditing standards issued by the United States Government Accountability Office by the Comptroller General of the United States, including with respect to disclosure of information acquired during the course of an audit. No examination of records and audit pursuant to this paragraph shall require Parties to make disclosures in violation of state or federal privacy laws. Parties shall at all times comply with D.R.M.C. 20-276.”

3. **Exhibit A, Exhibit A-1, Exhibit A-2, Exhibit A-3 and Exhibit A-4** are hereby deleted in their entirety and replaced with **Exhibit A-5, Scope of Work and Budget**, attached and incorporated by reference herein. All references in the original Agreement to **Exhibit A, Exhibit A-1, Exhibit A-2, Exhibit A-3, and Exhibit A-4** are changed to **Exhibit A-5**.

4. As herein amended, the Agreement is affirmed and ratified in each and every particular.

5. This Fifth Amendatory Agreement will not be 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.

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Contract Control Number: ENVHL-202370712-05 [201948547-05]
Contractor Name: COLORADO HEALTH NETWORK, INC.

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:

Attorney for the City and County of Denver


By:

By:

By:

Contract Control Number:
Contractor Name:

ENVHL-202370712-05 [201948547-05]
COLORADO HEALTH NETWORK, INC.

By:  _____
F026B8BCAFB94E3...

Name: darrell vigil
(please print)

Title: Chief Executive Officer
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

Exhibit A-5: Scope of Work and Rates
DENVER COLORADO AIDS PROJECT

I. Introduction

The City & County of Denver (City) enacted an ordinance in 1997, Article V of Chapter 24 of the Denver Revised Municipal Code Section 24-157, allowing for the establishment of Syringe Access Programs (SAPs), with oversight from the Denver Department of Public Health & Environment (DDPHE). This ordinance was amended in 2013.

SAPs are evidence-based and cost-effective programs which reduce the transmission of blood-borne infectious diseases such as Human Immunodeficiency Virus (HIV) and Hepatitis C Virus (HCV), as well as meet people where they are in terms of their substance use and recovery goals. SAPs serve as non-stigmatizing venues for people who use drugs to discuss their substance use openly and honestly, and provide additional support services, including linkage to social services, testing, and treatment. This is accomplished through education, referral to services, and prevention services provided by registered SAPs.

II. Scope

Denver Colorado AIDS Project's SAP will operate according to the City's Rules and Regulations Governing Syringe Access and Treatment Referral Programs (Rules & Regulations), updated February 7, 2019. **Denver Colorado AIDS Project** intends to serve **1,400** people who inject drugs (PWID) from January 1, 2023 through December 31, 2023. As a registered SAP receiving funds from the City, **Denver Colorado AIDS Project's** SAP will provide the following services, either directly or through referral, to participants free of charge:

- Syringe and other sterile injection-related supplies;
- Education on safer injection practices and vein care;
- Syringe disposal and education on syringe disposal practices and locations;
- Overdose prevention, education, recognition and response, and distribution of naloxone;
- HIV/STIs/HCV testing and sexual health resources; and
- Social support and healthcare services such as case management, substance use treatment, food banks, behavioral health services, primary care, HCV/HIV/STI treatment, Hepatitis A and B vaccinations, Pre-Exposure Prophylaxis, and wound care.

Additional services to be provided may include:

- Education regarding legal rights under CRS 25-1-520 and section 18-18- 428(1)(b) that encourages participants to always disclose their possession of hypodermic needles or syringes to peace officers, emergency medical technicians, or other first responders prior to a search;
- Provision of other harm reduction supplies; and
- Participation in syringe clean-up actions in and around the neighboring community

where the facility is located, including clean-up efforts in the City as a part of a larger city- wide effort.

Denver Colorado AIDS Project will:

- Participate in semi-annual meetings with the contract monitor, and semi-annual meetings with the contract monitor and other City-funded SAPs in Denver;
- Participate in regular (monthly) communication initiated by the contract monitor via email;
- Submit complete quarterly reports to the contract monitor within 30 days of the end of the quarter; and
- Coordinate with the contract monitor to schedule annual site visits.

III. Reporting Requirements

Denver Colorado AIDS Project will provide quantitative and qualitative data quarterly as set forth in the Rules & Regulations to DDPHE within 30 days of the end of each quarter. The purpose of the reporting requirements is to ensure contractual compliance and fidelity to program design. DDPHE will review the reports within one week of the due date and will respond to **Denver Colorado AIDS Project** with any questions, comments, or follow up identified. **DDPHE** may request other data as needed to assess need for services, and evaluate program performance. If DDPHE requests additional data, DDPHE will provide **Denver Colorado AIDS Project** with five days' notice of the request and **Denver Colorado AIDS Project** will provide the requested data within 30 calendar days of receiving notice. **Denver Colorado AIDS Project** will submit annual key performance indicator (KPI) goals to DDPHE by 1/31/23, or within one month of contract execution, whichever is later. These KPIs will be incorporated into quarterly reports to show progress toward goals.

DDPHE will provide:

- data shells and report template for submission;
- data definitions;
- support/technical assistance to improve data collection;
- meeting scheduling; and
- monthly communication to SAPs.

Data shells will be provided at the beginning of the year with data definitions, and may be revised as needed.

The table below indicates the due dates for progress reports and KPI development.

Reporting Requirement	Due Date
Annual KPI Goals	1/31 of new contract year, or one month after contract execution

Quarter 1 Progress Report	April 30 th
Quarter 2 Progress Report	July 30 st
Quarter 3 Progress Report	October 30 st
Quarter 4 Progress Report	January 30 st of following year
Other DDPHE data requests	Within 30 days of request

IV. Monitoring Activities & Site Inspections

a. DDPHE Site Visits:

Policy: DDPHE will conduct annual site visits of City-funded SAPs. Two site visits will occur, the first will be at the beginning of a new contract period to review contract term, goals, expectations, reporting requirements, and other program documents. The second site visit will occur later in the year at a mutually agreeable time to observe SAP practices.

Purpose: The purpose of conducting a site visit is to ensure that contractors are aware of all contractual requirements and expectations, and to evaluate progress toward contract goals and compliance with contract terms, as well as identify additional needs for technical assistance or other support.

Noncompliance: If DDPHE identifies any compliance concerns, DDPHE will communicate directly with **Denver Colorado AIDS Project** to remedy the issue.

b. Evaluation:

SAPs receiving funding from the City will work with DDPHE to determine key performance indicators to be used by all funded SAPs. Individual SAPs may add agency-specific KPIs as outlined in their SAP evaluation plan.

c. Denver-wide Evaluation Plan:

DDPHE may ask SAPs to provide input to DDPHE on an evaluation plan to assess need for substance use prevention, harm reduction, treatment, and recovery services in Denver and evaluate syringe services programming.

V. Public & Participant Complaints

a. Community & Behavioral Health

If DDPHE receives a complaint, DDPHE will work collaboratively with the SAP to find a resolution to the complaint. All steps taken shall be documented and maintained on file.

VI. Relocation of Contractor Premises

DDPHE will require **Denver Colorado AIDS Project** to notify the registered neighborhood

organizations within the boundaries of its intended new location to make them aware of the services provided, including documentation of the meeting, such as decisions made and attendees, as available. **Denver Colorado AIDS Project** will notify DDPHE two months prior to the move and include DDPHE in conversations as needed.

VII. Colorado Health Network, Inc. Work Plan for 2023 Syringe Access Needs Assessment

a. Survey Coordination and Execution:

- Assigned Coordinator: Will manage individual survey interviews or be present to assist with online Redcap surveys.
- Schedule: Four days a week (Monday-Thursday) for five hours a day, aiming to facilitate two participants at a time.
- Timeline: Two months from Sept 1st until October 31st to facilitate 750 unique surveys, with six hours per month dedicated to collecting outreach participant surveys to obtain 30 unique street outreach surveys.
- Incentives:
 - Quantity of 750 at \$30 each for a completed survey for a total of \$22,500 for 750 surveys.
 - Quantity of 100 at \$25 plus \$3.95 activation fee for a completed survey for a total of \$2,895 for 100 surveys.
 - Total for all incentives equals \$25,395.
- Additional 5 hrs work to produce a report on survey execution by survey coordinator before 1st November.
- Time per survey session: 20 minutes
- Working hours per day: 5 hours/day * 60 minutes = 300 minutes
- Sessions per day: 300 minutes divided by 20-minute session = 15 sessions per day
- Number of computers/terminals: 3, leading to 30 surveys per day
- Number of working days per week: 4 (Monday to Thursday)
- Number of weeks for project: 8 weeks (September and October)
- Total number of surveys conducted: 25 days * 30 surveys = 750 surveys
- The survey will be conducted over 8 weeks, from September to October. There will be 4 working days per week, and each day will consist of 15 sessions of 20 minutes each. This means that 30 surveys will be conducted each day, for a total of at least 750 surveys over the course of the project.

b. Outreach and Engagement Strategy

- On-Site Engagement: Utilizing the assigned coordinator to engage participants on-site.
- Community Collaboration: Partnering with other Syringe Access Programs and community organizations.

c. Team and Roles

- Project Leader: Oversees the project.
- Survey Distribution Coordinator: Manages survey dissemination and participant assistance.

VIII. Contract Terms & Budget

CY 2019 - \$118,007

CY 2020 - \$156,799

CY 2021 - \$156,749

CY 2022 - \$156,749

CY 2023 - \$156,749

CY 2023 Amd 05 - \$46,097

Total Contract term 04/01/2019-12/31/2023 - \$791,150

The City shall reimburse **Denver Colorado AIDS Project** for the following expenses directly related to carrying out the SAP:

- Salaries and fringe benefits;
- Supplies and operating expenses such as: utilities, emergency maintenance of building or site, rent/lease, printing and copying, supplies (can include items such as vein care, safer injection supplies and other harm reduction supplies, educational materials for overdose prevention, safer sex materials);
- Travel, conferences, parking;
- Naloxone;
- Equipment such as computers, other electronics, and software;
- Data tracking and reporting;
- Disposal services and supplies; and
- Indirect costs-financial management, human services, administrative oversight, etc.
- The contract fiscal term shall be billed in monthly installments from January 1, 2023 through December 31, 2023.

Budget Breakdown for Syringe Access Needs Assessment, VII. a. b. c.:

Staffing Costs:

Survey Distribution Coordinator:

Hours Per Week: 4 days a week * 5 hours a day = 20 hours per week

Hourly Rate: \$25

Total Cost for 8 Weeks: 20 hours * 8 weeks * \$25/hour = \$4,000

Additional 5 hrs until October 31st for Survey Coordinator = \$125

Project Leader:

Hours Per Week: 4 days a week * 2 hours a day = 8 hours per week

Hourly Rate: \$30.32

Total Cost for 8 Weeks: 8 hours * 8 weeks * \$30.32 hour = \$1,941

Staff Training and post survey follow up:
 DDPHE post evaluation support: 2 hours
 Post survey staff cost Project Leader : \$61 Fringe
 (22% of salaries)
 $\$6,127 \times 22\% = \$1,348$
 Salary total:
 $1,348 \text{ fringe} + 6,127 = \$7,475$

Incentive Costs:
 Quantity of 750 at \$30 each for a completed survey for a total of \$22,500 for 750 surveys.
 Quantity of 100 at \$25 plus \$3.95 activation fee for a completed survey for a total of \$2,895 for 100 surveys.
 Total Incentive Costs for 850 Surveys: $\$22,500 + \$2,895 = 25,395$

Additional Supplies and Workstations:
 3 tablets: for online survey completion and some outreach collection (one tablet includes hotspot capability) - \$1,400
 Estimated Costs for Additional Street Outreach Supplies to distribute during outreach:\$7,500
 Fuel Reimbursement: \$400

Total Budget

Personnel-- for I. – VI.	\$115,929
Personnel—for VII.a.b.c.	\$7,475
Supplies & Operating--for I. – VI.	\$26,570
Supplies—for VII.a.b.c.	\$9,300
Travel	\$0
Contractual	\$0
Equipment	\$0
Incentives—for VII.a.b.c.	\$25,395
Direct Total	\$184,669
Indirect Total	\$18,177
Grand Total	\$202,846

Contractors must submit detailed invoices using templates provided by DDPHE with supporting documentation (such as receipts and invoices for all reimbursed expenses, organization approved timesheets, etc.) within 30 calendar days of the end of the month. Payments will be provided on a

net 30 basis.

Invoices should be sent electronically to HIVInvoiceIntake@denvergov.org