

SECOND AMENDATORY AGREEMENT

This **SECOND AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”), **DENVER DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT** (“DDPHE”), and **DENVER HEALTH AND HOSPITAL AUTHORITY**, a body corporate and political subdivision of the State of Colorado, whose address is 777 Bannock Street, MC 1925, Denver, Colorado 80204 (the “Contractor”), jointly (“the Parties”).

RECITALS:

A. The Parties entered into an Agreement dated March 6, 2024, and an Amendatory Agreement dated August 8, 2024, (the “Agreement”) to perform, and complete all of the services and produce all the deliverables set forth on Exhibit A, the Scope of Work and Budget, to the City’s satisfaction.

B. The Parties wish to amend the Agreement to extend the term, increase the maximum contract amount, and update scope of work and budget exhibit.

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

1. Section 3 of the Agreement entitled “**TERM:**” is hereby deleted in its entirety and replaced with:

“**3. TERM:** The Agreement will commence on **January 1, 2024**, and will expire on **December 31, 2026** (the “Term”). The term of this Agreement may be extended by the City under the same terms and conditions by a written amendment to this Agreement. Subject to the Executive Director’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 Executive Director.”

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

“**d. Maximum Contract Amount:**

(1) Notwithstanding any other provision of the Agreement, the City's maximum payment obligation will not exceed **EIGHT HUNDRED NINETY-EIGHT THOUSAND THREE HUNDRED SIXTY-FOUR DOLLARS AND EIGHTY CENTS (\$898,364.80)** (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."

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

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

5. This Second 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-202475916-02 / 202370555-02
Contractor Name: DENVER HEALTH AND HOSPITAL AUTHORITY

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

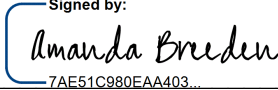
By:

By:

By:

Contract Control Number:
Contractor Name:

ENVHL-202475916-02 / 202370555-02
DENVER HEALTH AND HOSPITAL AUTHORITY

By:  Signed by:
7AE51C980EAA403...

Name: Amanda Breeden
(please print)

Title: Associate Chief, Research Ops
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



EXHIBIT A-2

SCOPE OF WORK & BUDGET

I. Purpose of Agreement

The purpose of this contract is to establish an agreement and Scope of Services between the Denver Department of Public Health and Environment (the “Program”) and Denver Health and Hospital Authority – ASK CAM (the “Provider”).

The Provider shall provide the identified services for the City under the support and guidance of the Denver Department of Public Health and Environment using best practices and other methods for fostering a sense of collaboration and communication.

II. Program Services and Descriptions

The Provider will be granted funds to provide the following services in the city and county of Denver: The Provider will expand their established Ask the Center for Addiction Medicine’s Technical Resource and Information Line (Ask CAM TRAIL) community phone line to offer live calls M-F 9-5. A strategic communications strategy will be implemented to reach the geographic areas of Denver that have the highest emergency department utilization and overdose rates. The Provider will provide individuals and healthcare professionals with education, resources, screening, and referrals to help link community members to the right level of substance treatment at Denver Health or within the community. The Provider will reduce barriers to entering care.

The following partners will be subcontracted:

- N/A

III. Evaluation Plan

The Provider will be evaluated on their fulfillment of the objectives listed below. The Program will provide technical assistance to the Provider to finalize a formal evaluation plan within the first quarter of the project period.

IV. Workplan

PROJECT PERIOD:		1/1/2024 - 12/31/2024	
	ACTIVITY/MILESTONE DESCRIPTION	TIMELINE FOR COMPLETION	MEASURABLE OUTCOMES/DELIVERABLES
INSTRUCTIONS	These are the specific activities/milestones you will complete to work toward your objectives. Each objective must have a minimum of one activity. You may add or remove activity/milestone rows to this spreadsheet, as needed. Think about the question: <i>What steps do we need to take to achieve our objectives?</i>	This is the 2024 quarter in which you expect to complete each activity. Indicate "On-going" if the activity will be conducted throughout the entire year without an end date. Quarterly reports will request the % of completion for each activity. Think about the question: <i>What is a realistic timeline for us to complete this activity?</i>	This is how you will determine that this activity/milestone has been achieved. This can be an outcome that your program can measure or a deliverable (materials, trainings, dashboards, policies, etc.). Quarterly reports will request the submission of deliverables. Think about the question: <i>How can we show that we completed this activity?</i>
EXAMPLE OBJECTIVE			
<i>Ensure the program is accessible to both Spanish and English speakers.</i>			
EXAMPLE ACTIVITY/MILESTONE 1	Conduct start of year survey with all participants to assess language accessibility of the program.	Q1	Start of year survey results
EXAMPLE ACTIVITY/MILESTONE 2	Translate 5 primary program documents into Spanish.	Q2	Five translated documents
EXAMPLE ACTIVITY/MILESTONE 3	Post translated documents on program website.	Q3	Translated documents are available on the program website.
EXAMPLE ACTIVITY/MILESTONE 4	Send monthly program newsletter in both Spanish and English.	On-going	12 monthly newsletters in 2024 distributed in Spanish and English.
EXAMPLE ACTIVITY/MILESTONE 5	Conduct end of year survey with all participants to assess language accessibility of the program.	Q4	End of year survey results



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EXHIBIT A-2

SCOPE OF WORK & BUDGET

OBJECTIVE 1			
Expand the awareness, use, and utility of the Ask CAM TRAIL consult service to provide education, resources, screening, and referrals to individuals and families impacted by substance use disorders (SUD) across priority geographic areas in Denver.			
ACTIVITY/MILESTONE 1	Identify priority geographic areas for communication/outreach to individuals and healthcare professionals utilizing overdose data	Q1	Geographic areas identified based on overdose data
ACTIVITY/MILESTONE 2	Develop and implement a comprehensive database to track individual consults	Q1	RedCAP database is developed and implemented
ACTIVITY/MILESTONE 3	Develop individual consult satisfaction survey and implementation plan	Q1	Satisfaction Survey is created in RedCAP
ACTIVITY/MILESTONE 4	Recruit and hire two behavioral health educators	Q2	Two Behavioral Health Educators hired
ACTIVITY/MILESTONE 5	Draft initial communications strategy for individuals in the priority geographic areas	Q2	Draft communications strategy and fidelity checklist Meetings with Marketing Staff notes Communication plan documents are created
ACTIVITY/MILESTONE 6	Train new behavioral health educators how to provide information, navigation services, create appointments, how to document, etc. for individuals	Q2	New staff onboarding and training for Behavioral Health Educators is completed
ACTIVITY/MILESTONE 7	Share communications strategy at CAM Community Advisory Meeting to incorporate input from people with lived experience	Q2	Attendance at CAM Community Advisory Meeting Key opportunities for marketing and communication identified
ACTIVITY/MILESTONE 8	Incorporate CAM CAM input and finalize communication strategy	Q2	CAM CAM feedback incorporated into communication strategy Communication strategy finalized
ACTIVITY/MILESTONE 9	New behavioral health educators start supporting ASK CAM TRAIL consult line for individuals	Q2	Call data and documentation in RedCap Database shows new staff beginning to answer calls
ACTIVITY/MILESTONE 10	Implement automated individual consult satisfaction survey	Q2	Survey tool is live collecting responses
ACTIVITY/MILESTONE 11	Implement final communications strategy for individuals	Q3	Communications strategy implemented via distribution tracking form; Marketing fidelity checklist; Individuals in priority areas receive communication materials
ACTIVITY/MILESTONE 12	Mid-year evaluation analysis and quality improvement meeting for rapid PDSA cycle	Q3	Meetings scheduled; Mid-Year Satisfaction Survey and Call Data Results Reviewed; Improvements identified and incorporated
ACTIVITY/MILESTONE 13	Behavioral Health Educators answer live individual calls 9-5pm M-F providing education, resources, screening and referral support to individuals within priority geographic areas in Denver	On-going	Call data and documentation in the REDCap Call Database (reviewed monthly and summarized quarterly)
ACTIVITY/MILESTONE 14	Ongoing satisfaction survey shows ASK CAM TRAIL consultation as reliable resource for education, resources, screening, and effective linkage for SUD care and recovery support for individuals and families impacted by SUD	On-going	Satisfaction Survey Results (Reviewed Monthly and summarized Quarterly)
ACTIVITY/MILESTONE 15	Gift Cards Mailed to individuals that complete the satisfaction survey	On-going	Count of gift cards mailed/picked-up at 601 (monthly)
ACTIVITY/MILESTONE 16	Develop dashboards for tracking consult calls from individuals	Q4	Dashboard developed
ACTIVITY/MILESTONE 17	Implement dashboards for tracking consult calls from individuals	Q4	Dashboard live tracking call volume, # of calls from geographic priority areas, completed consultations, SUD Referrals/ Linkage to care
OBJECTIVE 2			
Expand awareness, use, and utility of the Ask CAM TRAIL consult service for education, resources, screening, and referrals to include healthcare professionals at healthcare organizations in priority geographic areas in Denver.			
ACTIVITY/MILESTONE 1	Identify priority geographic areas and healthcare organizations within the areas for communication/outreach to healthcare professionals using overdose data	Q1	Priority Geographic areas identified based on overdose data
ACTIVITY/MILESTONE 2	Healthcare organizations within Priority areas are identified for communication and outreach to healthcare professionals	Q1	Healthcare organizations within geographic areas are identified
ACTIVITY/MILESTONE 4	Develop and implement a comprehensive database to track professional consults	Q1	RedCAP database is created
ACTIVITY/MILESTONE 5	Develop professional consult satisfaction survey and implementation plan	Q1	Satisfaction survey is created in RedCAP
ACTIVITY/MILESTONE 6	Recruit and hire two behavioral health educators to answer calls from professionals	Q2	Two Behavioral Health Educators hired
ACTIVITY/MILESTONE 7	Draft initial communications strategy for professionals in the priority geographic areas	Q2	Draft communications strategy and fidelity checklist created Meetings with Marketing Staff Notes Communication plan documents are created
ACTIVITY/MILESTONE 8	Train new behavioral health educators on how to provide information, navigation services, create appointments, how to document, etc. for professionals	Q2	New behavioral health educators onboarding and training is completed
ACTIVITY/MILESTONE 9	Share communications strategy for professionals at a CAM Community Advisory Meeting to incorporate input from people with lived experience	Q2	Attendance at CAM Community Advisory Meeting Notes from meeting List of key opportunities for marketing and communication identified
ACTIVITY/MILESTONE 10	Incorporate CAM CAM input and finalize communication strategy	Q2	CAM CAM feedback incorporated Communication strategy and documents finalized
ACTIVITY/MILESTONE 11	New behavioral health educators start supporting ASK CAM TRAIL consult line for professionals	Q2	Call data and documentation in RedCap Database shows new staff beginning to answer calls
ACTIVITY/MILESTONE 12	Implement automated professional consult satisfaction survey	Q2	Survey tool is live collecting responses (Report on initial responses received within first month to demonstrate this)
ACTIVITY/MILESTONE 13	Partnerships are formed with Healthcare organizations in priority areas via meetings with leadership and key providers	Q3	Partnerships established with identified healthcare organizations in priority areas
ACTIVITY/MILESTONE 13	Implement final communication strategy for professionals	Q3	Detailed communications implementation plan, Communications strategy implemented via distribution tracking form; Marketing fidelity checklist; Providers within priority demographic areas receive communications
ACTIVITY/MILESTONE 14	Mid-year evaluation analysis and quality improvement meeting for rapid PDSA cycle	Q3	Meetings scheduled; Mid-Year Satisfaction Survey and Call Data Results Reviewed; Improvements identified and incorporated
ACTIVITY/MILESTONE 15	Behavioral Health Educators answer live professional calls 9-5pm M-F providing education, resources, screening and referral support to healthcare individuals across all identified healthcare organizations within priority geographic areas in Denver including major hospital systems, urgent care clinics, and primary care clinics	On-going	Call data and documentation in the REDCap Call Database (reviewed monthly and summarized quarterly)
ACTIVITY/MILESTONE 16	Ongoing professional consult satisfaction survey shows ASK CAM TRAIL consultation as reliable and useful resource for providing information on education, resources, screening, and referrals related to SUD treatment and recovery for healthcare professionals	On-going	Satisfaction Survey Results (Reviewed Monthly and Summarized Quarterly)
ACTIVITY/MILESTONE 17	Gift Cards Mailed to individuals that complete the satisfaction survey	On-going	Count of gift cards mailed/picked-up at 601 (monthly)
ACTIVITY/MILESTONE 18	Develop dashboards for tracking consult calls from individuals	Q4	Dashboard developed
ACTIVITY/MILESTONE 19	Implement dashboards for tracking consult calls from individuals	Q4	Dashboard live tracking call volume, # of calls from geographic priority areas, completed consultations, SUD Referrals/ Linkage to care
OBJECTIVE 3			
Establish and maintain a comprehensive resource inventory for substance use treatment and recovery support services across Denver to facilitate consultation services.			
ACTIVITY/MILESTONE 1	Assess current resource inventory gaps for expanded geographic areas and external treatment programs	Q2	Assessment completed; Gaps identified
ACTIVITY/MILESTONE 2	Outreach external treatment programs to include in inventory	Q3	Outreach completed to external treatment programs; external programs added to resource inventory
ACTIVITY/MILESTONE 3	Develop and implement a quality assurance process for ensuring the resource inventory is up-to-date and refresh the resource inventory at determined periodicity	Q3	Quality assurance process established; completed at determined intervals
ACTIVITY/MILESTONE 4	Continued quality assurance process to ensure resources are comprehensive and up to date to support consultation needs	On-going	Inventory updated and shared at determined intervals



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EXHIBIT A-2 SCOPE OF WORK & BUDGET

PROJECT PERIOD: 1/1/2025 - 12/31/2025

INSTRUCTIONS	ACTIVITY/MILESTONE DESCRIPTION	TIMELINE FOR COMPLETION	MEASURABLE OUTCOMES/DELIVERABLES
<p>These are the specific activities/milestones you will complete to work toward your objectives. Each objective must have a minimum of one activity. You may add or remove activity/milestone rows to this spreadsheet, as needed.</p> <p>Think about the question: <i>What steps do we need to take to achieve our objectives?</i></p>	<p>This is the quarter in which you expect to complete each activity. Indicate "On-going" if the activity will be conducted throughout the entire year without an end date. Quarterly reports will request the % of completion for each activity.</p> <p>Think about the question: <i>What is a realistic timeline for us to complete this activity?</i></p>	<p>This is how you will determine that this activity/milestone has been achieved. This can be an outcome that your program can measure or a deliverable (materials, trainings, dashboards, policies, etc.). Quarterly reports will request the submission of deliverables.</p> <p>Think about the question: <i>How can we show that we completed this activity?</i></p>	
OBJECTIVE 1			
Expand the awareness, use, and utility of the Ask CAM TRAIL consult service to provide education, resources, screening, and referrals to individuals			
ACTIVITY/MILESTONE 1	Mid-year evaluation analysis and quality improvement meeting for rapid PDSA cycle	2025 Q2	Meetings scheduled; Mid-Year Satisfaction Survey and Call Data Results Reviewed; Improvements identified and incorporated
ACTIVITY/MILESTONE 2	Behavioral Health Educators continue to answer live individual calls 9-5pm M-F providing education, resources, screening and referral support to individuals within priority geographic areas in Denver	On-going	Call data and documentation in the REDCap Call Database (reviewed monthly and summarized quarterly)
ACTIVITY/MILESTONE 3	Ongoing satisfaction survey shows ASK CAM TRAIL consultation as reliable resource for education, resources, screening, and effective linkage for SUD care and recovery support for individuals and families impacted	On-going	Satisfaction Survey Results (Reviewed Monthly and summarized Quarterly)
ACTIVITY/MILESTONE 4	Gift cards continuously mailed to	On-going	Count of gift cards mailed/picked-up at 601
ACTIVITY/MILESTONE 5	Maintain dashboards for tracking consult calls from individuals	On-going	Dashboard live tracking call volume, # of calls from geographic priority areas, completed consultations, SUD Referrals/ Linkage to care
ACTIVITY/MILESTONE 6	Continue to implement communications strategy	On-going	Communications strategy implemented via distribution tracking form; Marketing fidelity checklist; Individuals in priority areas receive communication materials
OBJECTIVE 2			
Expand awareness, use, and utility of the Ask CAM TRAIL consult service for education, resources, screening, and referrals to include healthcare			
ACTIVITY/MILESTONE 1	Mid-year evaluation analysis and quality improvement meeting for rapid PDSA cycle	2025 Q2	Meetings scheduled; Mid-Year Satisfaction Survey and Call Data Results Reviewed; Improvements identified and incorporated



EXHIBIT A-2 SCOPE OF WORK & BUDGET

ACTIVITY/MILESTONE 2	Behavioral Health Educators continue to answer live professional calls 9-5pm M-F providing education, resources, screening and referral support to healthcare individuals across all identified healthcare organizations within priority geographic areas in Denver including major hospital systems, urgent care clinics, and primary care clinics	On-going	Call data and documentation in the REDCap Call Database (reviewed monthly and summarized quarterly)
ACTIVITY/MILESTONE 3	Ongoing professional consult satisfaction survey shows ASK CAM TRAIL consultation as reliable and useful resource for providing information on education, resources, screening, and referrals related to SUD treatment and recovery for healthcare professionals	On-going	Satisfaction Survey Results (Reviewed Monthly and summarized Quarterly)
ACTIVITY/MILESTONE 4	Gift cards continuously mailed to individuals that complete the satisfaction survey	On-going	Count of gift cards mailed/picked-up at 601 (monthly)
ACTIVITY/MILESTONE 5	Maintain dashboards for tracking consult calls from healthcare professionals	On-going	Dashboard live tracking call volume, # of calls from geographic priority areas, completed consultations, SUD Referrals/ Linkage to care
ACTIVITY/MILESTONE 6	Continue to implement communications strategy	On-going	Communications strategy implemented via distribution tracking form; Marketing fidelity checklist; Healthcare professionals in priority areas receive communication materials
OBJECTIVE 3			
Establish and maintain a comprehensive resource inventory for substance use treatment and recovery support services across Denver to facilitate			
ACTIVITY/MILESTONE 1	Continued quality assurance process to ensure resources are comprehensive and up to date to support consultation needs	On-going	Inventory updated and shared at determined intervals

PROJECT PERIOD: 1/1/2026 - 12/31/2026

	ACTIVITY/MILESTONE DESCRIPTION	TIMELINE FOR COMPLETION	MEASURABLE OUTCOMES/DELIVERABLES
INSTRUCTIONS	<p>These are the specific activities/milestones you will complete to work toward your objectives. Each objective must have a minimum of one activity. You may add or remove activity/milestone rows to this spreadsheet, as needed.</p> <p>Think about the question: <i>What steps do we need to take to achieve our objectives?</i></p>	<p>This is the quarter in which you expect to complete each activity. Indicate "On-going" if the activity will be conducted throughout the entire year without an end date. Quarterly reports will request the % of completion for each activity.</p> <p>Think about the question: <i>What is a realistic timeline for us to complete this activity?</i></p>	<p>This is how you will determine that this activity/milestone has been achieved. This can be an outcome that your program can measure or a deliverable (materials, trainings, dashboards, policies, etc.). Quarterly reports will request the submission of deliverables.</p> <p>Think about the question: <i>How can we show that we completed this activity?</i></p>

OBJECTIVE 1

Expand the awareness, use, and utility of the Ask CAM TRAIL consult service to provide education, resources, screening, and referrals to individuals



EXHIBIT A-2 SCOPE OF WORK & BUDGET

ACTIVITY/MILESTONE 1	Mid-year evaluation analysis and quality improvement meeting for rapid PDSA cycle	2026 Q2	Meetings scheduled; Mid-Year Satisfaction Survey and Call Data Results Reviewed; Improvements identified and incorporated
ACTIVITY/MILESTONE 2	Behavioral Health Educators continue	On-going	Call data and documentation in the REDCap
ACTIVITY/MILESTONE 3	Ongoing professional consult satisfaction survey shows ASK CAM TRAIL consultation as reliable and useful resource for providing information on education, resources, screening, and referrals related to SUD treatment and recovery for healthcare professionals	On-going	Satisfaction Survey Results (Reviewed Monthly and summarized Quarterly)
ACTIVITY/MILESTONE 4	Gift cards continuously mailed to individuals that complete the satisfaction survey	On-going	Count of gift cards mailed/picked-up at 601 (monthly)
ACTIVITY/MILESTONE 5	Maintain dashboards for tracking consult calls from individuals	On-going	Dashboard live tracking call volume, # of calls from geographic priority areas, completed consultations, SUD Referrals/ Linkage to care
ACTIVITY/MILESTONE 6	Continue to implement communications strategy	On-going	Communications strategy implemented via distribution tracking form; Marketing fidelity checklist; Individuals in priority areas receive communication materials
OBJECTIVE 2			
Expand awareness, use, and utility of the Ask CAM TRAIL consult service for education, resources, screening, and referrals to include healthcare			
ACTIVITY/MILESTONE 1	Mid-year evaluation analysis and quality improvement meeting for rapid PDSA cycle	2026 Q2	Meetings scheduled; Mid-Year Satisfaction Survey and Call Data Results Reviewed; Improvements identified and incorporated
ACTIVITY/MILESTONE 2	Behavioral Health Educators continue answer live professional calls 9-5pm M-F providing education, resources, screening and referral support to healthcare individuals across all identified healthcare organizations within priority geographic areas in Denver including major hospital systems, urgent care clinics, and primary care clinics	On-going	Call data and documentation in the REDCap Call Database (reviewed monthly and summarized quarterly)
ACTIVITY/MILESTONE 3	Ongoing professional consult satisfaction survey shows ASK CAM TRAIL consultation as reliable and useful resource for providing information on education, resources, screening, and referrals related to SUD treatment and recovery for healthcare professionals	On-going	Satisfaction Survey Results (Reviewed Monthly and summarized Quarterly)
ACTIVITY/MILESTONE 4	Gift cards continuously mailed to individuals that complete the satisfaction survey	On-going	Count of gift cards mailed/picked-up at 601 (monthly)
ACTIVITY/MILESTONE 5	Maintain dashboards for tracking consult calls from healthcare professionals	On-going	Dashboard live tracking call volume, # of calls from geographic priority areas, completed consultations, SUD Referrals/ Linkage to care
ACTIVITY/MILESTONE 6	Continue to implement communications strategy	On-going	Communications strategy implemented via distribution tracking form; Marketing fidelity checklist; Healthcare professionals in priority areas receive communication materials
OBJECTIVE 3			
Establish and maintain a comprehensive resource inventory for substance use treatment and recovery support services across Denver to facilitate			
ACTIVITY/MILESTONE 1	Continued quality assurance process to ensure resources are comprehensive and up to date to support consultation needs	On-going	Inventory updated and shared at determined intervals



EXHIBIT A-2 SCOPE OF WORK & BUDGET

V. Performance Management and Reporting

The Provider is required to report on activities, program outputs, and outcomes as outlined in this section and work in partnership with the Program staff for shared learning to aid Denver’s ongoing opioid abatement efforts. Monitoring will be performed by Denver Department of Public Health and Environment (DDPHE) staff and/or designee. The Provider should expect to share all data and evaluation products with DDPHE.

Performance management and reporting may include:

1. **Program Monitoring/Evaluation-Related Activities:** Review and analysis of current program information to determine the extent to which the Provider is achieving agreed upon goals. This may include the review and analysis of evaluation dashboards, primary provider data, provider aggregate reports, client and partner feedback, the Provider’s evaluation plan referenced in Section III, reporting forms, and annual reports. As needed, the Program may attend evaluation site visits or check-ins to understand progress towards agreed-upon goals in this agreement.
2. **Fiscal Monitoring:** Review financial systems and billings to ensure that contract funds are allocated and expended in accordance with the terms of the agreement.
3. **Administrative Monitoring:** Monitoring to ensure that the requirements of the contract document, Federal, State and City and County regulations, and DDPHE policies are being met.

The table below summarizes required reporting activities and due dates. The Program may require additional measures to be reported or change the frequency of reporting throughout the period of performance given the evolving nature of the drug overdose epidemic.

Activity	Description	Due Date	Submit to
Report 1	Performance Measure and Data Monitoring	Monthly	OAF Program
Evaluation Plan	The Provider will submit a plan outlining how they will measure fulfillment of objectives within the first quarter of the project period	End of Q1	OAF Program
Report 2	Evaluation Monitoring	Quarterly	OAF Program
Report 3	Final Report	Annually	OAF Program
Annual Site Visit	Onsite evaluation of project outcomes and fiscal monitoring	Annually	OAF Program
Other reports and data sharing as requested	To be determined (TBD)	TBD	TBD
Program Meetings	Attendance and participation at regularly scheduled community of practice meetings, grantee check-ins, office hours, and collaborative partner meetings	Monthly	N/A



EXHIBIT A-2 SCOPE OF WORK & BUDGET

VI. Budget

The budget for this agreement is outlined below.

Organization Name	Denver Health and Hospital Authority				
Term	1/1/24 – 12-/31/24				
Request for Proposal Name	Opioid Abatement Funds				
Budget Categories					
Supplies					
Item	Description of Item	budget item	Quantity	Per Item Cost	Requested
Headsets	Headphones for Behavioral Health Educators who will be answering warmline calls to provide consultation		4	28	\$112.00
Laptops	Laptop computers with monitors and docking stations for Behavioral Health Educators who will be providing consultation and documenting details about the consultation provided/to whom.		2	1550	\$3,100
Paper - packs of 3 reams	Printing of resource lists, evaluation results, and other documents that will be helpful to the project team and project implementation.		5	20	\$100.00
					\$0.00
					\$0.00
Total Food and Supplies					\$3,312.00
Program Operating Expenses					
Item	Description of Item	budget item	Quantity	Per Item Cost	Requested
Participant Incentives	Callers who complete the satisfaction survey will receive a \$20 gift card.		400	20	\$8,000.00
Translation Services	Translation services for Spanish versions of marketing materials		10	200	\$2,000.00
Translation Services	Live call service for translation support		100	10.65	\$1,065.00
Marketing Services	Develop and implement communication plan for reaching identified population: enhancing brand awareness, pay for click advertising, digital communications targeting specific zip codes		1	23402	\$23,402.00
Total Operating Expenses					\$34,467.00
Personnel and Administrative Services					
Salary Employees					
Position Title	Description of Work	Does this budget item support the Scope of Work?	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from Denver Opioid Abatement Funds Grant



EXHIBIT A

SCOPE OF WORK & Budget

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Behavioral Health Educator	Behavioral Health Educators will answer warmline calls M-F 9-5 to provide consultation and document outcomes, develop partnerships with external substance treatment providers to include external program information in the resource inventory, establish quality assurance process for resource inventory, and support all communication, evaluation, and quality improvement efforts.	Yes	2	72,783	\$145,565.00
Project Coordinator	Supervise Behavioral Health Educators, coordinate meetings for communications plan and evaluation efforts, help develop communications materials, help establish quality assurance process for resource inventory, lead project team, ensure milestones are met and deliverables are implemented/shared, communicate with funder.	Yes	0.8	79,938	\$63,951.00
Data Scientist	Pull data from syndromic surveillance system to identify priority geographic areas based on overdose rates, develop Ask CAM TRAIL Consult Database, track patients linked to Denver Health via electronic health records, build Ask CAM TRAIL Individual and Healthcare Professional Satisfaction Surveys collaboratively with project team, build data dashboards to routinely monitor and analyze data, participate in quality improvement efforts.	Yes	0.07	95,438	\$6,680
Evaluator	Implement overall project evaluation, including developing data collection requirements for the Ask CAM TRAIL Consult Database, developing satisfaction survey content for the Individual and Healthcare Professional survey tools to be built, analyze data from satisfaction surveys to guide quality improvement efforts, set requirements for the data dashboards to ensure we are tracking the right information that aligns with the evaluation plan, and will lead all reporting requirements for the grant and dissemination of learnings.	Yes	0.1383	108,409	\$14,995.00
Hourly Employees					
Position Title	Description of Work	budget item	Hours	Hourly Rate	Requested
					\$0.00
					\$0.00
					\$0.00



EXHIBIT A

SCOPE OF WORK & Budget

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					\$0.00
					\$0.00
Total Personnel Services					\$231,191.00
Other / Miscellaneous					
Item	Description	budget item	Quantity	Per Item Cost	Requested
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total Other					\$0.00
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$268,970.00
Indirect					
Item	Description				Requested
Indirect rate (if applicable):	Indirect Costs: DDPHE policy places a ten percent (10%) cap on reimbursement for indirect				\$26,897.00
TOTAL INDIRECT COSTS					\$26,897.00
TOTAL AMOUNT REQUESTED FROM OPIOID ABATEMENT FUNDS GRANT					\$295,867.00

Term	1/1/2025 - 12/31/2025				
Budget Categories					
Supplies					
Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from OD2A Grant
Paper - packs of 2 reams	Printing of resource lists, evaluation results, and other		5	20	\$100.00
Total Food and Supplies					\$100.00
Program Operating Expenses					
Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from OD2A Grant
Translation Services	Translation services for non-english speakers		5	200	\$1,000.00
Marketing	Impelement communicationplan for reaching identified population: enhancing brand awareness, pay for click advertising, digital communications targeting specific zip codes		1	6448	\$6,448.00
Participant Incentives	Callers who complete the satisfaction survey will receive a \$20 gift card.		500	20	\$10,000.00
Total Operating Expenses					\$17,448.00
Personnel and Administrative Services					
Salary Employees					
Position Title	Description of Work	Does this budget item support the Scope of Work?	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from OD2A Grant



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Behavioral Health Edu	Behavioral Health Educators will answer warmline calls M-F 9-5 to provide consultation and document outcomes, develop partnerships with external substance treatment providers to include external program information in the resource inventory, establish quality assurance process for resource inventory, and support all communication, evaluation, and quality improvement efforts.	Yes	2	78755.5	\$157,511.00
Project Coordinator	Supervise Behavioral Health Educators, coordinate meetings for communications plan and evaluation efforts, help develop communications materials, help establish quality assurance process for resource inventory, lead project team, ensure milestones are met and deliverables are implemented/shared, communicate with funder.	Yes	0.8	102316	\$81,852.80
Data Scientist	Pull data from syndromic surveillance system to identify priority geographic areas based on overdose rates, develop Ask CAM TRAIL Consult Database, track patients linked to Denver Health via electronic health records, build Ask CAM TRAIL Individual and Healthcare Professional Satisfaction Surveys collaboratively with project team, build data dashboards to routinely monitor and analyze data, participate in quality improvement efforts.	Yes	0.04	99652	\$3,986.08
Evaluator	Implement overall project evaluation, including developing data collection requirements for the Ask CAM TRAIL Consult Database, developing satisfaction survey content for the Individual and Healthcare Professional survey tools to be built, analyze data from satisfaction surveys to guide quality improvement efforts, set requirements for the data dashboards to ensure we are tracking the right information that aligns with the evaluation plan, and will lead all reporting requirements for the grant and dissemination of learnings.	Yes	0.07	115645	\$8,095.15
Total Personnel Services					\$251,445.03
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$268,993.03
Indirect					
Item	Description				Total Amount Requested from OD2A Grant
Indirect rate (if applicable):	Indirect Costs: DDPHE policy places a ten percent (10%) cap on reimbursement for indirect costs, based on the total contract budget.				\$26,898.69
TOTAL INDIRECT COSTS					\$26,898.69
TOTAL AMOUNT REQUESTED FROM OAF					\$295,891.72



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Term	1/1/2026 - 12/31/2026				
Budget Categories					
Supplies					
Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from OD2A Grant
Paper - packs of 2 reams	Printing of resource lists, evaluation results, and other documents that will be helpful to the project team and project implementation.		5	20	\$100.00
Total Food and Supplies					\$100.00
Program Operating Expenses					
Item	Description of Item	Does this budget item support the Scope of Work?	Quantity	Per Item Cost	Total Amount Requested from OD2A Grant
Translation Services	Translation services for non-english speakers		5	200	\$1,000.00
Marketing	Impelement communication plan for reaching identified population: enhancing brand awareness, pay for click advertising, digital communications targeting specific zip codes		1	1633	\$1,633.00
Participant Incentives	Callers who complete the satisfaction survey will receive a \$20 gift card.		600	20	\$12,000.00
Total Operating Expenses					\$14,633.00
Personnel and Administrative Services					
Salary Employees					
Position Title	Description of Work	Does this budget item support the Scope of Work?	Percent of Time	Salary + Fringe Benefits	Total Amount Requested from OD2A Grant
Behavioral Health Edu	Behavioral Health Educators will answer warmline calls M-F 9-5 to provide consultation and document outcomes, develop partnerships with external substance treatment providers to include external program information in the resource inventory, establish quality assurance process for resource inventory, and support all communication, evaluation, and quality improvement efforts.	Yes	2	84923.5	\$169,847.00



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Project Coordinator	Supervise Behavioral Health Educators, coordinate meetings for communications plan and evaluation efforts, help develop communications materials, help establish quality assurance process for resource inventory, lead project team, ensure milestones are met and deliverables are implemented/shared, communicate with funder.	Yes	0.8	110329	\$88,263.20
Data Scientist	Pull data from syndromic surveillance system to identify priority geographic areas based on overdose rates, develop Ask CAM TRAIL Consult Database, track patients linked to Denver Health via electronic health records, build Ask CAM TRAIL Individual and Healthcare Professional Satisfaction Surveys collaboratively with project team, build data dashboards to routinely monitor and analyze data, participate in quality improvement efforts.	Yes	0.02	107444	\$2,148.88
Evaluator	Implement overall project evaluation, including developing data collection requirements for the Ask CAM TRAIL Consult Database, developing satisfaction survey content for the Individual and Healthcare Professional survey tools to be built, analyze data from satisfaction surveys to guide quality improvement efforts, set requirements for the data dashboards to ensure we are tracking the right information that aligns with the evaluation plan, and will lead all reporting requirements for the grant and dissemination of learnings.	Yes	0.03	124701	\$3,741.03
Total Personnel Services					\$264,000.11
TOTAL DIRECT COSTS (Supplies & Operating, Personnel, Other)					\$278,733.11
Indirect					
Item	Description				Total Amount Requested from OD2A Grant
Indirect rate (if applicable):	Indirect Costs: DDPHE policy places a ten percent (10%) cap on reimbursement for indirect costs, based on the total contract budget.				\$27,872.97
TOTAL INDIRECT COSTS					\$27,872.97
TOTAL AMOUNT REQUESTED FROM OAF					\$306,606.08

Total Contract term: 1/1/2024-12/31/2026

Maximum Contract Amount including any indirect costs: \$898,364.80.

Indirect Cost Limit: The Provider’s total indirect costs cannot exceed 10% of the Maximum Grant Amount as listed in the Budget. Indirect costs are defined as the administrative costs that are incurred for common or joint activities that cannot be



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identified specifically with a particular project or program. Administrative costs can be included in indirect costs and defined as the costs incurred for usual and recognized overhead, including management and oversight of specific programs funded under this contract; and other types of program support such as quality assurance, quality control, and related activities. Direct costs are costs that can be directly charged to the program, and which are incurred in the provision of direct services.

Examples of indirect costs include: Salaries and related fringe benefits for accounting, secretarial, and management staff, including those individuals who produce, review and sign monthly program and fiscal reports; Consultants who perform administrative, non-service delivery functions; General office supplies; Travel costs for administrative and management staff; General office printing and photocopying; General liability insurance; Audit fees, rent, utilities, general office supplies and equipment/technology

VII. Invoice

An invoice template will be provided by the Program.

VIII. Payments

Invoices, spending reports, and backup documentation, if required, shall be completed and emailed to OAFInvoices@denvergov.org on or before the 15th of each month following the month of services rendered 100% of the time.

All non-personnel purchases of \$1,000 or more must have back up documentation submitted with the invoice and report each month to DDPHE. The Provider is required to keep on file all documentation of purchase of items and/or payment less than \$1,000 but does not need to submit those back up documents with invoice and report unless the Program specifically requests it.

The Provider shall use the DDPHE invoice template in Section VII unless the Program gives approval for the Provider to use their own template. In the event of extenuating circumstances, invoices can be processed with immediate payment terms.

IX. General Requirements

This award is funded through DDPHE's Opioid Abatement Funds (OAF) Program. The City and County of Denver, along with other local governments throughout Colorado and the United States, filed a lawsuit against opioid manufacturers, distributors and pharmacies seeking to hold them responsible for their contributions to the opioid epidemic. Those lawsuits resulted in certain litigation settlements and the availability of funds to address and abate the impacts of opioid misuse. DDPHE created the OAF Program to support the Denver Opioid Abatement Council (DOAC) in overseeing the equitable and effective disbursement of settlement funds throughout the city and county of Denver. The DOAC



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and other regional opioid abatement councils in Colorado are working in partnership with the Colorado Office of the Attorney General to ensure settlement funds are utilized in accordance with the terms of the [Colorado Opioids Settlement Memorandum of Understanding \(MOU\)](#). Awardees must also comply with the terms of the MOU.

Contract amendments to include additional years of service will be dependent on funds received, program strategy and goals, and approval by the DOAC. The Program may require the Provider to submit updated budgets and scopes of work to be considered for continued funding.

The Provider shall follow the OAF Program Communication Guidelines, including displaying signage and/or online banners noting that the program receives funding from DDPHE and the OAF Program. The OAF Program will provide electronic files (e.g., logos) and guidelines for printing and/or displaying on websites, social media accounts, and other materials.

X. Other

Additional document and activity requirements that may be requested for this contract:

- Organizational Chart, Financial Reports, etc.
- Updated Certificate of Insurance
- Presenting progress and outcomes to the Denver Opioid Abatement Council
- Collaborating with the OAF Program on data analysis and needs assessments
- Reports and information for Program Evaluation, as required
- The Provider shall submit updated documents which are directly related to the delivery of services