

## REVIVAL AND FOURTH AMENDATORY AGREEMENT

**THIS REVIVAL AND FOURTH AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”), and **SAVIO HOUSE**, a Colorado Nonprofit Corporation, whose address is 325 King Street, Denver, CO 80219 (the “Contractor”), individually a “Party” and collectively the “Parties.”

### RECITALS

**WHEREAS**, the Parties entered into an Agreement dated December 7, 2021, an Amendatory Agreement dated July 8, 2022, a Second Amendatory Agreement dated November 4, 2022, and a Third Amendatory Agreement dated November 23, 2023 (the “Agreement”) to undertake, perform, and complete all of the services set forth in *Exhibit A, Exhibit A-1, Exhibit A-2, and Exhibit A-3* the Scope of Work, to the City’s satisfaction.

**WHEREAS**, the Parties now wish to revive and modify the Agreement as set forth below.

**NOW THEREFORE**, in consideration of the mutual covenants and agreements hereinafter set forth and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties incorporate the recitals set forth above and amend the Agreement as follows:

1. Section 2 of the Agreement, titled “**TERM**,” is amended to read as follows:

“2. **TERM**: The Agreement will commence on October 1, 2021, and will expire on September 30, 2025, (the “Term”). 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 will extend until the work is completed or earlier terminated by the Executive Director.”

2. Section 3.a. of the Agreement, titled “**COMPENSATION AND PAYMENT**,” subsection titled **Fees/Rates and Expenses** is amended to read as follows:

“3.a. The City shall pay and the Contractor shall accept as the sole compensation for services rendered and costs incurred under the Agreement an amount not to **EIGHT HUNDRED EIGHT THOUSAND DOLLARS AND ZERO CENTS (\$808,000.00)** (the “**Maximum Contract Amount**”), to be used in accordance with the budget contained in *Exhibit A-4*. Amounts billed may not exceed the fees/rates set forth in *Exhibit A-4*. Any services performed beyond those in *Exhibits A through A-4*, or as directed by Director in writing, are performed at the Contractor’s risk and without authorization under the Agreement.”

3. Effective upon execution, all references to *Exhibit A*, *Exhibit A-1*, *Exhibit A-2*, and *Exhibit A-3* in the existing Agreement shall be amended to read *Exhibits A*, *A-1*, *A-2*, *A-3*, and *A-4* as applicable. The Scope of Work marked as *Exhibit A-4* is attached hereto and incorporated herein by this reference.

4. This Revival and Fourth Amendatory Agreement is not 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.

5. Except as amended in this Fourth Amendatory Agreement, the Agreement is affirmed and ratified in each and every particular.

**EXHIBITS**

Exhibit A-4 Scope of Work

**[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]  
[SIGNATURE PAGE TO FOLLOW]**

**Contract Control Number:** SOCSV-202476491-04, 202160466-04 original  
**Contractor Name:** SAVIO HOUSE

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:**

SOCSV-202476491-04, 202160466-04 original  
SAVIO HOUSE

DocuSigned by:

*Norma Aguilar-Dave*

819EF6429F4149F...

By: \_\_\_\_\_

Norma Aguilar-Dave

Name: \_\_\_\_\_

(please print)

Executive Director

Title: \_\_\_\_\_

(please print)

ATTEST: [if required]

By: \_\_\_\_\_

Name: \_\_\_\_\_

(please print)

Title: \_\_\_\_\_

(please print)



**SAVIO HOUSE  
Exhibit A-4  
SCOPE OF WORK  
SOCSV-202476491-04**

**I. Overview**

Contractor Name	Savio House
Business Address	325 King Street Denver, CO 80219
Website	<a href="http://www.saviohouse.org">www.saviohouse.org</a>
Services Summary	Services in this Agreement are part of a collaboration known as The Denver Collaborative Partnership (DCP) where Contractor will establish, or expand, and to operate coordinated programs of community-based family support services, family preservation services, time-limited family reunification services, and adoption promotion and support services through Preserving Safe and Stable Family (PSSF) revenue funds.
Contract Term	10/1/2021 - 9/30/2025
Fiscal Term(s)	10/01/2024 - 9/30/2025
Budget Total	\$808,000
Division	Child Welfare Services (CW)
Program	Denver Collaborative Partnership (DCP)
Funding, Funding Type	Federal, State
CCD Contract # (Legacy #)	SOCSV-202160466-04

**II. Purpose of Agreement**

The Child Welfare Division (Youth and Community Support Services) of Denver Human Services (DHS) is part of a collaboration known as The Denver Collaborative Partnership (DCP). The purpose of the contract is to establish an agreement and Scope of Work between Denver Human Services (DHS) and Savio House, under which Savio House will provide monthly fiscal oversight to DCP, so the DCP can provide intensive case management services for at risk families in Denver County, with the goal of keeping youth in their homes, preventing out of home placement, and effectively transitioning children from out of home placement back home. Effective and efficient operation of the DCP may lead to the provision of more appropriate and effective delivery of services to the children and families of Denver County.

**III. Services to be Provided**

The Denver Collaborative Partnership will direct client contact, resource development, supportive services, and ability to mitigate safety concerns and secure safety in the home. Length of services are based on the family's needs.



**SAVIO HOUSE  
Exhibit A-4  
SCOPE OF WORK  
SOCSV-202476491-04**

The following core components of the intensive case management/family preservation program model will be provided by the Denver Collaborative Partnership, with fiscal oversight by Savio House, via resources that include: (1) evidence based or an innovative practice; (2) provision of community/home-based intensive case management for up to 50 hours per family (including the following characteristics: one assigned case manager, development of an individualized case plan based on family's strengths, services reflect trauma-informed care principals); (3) intensive outreach and support to families; (4) use of a multi-disciplinary team (case management, mental health, etc.); (5) service coordination between Denver Human Services, Juvenile Justice agencies, schools, the provider, mental health support and the family; (6) family advocacy, working alongside the parents in navigating and educating parents about the various systems and (7) small caseloads. All programming will be strengths-based, family-directed and culturally sensitive/responsive.

As part of the PSSF program, Denver Collaborative Partnership will meet the family where they are and most comfortable such as in their home, community, or any other place the family prefers, take detailed notes and ensure prompt communication with the other professionals involved (DHS Caseworker, Probation/Diversion Officer, Pre-trial Case Manager, Guardian Ad Litem, Public Defender, etc.), attend relevant appointments, staffing and court dates and work with families around aftercare planning.

Denver Collaborative Partnership shall provide or make connections to the following:

1. Connecting with professionals.
2. Connection with community resources.
3. Achieve and maintain stability in home.
4. Mentoring and coaching.
5. Utilize skills in trauma informed practices.
6. Transportation assistance as needed.
7. Attendance to all relevant and important appointments with families as needed.
8. Connecting families with professionals in the community that provide specific services that are identified as a need for the family (as needed).
9. Liaison and advocacy services for families.
10. Various educational services for families.
11. Crisis intervention.
12. Prompt communication with caseworkers.
13. Have knowledge and ability to work with developmentally delayed parents and children.



**SAVIO HOUSE  
Exhibit A-4  
SCOPE OF WORK  
SOCSV-202476491-04**

14. Have knowledge of how to work with teens and can provide training around teens and trauma.
15. Ability to deal with various cultural dynamics and languages (bi-lingual programming).
16. A focus around empowerment and obtaining and sustaining self-sufficiency.
17. Work with families around aftercare planning.
18. Financial literacy.
19. Provide intensive case management services to families to prevent out of home placement and further system involvement.
20. In partnership with community-based providers, will provide an array of services to include the following service components: intensive wraparound case management services, (including family advocate services), pro-social activities and parenting education and supports.

**IV. Process and Outcome Measures**

**A. Process Measures**

20-40 families will receive comprehensive, intensive case management services for up to 12 months with the exception of case coordination which can support families for up to approximately 2 years, including access to supportive services that address their protective factors.

**B. Outcome Measures**

1. 100% of families shall complete the worksheet and CFSA. The CFSA and worksheet information shall be shared with the families and referral source.
2. 100% of enrolled families shall receive intensive case management services in their home.
3. 100% of enrolled families shall receive referral to services designed to strengthen their protective factors.
4. 90% of enrolled families shall participate in an Individualized Service and Support Team (ISST).

**V. Performance Management and Reporting.**

**A. Performance Management**

Monitoring will be performed by the program area and other designated DHS staff throughout the term of the agreement. Contractor may be reviewed for:



**SAVIO HOUSE  
Exhibit A-4  
SCOPE OF WORK  
SOCSV-202476491-04**

1. **Program or Managerial Monitoring:** The quality of the services being provided and the effectiveness of those services addressing the needs of the program.
2. **Contract Monitoring:** Review and analysis of current program information to determine the extent to which contractors are achieving established contractual goals. Financial Services, in conjunction with the DHS program area and other designated DHS staff, will provide performance monitoring and reporting reviews. DHS staff will manage any performance issues and will develop interventions to resolve concerns.
3. **Compliance Monitoring:** Will ensure that the terms of the contract document are met, as well as Federal, State and City legal requirements, standards, and policies.
4. **Financial Monitoring:** Will ensure that contracts are allocated and expended in accordance with the terms of the agreement. Contractor is required to provide all invoicing documents for the satisfaction of Financial Services. Financial Services will review the quality of the submitted invoice monthly. Financial Services will manage invoicing issues through site visits and review of invoicing procedures.

**B. Reporting**

The following reports shall be developed and delivered to the City as stated in this section.

Report and Name	Description	Frequency	Reports to be sent to:
1.Salesforce	Provider staff will perform consistent and accurate data entry on the following information: <ul style="list-style-type: none"> <li>• Referral source and referral</li> <li>• Eligibility criteria</li> <li>• All contacts (face to face and non-face to face) and outreach</li> <li>• Intake form within 3 days of referral</li> <li>• Referral closure with reason</li> <li>• Open PSSF service, Intensive Case</li> </ul>	Within five days of completing a task.	Provider will be trained and provided technical support on the use of the Salesforce database by the state PSSF contractor.



**SAVIO HOUSE  
Exhibit A-4  
SCOPE OF WORK  
SOCSV-202476491-04**

	Management, if eligible <ul style="list-style-type: none"> <li>• CFSA2 pre/post/and follow ups</li> <li>• Any additional assessment tools used</li> <li>• Family/child Goals and outcomes</li> </ul> Use of flex funding		
2.Data and outcomes	Data will document # of families and children served. Outcomes will document specific outcomes of each family.	Within five days of completing a task.	Data will be maintained within the State’s Salesforce system.
3.Program Evaluation and Mid-year Report	Provider staff will complete the State’s mid-year narrative report	Mid-year	Submit mid-year narrative report to the State and mid-year send copy to the Program Manager, <a href="mailto:Margo.valaika@denvergov.org">Margo.valaika@denvergov.org</a>
4. Provider Annual Report	Provider staff will complete the State’s narrative annual report	To be submitted at the in accordance with the State’s due date.	Submit annual narrative report to the State and send copy to the Program Manager, <a href="mailto:Margo.valaika@denvergov.org">Margo.valaika@denvergov.org</a>

- VI. DHS funding information:**
  - A. Program Name:** PSSF
  - B. Funding Source:** Federal Funding

**VII. Budget:**

Invoices and reports shall be completed and submitted on or before the 15<sup>th</sup> of each month following the month services were rendered 100% of the time. Contractor shall use DHS’ preferred invoice template, if requested. Invoicing supporting documents must meet DHS requirements.



**SAVIO HOUSE  
Exhibit A-4  
SCOPE OF WORK  
SOCSV-202476491-04**

The September invoice/all invoices for this contract shall be submitted by no later than October 5, 2025.

Invoices shall be submitted to: [DHS\\_Contractor\\_Invoices@denvergov.org](mailto:DHS_Contractor_Invoices@denvergov.org)

**Fee Schedule**

Contractor Name	Program	Term
Savio House	Promoting Safe and Stable Families (PSSF)	10/1/2024-9/30/2025

Family Advocates Salary	\$44,670	Multiple full and part time positions that are billed at actual costs. Leave payouts when an employee separates from their job will only be allowed if an employee was hired specifically for this program and all of their accrued leave was from this program. DHS will pay the cost of leave (PTO, vacation, sick, holidays).
Family Advocates Fringe	\$12,508	Fringe benefits and payroll taxes (Fringe) will be reimbursed at cost. Fringe includes employer portion of the following items: payroll taxes (Social Security, Medicare, Federal unemployment, and state unemployment) insurance (medical, dental, vision, disability, and workers comp), pension or retirement plans, and parking (parking will be paid



**SAVIO HOUSE  
Exhibit A-4  
SCOPE OF WORK  
SOCSV-202476491-04**

		based on actual usage and not prepaid).
Case Coordinator Salary	\$57,958	The Case Coordinator will be working full-time. To be reimbursed at cost. Leave payouts when an employee separates from their job will only be allowed if an employee was hired specifically for this program and all of their accrued leave was from this program. DHS will pay the cost of leave (PTO, vacation, sick, holidays).
Case Coordinator Fringe	\$16,228	Fringe benefits and payroll taxes (Fringe) will be reimbursed at cost. Fringe includes employer portion of the following items: payroll taxes (Social Security, Medicare, Federal unemployment, and state unemployment), insurance (medical, dental, vision, disability, and workers comp) and pension or retirement plans and parking (parking will be paid based on actual usage and not prepaid).
Part-Time Family Advocate	\$23,181	This position is working part-time. To be reimbursed at cost. Leave payouts when an employee separates from their job will only be allowed if an employee was hired specifically for this program and all of their accrued leave was from this program. DHS will pay the



**SAVIO HOUSE  
Exhibit A-4  
SCOPE OF WORK  
SOCSV-202476491-04**

		cost of leave (PTO, vacation, sick, holidays).
Part-Time Family Advocate Fringe	\$6,490	Fringe benefits and payroll taxes (Fringe) will be reimbursed at cost. Fringe includes employer portion of the following items: payroll taxes (Social Security, Medicare, Federal unemployment, and state unemployment), insurance (medical, dental, vision, disability, and workers comp) and pension or retirement plans and parking (parking will be paid based on actual usage and not prepaid).
Therapy/Services not covered by Medicaid	\$6,000	Savio Management Group, on behalf of DCP, will subcontract with providers who will be offering therapy/services not covered by Medicaid that are essential to preserving and maintaining family stability. These could include community-based services, therapeutic services for clients and families, mentoring, etc. This list is not all inclusive and any service not included on this list would require written pre-approval from the Program Manager and Financial Services Division (FSD).
Travel & Training	\$2,000	Approved travel costs generally associated with program-related travel and training. This includes



**SAVIO HOUSE  
Exhibit A-4  
SCOPE OF WORK  
SOCSV-202476491-04**

		reimbursement of personal vehicle mileage (not to exceed the standard IRS rate at the time of travel), airfare, public transportation, ride share services, and toll costs associated with program-related travel, as well as hotel/motels and meals. Expenses should be the most economical available and airfare will include only one checked baggage. Tips are capped at 20% and contractor should follow General Services Administration (GSA) travel guidelines for travel costs (GSA.gov).
Staff Cell Phones	\$1,700	Cell phone service for program staff, to be reimbursed at cost.
Client Support Services	\$3,178	Client Support Services to include the following: personal care items (adult & child), school supplies, equipment necessary for school or sports, food supplies, child care supplies, housing assistance, utilities, cell phone expenses, house hold items and cleaning supplies, clothing costs, recreation expenses, and automotive costs ( i.e. costs to repair car, registration fees, insurance: DHS will not prepay insurance), bus passes or other transportation costs and



**SAVIO HOUSE  
Exhibit A-4  
SCOPE OF WORK  
SOCSV-202476491-04**

		assistance obtaining tutoring/GED related training/education. To be reimbursed at cost.
<b>Total Direct Costs</b>		<b>\$173,913</b>
<b>Indirect Costs</b>	<b>\$26,087</b>	15% of Direct Costs
<b>TOTAL BUDGET</b>		<b>\$200,000</b>

**CONTRACT LIFECYCLE SUMMARY**

<b>Contract Version</b>	<b>Contract Term</b>	<b>Fiscal Term</b>	<b>Current Budget</b>	<b>Additional Funds</b>	<b>Contract Maximum</b>
<b>Base</b>	10/1/2021-9/30/2022	10/1/2021-9/30/2022	\$200,000	\$0	200,000
<b>1<sup>st</sup> Amendment</b>	10/1/2021-9/30/2022	10/1/2022-9/30/2022	\$2000,000	\$8,000	\$208,000
<b>2<sup>nd</sup> Amendment</b>	10/1/2021-9/30/2023	10/1/2022-9/30/2023	\$208,000	\$200,000	\$408,000
<b>3<sup>rd</sup> Amendment</b>	10/1/2021-9/30/2024	10/1/2023-9/30/2024	\$408,000	\$200,000	\$608,000
<b>4<sup>th</sup> Amendment</b>	10/1/2021-9/30/2025	10/1/2024-9/30/2025	\$608,000	\$200,000	\$808,000