

THIRD AMENDATORY AGREEMENT

THIS THIRD AMENDATORY AGREEMENT is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (hereinafter referred to as the “City”), and **FAMILY TREE INC.**, a Colorado nonprofit with an address of 3805 Marshall Street, Wheat Ridge, CO 80033 (the “Contractor”), who may individually be called a “Party” and collectively the “Parties.”

WHEREAS, the City and the Contractor entered into an Agreement dated May 31, 2018, an Amendatory Agreement dated August 5, 2019, and a Second Amendatory Agreement dated July 16, 2020, to ensure stability and permanency of children in the kinship care and divert children from the foster care system (the “Agreement”); and

WHEREAS, the Parties now wish to 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. Effective July 1, 2021, all references to Exhibits A, A-1, and A-2 in the existing Agreement shall be amended to read Exhibits A, A-1, A-2, and A-3, as applicable. Exhibit A-3 is attached and will control from and after July 1, 2021.

2. The Agreement is hereby further amended by adding thereto a new Exhibit C, attached hereto, and incorporated herein. Exhibit C shall control from and after the beginning of the Term.

3. Section 3 of the Agreement, titled “**TERM**,” is amended by deleting and replacing it with the following:

“**3. TERM**: The Term of this Agreement (“Term”) shall commence on May 1, 2018, and expire, unless sooner terminated, on June 30, 2022. 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.”

4. Section 4.D(1) of the Agreement, titled “**Maximum Contract Amount**,” is amended by deleting and replacing it with the following:

“(1) Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed One Million Two Hundred Fourteen Thousand Six Hundred Fifteen Dollars (\$1,214,615.00) (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 the

Contractor beyond that specifically described in **Exhibits A, A-1, A-2, and A-3**. Any services performed beyond those in **Exhibits A, A-1, A-2, and A-3** or performed outside the Term are performed at the Contractor's risk and without authorization under the Agreement.”

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

6. This Third 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.

Exhibit List

Exhibit A-3

Exhibit C

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Contract Control Number: SOCSV-202158469-03
Alfresco No. SOCSV-201841755-03
Contractor Name: FAMILY TREE 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:

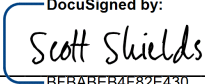
Contract Control Number:

SOCSV-202158469-03

Alfresco No. SOCSV-201841755-03

Contractor Name:

FAMILY TREE INC

By:  _____
BFBABEB4F82E430...

Name: Scott shields
(please print)

Title: CEO
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



Family Tree Inc.
SCOPE OF WORK
SOCSV-202158469-03

I. Purpose of Agreement

The purpose of the contract is to establish an agreement and Scope of Work between Denver Human Services (DHS) and Family Tree Inc. (FTI) as part of the TANF Stable Families / Kinship Payment Strategic Initiative to ensure stability and permanency of children in the Child Only TANF / Kinship care and divert children from the foster care system.

II. Background

DHS is allocated funds on an annual basis from the Colorado Department of Human Services (CDHS) for the operation of the Temporary Assistance for Needy Families (TANF)-Colorado Works Program. The TANF county block grant funds are utilized only to support the purposes of the Colorado Works program. Code of Colorado Regulations 9 CCR 2503-6 Income Maintenance (Volume 3.2). Households are determined at application to be either eligible or ineligible for TANF basic cash assistance.

III. Services

A. To support and engage families eligible for Child Only TANF through assessment and support to meet the children/families' needs, FTI shall provide the following:

1. Marketing, outreach and engagement with TANF/Colorado Works families as they become eligible for cash assistance and periodically while receiving assistance.
2. Thorough assessment of family and child(ren)'s short and longer term needs not addressed by the monthly TANF/Colorado Works monthly child only payment.
3. Development of community-based referral sources and strategies for effective supportive service, monetary payments that help to address child and family stability, childcare and school readiness/achievement, mental and other health needs not covered by Medicaid and other sources, including legal clinics.
4. Crisis intervention and assistance during normal business hours to Child Only TANF families referred by DHS and direct them to resources and/or external agencies that provide assistance.
5. Help families navigate systems such as Food Assistance, Medicaid, TANF, Child Welfare, Social Security, and the judicial system.
6. Home Visits and/or telephone Assessment based on each client's individualized needs.
7. Case Management Services to families, which includes an in-person (if available) assessment of needs and a service plan based on those needs that includes monetary and/or non-monetary services.
8. Support Services for children.
9. Referrals to community resources to increase family stability.
10. Referrals to legal services on issues such as custody, guardianship and adoption.
11. Access CBMS to request monetary assistance for eligible participants.

B. DHS and FTI will work collaboratively to ensure services are available to participants in a variety of fashions. Programming offered virtually and online, not just in person.



Family Tree Inc.
SCOPE OF WORK
SOCSV-202158469-03

In the event the curriculum requires in person components, FTI will work with DHS and other partners to ensure these in person services are appropriate, safe, and compliant. The content of all virtual/ online programming can be cross-walked to the in-person services with minimal disruption to participants and the targeted outcomes to be achieved.

- C. FTI agrees to ensure all electronic communication referencing TANF participants will follow all privacy requirements, including but not limited to; encrypting emails to recipients outside of the City network.
- D. FTI agrees to use City/DHS issued email addresses in compliance with all City prescribed privacy requirements related to communication and information sharing.
- E. FTI will utilize the designated data systems, including but not limited to, the Colorado Benefits Management System (CBMS) for TANF customers. CBMS shall be used to track all TANF participant information. CBMS must be used in accordance with the DHS and CDHS written policies, procedures, and trainings. Each staff person will be given the minimum access required to perform their specific role under the Contract. FTI agrees to abide by and require all staff users to abide by the City and County of Denver data confidentiality and security agreements.
- F. DHS and the State will coordinate CBMS security access setup and controls. All requests should be routed through the DHS CBMS Help Desk to ensure that State and internal processes are followed.
- G. **Audits.** FTI and DHS will work collaboratively to collect and retain all Colorado Works/TANF program information necessary to ensure compliance with the requirements of any applicable state or federal law and program regulations. This includes all case management records (paper and automated), which includes, but is not limited to, all assessments, Individual Plans (IPs), workforce development activities, participation tracking sheets, contracted services, and workforce counseling administered by FTI. FTI and DHS will cooperate with each other in responding to inquiries that either agency may receive from state or federal authorities regarding any programs that FTI is responsible for administering pursuant to this agreement. DHS will notify FTI in advance of every TANF related audit and FTI will have a representative present at such audit. FTI will participate in all audit coordination as appropriate, including meeting all DHS timeline requirements.
- H. **Management Site Visits and other Audits.** Denver County and/or the State of Colorado may conduct regular on-site reviews of Colorado Works contracts and related services. These on-site reviews are meant to provide service providers with direct feedback on the implementation of their program and include a summary of the findings from the ongoing case file reviews. Denver County and/or state staff will analyze and review contractor policies, plans, procedures, contracts/sub-contracts, and other



Family Tree Inc.
SCOPE OF WORK
SOCSV-202158469-03

relevant documents and administrative data that describe and inform program implementation, strengths and opportunities for improvement. The focus of the site visit is primarily one of information sharing, technical assistance, and training with county and/or state staff representing various areas of program operations (finance, budget, policy, program, training and technical assistance).

For other formal federal, state, and county audits, FTI will provide accurate and complete case files within the DHS timeline requirements. FTI will be responsible for repayment to DHS of any disallowed costs resulting from a final audit action imposed by CDHS or other regulatory authority pertinent to the work at FTI. FTI will be responsible for following up on auditor findings, providing for refunds and implementing approved final corrective action plans, if any. DHS will monitor FTI's response to audit related matters to ensure ongoing compliance. DHS and FTI will work with State and Federal auditors as requested. FTI will provide a designee as a point of contact for monthly quality meetings and for audits.

- I. Records.** FTI will comply with written State and CCD/DHS policies and processes provided to FTI by DHS related to case file maintenance, case retention and storage. Documentation obtained to support the SSI/SSDI application or appeal process shall be retained by FTI as this information does not pertain to the Colorado Works/TANF Workforce program. At a minimum, FTI will maintain all client documentation in client case files according to stated case order policy provided by DHS. FTI agrees to work with DHS to provide information from these files should a documented request, audit or need arise for the information. Client documentation will be sent to the scanning department for electronic filing no more than five (5) days after the document was created. FTI will provide a copy of their current record retention and destruction policy as required by House Bill 18-1128 within 30 days after the execution of this contract. Upon termination of this contract, all relevant case files will be provided to DHS in a DHS approved format.

IV. Process and Outcome Measures

A. Process Measures

DHS will refer up to 400 families to Family Tree. Family Tree will provide services to a total of 250 Child Only TANF families over the course of the year –for 30 to 90 days, serving 50 families at any given time. The average monthly Home Visitation Assessments completed by Family Tree will be for 18-20 families.

B. Outcome Measures

Provide marketing, outreach and engagement to families referred for services. Assist a total of 250 families in the contract year. Family Tree shall collect and report monthly on the following measures:

1. Number of referrals
2. Number and mode of outreach to each family



Family Tree Inc.
SCOPE OF WORK
SOCSV-202158469-03

3. Number of assessments performed
4. Average payment made
5. Description of services provided
6. Number of referrals made and to which agencies
7. Additional recommended long term supports identified
8. Other information that would be of use in determining efficacy of programming

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. FTI may be reviewed for:

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. FTI 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 Name	Description	Frequency	Reports to be sent to:
1. Monthly Report	Measures noted in Section IV, Part B	Monthly	FAAD Program Administrator

VI. DHS funding information:

- A. **Program Name:** TANF Stable Families / Kinship
- B. **Funding Source:** TANF



Family Tree Inc.
SCOPE OF WORK
SOCSV-202158469-03

VII. Budget

- A.** Invoices and reports shall be completed and submitted on or before the 15th of each month following the month services were rendered 100% of the time. FTI shall use DHS' preferred invoice template, if requested. Invoicing supporting documents must meet DHS requirements.
- B.** The funds allocated under this Agreement are from the federal TANF block grant and shall be used solely for TANF purposes and eligible participants. These funds shall not be used to supplant existing funding for a non-TANF program.

Invoices shall be submitted to: DHS Contractor Invoices@denvergov.org or by US Mail to:

Attn: Financial Services
Denver Human Services
1200 Federal Boulevard
Denver, Colorado 80204

Contractor Name: Family Tree, Inc.			
Contract Number: SOCSV-202158469-03 & SOCSV-201841755-03			
Contract Term: 7/1/2021 – 6/30/2022			
Project Name: TANF Stable Families/Kinship Strategic Initiative			
Key Deliverable	Fee	Total	Narrative
Completion of an Assessment (Home Visitation if available)	\$1382 per family	\$345,500	Fee for this deliverable is payable upon completion and documentation submitted and approved by the Program Manager. Documentation includes Case Name, CBMS#, and completed Home Visitation Assessment.
Total Budget		\$345,500	

Contract Summary of Amounts:

Contract Version	Term	Previous Amount	Additional Amount	New Contract Total
Base	5/1/2018 - 6/30/2019	\$0	\$316,315	\$316,315
1st Amendment	7/1/2019 - 6/30/2020	\$316,315	\$276,400	\$592,715
2nd Amendment	7/1/2020 - 6/30/2021	\$592,715	\$276,400	\$869,115
3rd Amendment	7/1/2021 - 6/30/2022	\$869,115	\$345,500	\$1,214,615



Family Tree Inc.
SCOPE OF WORK
SOCSV-202158469-03

VIII. HIPAA/HITECH (Business Associate Terms)

1. GENERAL PROVISIONS AND RECITALS

- 1.01 The parties agree that the terms used, but not otherwise defined below, shall have the same meaning given to such terms under the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and their implementing regulations at 45 CFR Parts 160 and 164 ("the HIPAA regulations") as they exist or may hereafter be amended.
- 1.02 The parties agree that a business associate relationship (as described in 45 CFR §160.103) under HIPAA, the HITECH Act, and the HIPAA regulations arises between the CONTRACTOR and the CITY to the extent that CONTRACTOR performs, or delegates to subcontractors to perform, functions or activities on behalf of CITY.
- 1.03 CITY wishes to disclose to CONTRACTOR certain information, some of which may constitute Protected Health Information ("PHI") as defined below, to be used or disclosed in the course of providing services and activities.
- 1.04 The parties intend to protect the privacy and provide for the security of PHI that may be created, received, maintained, transmitted, used, or disclosed pursuant to the Agreement in compliance with the applicable standards, implementation specifications, and requirements of HIPAA, the HITECH Act, and the HIPAA regulations as they exist or may hereafter be amended.
- 1.05 The parties understand and acknowledge that HIPAA, the HITECH Act, and the HIPAA regulations do not pre-empt any state statutes, rules, or regulations that impose more stringent requirements with respect to privacy of PHI.
- 1.06 The parties understand that the HIPAA Privacy and Security rules apply to the CONTRACTOR in the same manner as they apply to a covered entity. CONTRACTOR agrees to comply at all times with the terms of this Agreement and the applicable standards, implementation specifications, and requirements of the Privacy and the Security rules, as they exist or may hereafter be amended, with respect to PHI.

2. DEFINITIONS.

- 2.01 "Administrative Safeguards" are administrative actions, and policies and procedures, to manage the selection, development, implementation, and maintenance of security measures to protect electronic PHI and to manage the conduct of CONTRACTOR's workforce in relation to the protection of that information.



Family Tree Inc.
SCOPE OF WORK
SOCSV-202158469-03

2.02 "Agreement" means the attached Agreement and its exhibits to which these additional terms are incorporated by reference.

2.03 "Breach" means the acquisition, access, use, or disclosure of PHI in a manner not permitted under the HIPAA Privacy Rule which compromises the security or privacy of the PHI.

2.03.1 Breach excludes:

1. any unintentional acquisition, access, or use of PHI by a workforce member or person acting under the authority of CONTRACTOR or CITY, if such acquisition, access, or use was made in good faith and within the scope of authority and does not result in further use or disclosure in a manner not permitted under the Privacy Rule.
2. any inadvertent disclosure by a person who is authorized to access PHI to another person authorized to access PHI, or organized health care arrangement in which CITY participates, and the information received as a result of such disclosure is not further used or disclosed in a manner disallowed under the HIPAA Privacy Rule.
3. a disclosure of PHI where CONTRACTOR or CITY has a good faith belief that an unauthorized person to whom the disclosure was made would not reasonably have been able to retain such information.

2.03.2 Except as provided in paragraph (a) of this definition, an acquisition, access, use, or disclosure of PHI in a manner not permitted under the HIPAA Privacy Rule is presumed to be a breach unless CONTRACTOR demonstrates that there is a low probability that the PHI has been compromised based on a risk assessment of at least the following factors:

- a. The nature and extent of the PHI involved, including the types of identifiers and the likelihood of re-identification;
- b. The unauthorized person who used the PHI or to whom the disclosure was made;
- c. Whether the PHI was actually acquired or viewed; and
- d. The extent to which the risk to the PHI has been mitigated.

2.04 "CONTRACTOR" shall have the same meaning as in the attached Agreement, to which these Business Associate terms are incorporated by reference.

2.05 "CITY" shall have the same meaning as in the attached Agreement, to which these Business Associate terms are incorporated by reference.



Family Tree Inc.
SCOPE OF WORK
SOCSV-202158469-03

- 2.06 "Data Aggregation" shall have the meaning given to such term under the HIPAA Privacy Rule in 45 CFR §164.501.
- 2.07 "Designated Record Set" shall have the meaning given to such term under the HIPAA Privacy Rule in 45 CFR §164.501.
- 2.08 "Disclosure" shall have the meaning given to such term under the HIPAA regulations in 45 CFR §160.103.
- 2.09 "Health Care Operations" shall have the meaning given to such term under the HIPAA Privacy Rule in 45 CFR §164.501.
- 2.10 "Immediately" where used here shall mean within 24 hours of discovery.
- 2.11 "Individual" shall have the meaning given to such term under the HIPAA Privacy Rule in 45 CFR §160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).
- 2.12 "Parties" shall mean "CONTRACTOR" and "CITY", collectively.
- 2.13 "Physical Safeguards" are physical measures, policies, and procedures to protect CONTRACTOR's electronic information systems and related buildings and equipment, from natural and environmental hazards, and unauthorized intrusion.
- 2.14 "The HIPAA Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- 2.15 "Protected Health Information" or "PHI" shall have the meaning given to such term under the HIPAA regulations at 45 CFR §160.103.
- 2.16 "Required by Law" shall have the meaning given to such term under the HIPAA Privacy Rule at 45 CFR §164.103.
- 2.17 "Secretary" shall mean the Secretary of the Department of Health and Human Services or his or her designee.
- 2.18 "Security Incident" means attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system. "Security incident" does not include trivial incidents that occur on a daily basis, such as scans, "pings", or unsuccessful attempts to penetrate computer networks or servers maintained by CONTRACTOR.
- 2.19 "The HIPAA Security Rule" shall mean the Security Standards for the Protection of electronic PHI at 45 CFR Part 160, Part 162, and Part 164, Subparts A and C.



Family Tree Inc.
SCOPE OF WORK
SOCSV-202158469-03

- 2.20 "Subcontractor" shall have the meaning given to such term under the HIPAA regulations at 45 CFR §160.103.
- 2.21 "Technical safeguards" means the technology and the policy and procedures for its use that protect electronic PHI and control access to it.
- 2.22 "Unsecured PHI" or "PHI that is unsecured" means PHI that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary of Health and Human Services ("HHS") in the guidance issued on the HHS Web site.
- 2.23 "Use" shall have the meaning given to such term under the HIPAA regulations at 45 CFR §160.103.

3. OBLIGATIONS AND ACTIVITIES OF CONTRACTOR AS BUSINESS ASSOCIATE.

- 3.01 CONTRACTOR agrees not to use or further disclose PHI that CITY discloses to CONTRACTOR except as permitted or required by this Agreement or by law.
- 3.02 CONTRACTOR agrees to use appropriate safeguards, as provided for in this Agreement, to prevent use or disclosure of PHI that CITY discloses to CONTRACTOR or that CONTRACTOR creates, receives, maintains, or transmits, on behalf of CITY, except as provided for by this Contract.
- 3.03 CONTRACTOR agrees to comply with the HIPAA Security Rule, at Subpart C of 45 CFR Part 164, with respect to electronic PHI that CITY discloses to CONTRACTOR or that CONTRACTOR creates, receives, maintains, or transmits, on behalf of CITY.
- 3.04 CONTRACTOR agrees to mitigate, to the extent practicable, any harmful effect of a Use or Disclosure of PHI by CONTRACTOR in violation of the requirements of this Agreement that becomes known to CONTRACTOR.
- 3.05 CONTRACTOR agrees to immediately report to CITY any Use or Disclosure of PHI not provided for by this Agreement that CONTRACTOR becomes aware of. CONTRACTOR must report Breaches of Unsecured PHI in accordance with 45 CFR §164.410.
- 3.06 CONTRACTOR agrees to ensure that any of its subcontractors that create, receive, maintain, or transmit, PHI on behalf of CONTRACTOR agree to comply with the applicable requirements of Section 164 Part C by entering into a contract or other arrangement.
- 3.07 To comply with the requirements of 45 CFR §164.524, CONTRACTOR agrees to provide access to CITY, or to an individual as directed by CITY, to PHI in a Designated Record Set within fifteen (15) calendar days of receipt of a written request by CITY.



Family Tree Inc.
SCOPE OF WORK
SOCSV-202158469-03

- 3.08 CONTRACTOR agrees to make amendment(s) to PHI in a Designated Record Set that CITY directs or agrees to, pursuant to 45 CFR §164.526, at the request of CITY or an Individual, within thirty (30) calendar days of receipt of the request by CITY. CONTRACTOR agrees to notify CITY in writing no later than ten (10) calendar days after the amendment is completed.
- 3.09 CONTRACTOR agrees to make internal practices, books, and records, including policies and procedures, relating to the use and disclosure of PHI received from, or created or received by CONTRACTOR on behalf of CITY, available to CITY and the Secretary in a time and manner as determined by CITY, or as designated by the Secretary, for purposes of the Secretary determining CITY'S compliance with the HIPAA Privacy Rule.
- 3.10 CONTRACTOR agrees to document any Disclosures of PHI that CITY discloses to CONTRACTOR or that CONTRACTOR creates, receives, maintains, or transmits on behalf of CITY, and to make information related to such Disclosures available as would be required for CITY to respond to a request by an Individual for an accounting of Disclosures of PHI in accordance with 45 CFR §164.528.
- 3.11 CONTRACTOR agrees to provide CITY information in a time and manner to be determined by CITY in order to permit CITY to respond to a request by an Individual for an accounting of Disclosures of PHI in accordance with 45 CFR §164.528.
- 3.12 CONTRACTOR agrees that, to the extent CONTRACTOR carries out CITY's obligation(s) under the HIPAA Privacy and/or Security rules, CONTRACTOR will comply with the requirements of 45 CFR Part 164 that apply to CITY in the performance of such obligation(s).
- 3.13 CONTRACTOR shall work with CITY upon notification by CONTRACTOR to CITY of a Breach to properly determine if any Breach exclusions exist as defined below.

4. SECURITY RULE.

- 4.01 CONTRACTOR shall comply with the requirements of 45 CFR § 164.306 and establish and maintain appropriate Administrative, Physical and Technical Safeguards in accordance with 45 CFR §164.308, §164.310, §164.312, §164.314 and §164.316 with respect to electronic PHI that CITY discloses to CONTRACTOR or that CONTRACTOR creates, receives, maintains, or transmits on behalf of CITY. CONTRACTOR shall follow generally accepted system security principles and the requirements of the HIPAA Security Rule pertaining to the security of electronic PHI.
- 4.02 CONTRACTOR shall ensure that any subcontractors that create, receive, maintain, or transmit electronic PHI on behalf of CONTRACTOR agree through a contract with CONTRACTOR to the same restrictions and requirements contained here.



Family Tree Inc.
SCOPE OF WORK
SOCSV-202158469-03

4.03 CONTRACTOR shall immediately report to CITY any Security Incident of which it becomes aware. CONTRACTOR shall report Breaches of Unsecured PHI as described in 5. BREACH DISCOVERY AND NOTIFICATION below and as required by 45 CFR §164.410.

5. BREACH DISCOVERY AND NOTIFICATION.

5.01 Following the discovery of a Breach of Unsecured PHI, CONTRACTOR shall notify CITY of such Breach, however, both parties may agree to a delay in the notification if so advised by a law enforcement official pursuant to 45 CFR §164.412.

5.01.1 A Breach shall be treated as discovered by CONTRACTOR as of the first day on which such Breach is known to CONTRACTOR or, by exercising reasonable diligence, would have been known to CONTRACTOR.

5.01.2 CONTRACTOR shall be deemed to have knowledge of a Breach, if the Breach is known, or by exercising reasonable diligence would have been known, to any person who is an employee, officer, or other agent of CONTRACTOR, as determined by the federal common law of agency.

5.02 CONTRACTOR shall provide the notification of the Breach immediately to the CITY DHS Executive Director or other designee.

5.02.1 CONTRACTOR'S initial notification may be oral, but shall be followed by written notification within 24 hours of the oral notification.

5.03 CONTRACTOR'S notification shall include, to the extent possible:

5.03.1 The identification of each Individual whose Unsecured PHI has been, or is reasonably believed by CONTRACTOR to have been, accessed, acquired, used, or disclosed during the Breach;

5.03.2 Any other information that CITY is required to include in the notification to each Individual under 45 CFR §164.404 (c) at the time CONTRACTOR is required to notify CITY, or promptly thereafter as this information becomes available, even after the regulatory sixty (60) day period set forth in 45 CFR §164.410 (b) has elapsed, including:

- a. A brief description of what happened, including the date of the Breach and the date of the discovery of the Breach, if known;
- b. A description of the types of Unsecured PHI that were involved in the Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved);



Family Tree Inc.
SCOPE OF WORK
SOCSV-202158469-03

- c. Any steps Individuals should take to protect themselves from potential harm resulting from the Breach;
 - d. A brief description of what CONTRACTOR is doing to investigate the Breach, to mitigate harm to Individuals, and to protect against any future Breaches; and
 - e. Contact procedures for Individuals to ask questions or learn additional information, which shall include a toll-free telephone number, an e-mail address, Web site, or postal address.
- 5.04 CITY may require CONTRACTOR to provide notice to the Individual as required in 45 CFR §164.404, if at the sole discretion of the CITY, it is reasonable to do so under the circumstances.
- 5.05 In the event that CONTRACTOR is responsible for a Breach of Unsecured PHI in violation of the HIPAA Privacy Rule, CONTRACTOR shall have the burden of demonstrating that CONTRACTOR made all required notifications to CITY, and as required by the Breach notification regulations, or, in the alternative, that the acquisition, access, use, or disclosure of PHI did not constitute a Breach.
- 5.06 CONTRACTOR shall maintain documentation of all required notifications of a Breach or its risk assessment under 45 CFR §164.402 to demonstrate that a Breach did not occur.
- 5.07 CONTRACTOR shall provide to CITY all specific and pertinent information about the Breach, including the information listed above, if not yet provided, to permit CITY to meet its notification obligations under Subpart D of 45 CFR Part 164 as soon as practicable, but in no event later than fifteen (15) calendar days after CONTRACTOR's initial report of the Breach to CITY.
- 5.08 CONTRACTOR shall continue to provide all additional pertinent information about the Breach to CITY as it becomes available, in reporting increments of five (5) business days after the prior report to CITY. CONTRACTOR shall also respond in good faith to all reasonable requests for further information, or follow-up information, after report to CITY, when such request is made by CITY.
- 5.09 In addition to the provisions in the body of the Agreement, CONTRACTOR shall also bear all expense or other costs associated with the Breach and shall reimburse CITY for all expenses CITY incurs in addressing the Breach and consequences thereof, including costs of investigation, notification, remediation, documentation or other costs or expenses associated with addressing the Breach.

6. PERMITTED USES AND DISCLOSURES BY CONTRACTOR.



Family Tree Inc.
SCOPE OF WORK
SOCSV-202158469-03

- 6.01 CONTRACTOR may use or further disclose PHI that CITY discloses to CONTRACTOR as necessary to perform functions, activities, or services for, or on behalf of, CITY as specified in the Agreement, provided that such use or Disclosure would not violate the HIPAA Privacy Rule if done by CITY.
- 6.02 CONTRACTOR may use PHI that CITY discloses to CONTRACTOR, if necessary, for the proper management and administration of the Agreement.
- 6.03 CONTRACTOR may disclose PHI that CITY discloses to CONTRACTOR to carry out the legal responsibilities of CONTRACTOR, if:
 - 6.03.1 The Disclosure is required by law; or
 - 6.03.2 CONTRACTOR obtains reasonable assurances from the person or entity to whom/which the PHI is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person or entity and the person or entity immediately notifies CONTRACTOR of any instance of which it is aware in which the confidentiality of the information has been breached.
- 6.04 CONTRACTOR may use or further disclose PHI that CITY discloses to CONTRACTOR to provide Data Aggregation services relating to the Health Care Operations of CONTRACTOR.
- 6.05 CONTRACTOR may use and disclose PHI that CITY discloses to CONTRACTOR consistent with the minimum necessary policies and procedures of CITY.

7. OBLIGATIONS OF CITY.

- 7.01 CITY shall notify CONTRACTOR of any limitation(s) in CITY'S notice of privacy practices in accordance with 45 CFR §164.520, to the extent that such limitation may affect CONTRACTOR'S Use or Disclosure of PHI.
- 7.02 CITY shall notify CONTRACTOR of any changes in, or revocation of, the permission by an Individual to use or disclose his or her PHI, to the extent that such changes may affect CONTRACTOR'S Use or Disclosure of PHI.
- 7.03 CITY shall notify CONTRACTOR of any restriction to the Use or Disclosure of PHI that CITY has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect CONTRACTOR'S use or disclosure of PHI.
- 7.04 CITY shall not request CONTRACTOR to use or disclose PHI in any manner that would not be permissible under the HIPAA Privacy Rule if done by CITY.

8. BUSINESS ASSOCIATE TERMINATION.



Family Tree Inc.
SCOPE OF WORK
SOCSV-202158469-03

8.01 Upon CITY'S knowledge of a material breach or violation by CONTRACTOR of the requirements of this Contract, CITY shall:

8.01.1 Provide an opportunity for CONTRACTOR to cure the material breach or end the violation within thirty (30) business days; or

8.01.2 Immediately terminate the Agreement, if CONTRACTOR is unwilling or unable to cure the material breach or end the violation within (30) days, provided termination of the Agreement is feasible.

8.02 Upon termination of the Agreement, CONTRACTOR shall either destroy or return to CITY all PHI CONTRACTOR received from CITY and any and all PHI that CONTRACTOR created, maintained, or received on behalf of CITY in conformity with the HIPAA Privacy Rule.

8.02.1 This provision shall apply to all PHI that is in the possession of subcontractors or agents of CONTRACTOR.

8.02.2 CONTRACTOR shall retain no copies of the PHI.

8.02.3 In the event that CONTRACTOR determines that returning or destroying the PHI is not feasible, CONTRACTOR shall provide to CITY notification of the conditions that make return or destruction infeasible. Upon determination by CITY that return or destruction of PHI is infeasible, CONTRACTOR shall extend the protections of this Agreement to the PHI and limit further Uses and Disclosures of the PHI to those purposes that make the return or destruction infeasible, for as long as CONTRACTOR maintains the PHI.

8.03 The obligations of this Agreement shall survive the termination of the Agreement.

9 SUBSTANCE ABUSE (42 C.F.R., Part 2)

Provider will also comply with all provisions of 42 C.F.R., Part 2 relating to substance abuse treatment and records.

EXHIBIT C, TEMPORARY ASSISTANCE FOR NEEDY FAMILIES ATTACHMENT

1. The purpose of this Agreement is to promote and enhance family stability for families eligible for Temporary Assistance for Needy Families (TANF), pursuant to the Colorado Works Program Act, §§ 26-2-701, *et seq.*, C.R.S., as amended. "TANF eligible" means families eligible for TANF benefits pursuant to federal code, state law, and all applicable regulations and rules. An additional purpose of this Agreement is to serve individuals with services that are reasonably calculated to meet Federal Purposes of the TANF program as outlined below.
2. The Contractor warrants that the program and scope of services outlined in this Agreement relate to one or more of the four federal purposes of the TANF program:
 - 2.1. To provide assistance to needy families so that children may be cared for in their own homes or the homes of relatives;
 - 2.2. To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
 - 2.3. To prevent and reduce out-of-wedlock pregnancies and to establish annual goals for preventing and reducing the incidence of these pregnancies; and
 - 2.4. To encourage the formation and maintenance of two-parent families.
3. The Contractor is familiar with the Colorado Works program regulations in 9 CCR 2503.6 and shall comply with the provisions thereof.
4. Notwithstanding the provisions of the Agreement, the Contractor shall maintain all records, data and documentation for any period required by applicable federal laws, rules, regulations, or guidelines.
5. The Contractor assures that all activities authorized by this Agreement will be performed in accordance with the Colorado Works Program Act (§ 26-2-701 C.R.S. *et seq.*), the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law 104-193, as amended) and all other relevant laws, directives, regulations, administrative rulings, guidelines and required assurances applicable to the expenditure of TANF funds as these provisions currently exist, or may hereafter be amended, all of which are incorporated herein by reference and made a part of the terms and conditions of this Agreement.
6. The Contractor shall comply with all laws concerning confidentiality of information and records applicable to services performed pursuant to the terms of this Agreement. Any breach of confidentiality by the Contractor, or third-party agents of the Contractor, shall constitute good cause for the City to cancel this Agreement, without liability to the City. Any City or State waiver of an alleged breach of confidentiality by the Contractor, or third-party agents of the Contractor, does not constitute a waiver of any subsequent breach by the Contractor, or third-party agents of the Contractor.
7. The parties hereto expressly recognize that the Contractor is to be paid, reimbursed, or otherwise compensated with TANF funds. Therefore, the Contractor expressly understands and agrees that all of its rights, demands and claims to compensation arising under this Agreement are contingent upon the receipt of such funds by the City and the continued funding by the United States government and the State of Colorado. In the event such funds or any part thereof are not received, appropriated, or allocated by the City, the City and the Contractor may mutually amend the Agreement, or the City

may unilaterally terminate this Agreement.

- 8.** The Contractor ensures that it, and its subcontractors, if any, will comply with all applicable provisions of 2 CFR Part 200.
- 9.** If the Contractor makes unauthorized representations or incurs unauthorized expenses that are asserted against the City, the Contractor shall indemnify the City for any obligations that may result therefrom, including attorneys' fees and costs. This provision shall survive expiration or earlier termination of this Agreement.
- 10.** The Contractor agrees not to charge clients any fees related to services provided under this Agreement.
- 11.** Any expenditure by the Contractor in violation of the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Public Law 104-93, or the Colorado Works Program Act, or any related federal or state laws, rules, regulations or guidelines or this Agreement are unauthorized expenditures. The Contractor shall reimburse the City, on demand, all funds that have been spent in an unauthorized manner for unauthorized purposes. The Contractor agrees that any such reimbursement shall not be paid from any funds paid under this Agreement.
- 12.** The Contractor represents and warrants that it shall use such funds to provide approved services to TANF-eligible families who reside in the City. The City has the right to rely on such representation, and the City, the State of Colorado and the United States governments have the right to audit the Contractor at any time to verify proper use of the funds. In the event this representation is false, all amounts paid hereunder shall be returned to the City and this Agreement shall be terminated.
- 13.** The Contractor shall permit the City and any other governmental agency authorized by law, or their authorized designee, to monitor all activities conducted by the Contractor pursuant to the terms of this Agreement. As the monitoring agency may in its sole discretion deem necessary or appropriate, such monitoring may consist of internal evaluation procedures, reexamination of program data, special analyses, on-site verification, formal audit examinations, or any other reasonable procedures. All such monitoring shall be performed in a manner that will not unduly interfere with the services.
- 14.** The Contractor agrees that it is subject to such further rules, regulations and policies concerning accounting, records, payment of funds, propriety of expenditures, and submission of accountability reports and financial statements as may be prescribed from time to time by the City.
- 15.** The Contractor acknowledges and agrees that any monies not encumbered or benefits not used in the direct furtherance of the purpose of this Agreement at the time this Agreement is terminated shall no longer be available to the Contractor except by further written agreement. Unless a subsequent agreement to the contrary is reached and reduced to writing by the parties hereto, any City funds actually paid and not used in furtherance of this Agreement shall be returned to the City on or before sixty (60) days after the expiration or termination of this Agreement.
- 16.** The Contractor agrees to abide by all applicable provisions of the Federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 and the Colorado Works Program Act and all other applicable laws, regulations and administrative rulings of the United States, the State of Colorado, and

the City, as these provisions currently exist, or may hereafter be amended, all of which are incorporated herein by reference and made a part of the terms and conditions of this Agreement. The Contractor shall also comply with the applicable provisions of the federal and state grant agreements or award letters under which funds have been made available for the performance of this Agreement whether or not such agreements or award letters are attached hereto or incorporated herein.

- 17.** The Contractor shall not engage in inherently religious activities, such as worship, religious instruction, or proselytizing as part of the programs or services funded under this Agreement. Every TANF-eligible person who receives service through a faith-based provider shall be given written notice that they have an option to receive an equitable service through an alternate provider. If the participant requests an alternate provider, the Contractor shall provide notice to the City and the City will provide an alternate provider that is of equal value and reasonably accessible to the participant.
- 18.** This Agreement is subject to § 24-76.5-101, C.R.S., and any rules adopted pursuant thereto (together the “Applicant Verification Statute”). As required by law, the City will verify the lawful presence in the United States, of each natural person eighteen (18) years of age or older (the “Applicant”), who applies for federal, state or local public benefits conferred pursuant to this Agreement. The Contractor represents and warrants that it shall only use TANF funds to provide services to eligible recipients referred to and verified by the City. The Contractor’s compliance is expressly made a contractual condition of this Agreement. Any expenditure by the Contractor in violation of the Applicant Verification Statute, or any related federal or state laws, rules, regulations or guidelines or this Agreement are unauthorized expenditures subject to reimbursement.