

**ADAMS COUNTY, COLORADO
PURCHASE OF SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this 15th day of April 2015, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and **FAMILY TREE, INC.**, 3805 Marshall Street, Wheat Ridge, Colorado 80033, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

The County and the Contractor, for the consideration herein set forth, agree as follows:

1. SERVICES OF THE CONTRACTOR:

- 1.1. All work shall be in accordance with the attached **RFP 2015.201** as **Exhibit A** and the Contractor's responses to the RFP 2015.201 attached hereto as **Attachments A1-A4**, and incorporated herein by reference. Should there be any discrepancy between **Attachments A1-A4** and this Agreement the terms and conditions of this Agreement shall prevail.
- 1.2. Emergency Services: In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of the Contractor) to be performed by the Contractor. If the County requests such additional services, the Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, the Contractor shall bill for such services at the rates provided for in this Agreement.

2. RESPONSIBILITIES OF THE COUNTY: The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement.

3. TERM:

- 3.1. Term of Agreement: The initial term of this Agreement shall be for one (1) year from the date of execution by Adams County Board of County Commissioners, unless sooner terminated as specified elsewhere herein.
- 3.2. Extension Options: The County, at its sole option, may offer to extend this Agreement as necessary for two (2) additional years and may exercise the option years in one (1) year increments at the unit prices specified in **Attachments A1-A4**, providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such extension must be mutually agreed upon in writing by the County and the Contractor. The total term of this Agreement, including the exercise of any option years under this clause, shall not exceed **three (3) years**.

4. **PAYMENT AND FEE SCHEDULE:** The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, in an amount not to exceed **one hundred fourteen thousand, five hundred and forty dollars and no cents** (\$114,540.00), in accordance with the attached fee schedule reference in **Attachment A1** for the initial year.
- 4.1. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event that funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.
5. **INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts, and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.**
6. **NONDISCRIMINATION:** The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. Adams County is an equal opportunity employer.
- 6.1. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
7. **INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.

8. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:
- 8.1. **Commercial General Liability Insurance:** to include products liability, completed operations, contractual, broad form property damage and personal injury.
- 8.1.1. Each Occurrence: \$1,000,000
- 8.1.2. General Aggregate: \$2,000,000
- 8.2. **Comprehensive Automobile Liability Insurance:** to include all motor vehicles owned, hired, leased, or borrowed.
- 8.2.1. Bodily Injury/Property Damage: \$1,000,000 (each accident)
- 8.2.2. Personal Injury Protection: Per Colorado Statutes
- 8.3. **Workers' Compensation Insurance:** Per Colorado Statutes
- 8.4. **Professional Liability Insurance:** to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.
- 8.4.1. Each Occurrence: \$1,000,000
- 8.4.2. This insurance requirement applies only to Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.
- 8.5. **Adams County as "Additional Insured":** The Contractor's commercial general liability, comprehensive automobile liability, and professional liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:
- 8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
- 8.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.
- 8.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

- 8.6. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.
- 8.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.
- 8.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage's or policies required under this Agreement.

9. TERMINATION:

- 9.1. For Cause: If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.
- 9.2. For Convenience: The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

10. MUTUAL UNDERSTANDINGS:

- 10.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with the 17th Judicial District, Colorado.
- 10.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, and

that no violation of such provisions are present. Contractor warrants that it is in compliance with the residency requirements in §§ 8-17-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

- 10.3. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized federal, state, or County personnel.
- 10.4. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.
- 10.5. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.
- 10.6. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.
- 10.7. Notice: Any notices given under this Agreement are deemed to have been received and to be effective: (1) three (3) days after the same shall have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that an E-mail was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

County:

Department: Adams County Human Services Department
Contact: Kent Gregory
Address: 7190 Colorado Blvd
City, State, Zip: Commerce City, Colorado 80022
Office Number: 303.227.2215
E-mail: kgregory@adcogov.org

Department: Adams County Purchasing Division
Address: 4430 South Adams County Parkway, Suite C4000A
City, State, Zip: Brighton, Colorado 80601

Department: Adams County Attorney's Office
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601

Contractor:

Company: Family Tree, Inc.
Contact: Scott Shields
Address: 3805 Marshall Street
City, State, Zip: Wheat Ridge, Colorado 80033
Office Number: 303.422.2133
E-mail: sshields@thefamilytree.org

- 10.8. Integration of Understanding: This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.
- 10.9. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.
- 10.10. Authorization: Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.

11. CHANGE ORDERS OR EXTENSIONS:

- 11.1. Change Orders: The County from time to time, may require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Invitation to Bid, or, if no provision exists, pursuant to the terms of the Change Order.

12. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08: Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended May 13, 2008, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

- 12.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.

- 12.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 12.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 12.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- 12.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- 12.6. If Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 12.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 12.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

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ATTACHMENT A

(All Documents following this page of the Agreement)

Attachments:

1. RFP 2015.201, dated January 27, 2015
2. Addendum One, dated January 22, 2015
3. Offeror's Statement/Signature Page for RFP 2015.201, dated January 27, 2015
4. Offeror's Signed Certificate of Compliance for RFP 2015.201, dated January 27, 2015

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- 1) **Introduction and Qualifications:** An introduction of your organization including mission statement, current programs (emphasis on domestic violence related programs), history and organization chart. Explain how your organization is a good fit and how your current programs are complementary to providing domestic violence shelter and services for Adams County. *Family Tree's Organizational Chart is attached.*

Family Tree provides innovative, life-changing services designed to end child abuse, domestic violence and homelessness. Founded in 1976 as a cooperative effort with local government, civic and private agencies to fill service gaps to needy children and families in Jefferson County; over the years, we have expanded to serve the entire seven-county Denver area. As the only organization in the Denver-metro working to address the inter-connectedness among child abuse and neglect, domestic violence and homelessness, Family Tree is changing how individuals, families and communities see, respond to and overcome these challenges. We empower individuals to discover their own strengths to create lasting, positive change. **The mission of Family Tree is to help people overcome child abuse, domestic violence and homelessness to become safe, strong and self-reliant.**

Family Tree's service areas:

Child and Youth Services (Community Family Resource Team-CFRT) We serve children and adolescents who have been abused or neglected and are not safe in their homes. We also provide intervention services for at-risk youth to divert them from future out-of-home placement. **SafeCare Colorado Program**, part of Child and Youth Services, the SafeCare Colorado Program is a nationally recognized, evidence-based, in-home prevention program that provides direct skills training to parents in the areas of parenting, child safety, and child health.

Domestic Violence Services (Women In Crisis Emergency Residential Facility, Legal Advocacy Program, Domestic Violence Outreach Program and Parenting Time Program) We provide 24-hour crisis lines, safe shelter and supportive services that include advocacy, food, clothing, health clinic and assistance with transportation; legal advocacy provides protection order clinics and family law clinics; outreach services includes individual and group advocacy for victims and children; supervised parenting-time and safe exchange services; and community education.

Housing and Family Stabilization Services (Homelessness Program, House of Hope, Kinship Program) Housing and Family Stabilization Services provides client-centered case management, homeless prevention and rapid re-housing assistance, affordable transitional and permanent supportive housing, as well as services to reunite and stabilize families. In addition, we provide 24-hour emergency residential services, case management and a range of services to assist them in becoming economically self-reliant.

Since 1976, Family Tree has been providing domestic violence outreach and residential services to victims throughout the Denver metro area, including serving Adams County residents. The purpose of Family Tree Domestic Violence Services is to increase the safety and healing of victims from the effects of domestic violence by providing a continuum of support services. Our services closely align with the Adams County Government's goal of providing domestic violence shelter and services to low-income families. Last fiscal year, 82% of Women In Crisis clients

reported an annual income of \$10,000 or less. Last fiscal year, Family Tree Domestic Violence Services programs (four programs) served a total of 274 Adams County residents. This number represents 7.5% of our total domestic violence services client base.

Since 1999, Family Tree has been partnering with Adams County to provide vital services to Adams County residents including the TANF Stable Families program, Community Family Resource Team, and previously, services for military and veteran families.

Family Tee has seasoned, well-trained staff in the area of domestic violence and approach victim services with empathy and a trauma-informed perspective. The Division Director of Domestic Violence Services was formerly the Executive Director for a successful rural program and has over fifteen years of experience in the field. Lindsay Bruner, Director of the Domestic Violence Outreach and Legal Advocacy programs, has over ten years of domestic violence services experience. Ruby Reyna, Shelter Supervisor has over 18 years of experience in the mental health and domestic violence field.

2) Organization Budget: A brief summary of your organization's entire budget.
Please see attached Fiscal Year 2014-15 Family Tree Budget Summary.

3) Proposed Services: Explain the specific services you propose for this project. This section should address the scope of work outlined in section II. Explain how services will be provided in easily accessible locations that maintain the safety of program participants.

Family Tree has been providing domestic violence services throughout the Denver metro area, including serving Adams County residents for nearly 39 years. Increasing a victim's safety strategies, access to community resources and enhancing a victim's ability to achieve self-sufficiency is the cornerstone of our service provision. We recognize there is a current, unmet need in Adams County for women and children seeking domestic violence shelter and support services. Our request is for \$114,540 of funding to provide residential shelter and domestic violence outreach services for Adams County residents. Through these two programs proposed here, we anticipate serving approximately a minimum of 138 Adams County residents based on current statistical projections.

The Family Tree Domestic Violence Services will provide support for women and children who have been impacted by domestic violence. The Domestic Violence Outreach Program will assist them with planning for safety, connecting victims with community resources, and providing individual and group advocacy. Our team of professionals has many years of experience in domestic violence services, child abuse, sexual assault and stalking and human services fields. All domestic violence services advocates/staff understand TANF Federal statutes and regulations as well as understand child welfare reporting requirement. The Family Tree Domestic Violence Services team is expanding outreach and education services by partnering with other agencies and businesses to bring prevention education out into the community, including churches and schools. We have expanded the responsibilities of the team to include "mobile advocacy" where an advocate will work with victims who are unable to come to Family Tree's facilities for various reasons, and meet them at a safe place providing them resources and advocacy. Programs and services are available in English and Spanish.

Support Groups - Victim/Survivor groups for adult females (and males as needed) provide education and support on the types of domestic violence, issues of power and control, the cycle of violence, the impact on children, options for staying or leaving, safety planning, victim rights, protection orders, empowerment, self-esteem, stress management, community resources and self-reliance. Groups are offered weekly at different locations throughout the community. Additional victim/survivor support is provided by the Outreach Program at the Women In Crisis shelter and at Family Tree Karlis Family Center.

Outreach and Education is provided in the community through presentations at businesses and churches as well as presentations in schools – providing information on healthy relationships, dating violence, and sexual assault prevention.

Family Tree Women In Crisis will provide emergency assistance to Adams County residents who are victims of domestic violence and their children, including 24-hour crisis line assistance, safe shelter, food, safety planning, case management, healthcare, advocacy and other supportive services that protect victims and children from domestic violence, meet their basic needs for survival, help strengthen their family unit, and provide a safe and supportive environment for children to process the effects of domestic violence. While our residential shelter is located in Jefferson County, we routinely serve women and children throughout the Denver metro area. Without our services many victims of domestic violence would have no other alternatives than to stay in an abusive relationship - continue to live in fear, be emotionally and physically abused or become homeless.

Family Tree focuses on the interconnectedness of child abuse, domestic violence and homelessness giving us the rare ability to transition clients easily from one program to another within the same agency. Our position as a service provider in these key areas enables us able to respond quickly and effectively to families and children who require simultaneous intervention in multiple areas. For example, a woman seeking safety from her batterer is frequently at-risk of homelessness, and her children have undoubtedly been subjected to family violence and abuse. We can offer wrap-around services to address each issue a family may be facing. Through our Housing and Family Stabilization Services programs, we can offer domestic violence victims an array of housing and community-based services helping our clients develop the awareness and confidence to make new choices. We help individuals and families address the barriers to their stability and long-term success via life skills classes, referrals to health providers, regular, intensive, case management and work readiness training and assistance with job searches.

Family Tree Domestic Violence Services will work with Adams County to identify locations in the County to meet with victims for outreach services. Transportation via cab or bus line will be provided to clients to make accessing services less of a burden on the client. We expect this service to build over time and as we work with the County to determine locations best suited for this purpose. Office space for staff will be provided at current Family Tree locations – Domestic Violence Outreach and Women In Crisis.

Depending on the notification from Adams County that Family Tree's proposal has been accepted, we are prepared to start service provision in the first quarter of 2015.

4.) Program Expertise and Personnel: Provide a list of all managers, supervisors and staff who are being proposed for working in the Adams County program, even if only a portion of their time will be dedicated to the program. Include name, qualifications, experience working on any comparable project and proposed portion of time dedicated to the Adams County program for each (this can be contained in the fee schedule sheet). *If a subcontractor is to be used for mental health services or any other services, describe the expertise of the sub-contracting organization in the same way that your organization is described.* N/A

Deb Bittner, Division Director, Family Tree Domestic Violence Services

Ms. Bittner joined Family Tree in 2013 as the Division Director for Domestic Violence Services. Ms. Bittner started her work in the domestic violence field as a crisis volunteer in 2000. Previously, Ms. Bittner served as the Executive Director at Advocates for a Violence-Free Community. During her time with the organization, she helped start Grand County Colorado's first domestic violence shelter, Sprout House. She holds a BSBA from Regis University. Ms. Bittner will spend approximately 10 percent (10%) of her time on the Adams County Domestic Violence Services project.

Lindsay Bruner, Director, Family Tree Domestic Violence Outreach and Legal Advocacy Programs

Ms. Bruner joined Family Tree in 2009 as the Supervisor of the Adams County Parenting Time Program after many years working in the human services field. Her responsibilities included supervising parenting time for visiting families in Adams County while ensuring the emotional and physical safety of all visiting children. She also trained and supervised staff, volunteers, and interns on supervised visits and parent coaching. Provided monthly Statistics to both Adams County and Family Tree and worked with the Adams County CSA team to meet the needs of families and Caseworkers who require supervised visits. Ms. Bruner also served as a Legal Advocate with Family Tree and in 2012 was promoted to the Director of Domestic Violence Outreach and Legal Advocacy Programs. Ms. Bruner will spend approximately 10 percent (10%) of her time on the Adams County Domestic Violence Services project.

Domestic Violence Outreach Advocates: (1.5 FTE) will provide direct service to victims and their children in Adams County. These positions will be filled with current Mobile Advocacy staff and new hires with strong domestic violence professional experience. This position is responsible for providing individual and group advocacy for English and Spanish speaking survivors of domestic violence and their children. This position is also responsible for participating in outreach activities designed to inform the community of Family Tree's Domestic Violence Support Services, and to engage survivors in those services. One hundred percent of these positions will be dedicated to this project.

Ruby Reyna, Shelter Supervisor, Family Tree Women In Crisis

Ruby Reyna has been working in the domestic violence and mental health fields for over 18 years. In 2007, she was hired as the Bilingual Case Manager at Family Tree Women in Crisis. Ms. Reyna also has worked as the Safe Clinic Liaison for our onsite health clinic and was then

promoted to Client Services Supervisor for Women In Crisis. In July 2010, Ms. Reyna helped to restructure the Domestic Violence Outreach Program. She was promoted to Shelter Supervisor in 2013. An anticipated 10 percent (10%) of her time will be dedicated to this project.

Family Tree Women In Crisis Shelter Advocates: Shelter advocates are well trained in domestic violence and will provide individual advocacy on domestic violence, case management, including safety planning and community referrals that aid in self-sufficiency. An anticipated 7 percent (7%) of shelter advocates time will be dedicated to this project.

Shannon Johnson Program Assistant: Shannon Johnson has been with Family Tree for seven years. Ms. Johnson provides important supportive services working closely with Shelter Advocates, the Shelter Supervisor, and the Division Director. She is responsible for the compilation of statistics, as well as assisting in the oversight of the budget. An anticipated five percent (5%) of her time will be spent overseeing the management of this grant project.

5.) **Proposed Fee Schedule:** List the specific costs for the proposed project in the format presented in Attachment A. The fee schedule should not exceed \$114,540.

Please see attached Fee Schedule.

6.) **Comparable Projects:** A detailed description of at least one similar program providing services described in the Scope of Work. The description should include:

- Name, location and budget of the program
- Experience providing services described in the Scope of Work.
- Average monthly caseload size, individuals and/or families counseled, financial assistance given, and other services given, and other metrics which describe the breadth of the program.
- Demographics and other descriptors of the population served.
- A sample of monthly reports created for the project. *Please see attached.*
- Annual outcomes produced from the program (five years of outcomes is strongly suggested).
- At least three (3) references shall be provided for similar projects. *Please see attached.*

Family Tree Domestic Violence Services – 1976 to present. Services include:

Women In Crisis Emergency Residential Facility: Location: Confidential location in Jefferson County, Colorado Program budget = \$569,356. Average monthly caseload is 39. Services provided: individuals and families are provided 24-hour crisis line assistance, safe shelter and supportive services including meals, transportation assistance, safety planning, onsite healthcare services at the Safe Clinic and legal advocacy. Last year, Family Tree Women In Crisis provided 8,990 nights of shelter and supportive services to 292 women and 181 children. Additionally, we responded to 5,956 crisis calls.

Demographics/Descriptors of the population served: Family Tree Women In Crisis serves victims of domestic violence and their children (80% female clients, 20% male clients). We serve victims of all ages. Last fiscal year, 37% of our clients were Caucasian; 26% Hispanic; 15% African American; 5% Native American; 1.7% Asian and 14% were mixed ethnicity/multi-

racial. Eighty-two percent (82%) of Women In Crisis clients reported an annual income of \$10,000 or less.

Sample of monthly reports: *Please see attached sample reports.*

Annual Outcomes for the last 5 years:

Number of people served:

Fiscal year	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
# served	459	462	468	489	473

Annual Outcomes:

Outcome	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
% of women who returned a survey reported increased knowledge of safety strategies	N/A	86%	79%	77%	89%
% of women who returned a survey reported increased knowledge of community resources	N/A	89%	83%	78%	85%

Legal Advocacy Program: The Legal Advocacy Program has two locations, one office is located at the Jefferson County Courthouse, 100 Jefferson County Parkway #1070, Golden, CO 80419 and there is an office located at our Women In Crisis Residential Shelter. Program budget = \$245,447. Average monthly caseload is 75. Services provided: Individuals and families are provided court advocacy, and non-court advocacy/research, information and referrals, primarily to victims of domestic violence, stalking, and/or sexual assault in the 1st Judicial District. Assistance is provided through daily protection order clinics at the Jefferson County Courthouse. Legal Advocates assist the victims with the preparation of their paperwork and accompany them to temporary protection order hearings. Team members also prepare victims for permanent protection order hearings and accompany victims to court. Last year, the Legal Advocacy Program assisted 901 victims of domestic violence, sexual assault and stalking and criminal and civil court accompaniment for 309 victims.

Demographics/Descriptors of the population served: Family Tree Legal Advocacy Program serves victims of domestic violence, sexual assault and stalking (89% female clients, 11% male clients). We serve victims of all ages. Last fiscal year, 71% of our clients were Caucasian; 22% Hispanic; 1% African American; 1% Native American; 1% Asian and 4% were mixed ethnicity/multi-racial/unknown. Fifty-one (51%) percent of Legal Advocacy clients reported an annual income of \$10,000 or less.

Sample of monthly reports: *Please see attached sample reports.*

Annual Outcomes for the last 5 years:

Number of people served:

Fiscal year	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
# served	1,064	918	943	966	901

Annual Outcomes:

Outcome	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
% of women who returned a survey reported increased knowledge of safety strategies	N/A	N/A	92%	97%	90%
% of women who returned a survey reported increased knowledge of community resources	N/A	N/A	95%	96%	97%

Domestic Violence Outreach Program: Karlis Family Center, 1777 Kipling Street, Lakewood, CO 80215. We also provide mobile Domestic Violence Outreach Services throughout the metro area. Program Budget = \$243,872. Average monthly caseload is 21. Services provided: We provide support for women and adolescents who have been impacted by domestic violence by assisting them with planning for safety, connecting victims with community resources, and providing individual and group advocacy. Last year, the Domestic Violence Outreach Program served 248 adults and children and responded to 4,730 information and referral calls.

Demographics/Descriptors of the population served: Family Tree Domestic Violence Outreach Program serves victims of domestic violence, sexual assault and stalking (95% female clients, 5% male clients). We serve victims of all ages. Last fiscal year, 69% of our clients were Caucasian; 18% Hispanic; 3% African American; 2% Native American; 1.2% Asian and 7% were mixed ethnicity/multi-racial/unknown. Fifty percent (50%) of Domestic Violence Outreach clients reported an annual income of \$10,000 or less.

Sample of monthly reports: *Please see attached sample reports.*

Annual Outcomes for the last 5 years:

Number of people served:

Fiscal year	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
# served	432	287	281	238	248

Annual Outcomes:

Outcome	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
% of women who returned a survey reported increased knowledge of safety strategies	N/A	N/A	97%	100%	100%
% of women who returned a survey reported increased knowledge of community resources	N/A	N/A	94%	97%	98%

Parenting Time Program: Karlis Family Center, 1777 Kipling Street, Lakewood, CO 80215. We also provide Parenting Time Services in Arapahoe County at the Sungate Children's Advocacy Center. Program budget = \$459,348. Average monthly caseload is 144. Services provided: We provide children and victim parents from violent homes a continuum of services from most structured to least structured; i.e. therapeutic supervised visits, safety-based supervised visits, off-site supervised visits, and finally exchanges for unsupervised visits. Last year, the Parenting Time Program served a total of 1,725 parents and children, answered 4,798 helpline calls and provided 4,780 supervised visits and 3,295 safe exchanges.

Demographics/Descriptors of the population served: Family Tree Parenting Time Program serves victims of domestic violence, sexual assault and stalking (52% female clients, 48% male clients). We serve victims of all ages. Last fiscal year, 77% of our clients were Caucasian; 18% Hispanic; 3% African American; .3% Native American; .9% Asian and 2% were mixed ethnicity/multi-racial/unknown. Forty-three (43%) percent of Parenting Time clients reported an annual income of \$10,000 or less.

Sample of monthly reports: *Please see attached sample reports.*

Annual Outcomes for the last 5 years:

Number of people served:

Fiscal year	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
# served	1,595	1,179	2,105	1,379	1,725

Annual Outcomes:

Outcome	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
% of parents who returned a survey reported increased	N/A	N/A	N/A	N/A	100%

knowledge of safety strategies for their children					
% of parents who returned a survey reported increased knowledge of community resources	N/A	N/A	N/A	N/A	64%

Please see attached three required references.

7.) W9: A W-9 form shall be completed and returned with proposal.

Please see attached Family Tree W-9 form.

**Attachments for Family Tree's RFP for
Adams County Domestic Violence Services
RFP 2015.201**

- Family Tree Fee Schedule and Indirect Cost Rate Letter
- Family Tree Offeror's Information Form
- Family Tree W-9
- Family Tree Offeror's Certification of Compliance
- Family Tree Offeror's Statement
- Three Family Tree References
- Family Tree Organizational Chart
- Family Tree FY 2014-15 Budget Summary
- Family Tree Sample Reports
- Family Tree Brochures
- One copy of the original proposal and three unbound copies and a copy of the proposal formatted as a single pdf file on CD

**Family Tree Fee Schedule for RFP 2015.201
and Family Tree Indirect Cost Rate Letter**

Family Tree Budget to Adams County Domestic

Position	Description	Agreement Allocation of Time/Fees	Annual Salary and Benefit Fee	Overhead*	Total Yr 1	Total Yr 2	Total Yr 3
Division Director	Provides supervision of entire program	10%	\$ 84,419	\$ 19,416	\$ 10,384	\$ 10,695	\$ 11,016
Director of Outreach	Provides supervision of Advocates	10%	\$ 57,528	\$ 13,231	\$ 7,076	\$ 7,288	\$ 7,507
Shelter Supervisor	Provides supervision of Shelter, Bilingual Services	10%	\$ 50,818	\$ 11,688	\$ 6,251	\$ 6,438	\$ 6,631
Outreach Advocate 1.5 FTE	Provides direct case management services to clients	100%	\$ 59,904	\$ 13,778	\$ 73,682	\$ 75,892	\$ 78,169
Shelter Advocate	Provides case management to clients in shelter	7%	\$ 27,040	\$ 6,219	\$ 2,328	\$ 2,398	\$ 2,470
Program Assistant	Assists program oversight/data reporting	5%	\$ 38,788	\$ 8,921	\$ 2,385	\$ 2,457	\$ 2,531
Utilities	gas, electric, water	9%	\$ 13,000	\$ -	\$ 1,170	\$ 1,229	\$ 1,290
Insurance	business/property	9%	\$ 6,243		\$ 562	\$ 590	\$ 619
Telephone	office/mobile	100%	\$ 495		\$ 495	\$ 520	\$ 546
Total of Base Expenses:					\$ 104,332	\$ 107,507	\$ 110,779

Budget Item	Description			
Base Expenses	Total base expenses		\$ 104,332	\$ 107,507
Laptop and internet connection	For Mobile Staff computers		\$ 1,500	\$ 1,545
Client Assistance	Rent, Gas Cards		\$ 3,000	\$ 3,090
Client Employment	Supplies and training materials		\$ 450	\$ 464
Criminal Background funding	for criminal background checks		\$ 700	\$ 721
Supplies	paper, toner, etc		\$ 758	\$ 781
Mileage	Staff Mileage Reimbursement		\$ 3,000	\$ 3,090
Printing and postage	stationary, mailings, etc		\$ 800	\$ 824
			Total:	\$ 114,540
				\$ 118,021
				\$ 121,609

* Please see attached indirect cost rate letter



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Program Support Center
Financial Management Service
Division of Cost Allocation

DCA Western Field Office
90 7th Street, Suite 4-600
San Francisco, CA 94103
PHONE: (415) 437-7820
FAX: (415) 437-7823
E-MAIL: dcaof@pec.hhs.gov

JUL 29 2013

Jill Sikora Farnham
Chief Financial Officer
Family Tree, Inc.
3805 Marshall Street Suite 100
Wheat Ridge, CO 80033

Dear Ms. Farnham:

A copy of an indirect cost Negotiation Agreement is attached. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government. Please have the Agreement signed by a duly authorized representative of your organization and return it to me BY EMAIL OR FAX, retaining the copy for your files. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal together with required supporting information must be submitted to this office for each fiscal year in which your organization claims indirect costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on your fiscal year ending 06/30/14 is due in our office by 12/31/14.

Sincerely,

Arif Karim, Director
Division of Cost Allocation

Attachment

PLEASE SIGN AND RETURN THE NEGOTIATION AGREEMENT BY EMAIL OR FAX

NONPROFIT RATE AGREEMENT

EIN: 840730973

DATE:07/18/2013

ORGANIZATION:

Family Tree, Inc.
3805 Marshall Street
Suite 100
Wheat Ridge, CO 80033

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PROV.	05/01/2013	06/30/2015	18.00	All	All Programs

*BASE

Total direct costs excluding capital expenditures (building, individual items of equipment; alterations and renovations), and that portion of each subaward in excess of \$25,000.

ORGANIZATION: Family Tree, Inc.

AGREEMENT DATE: 7/18/2013

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

Fringe Benefits:

FICA, Unemployment, Health/Dental/Vision Insurance, Life Insurance, Workers' Compensation, Disability Insurance, Section 125 Cafeteria Plan, Other.

Equipment means article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

ORGANIZATION: Family Tree, Inc.

AGREEMENT DATE: 7/18/2013

SECTION III: GENERAL

A. LIMITATIONS.

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) the same costs that have been treated as indirect costs are not claimed as direct costs; (3) similar types of costs have been accorded consistent accounting treatment; and (4) the information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES.

This Agreement is based on the accounting system reported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognate agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES.

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER PROGRAM AGREEMENTS.

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-122, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal agencies to give them early notification of the Agreement.

E. OTHER.

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected program, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Family Tree, Inc.

(NAME)

(SIGNATURE)

(NAME)

(SIGNATURE)

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(NAME)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(NAME)

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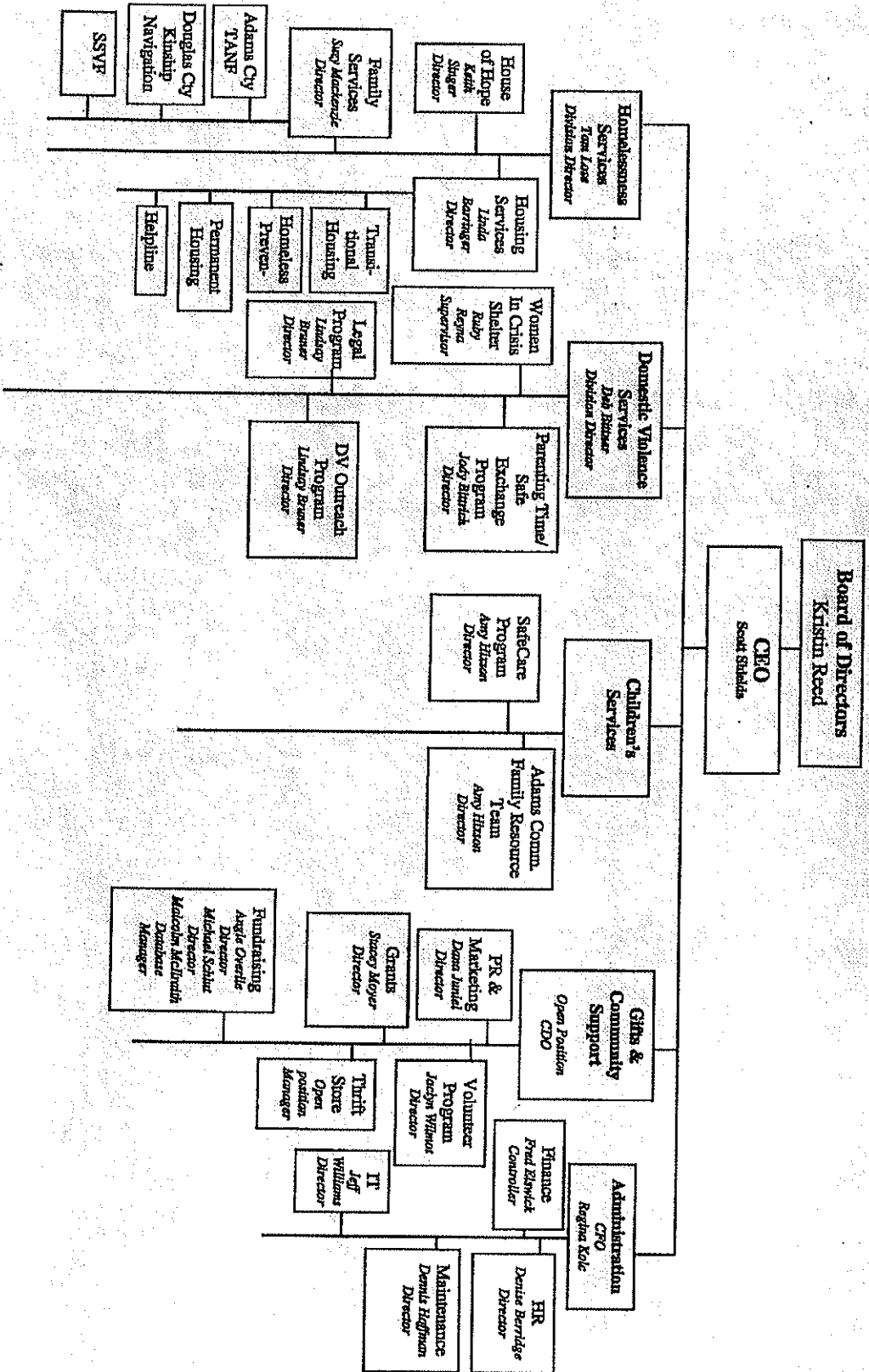
(SIGNATURE)

(NAME)

HHS REPRESENTATIVE: Ernest Willard

Telephone: (415) 437-7820

Family Tree Organizational Chart



Family Tree FY 2014-15 Budget Summary

Family Tree, Inc.
Budget Summary
2014-2015

Revenue

CDBG	22,500
SSVF	367,798
HUD	500,402
ESG	183,000
SAFAH	106,161
RR Demo - CCH	120,583
VAWA	96,627
OVW	100,000
CSBG	100,000
VOA-YTP	166,954
FEMA	107,640
DVP	125,943
Westminster	1,000
VALE	338,977
Misc grants - local govt	1,500
City of Arvada	8,000
Jefferson County	303,692
Foundations	395,150
MHUW	156,250
Misc grants - civic/private	11,000
Douglas Co-TANF Casemanagement	62,500
Arapahoe Co - KFSP	129,000
Adams	495,262
Adams-client reimb	20,000
Arapahoe County TANF	269,000
Arapahoe County Client reimbursement	56,000
Fees - KIDS Connection visits	199,000
Fees - Parenting Time Therapeutic	60,000
Fees - Parenting Time Offsite	2,160
Fees - KIDS Connection exchanges	24,780
Fees - education	11,700
Client rent	30,000
Tenant income	26,051
Donations - Individual	399,855
Donations - Foundation	16,500
Donations - Board	21,093
Donations - Civic	7,104
Donations - Church	20,593
Donations - Corporate	132,800
Designations - MHUW	28,396
Event revenue	212,500
Event expense	(24,975)
Store sales	330,000
Campaigns	96,000
Dividends & Interest reinvested	10,000
Other income	15,460
Total revenue	5,863,956

Expense

Total regular salaries	3,120,429
Total relief	89,930
Total overtime	18,332
Health/disability	259,152
Workers comp	39,344
State unemployment insurance	28,211
Emplyr 403B & Wellness Incentive	49,301
FICA	245,642
Total salaries & benefits	3,850,341

Number of FTEs (full time equivalent staff)

79.6

Contract services	120,949
Client food	31,000
Direct client assistance	1,106,676
Building lease	42,830
Rent	7,524
Utilities	82,177
Maintenance/repair	13,695
Maintenance/repair- Property	86,921
Business insurance	31,695
Furnishings/equipment	5,100
Leased equipment	672
Office supplies	24,265
Household supplies	14,471
Supplies - education	1,120
Supplies - computer	16,399
Printing	18,384
Fees/dues/subscriptions	34,750
Telephone	49,556
Postage	8,028
Staff development	25,525
Meetings/other staff expenses	7,556
Advertising	8,949
Staff recruitment	1,900
Volunteer trainings	9,105
Donor Cultivator	2,885
Volunteer trainings	4,350
Board expense	2,000
Travel	53,722
Property taxes	3,414
Interest expense	38,944
Maintenance indirect	1,016
Property Insurance	26,447
Depreciation	124,360
Total expense	5,856,726

Net surplus/(deficit)

\$ 7,230

Family Tree Sample Reports

(Sample reports include: Jefferson County Human Services monthly report, internal monthly statistic and program reports)

Family Tree Stats Report - 2014

Monthly Standard Outcome Goals	2014											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Total number served HS & WIC (including calls)	1378	1281	1342	1489	1319	1250	1424	1180	1147	1333	867	1121
Unduplicated number served HS & WIC (excluding calls)	220	181	194	256	210	123	138	122	112	107	87	94
Total number of calls on crisis line HS & WIC	903	894	893	959	818	858	993	791	762	901	573	708
WIC - Nights of shelter	762	552	915	695	724	656	744	696	708	736	476	647
WIC - Total sheltered (women)	37	31	31	34	30	33	32	33	33	31	28	29
WIC - Total sheltered (children)	18	24	32	32	27	22	23	25	27	22	15	23
WIC - Unduplicated sheltered (women)	18	24	18	20	20	19	22	21	21	16	14	18
WIC - Unduplicated sheltered (children)	7	22	17	17	15	11	14	13	16	13	9	20
WIC - Total received Legal Advocacy	307	238	293	326	367	318	369	341	326	374	250	374
WIC - Unduplicated received Legal Advocacy	71	59	53	66	86	63	86	86	85	64	57	64
HS - Total number served (including calls)	570	520	508	599	417	391	420	304	283	369	223	165
HS - Unduplicated number served (excluding calls)	131	98	123	170	104	41	30	15	6	27	16	12
HS - All calls on the crisis line	439	422	383	429	313	350	390	289	257	342	207	153
HS - Callers assisted on crisis line (Jeffco)	154	138	120	118	112	135	108	72	86	115	73	63
HS - Total households received case management/housing assistance (Jeffco)	75	84	83	90	94	92	93	91	89	88	79	87
HS - Unduplicated households received case management/housing assistance (Jeffco)	27	12	22	22	6	6	26	6	6	2	4	1
HS - Total fam/ind exiting HS (Jeffco)	5	1	17	1	3	9	6	2	2	5	2	34
HS - Total received job skills training, job searched, and/or employed upon exit (Jeffco)	1	0	10	0	2	7	5	1	2	3	1	23
HS - Total fam/ind obtained safe, affordable housing upon exit (Jeffco)	4	0	15	0	2	8	5	1	2	4	1	28
Quarterly Client Data												
HS - % received job skills training, job searched, and/or employed upon exit (Jeffco)	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	# Exit	# Obtain	%	# Exit	# Obtain	%	# Exit	# Obtain	%	# Exit	# Obtain	%
HS - % families/individuals obtained safe, affordable housing upon exit (Jeffco)	23	11	48%	13	9	69%	10	8	80%	41	27	66%
HS - % of Jeffco fam/ind exiting that achieve intermediate or higher in Kickin' It classes	23	19	83%	13	10	77%	10	8	80%	41	33	80%
Annual Reports												
HS - Total Jeffco fam/ind exiting that achieve intermediate or higher in Kickin' It classes	1	0	4	0	1	6	1	0	0	3	0	9
HS - % of Jeffco fam/ind exiting that achieve intermediate or higher in Kickin' It classes	20%	0%	24%	0%	33%	67%	17%	0%	0%	60%	0%	26%
HS - Unduplicated Jeffco fam/ind on waitlist provided limited case management	109	82	128	144	89	26	23	10	20	25	12	3

FAMILY TREE CLIENT SERVICES SUMMARY

Month of Fiscal Year:	Domestic Violence Outreach Program														Megan Burch		
12	Name of employee who filled out report:														Megan Burch		
FAMILY TREE INC 12/14 KEY RESULTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL YTD	AVG MO	ANNUAL AVERAGE	%	

ALL CLIENTS SERVED																	
Face-to-Face-demogr.info below	32	30	23	23	17	14	11	14	18	16	13	22	15	218	18.0	246	5.0%
Face-to-Face-no demogr.info	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Crisis/helpline calls (1 pers/call)	0	350	360	419	403	360	348	360	343	442	484	458	403	4730	394.2	4730	95.0%
Total # Served *	32	360	363	442	420	374	359	374	361	458	497	480	418	4948	412.2	4978	100.0%

Individual Composition																	
I-Adults	32	21	19	18	17	12	11	14	18	16	13	22	15	196	16.3	228	91.9%
I-Youth/Child	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%

Family Composition																	
F-Adults	0	2	0	0	0	1	0	0	0	0	0	0	0	3	0.3	3	1.2%
F-Youth/Child	0	7	4	5	0	1	0	0	0	0	0	0	0	17	1.4	17	6.9%
# of Family Units	0	4	2	2	0	1	0	0	0	0	0	0	0	9	0.8	9	3.6%
# Fams-1 caretaker	0	4	2	2	0	1	0	0	0	0	0	0	0	9	0.8	9	100.0%
Caretaker female	0	4	2	2	0	1	0	0	0	0	0	0	0	9	0.8	9	3.6%
Caretaker male	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
# Fams-2+ caretakers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Avg. family size	#DIV/OI	2.25	2.00	2.50	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.22	2.2	2.22	-
Avg. # child per household	#DIV/OI	1.75	2.00	2.50	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.89	1.9	1.89	-
CHECK (a14+a15) (These two rows should equal)																	
	32	30	23	23	17	14	11	14	18	16	13	22	15	218	18.0	246	5.0%

Gender- All Clients																	
All Male Clients (Indiv or Fam)	2	1	3	4	1	0	0	0	0	1	0	0	0	10	0.8	12	4.8%
All Female Clients (Indiv or Fam)	30	29	20	19	16	14	11	14	18	15	13	22	15	208	17.2	236	95.2%
TOTAL = (a32+a33)	32	30	23	23	17	14	11	14	18	16	13	22	15	218	18.0	248	100.0%
CHECK (a32+a33)																	
	32	30	23	23	17	14	11	14	18	16	13	22	15	218	18.0	248	100.0%

Ages - Adults																	
18-25 Years	2	3	1	2	1	0	1	2	3	1	2	1	18	1.5	20	8.7%	
26-35 Years	12	6	8	8	4	4	6	6	7	5	2	3	7	66	5.5	78	33.8%
36-45 Years	12	6	6	5	4	6	3	4	5	3	4	13	1	60	5.0	72	31.2%
46-64 Years	5	8	4	1	7	2	2	3	4	3	4	4	5	47	3.9	52	22.5%
65+ Years	1	0	0	2	0	0	0	0	0	1	0	0	3	0.3	4	1.7%	
Unknown	0	0	0	0	1	0	0	0	2	1	0	1	5	0.4	5	2.2%	
TOTAL = (a38+a39)	32	23	19	18	17	13	11	14	18	16	13	22	15	199	16.6	231	100.0%
CHECK (a38+a39)																	
	32	23	19	18	17	13	11	14	18	16	13	22	15	199	16.6	231	100.0%

Ages - Youth/Children																	
Under 1 Year	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
1- 4 Years	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
5- 11 Years	0	6	4	4	0	1	0	0	0	0	0	0	0	15	1.3	15	88.2%
12- 14 Years	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0.1	1	5.9%
15- 17 Years	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0.1	1	5.9%
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
TOTAL = (a14+a16)	0	7	4	5	0	1	0	0	0	0	0	0	0	17	1.4	17	100.0%
CHECK (a14+a16)																	
	0	7	4	5	0	1	0	0	0	0	0	0	0	17	1.4	17	100.0%

Ethnicity/Language																	
Caucasian	24	17	14	15	10	11	8	11	15	12	6	16	12	147	12.3	171	69.0%
Hispanic	7	6	6	3	5	2	1	0	3	2	5	3	1	37	3.1	44	17.7%
African American	0	2	1	0	0	1	0	2	0	1	0	1	0	8	0.7	8	3.2%
Native American	1	1	1	0	0	0	2	0	0	0	0	0	0	4	0.3	5	2.0%
Asian	0	1	0	0	0	0	0	1	0	0	1	0	0	3	0.3	3	1.2%
Mixed Ethnicity/Multi-Racial	0	3	1	5	1	0	0	0	0	1	2	2	2	15	1.3	15	6.0%
Other/Unknown	0	0	0	0	1	0	0	0	0	1	0	0	0	2	0.2	2	0.8%
TOTAL = (a71-a77)	32	30	23	23	17	14	11	14	18	16	13	22	15	216	18.0	248	100.0%
CHECK (a71-a77)																	
Monolingual Spanish speakers	2	1	2	1	0	0	0	0	0	0	0	1	0	6	0.5	6	3.2%
Monolingual - other lang.	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0.1	1	0.4%

Annual Income																	
\$0 - \$10,000	19	14	10	4	6	9	4	9	6	7	6	14	10	99	8.3	118	49.8%
\$10,001 - \$20,000	2	0	6	8	2	1	4	3	7	4	2	4	3	44	3.7	46	19.4%
\$20,001 - \$30,000	3	3	2	2	3	2	1	1	2	2	0	3	1	22	1.8	25	10.5%
\$30,001 - \$50,000	3	4	2	3	3	1	1	1	3	1	2	0	1	22	1.8	25	10.5%
\$50,001 - \$75,000	1	1	0	2	2	0	0	0	0	0	0	0	0	5	0.4	6	2.5%
\$75,001 and up	0	2	1	1	0	0	0	0	0	1	1	1	0	6	0.5	6	2.5%
Unknown	4	1	0	0	1	0	1	0	0	2	0	0	0	7	0.6	11	4.6%

TOTAL = (a71:77)	32	25	21	20	17	13	11	14	18	16	13	22	15	205	17.1	237	100.0%
CHECK (a71:77) = (a7)	32	25	21	20	17	13	11	14	18	16	13	22	15	205	17.1	237	100.0%
County of Residence																	
Adams	2	1	2	3	3	1	0	2	0	0	3	0	1	16	1.3	18	7.3%
Arapahoe	0	3	0	0	0	1	0	2	0	0	1	1	0	8	0.7	8	3.2%
Broomfield	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Denver	4	1	5	2	3	0	0	2	0	1	0	1	1	16	1.3	20	8.1%
Boulder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Douglas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Elbert	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
El Paso	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Gilpin	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0.1	1	0.4%
Jefferson	25	24	16	18	11	12	11	7	16	14	8	20	12	171	14.3	196	79.0%
Lincoln	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Weld	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Other County-Colorado	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0.1	2	0.8%
Out of State	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Unknown	0	1	0	0	0	0	0	0	0	1	0	0	1	3	0.3	3	1.2%
TOTAL = (a82:96)	32	30	23	23	17	14	11	14	18	16	13	22	15	216	18.0	246	100.0%
CHECK (a82:96) = (a6)	32	30	23	23	17	14	11	14	18	16	13	22	15	216	18.0	246	100.0%

City of Residence																	
Adams City	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Arvada	3	3	7	4	3	3	4	3	7	5	3	8	6	56	4.7	59	23.8%
Aurora	0	1	0	0	0	1	0	1	0	0	1	0	4	0.3	4	1.6%	
Bennett	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Boulder	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Bow Mar	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Brighton	0	0	0	0	0	0	0	0	0	0	1	0	1	0.1	1	0.4%	
Broomfield	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Byers	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Centennial	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Cherry Hills Village	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Columbine Valley	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Commerce City	0	0	0	0	0	0	0	0	0	1	0	0	1	0.1	1	0.4%	
Conifer	1	0	0	0	0	0	0	1	0	0	0	0	1	0.1	2	0.8%	
Denver	6	3	6	2	4	0	1	2	0	1	0	2	1	22	1.8	28	11.3%
Dupont	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Eastlake	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Edgewater	1	0	0	0	0	0	0	0	0	0	0	0	0	0.0	1	0.4%	
Englewood	0	1	0	0	0	0	0	1	0	0	0	0	2	0.2	2	0.8%	
Evergreen	0	0	1	0	1	2	0	0	1	0	0	0	5	0.4	5	2.0%	
Federal Heights	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Glendale	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Golden	3	2	3	0	1	2	1	0	2	2	0	2	0	15	1.3	18	7.3%
Henderson	0	0	0	0	1	0	0	0	0	0	0	0	1	0.1	1	0.4%	
Irondale	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Lakewood	10	11	2	10	3	2	1	3	4	3	3	4	4	50	4.2	60	24.2%
Littleton	1	6	1	1	2	2	0	2	2	2	1	0	19	1.6	20	8.1%	
Lochbuie	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Northglenn	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Sheridan	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
S Strasburg	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Thornton	1	1	0	3	0	1	0	1	0	0	0	1	7	0.6	8	3.2%	
Watkins	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Welby	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Westminster	3	0	2	0	1	1	0	1	0	1	1	1	8	0.7	11	4.4%	
Wheat Ridge	1	1	1	2	0	0	3	1	0	2	1	2	1	14	1.2	15	6.0%
Other City - Colorado	2	0	0	1	1	0	1	1	1	0	1	0	6	0.5	8	3.2%	
Out of State	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%	
Unknown	0	1	0	0	0	0	0	0	1	0	1	1	4	0.3	4	1.6%	
TOTAL = (a101:130)	32	30	23	23	17	14	11	14	18	16	13	22	15	201	16.8	233	94.0%
CHECK (a101:130) = (a5)	32	30	23	23	17	14	11	14	18	16	13	22	15	201	16.8	233	94.0%

Educational Presentations Given																	
Number of Presentations Given	2	2	0	2	2	0	3	1	0	3	1	0	19	1.3	16		
Number in Audience	37	40	0	25	30	0	23	25	0	34	10	0	224	18.7	224		
TOTAL	39	42	0	27	32	0	26	26	0	37	11	0	248	20.0	240		

OUTCOME MEASUREMENTS

Domestic Violence Outreach Program																	
Total Served	30	23	23	17	12	11	9	2	9	6	9	3	154	12.8	154		
Completed Surveys	11	5	16	3	12	0	9	2	9	6	9	3	85	7.1	85		
Increased Safety Strategies	11	5	16	3	12	0	9	2	9	6	9	3	85	7.1	85		
% Incsd Safety Strategies	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%		100.00%		
Increased Community Resources	11	5	15	3	12	0	9	2	9	6	8	3	83	6.9	83		

% Affected Community Resources	100.00%	100.00%	53.76%	100.00%	100.00%	20.00%	100.00%	100.00%	100.00%	100.00%	58.88%	100.00%	97.05%		97.05%
Feel Less Alone	11	5	16	3	12	0	9	2	9	6	8	3	64	7.0	64
% Feel Less Alone	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	100.00%	100.00%	100.00%	100.00%	88.89%	100.00%	98.82%		98.82%

FAMILY TREE CLIENT SERVICES SUMMARY

Women in Crisis Shelter																					
Month of Fiscal Year:	Name of employee who filled out report:															Shannon Johnson					
12																					
FAMILY TREE INC 13/14 KEY RESULTS																	TOTAL N=13	AVG MO N=13	ANNUAL N=13	%	
ALL CLIENTS SERVED																					
Face-to-Face-demogr.info below	28	46	39	39	40	27	46	25	46	35	37	35	30	445	37.1	473	14.4%				
Face-to-Face-no demogr.info	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%				
Crisis/helpline calls (1 pers/call)	0	215	230	167	203	276	183	228	293	270	270	224	253	2812	234.3	2812	85.6%				
Total # Served *	28	261	269	206	243	303	229	253	339	305	307	259	283	3257	271.4	3285	100.0%				
Individual Composition																					
I-Adults	11	23	18	19	18	9	22	13	15	11	13	10	11	182	15.2	193	40.8%				
I-Youth/Child	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%				
Family Composition																					
F-Adults	4	8	7	9	9	7	9	5	9	7	7	10	8	95	7.9	99	20.9%				
F-Youth/Child	13	15	14	11	13	11	15	7	22	17	17	15	11	189	14.0	181	38.3%				
# of Family Units	4	8	7	9	9	7	9	5	9	7	7	10	8	95	7.9	99	20.9%				
# Fams-1 caretaker	4	8	7	9	9	7	9	5	9	7	7	10	8	95	7.9	99	20.9%				
Caretaker female	4	8	7	9	9	7	9	5	9	7	7	10	8	95	7.9	99	20.9%				
Caretaker male	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%				
# Fams-2+ caretakers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%				
Avg. family size	1.25	2.88	3.00	2.22	2.44	2.57	2.67	2.40	3.44	3.43	3.43	2.50	2.38	2.77	2.8	2.83	-				
Avg. # child per household	3.25	1.88	2.00	1.22	1.44	1.57	1.67	1.40	2.44	2.43	2.43	1.50	1.38	1.77	1.8	1.83	-				
CHECK (a13+a14+a15)	28	46	39	39	40	27	46	25	46	35	37	35	30	445	37.1	473	14.4%				
Times the totals should match	28	46	39	39	40	27	46	25	46	35	37	35	30	445	37.1	473	14.4%				
Gender- All Clients																					
All Male Clients (Indiv or Fam)	7	4	7	6	6	7	8	4	10	10	10	11	4	87	7.3	94	19.9%				
All Female Clients (Indiv or Fam)	21	42	32	33	34	20	38	21	36	25	27	24	26	358	29.6	379	80.1%				
TOTAL = (a32+a33)	28	46	39	39	40	27	46	25	46	35	37	35	30	445	37.1	473	100.0%				
CHECK (a32+a33)	28	46	39	39	40	27	46	25	46	35	37	35	30	445	37.1	473	14.4%				
Ages - Adults																					
18-25 Years	2	7	0	6	2	3	5	3	3	2	1	6	5	43	3.6	45	15.4%				
26-35 Years	6	8	12	7	14	3	9	5	8	5	10	5	11	97	8.1	103	35.3%				
36-45 Years	2	13	7	5	4	6	11	6	7	10	4	6	1	80	6.7	82	28.1%				
46-64 Years	5	3	6	9	7	4	6	4	6	0	5	3	2	55	4.6	60	20.5%				
65+ Years	0	0	0	1	0	0	0	0	0	1	0	0	0	2	0.2	2	0.7%				
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%				
TOTAL = (a38+a39)	15	31	25	28	27	16	31	18	24	18	20	20	19	277	23.1	292	100.0%				
CHECK (a38+a39)	15	31	25	28	27	16	31	18	24	18	20	20	19	277	23.1	292	100.0%				
Ages - Youth/Children																					
Under 1 Year	0	2	0	0	1	0	1	2	2	1	1	0	0	10	0.8	10	5.5%				
1 - 4 Years	4	6	4	9	6	4	6	2	4	6	5	7	5	64	5.3	68	37.6%				
5 - 11 Years	5	6	6	2	5	7	3	3	9	8	6	5	4	64	5.3	69	38.1%				
12 - 14 Years	4	1	1	0	1	0	4	0	4	1	4	0	2	18	1.5	22	12.2%				
15 - 17 Years	0	0	3	0	0	0	1	0	3	1	3	0	0	12	1.0	12	6.8%				
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%				
TOTAL = (a44+a45)	13	15	14	11	13	11	15	7	22	17	17	15	11	168	14.0	181	100.0%				
CHECK (a44+a45)	13	15	14	11	13	11	15	7	22	17	17	15	11	168	14.0	181	100.0%				
Ethnicity/Language																					
Caucasian	15	17	23	15	9	7	13	11	12	8	9	18	16	158	13.2	173	36.6%				
Hispanic	2	13	8	10	15	12	14	8	13	10	10	5	3	121	10.1	123	26.0%				
African American	4	7	3	2	1	3	6	3	11	9	11	4	5	67	5.6	71	15.0%				
Native American	3	5	1	2	4	0	3	1	3	0	0	0	2	21	1.8	24	5.1%				
Asian	1	0	0	0	2	3	1	0	0	0	0	1	0	7	0.6	8	1.7%				
Mixed Ethnicity/Multi-Racial	3	4	4	10	9	2	7	2	7	8	7	0	4	64	5.3	67	14.2%				
Other/Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0.6	7	1.5%				
TOTAL = (a71:a77)	28	46	39	39	40	27	46	25	46	35	37	35	30	445	37.1	473	100.0%				
CHECK (a71:a77)	28	46	39	39	40	27	46	25	46	35	37	35	30	445	37.1	473	14.4%				
Monolingual Spanish speakers	0	0	0	0	3	2	1	0	0	1	0	0	0	7	0.6	7	1.5%				
Monolingual - other lang.	0	0	0	0	1	1	0	0	0	0	1	0	0	3	0.3	3	0.6%				
Annual Income																					
\$0 - \$10,000	12	26	18	24	24	13	23	17	21	12	18	17	16	229	19.1	241	82.5%				
\$10,001 - \$20,000	3	4	4	3	2	2	3	0	3	5	1	2	2	31	2.6	34	11.6%				
\$20,001 - \$30,000	0	1	3	0	1	1	4	1	0	1	1	1	1	15	1.3	15	5.1%				
\$30,001 - \$50,000	0	0	0	1	0	0	1	0	0	0	0	0	0	2	0.2	2	0.7%				
\$50,001 - \$75,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%				
\$75,001 and up	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%				
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%				
TOTAL = (a71:a77)	15	31	25	28	27	18	31	18	24	18	20	20	19	277	23.1	292	100.0%				
CHECK (a71:a77)	15	31	25	28	27	18	31	18	24	18	20	20	19	277	23.1	292	100.0%				

CHECK# (114220)	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100													
County of Residence																																																																																																			
Adams	0	4	7	6	4	5	4	0	8	8	7	5	3	61	5.1	61	12.9%																																																																																		
Arapahoe	0	7	1	7	5	3	4	1	13	1	10	9	4	65	5.4	65	13.7%																																																																																		
Broomfield	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0.1	1	0.2%																																																																																		
Denver	6	16	13	9	17	13	19	11	9	6	15	16	5	149	12.4	155	32.8%																																																																																		
Boulder	0	0	0	1	4	0	1	1	1	1	0	0	2	11	0.9	11	2.3%																																																																																		
Douglas	0	0	0	2	1	1	0	0	0	0	0	0	0	4	0.3	4	0.8%																																																																																		
Elbert	0	0	0	0	0	0	0	0	5	0	0	0	0	5	0.4	5	1.1%																																																																																		
El Paso	1	0	0	1	2	0	4	0	2	0	0	0	0	9	0.8	10	2.1%																																																																																		
Gilpin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%																																																																																		
Jefferson	3	13	12	4	7	4	7	9	8	10	2	3	10	95	7.9	98	20.7%																																																																																		
Lincoln	0	3	0	0	0	0	0	0	0	0	0	0	0	3	0.3	3	0.6%																																																																																		
Weld	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%																																																																																		
Other County-Colorado	0	0	0	1	0	0	5	0	0	0	0	0	0	6	0.5	6	1.3%																																																																																		
Out of State	18	3	6	8	0	1	1	3	0	3	3	2	6	36	3.0	54	11.4%																																																																																		
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%																																																																																		
TOTAL = (a82:06)	28	46	39	39	40	27	46	25	46	35	37	35	30	445	37.1	473	100.0%																																																																																		
CHECK# (a82:06) W(a3)	28	46	39	39	40	27	46	25	46	35	37	35	30	445	37.1	473	100.0%																																																																																		

CHECK# (a101:138) W(a3)	28	46	39	39	40	27	46	25	46	35	37	35	30	445	37.1	473	100.0%
City of Residence																	
Adams City	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Arvada	0	7	5	0	1	4	2	3	1	8	0	0	1	32	2.7	32	6.8%
Aurora	0	4	1	6	5	3	1	1	17	2	5	8	4	57	4.8	57	12.1%
Bennett	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Boulder	0	0	0	1	3	0	1	1	1	1	0	0	2	10	0.8	10	2.1%
Bow Mar	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Brighton	0	0	0	0	0	0	0	0	1	0	3	0	1	5	0.4	5	1.1%
Broomfield	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0.1	1	0.2%
Byers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Centennial	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0.1	1	0.2%
Cherry Hills Village	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Columbine Valley	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Commerce City	0	2	0	6	4	4	2	0	0	0	0	0	0	18	1.5	18	3.6%
Conifer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Denver	6	16	13	9	17	8	19	11	9	3	15	13	5	138	11.5	144	30.4%
Dupont	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Eastlake	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Edgewater	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Englewood	0	3	0	0	0	4	0	2	0	5	3	0	0	17	1.4	17	3.6%
Evergreen	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Federal Heights	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Glendale	0	0	0	1	0	3	0	0	0	3	0	1	0	8	0.7	8	1.7%
Golden	0	0	0	0	2	0	1	0	0	0	0	0	0	3	0.3	3	0.6%
Henderson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Irondale	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Lakewood	3	6	6	1	3	0	4	4	7	8	2	3	4	48	4.0	51	10.8%
Littleton	0	0	1	0	1	0	0	0	1	0	0	0	0	3	0.3	3	0.6%
Lochbuie	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Northglenn	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0.1	1	0.2%
Sheridan	0	0	0	0	0	0	0	0	0	0	0	2	0	2	0.2	2	0.4%
Strasburg	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Thornton	0	1	0	0	0	1	0	0	0	7	4	2	2	17	1.4	17	3.6%
Watkins	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Welby	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
Westminster	0	0	7	0	0	1	0	0	0	0	0	0	0	8	0.7	8	1.7%
Wheat Ridge	0	0	0	3	0	0	2	0	0	0	0	5	10	10	0.8	10	2.1%
Other City - Colorado	1	3	0	4	4	3	9	0	7	0	0	0	0	30	2.5	31	6.6%
Out of State	18	3	6	8	0	1	1	3	0	3	3	2	6	36	3.0	54	11.4%
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0	0.0%
TOTAL = (a101:138)	28	46	39	39	40	27	46	25	46	35	37	35	30	445	37.1	473	100.0%
CHECK# (a101:138) W(a3)	28	46	39	39	40	27	46	25	46	35	37	35	30	445	37.1	473	100.0%

Nights of Shelter:																	
HOH																	
WIC	767	833	769	792	796	729	762	552	915	695	724	656	690	749.2	6990	100.0%	
GEM																	
TOTAL	767	833	769	792	796	729	762	552	915	695	724	656	690	749.2	6990	100.0%	

Educational Presentations Given:																	
Number of Presentations Given	1	8	0	3	3	1	2	10	4	3	5	1	41	6.4	41		
Number In Audience	22	124	0	80	38	1	16	187	21	154	73	2	748	59.8	748		
TOTAL	23	132	0	83	41	2	18	197	25	157	78	3	789	66.2	789		

OUTCOME MEASUREMENTS

WIC Shelter:																	
Total Served	46	39	39	40	27	46	25	46	35	37	35	30	445	37.1	445		
Denied shelter to b/c shelter full	0	0	0	0	0	0	0	0	42	0	0	0	42	3.5	42		
Completed Surveys	1	12	10	14	7	9	10	7	10	5	6	4	95	7.9	95		

FAMILY TREE INC. Women In Crisis	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD	AVG	Projected	Prior Year	Grant	12
2012-2013 Stats	31	31	30	31	30	31	31	28	31	30	31	30			13-14	12-13	Goals	
Crisis Line																		
Total Calls *	532	547	433	515	499	441	454	472	510	530	505	508	5956	496	5956	5692		
Shelter Crisis Calls	215	230	167	203	276	183	228	293	270	270	224	253	2812	234	2812	2552		
Legal Crisis Calls	317	317	266	312	223	258	236	179	240	260	281	255	3144	262	3144	3140		
Total Monolingual Spanish Calls	22	19	30	16	41	4	7	37	28	45	35	30	314	28	314	298		
Denied Shelter - Full	0	0	0	0	0	0	0	0	42	0	0	0	42	4	42	192		
Residential Services																		
Total Sheltered New	46	39	39	40	27	46	25	46	35	37	35	30	445	37	474	459		
Total Sheltered Cont	29	28	24	20	26	26	30	9	28	29	22	25	296	25				
Total Women New	31	25	28	27	16	31	18	24	18	20	20	19	277	23	293	275		
Total Women Cont	16	16	13	13	18	14	19	7	13	14	10	14	165	14				
Women with Children New	8	7	9	9	7	9	5	9	7	7	10	8	95	8	99	93		
Women with Children Cont	4	7	6	5	6	8	7	1	6	6	5	8	69	6				
Women without Children New	23	18	19	18	9	22	13	15	11	13	10	11	182	15	194	182		
Women without Children Cont	12	9	7	8	10	6	12	6	7	8	5	6	96	8				
Children New	15	14	11	13	11	15	7	22	17	17	15	11	168	14	181	184		
Children Cont	13	12	11	7	10	12	11	2	15	15	12	11	131	11				
Women Under 18 w/ Children New	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Women Under 18 w/out Children New	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Shelter Services																		
Nights of Shelter	767	833	769	792	796	729	762	552	915	695	724	656	8990	749	8990	8670		
Average Nights of Shelter	24.7	26.9	25.6	25.6	26.5	23.5	24.6	19.7	29.5	23.2	23.4	21.9		24.6		23.7		
Average # Beds Held	2.2	2.4	1.6	1.6	1.1	2.4	1.8	3.1	1.6	3.1	2.2	3.5		2.2				
Average Length of Stay	16.5	18.4	18.1	16.3	23.1	19.1	20.9	16.3	14.7	25.5	13.6	20.4		18.6		19.3		
Number Leaving Shelter	31	27	29	24	18	25	30	18	16	24	16	23	281	23	281	274		
New Living Situation	16	12	7	9	4	10	11	8	4	13	6	7	107	9	107	108		
Other Agency Provider	3	9	6	8	7	4	11	3	7	7	2	5	72	6	72	67		
Returned to Abuser	0	0	2	0	0	1	0	0	0	0	0	1	4	0	4	10		
Returned Home	1	0	0	1	0	0	3	0	0	2	0	3	10	1	10	13		
Unknown/not asked	11	6	14	6	7	10	5	7	5	2	8	7	88	7	88	76		
Stays 0-30 days	23	22	25	19	11	22	22	17	14	14	15	18	222	19	222	225		
Stays 31-45	6	5	4	5	7	3	6	1	2	8	1	2	50	4	50	41		
Stays 45+	2	0	0	0	0	0	2	0	0	2	0	3	9	1	9	8		
Number of Women Asked to Leave	3	2	5	5	2	2	2	2	2	4	6	6	39	3	39	79		
Women's Program																		
Total # of Surveys	1	12	10	14	7	9	10	7	10	5	6	4	95	8	95	107		
Shelter Services																		
# Increased Safety Strategies	1	10	8	13	6	9	10	5	9	5	6	3	89%	7	89%	77%		
# Increased Knowledge of Com Res	1	9	7	13	6	9	10	5	8	5	5	3	85%	7	85%	78%		
# Increased Feeling Hopeful	1	8	7	13	7	0	0	0	0	0	0	0	62%	3		88%		
Group Services																		
# increased Safety Strategies	1	7	6	9	7	9	6	5	4	0	2	0	58%	5	58%	45%		
# Increased Knowledge of Com Res	1	5	5	9	7	9	6	4	3	0	2	1	55%	4	55%	40%		
# Feeling Less Alone	1	7	5	7	7	0	0	0	0	0	0	0	47%	2		58%		
Advocacy Services																		
# Increased Safety Strategies	1	8	7	11	6	9	9	4	7	0	3	1	69%	6	69%	53%		
# Increased Knowledge of Com Res	1	7	8	11	6	9	9	4	6	0	3	2	69%	6	69%	55%		
# More Rights and Options	1	8	7	11	8	0	0	0	0	0	0	0	57%	3		78%		
Received Group Counseling	11	11	14	14	5	22	19	12	13	14	14	14	157	13	157	105		
Grp Counseling Contacts (All Clients)	67	42	34	61	8	58	85	66	81	59	50	77	688	57	688	608		
Ind Counseling Contacts (All Clients)	152	166	139	121	71	174	131	125	130	124	135	128	1596	133	1596	1557		
Advocacy Contacts (All Clients)	237	206	175	207	93	245	219	202	225	180	186	205	2380	198	2380	2369		
Special Needs (New Women Only)																		
Chronically Homeless	2	0	6	4	2	7	5	12	6	5	4	0	53	4	53	72		
Severely Mentally ill	1	0	4	1	2	2	6	2	3	2	0	1	24	2	24	32		
Chronic Substance Abuse	2	2	3	2	0	1	2	7	1	1	2	2	25	2	25	36		
Other Disability	4	0	1	2	0	3	5	2	1	1	0	1	20	2	20	25		
Veterans	0	1	0	1	0	0	0	0	0	0	0	0	2	0	2	1		
Persons with HIV/AIDS	0	0	1	0	1	0	0	0	0	0	0	0	2	0	2	1		
Elderly	0	0	1	0	0	1	1	0	1	0	1	0	5	0	5	1		
From a Rural Area	0	0	1	0	0	1	0	1	0	0	0	0	3	0	3	2		
Identify as G/L/B	0	0	1	0	1	0	0	0	0	0	0	0	2	0	2	4		
Identify as T/I	0	0	0	0	1	0	0	0	0	0	0	0	1	0	1	0		
Children's Program																		
Ind Counseling (New 3-17)	9	7	4	7	7	6	2	11	6	2	9	8	78	7	78	101		
Ind Counseling (Cont 3-17)	8	4	4	4	6	7	6	0	4	3	4	6	56	5	56	56		
Ind Counseling Contacts	9	10	8	6	11	16	4	5	5	8	12	16	110	9	110	130		
Group Counseling (New 3-17)	5	2	0	5	2	0	1	6	2	4	3	4	34	3	34	44		
Group Counseling (Cont 3-17)	5	3	2	2	0	0	5	0	4	3	2	1	27	2	27	34		
Grp Counseling Contacts (All)	10	5	2	7	2	0	6	8	7	9	7	5	68	6	68	59		
Receiving Safety Plan New	15	14	11	13	11	15	7	22	17	17	15	11	168	14	168	184		
Adv and Support (New 0-17)	15	14	11	13	11	15	7	22	17	17	15	11	168	14	168	184		
Adv and Support (Cont 0-17)	10	5	4	4	8	10	7	0	6	6	8	6	74	6	74	124		
Group Activities (New 3-17)	7	7	2	6	2	3	1	10	9	6	2	1	56	5	56	105		
Individual Activities (New 3-17)	1	0	0	0	0	0	0	0	1	2	1	0	5	0	5	43		
Mother Information																		

Rec'd Support New	8	7	8	9	6	8	4	9	7	6	9	8	89	7	89	86
Rec'd Support Cont	3	5	6	5	3	7	6	11	4	5	4	8	57	5	57	60
Ethnic Origin - Summarized (Women & Children - New)																
Caucasian	17	23	15	9	7	13	11	12	8	9	18	16	158	13	173	171
Hispanic	13	8	10	15	12	14	8	13	10	10	5	3	121	10	123	110
African-American	7	3	2	1	3	8	3	11	9	11	4	5	67	6	70	94
Asian	0	0	0	2	3	1	0	0	0	0	1	0	7	1	8	9
Pacific Islander	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Native American	5	1	2	4	0	3	1	3	0	0	0	0	2	21	2	24
Other/Unknown/Mixed	4	4	10	9	2	7	2	7	8	7	7	4	71	6	75	65
Total	46	39	39	40	27	46	25	46	35	37	35	30	445	37	473	459
Ethnic Origin - Detailed (Women & Children - New)																
Caucasian	30	31	25	24	19	27	19	25	18	19	23	19	279	23	296	282
Black/African-American	7	3	2	1	3	8	3	11	9	11	4	5	67	6	70	92
African-American/White	0	0	5	0	0	0	1	0	0	0	0	1	7	1	8	10
American Indian/Alaskan Native	5	1	2	4	0	3	1	3	0	0	0	2	21	2	24	9
Am Ind/Al Native/White	0	0	0	1	0	1	0	6	0	0	0	0	8	1	8	2
Am Ind/Al Native/Black	0	0	1	2	0	1	0	0	0	0	0	1	5	0	5	1
Asian	0	0	0	2	3	1	0	0	0	1	0	7	1	7	9	9
Asian and White	0	0	0	0	0	0	1	0	0	0	0	0	1	0	2	0
Native Hawaiian/Pacific Islander	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Multi-Racial	4	4	4	6	2	5	0	1	8	7	7	2	50	4	53	54
Hispanic	13	8	10	15	12	14	8	13	10	10	5	3	121	10	123	110
Non-Hispanic	33	31	29	25	15	32	17	33	25	27	30	27	324	27	350	349
Total	46	39	39	40	27	46	25	46	35	37	35	30	445	37	473	459
County (Women New)																
Jefferson	7	9	4	6	2	5	5	5	6	2	1	7	59	5	62	54
Gilpin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adams	4	3	3	1	2	3	0	3	4	2	4	2	31	3	31	35
Arapahoe	6	1	5	3	3	1	1	8	1	6	5	2	41	3	41	38
Boulder	0	0	1	4	0	1	1	1	1	0	0	1	10	1	10	9
Clear Creek	0	0	1	0	0	0	0	0	0	0	0	0	1	0	1	1
Denver	10	8	8	11	7	13	8	5	3	8	8	3	92	8	98	85
Douglas	0	0	1	1	1	0	0	0	0	0	0	0	3	0	3	7
Broomfield	0	0	0	0	0	1	0	0	0	0	0	0	1	0	1	3
Other County	1	0	1	1	0	6	0	2	0	0	0	0	11	1	12	17
Other State	3	4	4	0	1	1	3	0	3	3	2	4	28	2	46	26
Total	31	26	28	27	16	31	18	24	18	20	20	19	277	23	305	276
Jeffco (Women New)																
Arvada	4	4	0	1	2	1	1	1	2	0	0	1	17	1	17	7
Conifer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Edgewater	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Golden	0	0	0	2	0	1	0	0	0	0	0	0	3	0	3	3
Lakewood	3	4	1	2	0	3	3	4	4	2	1	4	31	3	34	23
Westminster	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5
Wheat Ridge	0	0	3	0	0	0	1	0	0	0	0	2	6	1	6	11
Unincorporated (and Littleton)	0	1	0	1	0	0	0	0	0	0	0	0	2	0	2	3
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	7	9	4	6	2	5	5	5	6	2	1	7	59	5	62	54
Westminster Clients Served (New)																
Shelter Residents (Women)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5
Shelter Residents (Children)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
Legal Program	4	6	2	1	3	5	3	2	2	2	1	2	33	3	33	42
Crisis Calls	1	0	0	0	0	0	1	1	0	0	0	1	4	0	4	6
Jeffco Clients Served (New)																
Shelter Residents (Women)	7	9	4	6	2	5	5	5	6	2	1	7	59	5	60	54
Shelter Residents (Children)	6	3	0	1	2	2	4	3	10	0	2	3	36	3	38	47
Legal Program	67	56	67	66	49	51	61	39	37	45	62	42	642	54	642	627
Crisis Calls	62	69	50	55	72	51	56	81	87	80	78	71	812	68	812	699
Age (New)																
Children 3+	10	11	7	8	7	10	3	17	14	12	12	8	119	10	130	139
0-5	9	6	11	8	7	7	4	6	7	7	7	6	85	7	90	98
6-14	6	5	0	5	4	7	3	13	9	9	5	5	71	6	79	77
15-19	0	3	1	0	0	1	1	3	1	1	4	1	16	1	17	15
20-29	9	9	8	6	3	7	4	7	3	6	6	8	76	6	79	82
30-39	11	6	5	12	6	12	5	7	8	7	7	9	93	8	97	77
40-49	9	8	11	5	6	7	5	8	6	5	5	2	77	6	81	78
50-59	2	2	2	3	1	5	2	2	0	2	1	1	23	2	26	26
60-64	0	0	0	1	0	0	1	0	0	0	0	0	2	0	2	3
65+	0	0	1	0	0	0	0	0	1	0	0	0	2	0	2	1
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	46	39	39	40	27	46	25	46	35	37	35	30	445	37	473	459
Children (0-12)	14	10	11	13	11	12	7	17	15	13	12	11	146	12	157	160
Teens (13-17)	1	4	0	0	0	3	0	5	2	4	3	0	22	2	24	23
Women (18-24)	5	0	4	1	1	4	2	1	2	0	5	3	28	2	30	46
Women (25-59)	26	25	23	25	15	27	15	23	15	20	15	16	245	20	268	226
Women (60+)	0	0	1	1	0	0	1	0	1	0	0	0	4	0	4	4
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disabilities																
Women New	9	8	14	8	4	8	2	4	4	3	7	2	73	6	75	67
Women Cont	1	4	3	5	5	3	3	1	2	3	1	5	36	3	36	35
Children New	0	3	1	1	2	0	0	2	1	0	1	1	12	1	13	9
Children Cont	1	0	2	1	1	2	0	0	2	0	0	1	10	1	10	6
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Source of Family Income (New Women Only)																

No Income	14	11	14	15	10	18	12	12	8	11	12	14	151	13	162	153
TANF	1	2	0	2	0	0	1	2	2	2	2	1	15	1	15	20
SSI	2	2	5	4	2	2	2	2	0	0	2	1	24	2	24	28
Social Security	1	1	1	0	0	0	0	2	1	0	0	0	6	1	6	3
Pension	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1	0
General Assistance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Unemployment Insurance	1	0	0	0	0	0	0	0	0	0	0	1	0	1	7	7
Employment plus other sources	6	8	2	3	3	7	2	4	2	0	1	2	40	3	44	44
Employment only	0	1	0	1	0	3	0	1	2	4	1	1	14	1	14	8
Unknown	6	0	6	2	1	1	0	1	3	3	2	0	25	2	25	12
Total	31	25	28	27	16	31	18	24	18	20	20	19	277	23	292	275
Family Income: (New Women Only)																
\$0-\$10,000	26	18	24	24	13	23	17	21	12	18	17	16	229	19	241	239
\$10,001-\$20,000	4	4	3	2	2	3	0	3	5	1	2	2	31	3	34	21
\$20,001-\$30,000	1	3	0	1	1	4	1	0	1	1	1	1	15	1	15	8
\$30,001+	0	0	1	0	0	1	0	0	0	0	0	0	2	0	2	7
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	31	25	28	27	16	31	18	24	18	20	20	19	277	23	292	275
Annual Average Income	4814	7540	4442	4187	4914	7232	2785	3949	6584	4104	3813	3090	57454	4788		56923
Education Level (New Women Only)																
0-8	1	1	3	4	2	0	0	0	1	0	1	0	13	1	13	13
9-12/Non-Graduate	10	2	4	5	3	4	6	6	4	1	7	0	52	4	56	56
High School Graduate/GED	8	11	6	10	6	7	2	7	2	3	5	6	73	6	76	67
Some College	9	7	12	5	3	13	7	5	8	9	3	7	88	7	94	96
2 or 4 Year College Graduate	3	4	3	3	1	7	3	6	3	6	4	6	49	4	52	38
Graduate Degree	0	0	0	0	1	0	0	0	0	1	0	0	2	0	2	4
Other/Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	31	25	28	27	16	31	18	24	18	20	20	19	277	23	292	275
Other Family Characteristics (New)																
w/out Health Insurance	18	11	19	12	9	16	8	10	5	5	6	9	128	11	139	126
Receive Food Stamps	14	9	18	12	8	15	8	13	8	11	10	9	135	11	141	108
Migrant Farmworker	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seasonal Farmworker	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total New Res & Non-Res Served:																
Residents New	12	19	14	22	9	24	5	15	10	8	14	17	169	14	169	202
Residents Cont	16	15	6	20	15	12	14	3	9	15	6	11	142	12		
Non-Res New	77	66	72	74	54	60	66	44	43	58	72	46	732	61	732	719
Non-Res Cont	49	58	39	56	61	44	44	44	43	38	27	51	554	46		
Court Accompaniments																
PPOs ONLY (R/NR)	6	5	5	8	3	4	2	4	2	4	6	6	55	6	55	45
Criminal Court Accompaniment (R/NR)	2	1	1	0	1	0	1	0	1	0	0	0	7	1	7	2
Civil Court Accompaniment (R/NR)	17	17	19	23	27	21	17	17	24	25	17	23	247	21	247	201
Total Accompaniments (R/NR)	25	23	25	31	31	25	20	21	27	29	23	29	309	26	309	248
Face to Face Contacts (R/NR)	172	201	151	190	131	155	124	104	112	111	136	145	1732	144	1732	1803
Legal Clinic Contacts (R/NR)	6	13	10	12	17	7	7	4	15	6	13	5	115	10	115	119
# of Legal Clinics Held (R/NR)	2	3	3	4	3	1	1	4	4	2	2	2	31	3	31	30
# of Legal Clinics w/ Childcare (R/NR)	1	1	1	0	1	0	1	0	1	1	1	1	9	1	9	10
TDV Contacts	1	0	1	0	0	0	2	0	0	0	0	0	4	0	4	3
Non-court Advoc: Outgoing Calls R/NR																
Spanish Phone Calls	20	15	26	13	39	4	6	34	23	39	32	26	277	23	277	234
Clients w/ LEP (R/NR)	4	6	4	10	11	8	9	7	12	11	8	12	102	9	102	72
Clients - Immigrant/Ref/Asylee (R/NR)	0	0	1	2	3	2	4	1	2	3	4	4	26	2	26	29
Mono-Span Clients (R/NR, dup)	4	4	4	6	10	4	6	6	11	9	6	10	80	7	80	58
In-Person Contacts LEP (R/NR)	6	9	6	19	16	10	10	7	21	15	14	18	151	13	151	93
Mono-Span Victims (New)	3	3	1	5	5	2	5	3	7	4	2	3	43	4	43	55
Program Evaluations: PO/ Legal Clinic/ LEP																
Total # surveys completed	8	14	12	19	9	10	6	6	11	5	19	5	124	10	124	155
Increased Safety Strategies	8	12	12	17	7	9	5	5	8	5	18	5	90%	9	90%	97%
Increased Knowledge of Com Res	8	14	12	19	9	8	5	6	10	5	19	5	97%	10	97%	96%
Increased Knowledge of Rights and Opt	8	14	12	19	9	10	6	6	10	5	19	5	99%	10	100%	100%
Immediate Health Care Needs																
Children:																
Patients (New)	4	3	2	7	1	0	2	0	5	11	3	2	40	3	40	60
Patients (Cont)	0	1	2	0	1	1	1	0	0	0	0	0	6	1	6	16
# Visits (New, Cont)	4	4	4	7	2	1	3	0	5	11	3	2	46	4	46	67
# Acute Care Visits	2	3	3	4	1	0	3	0	2	5	2	2	27	2	27	38
# Well-Child Visits	2	1	1	3	1	1	0	0	3	6	1	0	19	2	19	32
# of Imm Ver/Updtd/Ref (New)	3	0	1	3	1	1	3	0	3	11	2	2	30	3	30	59
# Vaccinated (New)	1	0	0	3	0	1	0	0	2	6	0	0	13	1	13	16
Women:																
Patients (New)	14	7	12	13	10	9	12	8	10	13	5	10	123	10	127	112
Patients (Cont)	4	4	2	4	0	3	6	1	1	1	2	1	29	2	29	46
# Visits (New, Cont)	18	9	14	16	9	10	18	9	12	11	5	11	142	12	142	157
# Acute Care Visits	14	7	12	11	5	3	13	6	5	12	4	8	100	8	100	132
# Well-Women Visits	4	4	2	6	6	8	5	3	6	2	3	3	51	4	51	32
Totals: Children + Women																
Patients (New)	18	10	14	20	11	9	14	8	15	24	8	12	163	14	167	165
Patients (Cont)	4	5	4	4	1	4	7	1	1	1	2	1	35	3	35	58
# Visits (New, Cont)	22	13	18	23	11	11	21	9	17	22	8	13	188	16	188	214
# Acute Care Visits	18	10	15	15	6	3	16	6	7	17	6	9	126	11	126	156
# Well-Patient Visits	6	5	3	9	6	9	5	3	9	8	4	3	70	6	70	61
Prescriptions/OTC:																

# of Rx/OTC Filled	18	9	19	15	9	9	27	6	8	12	7	5	144	12	144	168
Long Term Health Care Needs																
Insurance (New Children Only)																
NOT enrolled in Insurance	0	0	0	2	0	0	1	0	0	3	0	0	6	1	6	15
Referred to Insurance Program	0	0	0	0	0	0	1	0	0	0	0	0	1	0	1	3
Insurance (New Women Only)																
NOT enrolled in Insurance	7	0	2	7	6	7	7	2	5	4	2	0	49	4	49	51
Referred to Insurance Program	0	1	0	0	1	2	4	1	1	0	0	0	10	1	10	27
Case Management (Women, Children)																
Rec'd Case Management (New)	1	4	4	5	3	5	9	3	4	4	3	9	54	5	54	46
Case Management Contacts	1	6	4	5	3	5	9	3	4	3	2	9	54	5	54	43
Referrals (Women, Children)																
Patients Ref'd to Ongoing HC	3	0	0	0	2	4	0	2	1	5	0	5	22	2	22	36
Primary Care	1	2	0	1	2	1	2	2	0	0	0	1	12	1	12	11
MCPN	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1	7
Dental	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1	3
Vision	0	0	0	0	0	0	0	0	0	1	0	0	1	0	1	2
JCMH or mental health	2	4	3	5	2	5	3	1	0	3	0	0	28	2	28	24
Substance Abuse	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dietary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7
Mammogram	0	0	0	1	1	1	2	0	0	0	0	0	5	0	5	2
Other	0	1	2	1	0	1	0	0	0	1	2	4	12	1	12	19
Total Referrals	3	7	5	5	5	8	7	3	1	5	2	5	60	5	60	75
Safe Clinic Surveys (Adults only)																
Total # Surveyed	5	0	0	3	7	13	12	4	2	1	2	2	51	4	51	42
Satisfaction w/ Care Rec'd	80%	0%	0%	33%	29%	23%	33%	50%	50%	100%	100%	100%	55%	50%	55%	75%
Doc/nurse --> DV Impact on HC	100%	0%	0%	33%	29%	23%	33%	50%	50%	100%	100%	100%	61%	52%	58%	75%
Doc/nurse --> Improve Health of Family	100%	0%	0%	33%	29%	23%	33%	50%	50%	100%	100%	100%	61%	52%	58%	73%
Referrals to Health Care Providers	20%	0%	0%	33%	29%	23%	33%	50%	50%	0%	100%	100%	36%	37%	37%	26%
Community Education Pres																
Community Education Pres	1	8	0	3	3	1	2	10	4	3	5	1	41	3	41	33
Community Awareness Activities																
Community Awareness Activities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Youth Targeted Pres																
Youth Targeted Pres	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total Presentations																
Total Presentations	1	8	0	3	3	1	2	10	4	3	5	1	41	3	41	34
CEP - # People																
CEP - # People	22	124	0	80	38	1	16	187	21	154	0	0	643	54	643	1089
YTP - # People																
YTP - # People	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25
Total # of People Present																
Total # of People Present	22	124	0	80	38	1	16	187	21	154	73	2	718	60	718	1114
Safe Clinic Pres Given (Clients)																
Safe Clinic Pres Given (Clients)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Safe Clinic Pres Clients Attend																
Safe Clinic Pres Clients Attend	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Safe Clinic Pres Given (Other)																
Safe Clinic Pres Given (Other)	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0
Safe Clinic Pres Attend																
Safe Clinic Pres Attend	0	0	0	0	0	0	0	0	8	0	0	0	8	1	8	0

Family Tree Brochures

*(Family Tree general brochure and Domestic Violence Services menu
of options brochure)*

DONATIONS

Support vital programs and services for families and youth affected by child abuse, domestic violence and homelessness right here in metro Denver. For more information on ways to give to Family Tree and make a difference, visit www.thefamilytree.org.

FAMILY TREE TREASURE TRUNK COMMUNITY THRIFT STORE

Family Tree Treasure Trunk provides items for sale to the public and free-of-charge to Family Tree clients. All net proceeds support Family Tree programs. Visit us at:

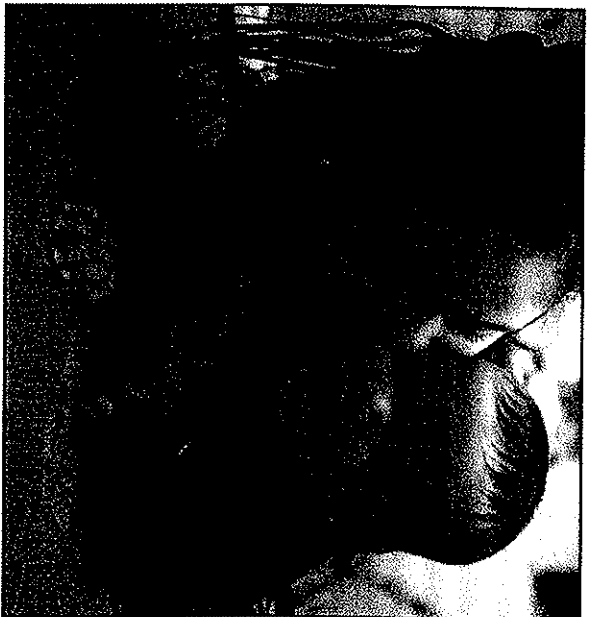
5892 W. 44th Ave.
Wheat Ridge, CO 80212
Phone: (303) 421-9205

VOLUNTEER OPPORTUNITIES

Are you interested in becoming a volunteer crisis line specialist, family advocate or thrift store specialist? Join the more than 2,000 volunteers annually, who make a difference in the lives of our families through diverse individual and group volunteer projects. For more information or to register for the next volunteer orientation, visit www.thefamilytree.org.

TOUR OUR FACILITIES

Interested in learning more about Family Tree and our programs? We invite you to join us for a tour of one or multiple Family Tree programs. To reserve your space or for more information, contact Family Tree Gifts & Community Support department at (303) 422-2133.



**EMPOWERING CHANGE.
TRANSFORMING LIVES.**

CONTACT US

Online:

www.thefamilytree.org

By Phone:

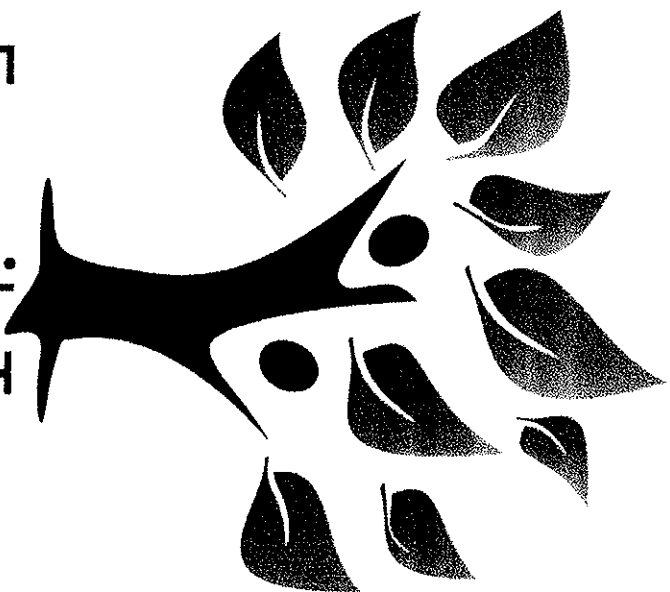
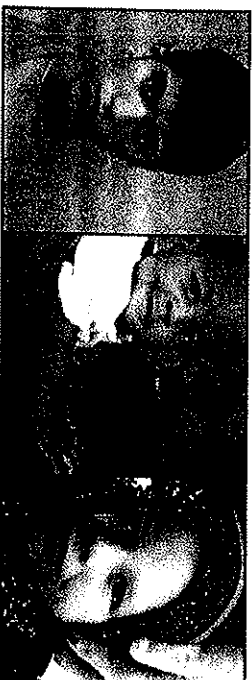
(303) 422-2133

Like us on Facebook: [thefamilytree](https://www.facebook.com/thefamilytree)

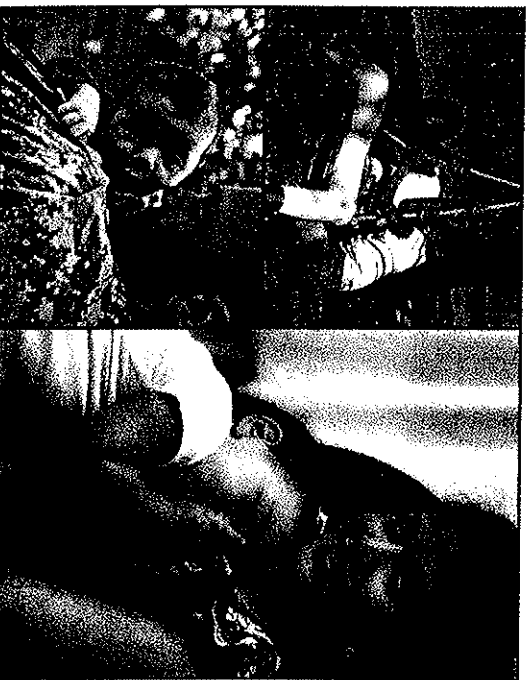
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Visit us:

Family Tree
Administration Building
3805 Marshall Street
Wheat Ridge, CO 80033



FamilyTree
EMPOWERING CHANGE. TRANSFORMING LIVES.



ABOUT FAMILY TREE

For over three decades, Family Tree has provided innovative, life-changing services designed to end child abuse and neglect, domestic violence and homelessness. As the only organization in the Denver metro area working to address the interconnectedness among these issues, Family Tree is changing how individuals, families and communities see, respond to and overcome them. In the past year, Family Tree provided services to tens of thousands of people in efforts to empower individuals to discover their own strengths to create lasting, positive change.

The mission of Family Tree is to help people overcome child abuse, domestic violence and homelessness to become safe, strong and self-reliant.

WHAT MAKES US UNIQUE

We provide a broad range of life-changing services, starting with safe, residential programs and continuing with a comprehensive range of housing and community-based wrap-around services.

We take a deeper, more personalized approach, providing services that are based on respect, dignity and personal choice.

We are rooted in the community and have been building our network of partners, educational programs, outreach and advocacy for well over three decades.

We know lasting change happens from within, so our goal is to provide tools, support, guidance and skills to help individuals believe in themselves and empower them to make their own choices.

FAMILY TREE PROGRAMS

Child and Youth Services:

Community Family Resource Team
Phone: (720) 341-4200
Provides intervention to divert at-risk youth from future out-of-home placement and future involvement with the child welfare system.

SafeCare

Phone: (303) 422-2133 ext. 211
Email: Safecare@thefamilytree.org
Provides direct skill training in the home for parents in the areas of parenting, child safety & child health.

Domestic Violence Services:

Women In Crisis

Crisis Line: (303) 420-6752
Phone: (303) 420-0412

Provides emergency residential services to keep victims safe from domestic violence. Services include 24-hour crisis line, emergency shelter, safety planning, advocacy, health care and support services.

Parenting Time Program

Phone: (303) 462-1060
Provides a safe environment for children to spend time with their non-residential parent through supervised visits, off-site visits and safe exchanges.

Domestic Violence Outreach Program

Phone: (303) 462-1060
Provides programs to increase the safety and healing and decrease the isolation of victims of domestic violence through individual and group advocacy and supportive services.

Legal Advocacy Program

Phone: (303) 271-6559
Provides civil and criminal legal advocacy, crisis intervention and information to increase immediate and long-term safety for victims of domestic violence, sexual assault and stalking.



Housing and Family Stabilization Services

House of Hope

Phone: (303) 762-9525
Provides emergency residential services and resources for homeless women and their children.

Homelessness Program

Phone: (303) 467-2604
Provides comprehensive support services to homeless families, individuals and youth in efforts to help stabilize them through economic self-sufficiency, emergency financial assistance, and affordable housing programs.

Kinship Programs

Phone: (303) 463-6330
Provides financial supportive services and referrals essential for kinship families (children who are cared for by grandparents, relatives or other caretakers) who need short-term assistance to maintain stability and housing for the children in their care.

Veteran Programs

Phone: (303) 463-6330
"Back Home" Supportive Services for Veterans Families (SSVF) promotes housing stability among very low-income veterans who are homeless or at risk of becoming homeless.

For more information visit us online at www.thefamilytree.org.



FamilyTree

You deserve choices.

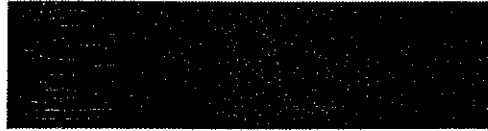
Domestic violence is a complex problem with no one-size-fits all answer. Different victims may want different levels and methods of intervention to address the threats to their safety and well being. Some victims seek help from the police and courts, while others may prefer to avoid the criminal justice system altogether.

This brochure does not list every option available to you, but it may help you begin to develop a plan with which you are comfortable. Many victims benefit from trying several of these options at the same time.

Your community stands with you.

Never underestimate the power of information and support. One phone call may change your life.

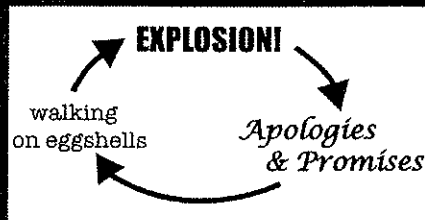
**24-HOUR HOTLINE
(303) 420-6752**



FamilyTree

..... Domestic Violence Services

The Cycle of Violence



Does this pattern look familiar? If so, you may be in an abusive relationship. Contact the 24-hour hotline at **Family Tree Domestic Violence Services** for more information on how you can break the cycle.

**24-HOUR HOTLINE
(303) 420-6752**



FamilyTree

**Domestic Violence Services
3805 Marshall Street, Suite 100
Wheat Ridge, CO 80033
(303) 420-6752**

she has
the same
safe exchange
a menu of
OPTIONS
for victims of domestic violence

she has
the same
safe exchange
a menu of
OPTIONS
for victims of domestic violence

www.thefamilytree.org

To discuss any or all of these options and receive information and referrals, please call a victim advocate at Family Tree Domestic Violence Services 24 hours a day at (303) 420-6752.

DEVELOP A SAFETY PLAN

Domestic violence victim advocates can help you create a thorough safety plan. Regardless of whether you choose to leave the relationship or stay, a safety plan is a valuable tool that can increase your ability to protect yourself and your children.

SEEK COUNSELING/SUPPORT GROUPS

These resources provide counseling and information on topics such as: identifying the red flags of abusive relationships, the impact of domestic violence on children, and the effects of verbal abuse. Support groups and individual counseling for both victims and children are offered at *Family Tree Karlis Family Center*.

ENTER A DOMESTIC VIOLENCE SHELTER

Family Tree Women In Crisis is a confidential safe house for domestic violence victims and their children located in Jefferson County. This nine-bedroom home provides shelter, food, personal care items and supportive advocacy free of charge. Available 24-hours per day.

TALK TO A FAITH LEADER

Some domestic violence survivors turn toward their faith or spirituality in order to cope, receive counseling, emotionally heal or feel supported. *Family Tree Domestic Violence Services* can connect you with a local faith leader that has been trained in domestic violence.

SEEK COMMUNITY RESOURCES

Find out about the various governmental and non-profit programs and services in your area. Assistance with rent, bills, food, clothing, medical care, housing, child care, and job training may be available to help ease your transition to a violence-free future.

LEARN ABOUT BATTERER TREATMENT

Many domestic violence victims want their abusive partners to seek counseling so that they may change. Find out about the potential benefits and limitations of batterer treatment and how your partner can enroll.

SEEK SUBSTANCE ABUSE TREATMENT

In abusive relationships, drug or alcohol abuse by either partner may increase the risk to the victim. There are several local programs that may be able to assist you or your partner to recover from substance abuse.

CONSULT AN IMMIGRATION ATTORNEY

The Violence Against Women Act allows certain battered immigrants to self-petition for their residency without the sponsorship of their abusive partner. Free or low-cost attorneys may be able to assist you.

GET A FREE EMERGENCY CELL PHONE

Family Tree collects donated cell phones to give to domestic violence victims. Phones are free and can only dial 911.

MAINTAIN A "STALKING LOG"

If your partner follows you, calls you repeatedly, sends you unwanted notes or gifts, asks others for information about you or violates a protection order, etc., he/she may be stalking you. It is helpful to write down these incidents (including date, time and place) as that information may be useful in the future to assist in a police investigation.

TALK TO FRIENDS & FAMILY

Family Tree Domestic Violence Services offers a free workshop once per month to friends and family members of domestic violence victims. The workshop allows family and friends to learn more about domestic violence and teaches them how they can be supportive to you.

OBTAIN A PROTECTION ORDER

This process is available free of charge to domestic violence victims. Legal advocates from *Family Tree Domestic Violence Services* are available to assist victims with required paperwork and provide accompaniment to court hearings at the Jefferson County Courthouse.

CONTACT LAW ENFORCEMENT

You can report physical abuse, threats, harassment, stalking, sexual assault or other crimes to your local law enforcement agency. Remember, once law enforcement has been contacted, the decision to "press charges" or "drop charges" may no longer be up to you. However, this option can lead to court-ordered treatment and monitoring for your partner, which is the only way some batterers will ever seek help. Contact the non-emergency number of the law enforcement agency where the crime occurred or 911 if it is an emergency.

APPLY FOR VICTIM COMPENSATION

If you have reported a domestic violence-related crime to the police, you may be eligible to apply for victim compensation. Victim compensation can help cover the cost of medical attention, counseling, and even loss of your partner's financial support.

PURSUE DIVORCE OR CUSTODY

Family Tree Domestic Violence Services provides free do-it-yourself clinics for domestic violence victims filing for custody or divorce. Legal advocates at *Family Tree Domestic Violence Services* can also provide referrals to private attorneys or legal aid.

REQUEST SUPERVISED VISITATION

Supervised child visitation centers and safe child exchange locations, such as *Family Tree Karlis Family Center*, can play key roles in helping victims and children stay safe after separating from an abusive partner/parent.

**ADAMS COUNTY FORMAL REQUEST FOR PROPOSAL
2015.201**

**DOMESTIC VIOLENCE SERVICES
Temporary Assistance for Needy Families (TANF)**

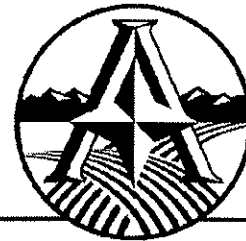
ADDENDUM ONE (1)

Addendum One (1) Issuance Date: Thursday, January 22, 2015

RFP Opening Date: Tuesday, January 27, 2015

RFP Opening Time: 4:00 p.m.

RFP Opening Place: Adams County Administration
Building, 4430 South Adams County
Parkway, 4th Floor, Purchasing
Department Brighton, Colorado,
80601



ADAMS COUNTY
COLORADO

ADAMS COUNTY
RFP 2015.201
DOMESTIC VIOLENCE SERVICES
Temporary Assistance for Needy Families (TANF)

Addendum One (1) is being issued to provide responses to the questions received on for RFP 2015.201. **Proposal submittal date and time is unchanged.**

Questions and Responses:

- Q1. Can you please clarify what you mean by providing counseling?
R1: The County is seeking offeror's proposal to define what specific domestic violence counseling services they will provide. Please be specific.
- Q2. On Attachment A Fee Schedule it is requested that the fee schedules be submitted for a three year time frame, however, the budget form is only for a 12 month period. Would you like applicants to submit three of these budget forms for each year or recreate the form to show all three years on one form?
R2: The County is looking for the offeror to submit fees for three years using the attached fee schedule as a guide.
- Q3. What does it mean to be fully operational by February 1, 2015? Is this an error?
R3a. No, this was an estimated date in writing the specifications.
With the RFP timeframe and proposals due on January 27, 2015, would it be possible to have contracts in place by February 1st?
R3b. The County is looking to start services in the first quarter of 2015. The services effective date will be based on proposals responses received for the solicitation.
- Q4. Can you please clarify on page 9, section 13.1 if the criminal background checks performed would be for employee applicants or the clients being served in the program?
R4. The offeror will be responsible for all CBI checks for their employee applicants.
- Q5. Can you please clarify on page 9, section 14.1 where it states that reports shall include client names and social security numbers. As a provider of domestic violence services this request could be harmful to the safety of our clients, cause a breach in confidentiality for our clients and may be a violation of the State statute that protects the identities of victims of domestic violence.
R5. Identifiers are only required for those receiving rental assistance, not for those staying in the shelter or receiving counseling. The identifiers can be a provider-generated code instead of names or Social Security numbers to protect the identities of those receiving rental assistance. However, in the case of an audit, the provider will need to be able to identify who received rental assistance.
- Q6. Can you please clarify on page 8, section 13.1, 2nd bullet – is safe housing different from providing shelter?
R6. No, safe housing and shelter are used interchangeably.
- Q7. Is it a requirement under this RFP for shelter services to be provided within Adams County?
R7. No, shelter services only need to be accessible to those living in Adams County.



ADAMS COUNTY
COLORADO

REQUEST FOR PROPOSAL
2015.201

DOMESTIC VIOLENCE SERVICES
Temporary Assistance for Needy Families (TANF)

OFFEROR'S STATEMENT/SIGNATURE PAGE

I have read and fully understand all the special conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said special conditions as stated or implied. In consideration of the above statement, the following proposal is hereby submitted.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # 1 through Addenda # 1
(If None, Please write NONE)

Family Tree, Inc.
Company Name

3805 Marshall Street
Address

Wheat Ridge, CO 80033
City, State, Zip Code

Jefferson
County

303-422-2133
Telephone

SShields@thefamilytree.org
Email Address

1/27/15
Date


Name and Signature of Authorized Person

Scott Shields
Printed Name

Chief Executive Officer
Title

303-422-5707
Fax

OFFEROR'S CERTIFICATION OF COMPLIANCE

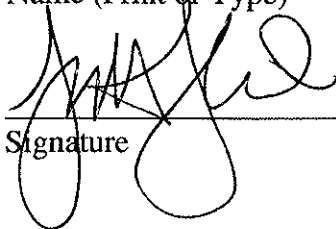
Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended 5/13/08, as a prerequisite to entering into an agreement for services with Adams County, Colorado, the undersigned Offeror hereby certifies that at the time of this certification, Offeror does not knowingly employ or contract with an illegal alien who will perform work under the awarded agreement for services and that the Offeror will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the awarded agreement.

OFFEROR:

Family Tree, Inc.
Company Name

1/27/15
Date

Scott Shields
Name (Print or Type)


Signature

Chief Executive Officer
Title

Note: Registration for the E-Verify Program can be completed at: <https://www.visdhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering.

EXHIBIT A
(All Documents following this page of the Agreement)

Exhibit:

1. Adams County RFP 2015.201 Housing and Domestic Violence Services

The remainder of this page left blank intentionally

EXHIBIT A

**ADAMS COUNTY FORMAL REQUEST FOR PROPOSAL
2015.201**

DOMESTIC VIOLENCE SERVICES Temporary Assistance for Needy Families (TANF)

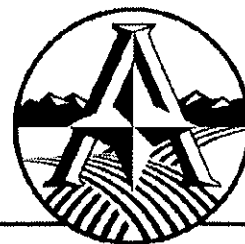
**All Documents and Addendums related to this RFP
will be posted on the Rocky Mountain Bid System at:
<http://www.rockymountainbidsystem.com/Bids/ViewOpenSolicitations.asp>**

**RFP Issuance Date:
January 9, 2015**

**Written questions regarding this RFP will be accepted through
January 14, 2015
by 2:00 p.m.**

**RFP Opening Date:
January 27, 2015
Time: 4:00 p.m.**

**Location: Adams County Government Center
Purchasing Division
4430 South Adams County Parkway
Brighton, CO 80601**



ADAMS COUNTY
COLORADO

GENERAL INSTRUCTIONS

1. Adams County Board of Commissioners (BOCC) through its Purchasing Division is seeking the services of a qualified organization to assist Adams County Government in providing domestic violence shelter and services for low income families through the Temporary Assistance to Needy Families (TANF) program in accordance with the Colorado Works Program Act §§ 26-2-701, et seq., C.R.S for Adams County Human Services Department (ACHSD).
2. **All documents and addendums related to this RFP will be posted on the Rocky Mountain Bid System at:**
<http://www.rockymountainbidsystem.com/Bids/ViewOpenSolicitations.asp>
 - 2.1 Offeror must register with this service to receive these documents.
 - 2.2 This service is offered free or with an annual fee for automatic notification services.
 - 2.3 Addendums may be issued at any time prior to the time set for receipt of proposals.
3. Written questions relating to RFP 2015.201 must be reduced to writing, and sent to the County's Purchasing Division of Finance to the attention of the Purchasing Agent by e-mail at hcasteel@adcogov.org until the close of business on or before, January 14, 2015, by 2:00 p.m.
4. **Proposals**
 - 4.1. Sealed proposals for consideration will be received at the office of the Purchasing Division of Finance at the Adams County Government Center, 4430 South Adams County Parkway, Fourth Floor, Brighton Colorado 80601, up to 4:00 p.m., January 27, 2015.
 - 4.2. The RFP opening time shall be according to the County receptionist's clock on the first floor, at this time only the names of the offerors submitting proposals will be read out loud.
 - 4.3. Proposals may be mailed or delivered in person, and **must be** in a sealed envelope clearly labeled with the submitting Company's Name, RFP number, the project name, and time of the RFP opening.
 - 4.4. No proposal will be accepted after the time and date established, per section 4.1 above, except by written addenda.
 - 4.5. **Format.** Offeror must submit sealed proposal in **one (1)** original copy, **three (3) unbounded hardcopies**, and a copy on CD formatted as a single .pdf file. Proposal should not exceed **fifteen (15)** pages for the technical proposal, **excluding** the RFP required pages submitted only on single sided, single column typed 8.5" x 11" size, minimum twelve (12)-font. Brochures or other supportive documents may be included with the proposal narrative.

- 4.6. The two (2) required signature pages at the end of this document “**OFFEROR’S CERTIFICATION OF COMPLIANCE**” Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08 and the “**OFFEROR’S SIGNATURE PAGE**” acknowledging the receipt of addendum(s), if applicable, must be signed and included as part of the proposal packet.
- 4.7. Proposal may not be withdrawn after date and hour set for closing. Failure to enter into an agreement or honor an issued purchase order will be cause for removal of Offeror’s name from the County’s Vendor's List for a period of twelve (12) months from the date of this RFP opening.
- 4.8. The County reserves the right to short list from the submitting Offerors and conduct interviews.
- 4.9. In submitting the proposal, the Offeror agrees that acceptance of any or all proposals by the Purchasing Division of Finance within a reasonable time or period constitutes an agreement. No delivery shall become due or be accepted unless a purchase order shall first have been issued by the Purchasing Division.
- 4.10. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.
- 4.11. The County assumes no responsibility for proposals being either opened early or improperly routed if the envelope is not clearly marked on the outside with the RFP number and solicitation name.
- 4.12. In the event of a situation severe enough to cause the Adams County Board of Commissioners to close The County Offices for any reason, the Purchasing Manager has the prerogative of rescheduling the RFP opening time and date. No proposal will be considered above all other proposals by having met the RFP opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Commissioners to close the County Offices.
- 4.13. Proposals must be furnished in the format described in Section 4.5 above. Failure to submit proposal in the format described in Section 4.5 above may be cause for rejection of the proposal. Proposals must be furnished exclusive of taxes.
- 4.14. No award will be made to any person, firm or corporation that is in arrears upon any obligation to the County.
- 4.15. If submitting a joint venture proposal or a proposal involving a partnership arrangement, articles of partnership stating each partner’s responsibilities shall be furnished and submitted with the proposal.

- 4.16. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals, including but not limited to:
 - 4.16.1. Any Proposal which does not meet bonding requirements, or,
 - 4.16.2. Proposals which do not furnish the quality, or,
 - 4.16.3. Offer the availability of materials, equipment or services as required by the specifications, description or scope of services, or,
 - 4.16.4. Proposals from Offerors who lack experience or financial responsibility, or,
 - 4.16.5. Proposals which are not made to form.

- 4.17. The Board of County Commissioners may rescind the award of any proposal within one (1) week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.

- 4.18. Issuance of this solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.

- 4.19. If a formal Agreement is required, the Offeror agrees and understands a Notice of Award does not constitute an Agreement or create a property interest of any nature until an Agreement is signed by the Awardee and the Board of County Commissioners and/or their authorized designee.

- 4.20. Only sealed proposals received by the Purchasing Division of Finance will be accepted; proposals submitted telephone, E-mail, or facsimile machines are not acceptable.

- 5. Adams County is an equal opportunity employer.

- 6. The County ensures that Disadvantaged Business Enterprises will be afforded full opportunity to submit a proposal in response to all invitations and will not be discriminated against on the grounds of race, color, national origin, age, gender, or disability in consideration for an award.

- 7. **INSURANCE:** The Offeror agrees to maintain insurance of the following types and amounts:
 - 7.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.
 - 7.1.1. Each Occurrence \$1,000,000
 - 7.1.2. General Aggregate \$2,000,000

 - 7.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.
 - 7.2.1. Bodily Injury/Property Damage \$1,000,000 (each accident)
 - 7.2.2. Personal Injury Protection Per Colorado Statutes

 - 7.3. Workers' Compensation Insurance: Per Colorado Statutes

 - 7.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services.

- 7.4.1. Each Occurrence \$1,000,000
- 7.4.2. This insurance requirement applies only to Offeror who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.
- 7.5. The Offeror's commercial general liability, and comprehensive automobile liability insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:
 - 7.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Offeror.
 - 7.5.2. The insurance companies issuing the policy or policies shall have no response against the County for payment of any premiums due or for any assessments under any form of any policy.
 - 7.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Offeror.
- 7.6. All insurers of the Offeror must be licensed or approved to do business in the State of Colorado. Upon failure of the Offeror to furnish, deliver and/or maintain such insurance as provided herein, the Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Offeror in obtaining and/or maintaining any required insurance shall not relieve the Offeror from any liability under the Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Offeror concerning indemnification.
- 7.7. Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30)-days prior written notice by certified mail, return receipt requested, to the County.
- 7.8. At any time during the term of the Agreement, the County may require the Offeror to provide proof of the insurance coverage's or policies required under the Agreement.
- 7.9. The Offeror shall not commence work under the agreement until they have submitted to the County and received approval thereof, certificates of insurance showing that they have complied with the foregoing insurance.
- 7.10. All referenced insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured." The name of the RFP or project must appear on the certificate of insurance.
- 7.11. Underwriters shall have no right of recovery or subrogation against the County; it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the described insurance.

- 7.12. The clause entitled "Other Insurance Provisions" contained in any policy including the County as an additional insured shall not apply to the County.
- 7.13. The insurance companies issuing the policy or policies shall have no response against the County for payment of any premiums due or for any assessments under any form of any policy.
- 7.14. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Offeror.
- 7.15. If any of the said policies shall be or at any time become unsatisfactory to the County as to form or substance, or if a company issuing any such policy shall be or at any time become unsatisfactory to the County, the Offeror shall promptly obtain a new policy, submit the same to the Purchasing Division Manager of Adams County for approval and thereafter submit a certificate of insurance as herein above provided. Upon failure of the Offeror to furnish, deliver and maintain such insurance as provided herein, the agreement, at the election of the County, may be immediately declared suspended, discontinued or terminated. Failure of the Offeror in obtaining and/or maintaining any required insurance shall not relieve the Offeror from any liability under the agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Offeror concerning indemnification.
8. Offeror shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
9. **COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08:**
Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08, the Offeror shall meet the following requirements prior to signing the Agreement (purchase of service agreement) and for the duration thereof:
 - 9.1. The Offeror shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.
 - 9.2. The Offeror shall not knowingly employ or contract with an illegal alien to perform work under the purchase of service agreement.
 - 9.3. The Offeror shall not enter into a contract with a subcontractor that fails to certify to the Offeror that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under the purchase of service agreement.

- 9.4. At the time of signing the purchase of service agreement, the Offeror has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under the purchase of service agreement through participation in either the E-Verify Program or the Department Program.
- 9.5. The Offeror shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while the purchase of service agreement is being performed.
- 9.6. If Offeror obtains actual knowledge that a subcontractor performing work under purchase of service agreement knowingly employs or contracts with an illegal alien, the Offeror shall: notify the subcontractor and the County within three (3) days that the Offeror has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the Offeror shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 9.7. Offeror shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 9.8. If Offeror violates this Section, of the Agreement, the County may terminate the Agreement for breach of contract. If the Agreement is so terminated, the Offeror shall be liable for actual and consequential damages to the County.

10. TERM:

Award of this solicitation will result in the establishment of a County agreement for a period from the date of issuance of the notice to proceed (NTP) with two (2) additional one-year renewal periods, not to exceed three (3) years, at the sole option of the Adams County Board of Commissioners.

11. INVOICE BILLING:

The County will pay all statements within thirty (30) days of the date submitted.

End General Information

12. STATEMENT AND SCOPE OF SERVICES

12.1. Introduction:

Adams County Board of Commissioners (BOCC) through its Purchasing Department is seeking the services of qualified organizations to assist Adams County Government in providing domestic violence shelter and services for low income families through the Temporary Assistance to Needy Families (TANF) program in accordance with the Colorado Works Program Act §§ 26-2-701, et seq., C.R.S for Adams County Human Services Department (ACHSD) (referred to hereafter as the "County"). The County does not guarantee any amount ordered under this solicitation.

- 12.2. Services for families should include domestic violence shelter, counseling, groups, emergency phone counseling/crisis line, and case management. Other complementary services such as providing clothing, connection to resources to relocate, referrals for legal assistance (including assistance in gaining restraining orders), mental health assistance, child care, GED classes, financial education, and job placement services are highly desirable. Spanish bilingual services required.
- 12.3. Offerors will provide a list of categories of services and the average number of families and children expected to receive each service for a twelve (12) month period. \$114,540 has been allocated to this project for a twelve (12) month period. Proposals should not exceed \$114,540 in costs.

13. SCOPE OF WORK

13.1. The qualified offeror program will be required to:

- Be fully operational by February 1, 2015
- Provide safe housing for families escaping domestic violence that qualify for TANF (household income under \$75,000 per year) on a space-is-available basis
- Ability to provide services
- Provide individual and group counseling; including options for Spanish speakers.
-

Groups will:

- Identify goals leading to economic self-sufficiency and work to reduce/eliminate reliance on government assistance
- Provide child safety and dating and relationship safety planning information
- Provide safety and domestic violence counseling to children at the same time the adult group takes place if possible
- Provide group and/or individual counseling for children
- Provide an emergency phone counseling/crisis line
- Case management services
- Have the ability to provide supportive service funds to clients with up to a 60 day reimbursement period (for example, a rent payment provided by in the beginning of March would not be reimbursed until the end of April)
- Understand the TANF federal statutes and regulations, Colorado Works statutes and regulations and abide by Adams County policies and procedures and ethics policy
- Understand child welfare report requirements

- Cooperate with Adams County staff and contracted programs and community to help families receive needed and timely services
- Provide outstanding customer service to the participants and ACHSD staff. The Offeror shall treat participants from an advocate perspective and philosophy
- Provide adequate office space, meeting space, computer, printer, access to copying, file cabinets, direct telephone lines and telephones, direct fax line and fax machine, postage, and electronic mail access. This cost is included in the total cost of this program
- Assist TANF clients in attaining an improved level of self-sufficiency
- Have at least five years history serving low-income families with similar services and understand Adams County community resources and how to access them
- Have the ability to serve families throughout Adams County (your proposal may include your ability to offer groups and other services in several locations). **Do not disclose the location of the shelter**
- Conduct a criminal background inquiry (CBI) and explain negative information, such as a criminal history and discrepancies between what an applicant claims and what is reported by schools, prior employers, and etc. The offeror will compare the criminal history to the applicant's job qualifications in order to evaluate the applicant's ability to do the designated job, to ensure that the public, the County, fellow employees, families served in the program are safe, and protected from harm. The period for state CBI's is five years; if the applicant has lived out of state prior to five years then a nationwide CBI should be conducted.

14. ADDITIONAL REQUIREMENTS

14.1. REPORTS

The offeror will be responsible for submitting monthly reports summarizing the results of services provided to families to the County Project Manager. The format and content areas of reports will be developed jointly by ACHSD and the Offeror. All reporting formats, due dates, and metrics shall be approved by the County Project Manager. Reports shall include, but not be limited to, the number of families served and types of services provided including number of individuals served with safe housing, number of nights of safe housing, hours of individual counseling provided, hours of group counseling provided, and rental assistance provided which is to include client names, Social Security numbers and dates assistance was provided.

15. INCIDENT REPORT REQUIREMENT

The offeror shall report all incidents of suspected theft, fraud, or other employee misconduct to County Purchasing Manager and the County Project Manager immediately upon discovery, of each incident. This applies to employees and contracted employees for the Offeror who will be providing services or who will be handling confidential materials, supplies, or monies, for the County under the awarded agreement. The Offeror, employee and contracted employees must comply and cooperate with the County on requests for information and assistance relevant to each incident reported and any ensuing investigation

16. CONFIDENTIALITY

- Both parties acknowledge that information obtained and exchanged about clients in the performance of this contract is confidential. Both parties will protect all confidential information pursuant to the requirements of state and federal law. Both parties acknowledge that release of this information is subject to the requirements of federal and state law.
- Offeror, its employees and contracted employees shall keep all County records and information confidential at all times and comply with all laws and regulations concerning confidentiality of information. Any request or demand by a third party for County records and information in the possession of offeror shall be immediately forwarded to County's principal representative.

17. NOTIFICATION

Offeror shall notify its agent, employees, subcontractors and assignees who may come into contact with County records and confidential information that each is subject to the confidentiality requirements set forth herein, and shall provide each with a written explanation of such requirements before permitting them to access such records and information.

18. USE, SECURITY, AND RETENTION

Confidential information of any kind shall not be distributed or sold to any third party or used by Offeror or its agents in anyway, except as authorized by this Offeror approved in writing by the County. Offeror shall provide and maintain a secure environment that ensures confidentiality of all County records and other confidential information wherever located. Confidential information shall not be retained in any files or otherwise by Offeror or its agents, except as permitted in the Agreement or approved in writing by County.

19. DISCLOSURE-LIABILITY

Disclosure of County records or other confidential information by Offeror for any reason may be cause for legal action by third parties against Offeror, County or their respective agents. Offeror shall indemnify, save, and hold harmless County its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees and related costs, incurred as a result of any act or omission by Offeror, or its employees, agents, subcontractors, or assignees.

20. STANDARD AND MANNER OF PERFORMANCE

Offeror shall perform its obligations in accordance with the highest standards of care, skill and diligence in offeror's industry, trade, or profession and in the sequence and manner set forth in the scope of work.

21. FEE SCHEDULE

The offeror must submit a fee schedule for the services provided **Fee Schedule (Attachment A)**. Offeror must provide fees for the initial year of the award and the two (2) option years as listed on the Fee Schedule. The offeror's fees for the options years will be used for evaluation and award consideration.

22. INVOICE BILLING

Offeror must submit detailed invoices to the Project Manager for the previous month of service. Invoices and reports will be required to be submitted at the same time. Offeror must submit detailed monthly invoice billing statements, to include, the dates and types of services.

23. RESPONSIBILITIES OF THE COUNTY

The County shall refer families for the use of domestic violence services. The County may also refer families/individuals for services detailed in the offeror's proposal.

24. HOURS OF WORK:

The County's normal work hours at the site are from 7:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

25. CONFLICT OF INTEREST:

The offeror warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services being required under the solicitation.

26. INDEPENDENT OFFEROR:

Offeror shall perform its duties hereunder as an independent contractor and not as an employee. Neither offeror nor any agent or employee of offeror shall be deemed to be an agent or employee of the County. Offeror and its employees and agents are not entitled to unemployment insurance or workers compensation benefits through the County and the County shall not pay for or otherwise provide such coverage for offeror or any of its agents or employees. Unemployment insurance benefits will be available to offeror and its employees and agents only if such coverage is made available by Offeror or a third party. Offeror shall pay when due all applicable employment taxes and income taxes and local head taxes incurred pursuant to the Agreement.

Offeror shall not have authorization, express or implied, to bind the County to any agreement, liability or understanding, except as expressly set forth in the agreement. Offeror shall (a) provide and keep in force workers' compensation and unemployment compensation insurance in the amounts required by law, (b) provide proof thereof when requested by the County, and (c) be solely responsible for its acts and those of its employees and agents.

27. INSURANCE

Offeror shall not commence work under this solicitation until they have submitted to the County and received approval thereof, certificates of insurance showing that they have complied with the foregoing insurance.

- 1) The offeror will be required to procure and maintain, at his own expense and without cost to the County, the kinds and minimum amounts of insurance as follows:
- 2) Comprehensive General Liability, in the amount of not less than \$1,000,000 per person and \$2,000,000 general aggregate. Coverage to include,

- Premises
 - Products/Completed Operations
 - Broad Form Comprehensive, General Liability
 - Adams County shall be named as Additional Insured
- 3) Comprehensive Automobile Liability, in the amount not less than \$1,000,000 dollars minimum combined coverage.
 - 4) Employers Liability and Workers' Compensation. The offeror shall secure and maintain employer's liability and Workers' Compensation Insurance in compliance with the laws of the State of Colorado to protect them against any and all claims resulting from injuries to and death of workers engaged in work.
 - 5) Professional Liability, offeror shall maintain Professional Liability (sometimes referred to as errors and omissions insurance) in amounts not less than \$500,000 dollars.
 - 6) All referenced insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured." The name of the proposal or project must appear on the certificate of insurance.
 - 7) Underwriters shall have no right of recovery or subrogation against Adams County; it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the described insurance.
 - 8) The clause entitled "Other Insurance Provisions" contained in any policy including Adams County as an additional insured shall not apply to Adams County.
 - 9) The insurance companies issuing the policy or policies shall have no response against Adams County for payment of any premiums due or for any assessments under any form of any policy. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the offeror.
 - 10) If any of the said policies shall be or at any time become unsatisfactory to the County as to form or substance, or if a company issuing any such policy shall be or at any time become unsatisfactory to the County, the offeror shall promptly obtain a new policy, submit the same to the Purchasing Department of Adams County for approval and thereafter submit a certificate of insurance as herein above provided. Upon failure of the offeror to furnish, deliver and maintain such insurance as provided herein, this contract, at the election of the County, may be immediately declared suspended, discontinued or terminated. Failure of the offeror in obtaining and/or maintaining any required insurance shall not relieve the offeror from any liability under the agreement, nor shall the insurance requirements be construed to conflict with the obligations of the offeror concerning indemnification

28. NON-DISCRIMINATION:

The Offeror shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Offeror agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. The County is an equal opportunity employer.

The Offeror will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Agreement, so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

29. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08:

Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08, the Offeror shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

The Offeror shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification. The Offeror shall not knowingly employ or contract with an illegal alien to perform work under this public agreement for services.

The Offeror shall not enter into a contract with a subcontractor that fails to certify to the Offeror that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public agreement for services.

At the time of signing this public agreement for services, the Offeror has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public agreement for services through participation in either the E-Verify Program or the Department Program.

The offeror shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while the public agreement for services is being performed.

If the offeror obtains actual knowledge that a subcontractor performing work under the public agreement for services knowingly employs or contracts with an illegal alien, the offeror shall: notify the subcontractor and the County within three days that the bidder has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the offeror shall not terminate the agreement with the subcontractor if during such three days the subcontractor provides

information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

The offeror shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).

If offeror violates this section, of the Agreement, the County may terminate this agreement for breach of agreement. If the agreement is so terminated, the offeror shall be liable for actual and consequential damages to the County.

30. SUPPLEMENTAL FEDERAL PROVISIONS

Supplemental Provisions for Contracts, Grants, and Purchase Orders for Federal Funds received pursuant to the Federal Funding Accountability and Transparency Act (FFATA) of 2006 and 2008. Amendments as of October 1, 2010.

The contract, grant, or purchase order to which these Supplemental Provisions are attached has been funded, in whole or in part, with federal funds. In the event of a conflict between the provisions of these Supplemental Provisions, the Special Provisions, the contract or any attachments or exhibits incorporated into and made a part of the contract, the provisions of these Supplemental Provisions shall control.

1. Definitions. For the purposes of these Supplemental Provisions, the following terms shall have the meanings ascribed to them below:

- 1.1.1. “Award” means an award of Federal Financial assistance that a non-Federal Entity receives or administers in the form of:
- 1.1.2. Grants,
- 1.1.3. Contracts,
- 1.1.4. Cooperative agreements (which does not include cooperative research and development agreements (CRDA) pursuant to the Federal Technology Transfer Act of 1986, as amended (15 U.S.C. 3710a)),
- 1.1.5. Loans,
- 1.1.6. Loan Guarantees,
- 1.1.7. Subsidies,
- 1.1.8. Insurance,
- 1.1.9. Food commodities,
- 1.1.10. Direct appropriations, or
- 1.1.11. Other financial assistance transactions that authorize the non-Federal Entities’ expenditure of Federal Funds.

Award does *not* include:

- 1.1.12. Technical assistance, which provides services in lieu of money;
- 1.1.13. A transfer of title to Federally-owned property provided in lieu of money, even if the award is called a grant;
- 1.1.14. Any classified award; or

- 1.1.15. Any award funded in whole or in part with Recovery funds, as defined in section 1512 of the American Recovery and Reinvestment Act (ARRA) of 2009 (Pub. L. 111-5).
- 1.2. **“Central Contractor Registration (CCR)”** means the Federal repository into which an Entity must provide information required for the conduct of business as a recipient.
- 1.3. **“Data Universal Numbering System (DUNS) Number”** means the nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify business entities.
- 1.4. **“Entity”** means all of the following as defined at 2 CFR part 25, subpart C;
- 1.4.1. A governmental organization, which is a State, local government, or Indian Tribe,
 - 1.4.2. A foreign public entity,
 - 1.4.3. A domestic or foreign non-profit organization,
 - 1.4.4. A domestic or foreign for-profit organization, and
 - 1.4.5. A Federal Agency, but only a subrecipient under an award or subaward to a non-Federal entity.
- 1.5. **“Subaward”** means a legal instrument to provide support for the performance of any portion of the substantive project or program funded by federal funds to a Prime Recipient that a Prime Recipient awards to a Subrecipient.
- 1.6. **“Contract”** means the contract to which these Supplemental Provisions are attached and includes all award types in §1.1.
- 1.7. **“Contractor”** means the party or parties to the Contract other than the Prime Recipient and includes a grantee, subgrantee, Subrecipient, or a borrower. For purposes of FFATA reporting, Contractor is either a Subrecipient or a Vendor under this Contract.
- 1.8. **“FFATA”** means the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282). Also referred to as the “Transparency Act.”
- 1.9. **“Prime Recipient”** means a Colorado State Agency or Institution of Higher Education that receives federal funds directly from a Federal Agency in the form of an award in §1.1.
- 1.10. **Subrecipient”** means a non-Federal Entity receiving Federal funds through a Prime Recipient to support the performance of the Federal project or program for which the federal funds were awarded. A Subrecipient is subject to the terms and conditions of the Federal award to the Prime Recipient, including program compliance requirements. The term “Subrecipient” includes and may be referred to as Subgrantee.
- 1.11. **“Supplemental Provisions”** means these Supplemental Provisions for Contracts, Grants, and Purchase Orders using Federal funds except those funds provided under the American Recovery and Reinvestment Act of 2009, as may be revised pursuant to ongoing guidance from the relevant Federal or State of Colorado Agency or Institution of Higher Education.

1.12. **“Total Compensation”** means the cash and noncash dollar value earned by the executive during the Prime Recipient’s or Subrecipient’s preceding fiscal year and includes the following,

1.12.1. Salary and bonus,

1.12.2. Awards of stock, stock options, and stock appreciation rights. This amount shall equal the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2005) (FAS 123R), Shared Based Payments,

1.12.3. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees,

1.12.4. Change in pension value, this amount shall equal the change in present value of defined benefit and actuarial pension plans,

1.12.5. Above-market earnings on deferred compensation which is not tax-qualified, and

1.12.6. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

“Vendor” means a dealer, distributor, merchant or other seller providing goods or services required for a project or program funded by Federal funds. A Vendor is not subject to all the terms and conditions of the Federal award, and all program compliance requirements do not pass through to a Vendor.

Compliance. Contractor shall comply with all applicable provisions of the Transparency Act and the regulations issued pursuant thereto, including but not limited to these Supplemental Provisions. Any revisions to such provisions or regulations shall automatically become a part of these Supplemental Provisions, without the necessity of either party executing any further instrument. Adams County may provide written notification to Contractor of such revisions, but such notice shall not be a condition precedent to the effectiveness of such revisions.

2. **Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements.**

2.1. **CCR** - Contractor shall maintain the currency of its information in the CCR until the Contractor submits the final financial report required under this award or receives final payment, whichever is later. Contractor shall review and update the CCR information at least annually after the initial registration, and more frequently if required by changes in its information.

2.2. **DUNS** – Contractor shall provide its DUNS number to its Prime Recipient, and shall update its information in Dun & Bradstreet at least annually after the initial registration, and more frequently if required by changes in its information.

3. **Total Compensation** – Contractor shall include total compensation in CCR for each of its five most highly compensated executives for the preceding completed fiscal year if:
 - 3.1. the total Federal funding authorized to date under this award is \$25,000 or more, and in the preceding fiscal year, Contractor received:
 - 3.1.1. 80 percent or more of its annual gross revenues from Federal procurement contracts and subcontracts and Federal financial assistance subject to the Transparency Act, and
 - 3.1.2. \$25,000,000 or more in annual gross revenues from Federal procurement contracts and subcontracts and Federal financial assistance subject to the Transparency Act, and
 - 3.2. the public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986.
4. **Reporting.** Contractor shall include data elements in its CCR and report to its Prime Recipient Entity the data elements required in §7 if Contractor is a Subrecipient for the award types of grants, contracts, and cooperative agreements (which does not include cooperative research and development agreements (CRDA) pursuant to the Federal Technology Transfer Act of 1986, as amended (15 U.S.C. 3710a).

No direct payment shall be made to Contractor for providing any reports required under these Supplemental Provisions, as the cost of producing such reports shall be deemed included in the Contract price. The reporting requirements in §7 are based on guidance from the US Office of Management and Budget (OMB), and as such are subject to change at any time by OMB. Any such changes shall be automatically incorporated into this Contract and shall become part of Contractor's obligations under this Contract.

Adams County may provide written notice to Contractor of any such change in accordance with §2 above, but such notice shall not be a condition precedent to Contractor's duty to comply with revised OMB reporting requirements.

5. **Effective Date and Dollar Threshold for Reporting** – The reporting requirements in §7 apply for new Federal grants, contracts, and cooperative agreements (except CRDA) as of October 1, 2010, if the initial award is \$25,000 or more. If the initial award is below \$25,000 but subsequent award modifications result in a total award of \$25,000 or more, the award is subject to the reporting requirements as of the date the award exceeds \$25,000.

If the initial award is \$25,000 or more, but funding is subsequently de-obligated such that the total award amount falls below \$25,000, the award continues to be subject to the reporting requirements.

6. **Subrecipient Reporting Requirements.** If Contractor is a Subrecipient, Contractor shall report as set forth below.

6.1 **To CCR.** A Subrecipient shall register in CCR and report the following data elements in CCR:

6.1.1 Subrecipient DUNS Number

6.1.2 Subrecipient DUNS Number + 4 if more than one electronic funds transfer (EFT)

account

6.1.3 Subrecipient Parent DUNS Number

6.1.4 Subrecipient's address, including: Street Address, City, State, Country, Zip + 4, and

Congressional District

6.1.5 Subrecipient Officers' Names of top 5 highly compensated officials if the criteria in

§4 are met.

6.1.6 Subrecipient Officers' Total Compensation of top 5 highly compensated officials if

criteria in §4 met.

7. **To Prime Contractor.** A Subrecipient shall report to its Prime Recipient, upon the effective date of the contract, the following data elements:

7.1.1 Primary Place of Performance Information, including: Street Address, City, State, Country, Zip code + 4, and Congressional District.

8. **Vendor** – There are no Transparency Act reporting requirements for vendors.

9. **Event of Default.** Failure to comply with these Supplemental Provisions shall constitute an event of default under the Agreement and Adams County Government; Board of Commissioners may terminate the Agreement upon 30 days prior written notice if the default remains uncured five (5) calendar days following the notice period. This remedy will be in addition to any other remedy available to Adams County Government, Board of Commissioners under the Agreement, at law or in equity

31. **PROPOSAL EVALUATION INSTRUCTIONS:**

This section is intended to indicate the minimum items required with each proposal in order to be properly evaluated. At a minimum each proposal should include the following information. Please prepare your proposal utilizing the following format. Provide a complete response to each item and include at the front of your proposal.

Please provide responses in the below order and make sure your agency addresses each of the following in your proposal.

1) **Introduction and Qualifications:** An introduction of your organization including mission statement, current programs (emphasis on domestic violence related programs), history and organization chart.

Explain how your organization is a good fit and how your current programs are complementary to providing domestic violence shelter and services for Adams County.

- 2) **Organization Budget:** A brief summary of your organization's entire budget (not the budget for the proposed program).
- 3) **Proposed Services:** Explain the specific services you propose for this project. This section should address the **scope of work** outlined in section II. Explain how services will be provided in easily accessible locations that maintain the safety of program participants.
- 4) **Program Expertise and Personnel:** Provide a list of all managers, supervisors and staff who are being proposed for working in the Adams County program, even if only a portion of their time will be dedicated to the program. Include name, qualifications, experience working on any comparable project and proposed portion of time dedicated to the Adams County program for each (this can be contained in the fee schedule sheet).

If a subcontractor is to be used for mental health services or any other services, describe the expertise of the sub-contracting organization in the same way that your organization is described.

Confirmation that pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the organization does not employ or contract with an illegal alien who will perform work for the program. Applicant organization must confirm that the organization will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the proposed program.

- 5) **Proposed Fee Schedule:** List the specific costs for the proposed project in the format presented in Attachment A. The fee schedule should not exceed \$114,540.
- 6) **Comparable Projects:** A detailed description of at least one similar program providing services described in the Scope of Work. The description should include:
 - Name, location and budget of the program
 - Experience providing services described in the Scope of Work
 - Average monthly caseload size, individuals and/or families counseled, financial assistance given, and other services given, and other metrics which describe the breadth of the program
 - Demographics and other descriptors of the population served
 - A sample of monthly reports created for the project
 - Annual outcomes produced from the program (five years of outcomes is strongly suggested)
 - At least three (3) references shall be provided for similar projects
- 7) **W9:** A W-9 form shall be completed and returned with proposal

32. EVALUATION FACTORS FOR AWARD

Award will be made to one agency. A review committee consisting of members, appointed by the County, will make recommendation to the County management, and the County Board of Commissioners. The evaluation is based on firm's qualifications. The committee may request additional information from offerors or request personal interviews with offerors.

The evaluation criteria are listed below in descending order of importance. Based on the responses of the offerors, the panel may award zero points for no response to the criteria or up to the maximum specified if the offeror demonstrates in their proposal exceptional responses or abilities.

33. CRITERIA	POINTS
1. Offeror's ability to provide all services as defined in the Scope of Work, including, but not limited to: Capacity to provide a domestic violence shelter, domestic violence counseling including counseling for children, and other services described in the statement of work for domestic violence providers.	0-50
2. Offeror's fee structure for performing the services.	0-25
3. Organizational budget including the ability to provide services described in the scope of work on a reimbursement basis; infrastructure for delivery of services, and organizational leadership.	0-25
	Total 100

**ATTACHMENT A
FEE SCHEDULE**

Please present the fees associated with your proposal in the following format following this page being referenced as **Attachment C**. Submitted Fee Schedules must be for three (3) years; twelve (12) month period. Offeror's fees shall be firm through the entire term of the Agreement.

EXHIBIT A
SAMPLE Fee Schedule

Please present the fees associated with your proposal in the following format. Submitted Fee Schedule must be for a twelve (12) month period. Offeror's fees shall be firm through the entire term of the Agreement.

Please present the costs associated with your proposal in the following format (without the examples). Please note in the "Base Expenses" section how the row totals are calculated for Cost to Contract in column D. For instance, the supervisor's salary and benefits is \$45,000 and overhead is \$2,500, however, since the supervisor would only work 50% of the time in the program, the Cost to Contract is only \$23,750 (50% * (\$45,000 + \$2,500) = \$23,750). The sum of the rows in the Base Expenses section should equal the line item amount of Base Expenses in your proposal. The total of Base Expenses is added to the other line items in your proposal in the last section of the sheet; the total of these line items is the total amount of the contract. Please note the County will only reimburse for actual expenses, thus some line items may not be exhausted by the end of the agreement term.

Base Expenses
(show fees for a 12 month period)

Position/Base Expense	Description	(Column A) Allocation of Time/Fees	(Column B) Annual Salary and Benefit Fee	(Column C) Overhead	(Column D) Total Equals Column A * (B + C)
i.e. Supervisor example)	Provides supervision of counselors	50%	\$45,000	\$2,500	\$23,750
i.e. Manager (example)	Provides supervision for entire program	25%	\$55,000	\$2,900	\$14,475
i.e. DV Counselor (example)	Provides housing consultation	50%	\$40,000	\$2,100	\$21,050
i.e. DV Counselor (example)	Provides housing consultation	40%	\$40,000	\$2,100	\$16,840
Property / Safe House Manager	Manages shelter	50%	\$45,000	\$2,500	\$23,750
i.e. Rent (example)	Office space	20%	\$30,000	\$0	\$6,000
i.e. Utilities (example)	Gas, electric and water	20%	\$7,000	\$0	\$1,400

\$0	
Total of Base Expenses:	\$107,265

TOTAL BUDGET

Budget Item	Description	Amount
Base Expenses (example)	Equals total of Base Expenses	\$107,265
Direct Assistance (example)	Supportive Services at the discretion of the offeror	\$4,075
Criminal Background Funding (example)	Amount in contract for criminal background checks	\$200
Supplies (example)	Paper, toner, staples etc.	\$3,000
Total (example):		\$114,540

CONTRACTOR'S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended 5/13/08, as a prerequisite to entering into an agreement for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached agreement for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached agreement for services.

**CONTRACTOR:
FAMILY TREE, INC.**

Family Tree, Inc.
Company Name

3/20/15
Date

Scott SARRAS
Name (Print or Type)


Authorized Signature

CEO
Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering

Signature Page

IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto.

**BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, COLORADO**

By: [Signature]
Chairman

4-15-15
Date:

**CONTRACTOR
FAMILY TREE, INC.**

By: Scott Sigelot
Name (Print or Type)

3/20/15
Date:

[Signature]
Authorized Signature

CEO
Title

Attest:
Stan Martin, Clerk and Recorder

[Signature]
Deputy Clerk

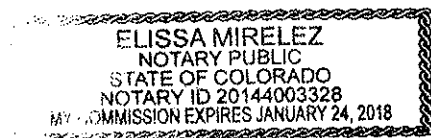
APPROVED AS TO FORM:
Adams County Attorney's Office

By: [Signature]
Attorney's Signature

NOTARIZATION:
COUNTY OF Jefferson)
STATE OF Colorado)SS.

Signed and sworn to before me this 20 day of March, 2015,

by Elissa Mirelez
[Signature]
Notary Public



My commission expires on: January 24, 2018