

ADAMS COUNTY, COLORADO
SECOND ADDENDUM TO
SERVICE AGREEMENT

THIS SECOND ADDENDUM TO SERVICE AGREEMENT ("Second Addendum") is entered into this 10th day of August, 2013, by and between the Board of County Commissioners of Adams County, Colorado, located at 4430 South Adams County Parkway, Brighton, CO 80601, hereinafter referred to as the "County," acting in its capacity as the Adams County Board of Human Services, and Shiloh Home, Inc., located at 6400 W. Coal Mine Ave., Littleton, CO 80123, hereinafter referred to as the "Contractor."

RECITALS

WHEREAS, on June 1, 2011, the County entered into a Service Agreement with Shiloh Home, Inc., to provide Life Skills and Day Treatment for families referred by Adams County Human Services Department (ACHSD)/ pursuant to the Colorado Family Preservation Act §§ 26-5-101, et seq., C.R.S. and in compliance with the state rules and County Plan, policies, and procedures and CDHS Volume VII 7.303, and,

WHEREAS, the term of Addendum One to the Agreement expired on May 31, 2013, and,

WHEREAS, the County and the Contractor mutually desire to extend the Service Agreement beginning June 1, 2013 through May 31, 2014, and,

WHEREAS, the Contractor agrees to perform Life Skills, Mental Health, Day Treatment and After Care Services for families referred by Adams County Human Services Department described in the 2013.073 Request for Application for Core Services, and,

NOW, THEREFORE, for the consideration set forth herein, the sufficiency of which is mutually acknowledged by the parties, the County and the Contractor agree as follows:

1. The County shall reimburse the Contractor for the work provided under this Second Addendum in accordance with **Section IV of the Service Agreement**. Beginning June 1, 2013 through May 31, 2014, Adams County will pay Shiloh Home, Inc., a sum not to exceed \$350,000.00. Contractor will provide the various services at the rates quoted in their response in the Request for Application attached as Exhibit "A".
2. The term of the Service Agreement is extended through May 31, 2014.
3. The Service Agreement and this Second Addendum contain 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 both parties. Any terms, conditions, or provisions of the Service Agreement that are not amended or modified by this Second Addendum shall remain in full force and effect. In the event of any conflicts between the terms, conditions, or provisions of the Service Agreement and this Second Addendum, the terms, conditions, and provisions of this Second Addendum shall control.
4. The Recitals contained in this Second Addendum are incorporated into the body hereof and accurately reflect the intent and agreement of the parties.

5. This Second Addendum may be executed in multiple counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.
6. Nothing expressed or implied in this Second Addendum is intended or shall be construed to confer upon or to give to, any person other than the parties, any right, remedy, or claim under or by reason of this Second Addendum or any terms, conditions, or provisions hereof. All terms, conditions, and provisions in this Second Addendum by and on behalf of the County and the Contractor shall be for the sole and exclusive benefit of the County and the Contractor.
7. If any provision of this Second Addendum is determined to be unenforceable or invalid for any reason, the remainder of the Second Addendum shall remain in effect, unless otherwise terminated in accordance with the terms contained in the Service Agreement.
8. Each party represents and warrants that it has the power and ability to enter into this Second Addendum, to grant the rights granted herein, and to perform the duties and obligations herein described.

IN WITNESS WHEREOF, the County and the Contractor have caused their names to be affixed.

BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, COLORADO

[Signature]
Chair

8-12-12
Date

ATTEST:
KAREN LONG
CLERK AND RECORDER

[Signature]
Deputy Clerk

Approved as to form:
[Signature]
Adams County Attorney's Office

SHILOH HOME, INC.

[Signature] CEO
Steven Ramirez, CEO

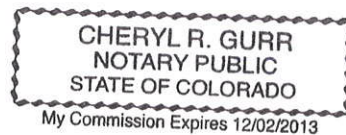
7-5-13
Date

Signed and sworn to before me on this 5 day of July, 2013 by

Steven Ramirez

[Signature]
Notary Public

My commission expires on: 12-2-13



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 a contract 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 contract 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 contract for services.

CONTRACTOR:

Stuloh Hooves Inc
Company Name

7-5-13
Date

Steven Ramirez
Name (Print or Type)

Steven Ramirez
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

Chris Kline
DIRECTOR
Darwin J. Cox, MSW
DIVISION DIRECTOR



Human Services Department
Children and Family Services Division
7401 North Broadway
Denver, Colorado 80221
PHONE 303.412.8121
FAX 303.412.5335
www.adcogov.org

Core Service Application Form
page 2 of 2

(Please Print or Type)

Agency Name: Shiloh Home, Inc

Type (LLC/Sole Prop/etc.): Non-profit corporation

Address: 6400 W. Coal Mine Ave.

City: Littleton State: Colorado Zip: 80123

Telephone Number: 303-932-9599 Fax Number: 303-973-1269

Website: Shilohhouse.org Email Address: atopolnicki@shilohhouse.net

Contact Person for the Application: Austin Topolnicki

Title: Chief Administrative Officer Phone: 303-932-9599 x328 Email : atopolnicki@shilohhouse.net

Executive Director, CEO, or Owner: Steven E. Ramirez

Title: CEO Phone: 303-932-9599 x303 Email : sramirez@shilohhouse.net

A. Agency Information

1. Provide a brief description of your agency, and / or organization including total staff size, number of years in operations, mission and history.

“Shiloh Home, Inc. offers a nurturing, therapeutic and educational environment to those lives impacted by abuse, neglect and trauma. It is through guidance, clinical intervention and advocacy that Shiloh Home strives to meet the needs of the individual, while respecting the diversity of youth and families”.

Shiloh Home, Inc. (d.b.a Shiloh House) opened in January 1985 with one home, sixteen boys and six staff members. In March of 1987, an on-grounds school was established in Littleton to address the educational needs of emotionally disturbed youth and provide greater continuity of care. Since that time, Shiloh has expanded steadily. Shiloh now has ten residential programs across four campuses, to include an emergency shelter and four Colorado Department of Education licensed



schools to serve each of our programs. Shiloh has also developed programs in the areas of day treatment, outpatient, offense-specific treatment, emancipation, independent living resources, and in-home services. In 2010, Shiloh added Journey Life Skills residential treatment program for teen mothers. In 2011 community-based programming was developed to provide coaches for youth and their care takers as they work to improve academic, behavioral, and socio-emotional functioning. Beyond the Walls is a community resource network launched in 2012 for young adults, ages 16-26, in need of support for academic, employment and independent living goals. Shiloh Home, Inc. has continuously earned accreditation through Council on Accreditation and is a member of the Child Welfare League of America.

Shiloh currently has 185 staff members to include 159 full-time and 26 part-time employees to provide quality residential, day treatment, outpatient and community based services.

2. Detail previous contracts with Adams County Human Services Department and / or other government agencies and describe your ability to effectively manage these programs.

Shiloh has worked with county and government agencies over the past 28 years in providing residential, day treatment, outpatient, and community based services to youth and their families throughout Colorado. Shiloh's programs are all Colorado State licensed and accreditation with Council on Accreditation. Shiloh is committed to serving the community in which we are located. We believe that youth are best served in the community so that their families can actively participate in treatment to help prevent out-of-home placement, or to assist with helping to return youth to their home or permanent family.

Shiloh Home currently is contracted with Adams County to provide supervised visitation, life skills, in-home behavior coaching, and in-home family therapy. In addition, Shiloh Home maintains residential beds under contact with Adams county as well as leases a facility located at 8451 Delaware St. to the Adams County's Internal Treatment Team.

Additionally, Shiloh Home contracts a half-time position dedicated to providing Family Team Meetings. Shiloh has a special collaboration with Adams County at our Family Engagement Center and Sanctuary facilities which further assists in meeting the needs of Adams County youth and families.

B. Programs / Services to be provided, in the context of this RFA

1. In the specific service area your agency is proposing, what are the key concepts and strategies for program/services to be provided?

1. Mental Health,/Intensive Family Therapy

Shiloh Home utilizes the following evidence-based programs and practices throughout our mental health services that are provided by master's level/licensed clinicians.

- a. Trauma Focused Cognitive-Behavioral Therapy with the context of Trauma Informed Care principals that focus on correcting thinking errors, linking thoughts, feelings and behaviors,

teaching new, healthy, empathic, and reality based ways of thinking, teaching and rehearsing healthy ways to behave when overwhelmed by feelings, disregulated from trauma and perceived unmet needs.

- b. Cognitive Behavioral Therapy (CBT)- linking thoughts, feelings, and behaviors, teaching new, healthy, empathic and reality based ways to respond to emotions and thoughts.
- c. Psycho-education and Family Systems Theory
- d. Dialectical Behavior Therapy (DBT) Skill Building
- e. Behavioral Therapy-teaching and rehearsing healthy ways to respond to emotions, thoughts and life stressors.

Intensive Family Therapy is short-term, family centered therapeutic process used to focus on the destructive familial relationship patterns and define new healthy patterns for interaction family members. Family therapy is a solution based treatment concentrating on resolving presenting problems identified by county. Intensive Family Therapy will be individualized to each individual and family and will incorporate measurable goals/anticipated outcomes consistent with the Human Service Family Service Plan.

2. Sexual Abuse Treatment

Services are designed to benefit the youth and families of Adams County by offering support and education to the referred client and family members, prioritizing victim and community safety, fostering active family participation, accurately assessing service plan needs, involving youth and family with appropriate community resources, addressing mental health treatment, increasing overall mental health and working within the community.

Shiloh Home practices the best standards of care and emphasizes implementation of evidenced-based treatment practices. Shiloh Home adheres to the SOMB Guidelines and Standards. Risk assessment is addressed through the JSOAP (Juvenile Sex Offender Assessment Protocol), ongoing team and family collaboration, treatment progress and team member's input, and behavioral observation within all arenas (home, school, job, social, community activities). All clinical staff are master's level or licensed and SOMB certified.

3. Day Treatment

The program is specifically designed for those youth who demonstrate a pattern of maladaptive behaviors that interfere with their adaptive community functioning and who may be at risk for out-of-home placement. The program focuses on skills development where the youth recognizes his/her maladaptive behaviors and associated thinking errors and where the use of a greater repertoire of positive social skills and adaptive coping skills is supported. The referred youth practices these new cognitive and behavioral skills with peers and teachers in the Shiloh's program, in group therapy with their family and in the community at large. Progressions through the program is assisted by a feedback system in which the youth's behavior and quality of work on phase projects at Shiloh and at home is tied to their program privileges. Forward movement through the program also involves successful completion of written and behavioral assignments and the development of a relapse prevention plan.



A master's level or licensed clinical director and Special Education Director/Principle oversee each of the Day Treatment sites. All teaching staff is endorsed special education or operate under alternative licensure status.

4. Home-Based /Life Skills

Shiloh provides intensive in-home intervention services to families with children at risk of removal from their home or to maintain them in the least restrictive environment. Life Skills workers hold a Bachelor degree and are specially trained to provide: behavior management tools, communication/conflict management, parent child relationship skill building, problem solving, provide support services in accessing resources and employment. The life skills worker focus on the individual needs of the family and goals identified in the treatment plan.

Staff who provide these services are Bachelor level and supervised by licensed professionals.

5. Family Team Meetings

Family Team Meetings involve family and professionals to review safety issues, as well as other risks that must be managed. Identifying strengths and traditions and providing the opportunity to discuss services that can build on existing strengths and enable the family to manage risk empowers the family to make informed decisions on their own behalf. The process is designed to encourage active participation from the family with the goal of preserving and strengthening the family. Inclusion of community organizations that can provide ongoing resources for the family once Human Services agencies are no longer needed provides the family with lasting, community connections.

Staff providing services outlined in the above service descriptions are Licensed or Master's level professionals (LCSW, LPC, LSW, MA) in the behavioral and mental health field and DORA registered. Paraprofessional staff have at minimum a Bachelor's level education or two years of higher education and two years experience working with children and families.

a. Service area applying for: (Select all that apply)		Requested Amount per Service
<input checked="" type="checkbox"/>	Home-Based Interventions	\$ 95/hr Clinical, \$46 non Masters
<input checked="" type="checkbox"/>	Intensive Family Therapy	\$ 75/hr/office 95/hr/inhome
<input checked="" type="checkbox"/>	Sexual Abuse Treatment	\$ 75/hr/office 95/hr/inhome
<input checked="" type="checkbox"/>	Day Treatment	\$ 1650/monthly
<input checked="" type="checkbox"/>	Life Skills	\$ 46/hr
<input checked="" type="checkbox"/>	Mental Health Services	\$ 75/hr/office 95/hr/inhome
<input type="checkbox"/>	Substance Abuse Services	\$
<input checked="" type="checkbox"/>	Family Team Meetings (20 hr/week)	\$ 2,292/monthly
Total Application Request		\$



Pricing must be submitted based on an hourly or monthly rate for each services

- b. In the specific service area, provide a detailed narrative on how this service will address the five Core Services goals of:
- a) Focus on the family strengths by directing intensive services that support and strengthen the family and protect the child:
 - b) Prevent out-of-home placement:
 - c) Return children in placement to their own home:
 - d) Unite children with their permanent families:
 - e) Provide services that protect the child:

Mental Health/Intensive Family Therapy

Therapeutic services will be provided to client/families to improve communication, functioning, and relationships. Services will assist the family in development of a nurturing and healthy home environment which will enable the children to remain in the home and/or return to their home, prevent out-of-home placement, unite children with a permanent family while supporting and strengthening the family and protect the child

1. **Mental health stabilization and improved functioning in work, family, relationships and well-being.**
2. **Shiloh provides the individual with evidence based therapy to ensure highest degree of positive change and will being.**
3. **Shiloh assists the individual and/or family in the development of healthy coping skills and tools.**
4. **Shiloh assists the individual and/or family in increased pro-social behaviors and increase protective factors.**
5. **Shiloh provides strength based, accountable, relationship oriented service which respects the family while ensuring that the goals of treatment are achieved.**
6. **Shiloh provides intensive psycho-educational treatment that increase the client and families understanding of unhealthy interaction patterns and enables the individual/family to eliminate unhealthy patterns.**

Sexual Abuse Treatment

Therapeutic intervention designed to address issues and behaviors related to sexual abuse victimization, sexual dysfunction, sexual abuse perpetration and to prevent further sexual abuse and victimization. Individual therapy address increased safety, correction of abusive behavior, mental health stabilization and decrease in risk. Victim impact and community safety is addressed throughout the treatment process. There is also focus on fine-tuning and individualizing the youth's plan for how to respond with coping "tools" in difficult family, school and community situations. Such tools include, rehearsal of corrected cognitions, behavior management and self-control, and safety and relapse prevention plans. Focus on improved self-esteem, increase pro-social behaviors and stabilization of mental health symptoms are addressed. A strong relapse prevention is developed upon completion of treatment to include ongoing needs and supports to increase



likelihood of success to ensure youth maintains in the home, community, school and job. Parent compliance with Informed Supervision criteria will help to ensure a safe environment that prevents out-of-home placement or returns child sooner or unite with a permanent family.

Day Treatment

The program is specifically designed for the behavior-disordered youth with a skills focus in which the youth (1) recognizes their problems and how thinking errors contribute to irresponsible behavior; (2) develops adaptive social skills; (3) develops new, healthy coping skills, i.e. new behavioral “tools” and learn to use these tools to manage difficult feeling states, especially anger and hopelessness. The youth then practice these new cognitive and behavioral skills with peers and teachers in the school setting, in group therapy and with family. Progression through the program is assisted by a privilege system in which the youth’s behavior and quality of work on Phase projects at Shiloh and at home is tied to their program privileges. Movement forward through the program toward graduation is also dependent on successful completion of written and behavioral assignments and development of a relapse prevention plan. Transitions back to home school and family are assisted by coaching of the family in techniques to maintain the youth’s behavioral self-control program. On-grounds school is closely involved in the treatment as well as the education of the youth. Special Education program available with Individual Education Plan for each student with small class size. Services provided will provide support and strengthen the family and protect the child and prevent out-of-home placement by maintaining youth in the home or least restrictive environment.

Home Based/Life Skills

Shiloh’s services help enable the family to function in a safe manner, by addressing the concerns through education, role modeling, providing information for community resources and providing effective parenting training. As parents gain new skill and control in the home, confidence is naturally increased. They will learn the value of daily routine and consistency by establishing a daily routine by using schedules. Parents will be assisted in learning to recognize the child’s healthcare needs as well as being able to identify and respond appropriately to child’s feelings and behavior. Focus on the family’s strengths by directing intensive services that support and strengthen the family and protect the child through family engagement, strength based and trauma informed services that will prevent out-of-home placement or return children in placement to their own home.

Family Team Meeting

The Family Team process will help integrate the knowledge and experience of families with resources provided by Human Service Professional to better ensure the safety of children while protecting and preserving the family, thereby improving the likelihood of permanency for children within the family and strengthening the well being of each family member. Anyone involved with the family may participate in the Family Team Meeting, including extended family, friends, community



members and Human Service professionals. Family Team Meetings can be held to aid in prevention of out of home placement in cases where safety concerns have been identified but removal has not yet occurred. In cases where children have been removed from their parents, the Family Team process can help shorten the length of separation, and may shorten the length of time a Human Service agency is involved with the family. The Family Team Meeting process helps families and professional identify necessary steps to establish safety for the children so that the children can be returned home, provide services that protect the child, prevent out-of-home placement and/or unite children with a permanent family.

- c. Do you have experience working in the Child Welfare System, particularly with traumatized children and families? Please describe your agency's approach to trauma informed care within your practice.

Shiloh Home has 28 years of experience working with traumatized youth and families in the Child Welfare System. Trauma Informed Care is central in our residential, academic, clinical and community based programs. All staff is trained in the principals of trauma informed care. Central in the training is the importance of understanding and responding to all behavior from the perspective of the impact that trauma has on the child's brain. The impact of trauma is evidenced in the child's response to triggers, adaptations to environment, capacity to learn and remember and each child's high need to safety, consistency, predictability and sensory interventions. Successful treatment and interventions which are trauma informed increase the positive outcome of treatment. All clinical staff is certified in Trauma Focused-Cognitive Behavior Therapy. The Shiloh Home programs integrate trauma informed care principals into all aspects of our program design, policy and best practice.

- d. Describe how you will be multi-culturally responsive and how you plan to provide services that meet the social, cultural and language needs of clients involved in the Child Welfare System.

Shiloh Home is committed to providing culturally sensitive services to all youth and families. All Shiloh Home staff is trained in cultural sensitivity and receives on-going supervision and training to ensure that all interventions and decision making reflects multi-cultural awareness and responsiveness. Cultural sensitivity includes all aspects of the child and his/her family's identity including their religious, ethnic, holidays, beliefs and family specific values. Shiloh Home places a high emphasis on respect for each individuals culture and we encourage children and their families to recognize the strength that is gained from reinforcing, respecting, enhancing and celebrating their beliefs.

C. Collaboration

Providing services for Child Welfare clients involves the ability to advocate and collaborate on behalf of the clients you serve and yourself. This includes collaboration with ACHSD, community-based organizations and other government entities.

1. How do you plan to coordinate services and reporting with Child Welfare Social Case Workers?



An initial service plan will be developed during the intake process. Goals and objectives are developed based on the client's presenting problems and input from the client, assigned therapist, family, caseworker and other involved parties. The plan identifies goals for successful completion of treatment and a plan for a system of care following discharge. Monitoring, evaluation, and review of the service plan is ongoing. Progress reports are completed monthly to include:

- The physical, emotional and behavioral well-being of the client/family.
- Potential risk/safety issues with client and plans to address them to support client.
- Caregiver's role in implementing the service plan.
- Progress toward treatment goals/intervention.
- Appropriateness of objectives and intervention services.
- Client/caregiver and community issues that may serve as barriers toward successful program completion.
- Specific information required by Adams County Human Services.

2. Will you provide other supportive services through collaborative agreements with other programs/providers? If so, define these services:

Shiloh will contract with an interpreter of language in question when indicated. Shiloh Home will collaborate with all members of the team and will remain flexible in its services delivery in order to meet the presenting needs and reinforce the families' strengths.

Adjunct referral for polygraphs, arousal measurement, psychological services, and psychiatric services are made as deemed necessary and appropriate.

3. It is likely that you or your staff will be expected to testify on the witness stand during Court Hearings. Briefly describe your (their) experience and the qualifications that would qualify you as experts in child welfare or other field

Shiloh staff are licensed professionals in the event they would need to testify.

D. Report and Accounting Systems

1. ACHSD requires monthly reports with specific information. Briefly describe your methodology and ability to track data and provide these reports on client progress.

Approved monthly reports are submitted to the clinical receptionist who enters them into the electronic reports tracking system. This tracking system is audited monthly to ensure all reports are current. Monthly reports include information outlined in C-1.

2. Describe the accounting system you utilize to provide fiduciary accountability.

Shiloh Home executes all of its cash receipts, cash disbursements, and payroll transactions in accordance with an approved budget authorized by the Board of Directors. These transactions are



initiated at the individual program and/or department level and approved and accounted for by the accounting department and CFO. The CFO is supervised and reports directly to the CEO and Board of Directors on an on-going basis. The CEO and Board of Directors reviews the monthly financial statements produced by the CFO and compares actual results to budgeted amounts on a current and year-to-date level. Finally, the financial statements of Shiloh Home are audited by and independent CPA firm on an annual basis.

E. Target Population

1. Which, if any, Adams County area/neighborhoods do you see as your targeted clientele?

Shiloh is prepared to provide services to youth and families throughout Adams County.

F. Availability

Please indicate the hours your services can be provided:

<input checked="" type="checkbox"/>	Monday - Friday	<u>8:00</u>	a.m. to	<u>5:00</u>	p.m.
<input checked="" type="checkbox"/>	Evenings	days	<u>Monday-Friday</u>	Hours	<u>5:00pm - 8:00pm*</u>
<input checked="" type="checkbox"/>	Weekends	days	<u>Saturday/Sunday</u>	Hours	<u>8:00am - 8:00pm*</u>

Other:

***Available hours depends on the type of service offered. Extended hours can be offered to meet the needs of individual youth and families on an as needed basis.**

Can services be provided in the client's home? YES NO

Can you transport a client for services? YES NO

G. Services Outcomes

Please provide the following data for clients who have received your services:

1. Average length of stay in treatment: 3 to 6 months
2. How do you define "successful" treatment in your program?
- 3.

- **Client/family improvement in communication, functioning and relationships upon completion of program/treatment.**
- **Completion of goals as outlined in treatment plan.**
- **Client improvement in mental health/sexual abuse issues. No recidivism.**
- **Reduce risk of out-of-home placement.**
- **Shorten length of out-of-home placement.**



- Client transition to lower level of care or maintain in the least restrictive environment possible.

4. What percentage of clients successfully discharged within the last 12 months from your program? _____

- Day Treatment Services, 100 % discharged successfully with a transition to public school.
- Community Outreach Services to include life skills/home-based, 91% successfully completed services.

H. Sustainability

1. ACHSD does not guarantee a specific number of case referrals and contracts may be terminated at any time. ACHSD values continuity and sustainability of care for clients involved in the child welfare system and desires providers who adopt sustainable business practices to promote fiscal and programmatic efficiencies. Do you receive referrals from other County Department of Human Services Agencies, Court, etc.? If so, please list:

Denver, Weld, Arapahoe, Douglas, Boulder,
Jefferson

Value Options, BHI, 17th Judicial Juvenile
Assessment Center (JAC)

2. Are you a Medicaid provider?

Yes

No



**APPLICATION FORM
ADAMS COUNTY HUMAN SERVICES
2013.073 REQUEST FOR APPLICATION FOR
CORE SERVICES**

Page 1 of 2

WE THE UNDERSIGNED HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # No. 1 Addenda # _____

If None, Please write NONE.

<u>Shiloh Home, Inc.</u>	<u>4-8-13</u>
Company Name	Date
<u>6400 W. Coal Mine Ave.</u>	<u>Steven Ramirez</u>
Address	Signature
<u>Littleton, CO 80123</u>	<u>Steven E. Ramirez</u>
City, State, Zip Code	Printed Name
<u>Jefferson</u>	<u>CEO</u>
County	Title
<u>303-932-9599</u>	<u>sramirez@shilohhouse.net</u>
Telephone	Fax or Email address