

Grantee: City of Fort Collins Community Development and Neighborhood Services
Project: Restorative Justice Services
Grant #: 2026-DV-26-463-08

State of Colorado Grant Modification

Option Letter

State Agency	Agreement Performance Beginning Date	
Department of Public Safety, Division of Criminal Justice	July 1, 2024	
Grantee	Current Agreement Expiration Date	
City of Fort Collins	June 30, 2026	
Grantee UEI	Current Agreement Maximum Amount	
VEJ3BS5GK5G1	Initial Term	
Option Letter Number	State Fiscal Year 2025	\$ 53,428
	Extension Terms	
02	State Fiscal Year 2026	\$ 35,637
Original Agreement Number		
2025-DV-25-30008-08	Total for all State Fiscal Years	\$ 89,065
Option Agreement Number		
2026-DV-26-463-08		

Options:

Option to add additional Term

Required Provisions:

In accordance with Section(s) **16(D)(i)** of the Original Agreement referenced above, the State hereby exercises its option for an additional term, beginning **July 1, 2025** and ending on the current agreement expiration date shown above.

The Agreement Maximum Amount table on the Agreement's Signature and Cover Page is hereby deleted and replaced with the Current Agreement Maximum Amount table shown above.

A revised Exhibit D, Statement of Work is hereby incorporated into this document and shall replace all other prior Fiscal Year versions.

A revised Exhibit E, Budget is hereby incorporated into this document and shall replace all other prior Fiscal Year versions.

Grantee: City of Fort Collins Community Development and Neighborhood Services
Project: Restorative Justice Services
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Option Effective Date:

The effective date of this Option Letter is upon approval of the State Controller.

STATE OF COLORADO
Jared S. Polis, Governor
Department of Public Safety
Stan Hilkey, Executive Director

DocuSigned by:

Matthew M. Lunn Ph.D.

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By: Dr. Matthew M. Lunn, PhD
Director, Division of Criminal Justice

Date: 06/25/2025 | 8:23:19 AM PDT

STATE CONTROLLER
Robert Jaros, CPA, MBA, JD

DocuSigned by:

Lyndsay Clelland

363D688883F0465...

By: Lyndsay J. Clelland
Grant Coordinator, Division of Criminal Justice

Amendment Effective Date: 06/25/2025 | 10:35:36 AM

In accordance with §24-30-202, C.R.S., this Agreement is not valid until signed and dated by the State Controller or an authorized delegate.

Grantee: City of Fort Collins - Conflict Transformation Works
Project: Restorative Justice Services
Grant #: 2026-DV-26-463-08

EXHIBIT D, STATEMENT OF WORK

Project Summary

Fort Collins Conflict Transformation Works will provide restorative justice services as an accountability option for 35 youth referred from the 8th Judicial District Attorney's Office. Through the restorative justice process, youth will be held accountable for the harm caused while being recognized for their positive qualities. Each youth will help develop a contract where they can repair the harm they caused to the people affected by the incident, including their community, family and themselves. The people harmed by the crime and community members will be included in every restorative conference. By completing the program, youth are kept from going further into the justice system.

Project Plan

This project will provide Restorative Justice as a diversion option for youth referred from the 8th Judicial District Attorney's Office. In restorative justice, the purpose is to respond to the crime by identifying the harm caused, involving the people who were impacted and holding the youth accountable for repairing the harm. The concerns for the youth, the harmed parties and the community are balanced. In this project there is a strong emphasis on identifying and recognizing a responsible youth's strengths, making this part of the assessment and discussion at all parts of the program.

Most juveniles are referred pre-file; some are referred post-file.

Youth are screened at intake for substance abuse (SA) and mental health (MH). When recommended, further assessment and/or treatment become requirements of the program. CTW staff monitor contract completion and have a completion meeting with the responsible youth and their support people. The contract has 3 primary sections: Giving back to the victim (harmed persons), Giving back to the community, Giving back to the self and family. There is a minimum requirement of 20 restorative hours for a contract. The contract may contain treatment or supervision requirements such as: counseling, drug/alcohol assessment or monitoring, participation in classes or programs, school counseling, contact or supervision, support groups, mentoring etc. Each contract is designed for the specific incident and youth. The contract may include requirements from CTW staff based on screening and/or family requests but other contract requirements are determined by the conference participants.

Conference participants include: youth responsible for causing harm, their support, harmed persons, their support, community representatives, affected community members and (often) peer community members. CTW staff have a face-to-face intake meeting with the youth and support. Decisions about required referrals are made at this point. Screening tools used by the DAs and also by RJS include: ARNA, CRAFFT, GAINSS. The youth and family are required to comply with what is recommended based on the screening (counseling, further assessment, drug/alcohol monitoring/classes, etc.).

CTW works with and refers to many community agencies including: the Center for Family Outreach, the CSU Center for Family and Couples Therapy (CFCT), LifeStance Counseling, Summitstone Health Center, IMatter and others. Families always have the option to use a provider of their choice for mental health services. Insurance is considered in weighing options.

For non-shoplifting cases, CTW staff invite the victim (harmed persons) to participate. If they do not want to participate or have a personal representative participate, the case is sent to the REFLECT Program, which uses trained victim surrogates.

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The process is voluntary for all participants. The youth must admit to their involvement in the incident. If there is monetary restitution, and the victim provides written verification of this damage, the youth and family must agree to pay it.

CTW accepts petty, misdemeanor and felony cases. Most cases referred are misdemeanors and some are felonies. RJS also accepts youth on probation when a new offense is referred in lieu of sending the probationer back to court.

Each RJ circle is built based on the needs and what will be of greatest benefit to the primary participants; the responsible youth and the people who were harmed. For example, an accountability contract can be adjusted and individualized to be accessible and doable for a youth with learning disabilities. CTW includes family members, school support people, peer and adult community members in the circle to assure support and understanding for the youth, in addition to accountability. CTW does the same for participating harmed parties.

CTW works on cultural, developmental and gender appropriateness by building every RJ circle individually, including the youth, family and harmed person in deciding who should be part of the circle. Youth and their support people also have choice in determining how the youth can repair harm, what service the youth chooses to do to give back to the community. The CTW programs have a very strong emphasis on the youth's strengths, making this part of the assessment and discussion at all parts of the program: intake, pre-conference, conference, contract development and completion circle.

During the intake process screening is done for mental health issues as well as substance abuse. When identified, addressing these issues becomes part of the requirements for completing the program. They are considered "repairing the harm to self."

Services: The services within the program include:

- intake meeting with responsible youth and parent/s including screening for substance abuse and mental health
- resource referrals based on screening results
- preconference meetings with facilitators
- the restorative justice conference (face-to-face meeting with victim, victim support, community members and family)
- accountability contract requirements
- check-ins and availability of staff during contract phase
- one or more follow-up meetings to verify contract compliance and assess how the youth and family have progressed.
- contact and relationship opportunities with community volunteers
- CTW staff are always available by phone or in person for questions or concerns.
- CTW provides pre-conferencing services and resource referrals for the people harmed by the incident, family members and community members.

In house services that support the direct services to youth responsible for harm, the people harmed and the community include: review and assessment of cases, background checks, records maintenance, case management services, volunteer recruitment, training and management, supervision and monitoring of contract compliance, collecting and reporting data, referral assistance for community service, counseling and other support services in the community.

In addition, CTW does pre and post surveys for each youth and participant satisfaction surveys for victims, community, parents and all other participants. CTW staff also reviews and delivers letters of apology, restitution and other

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appropriate contract items.

CTW trains staff and volunteers to adhere to the RJ Facilitator Code of Conduct and Standards of Training and Practice set forth by the Colorado's Restorative Justice Coordinating Council and Colorado Coalition of Restorative Justice Directors. Restorative practices used as part of the programming: , Restorative Justice Family/Community Conferences , Youth assets emphasis in circle and contract , Victim/Community Impact panels , Meaningful Community Service , Restitution , Victim/Community representation in every circle , Restorative contracts , Pre-conferencing services , Completion interviews and contract review , Restorative language and approach throughout.

Graduated sanctions are built into the system we work with.

- If a youth re-offends while in the program, RJ staff consult with the DA representative, who determines next steps on a case-by-case basis with input from RJ staff.
- If a youth referred by probation re-offends while in the program, the additional sanctions are handled by the Probation Officer.
- In all cases, we communicate with the referring agency about the youth's participation in the program, and any completed contract items.

Noncompliance: If a youth does not complete his/her contract by the deadline, we work with the youth and family on the issues that caused noncompliance. Extensions are given for good reason, and support as needed. If the youth continues to be noncompliant, we refer them back to the DAs office, who determines next steps on a case-by-case basis with input from RJ staff.

Goals and Objectives

Goal 1: To prevent further involvement in the formal justice system for youth who commit crimes in our community.

- Objective 1.1
 - Objective: Provide Restorative Justice conferencing as a diversion option for 35 youth
 - Outcome: 35 youth will be served. 90% of youth will complete program requirements.
 - Measurement: Number of youth receiving services during the time period. Percentage of youth who complete vs noncomplete. 90% or more of youth are happy with their experience.
 - Timeline: 7/1/2025-6/30/2026
- Objective 1.2
 - Objective: Provide the opportunity for victim and community to have a voice in the restorative justice process.
 - Outcome: 100% of RJ circles include victim and community members and/or representatives and their concerns are considered as part of the process. Victims and community help identify the harm caused by crimes youth commit in our community and provide meaningful ways for the youth to repair the harm done.
 - 95% of victim and community reps are happy with their RJ experience.
 - Measurement: Case files and participant satisfaction surveys.
 - 100% of RJ conferences will include one or more victim and community representatives.
 - Timeline: 7/1/2025-6/30/2026

Grantee: City of Fort Collins - Conflict Transformation Works

Project: Restorative Justice Services

Grant #: 2026-DV-26-463-08

EXHIBIT E, BUDGET**Personnel****Position Title:** Restorative Justice Specialist**Name:** Mary-Claire Geiss**Total # hours per week:** 40

	Base Pay	% Paid by Grant	Amount Paid by Grant Funds
Salary	\$ 82,683	27%	\$ 22,324.41
Fringe/Benefits	\$ 24,861	24%	\$ 5,966.64
Subtotal	\$ 107,544		\$ 28,291.05
Additional funding for position	City of Fort Collins		
Narrative	<p>This position is the RJ Program Sr. Specialist and is a classified employee; Full time. Job classification is determined by an assessment of the duties.</p> <p>Job duties related to Diversion include: program coordination and case management for all RJ programming, volunteer management and training, Communication with RJ referral sources, updating program procedures as needed, DA intake meetings and other communications, administering mental health screening and making referrals, collaborating with community partners, contacting victims and addressing their needs in the RJ process, assessing all cases to determine best fit, best program and needed resources. Benefits include: Medical: \$12,443; Dental: 608; Life 100; LTD 406; FICA 6,072; 401K 5,159; WC 73.</p>		

Position Title: CTW Program Assistant**Name:** Laurie Linam**Total # hours per week:** 25

	Base Pay	% Paid by Grant	Amount Paid by Grant Funds
Salary	\$ 51,480	14%	\$ 7,207.20
Fringe/Benefits	\$ 4,616	3%	\$ 138.48
Subtotal	\$ 56,096		\$ 7,345.68

EXHIBIT B TO ORDINANCE NO. 117, 2025

DocuSign Envelope ID: DA8CA277-B0E2-4FE1-8610-559E258C512F

Grantee: City of Fort Collins - Conflict Transformation Works

Project: Restorative Justice Services

Grant #: 2026-DV-26-463-08

Additional funding for position	City of Fort Collins
Narrative	<p>This position is the CTW Program Assistant. It is a part-time hourly position serving the CTW programs. The classification is determined by an assessment of the duties.</p> <p>This position assists program specialists with case management responsibilities. Job duties related to Diversion include: data entry and case management support for all RJ programming; conducting intake meetings with DA referrals and families; corresponding through email and phone with referral partners and program participants; facilitating restorative justice circles as needed; administering mental health screening and making referrals. This job is part-time with limited benefits. Benefits are FICA and Workman's Comp at 9% of salary.</p>

Personnel Subtotal: \$ 35,636.73**Supplies and Operating**

Item	Amount	Budget Narrative

Supplies and Operating Subtotal: \$0.00**Travel**

Item	Amount	Budget Narrative

Travel Subtotal: \$ 0**Equipment**

Item	# of Items Charged to Grant	Unit Cost	Amount	Budget Narrative

Equipment Subtotal: \$ 0**Consultants / Contracts**

Name	Amount	Budget Narrative

Consultants / Contracts Subtotal: \$ 0**Indirect**

Effective Date	Expiration Date	Amount	Budget Narrative

Indirect Subtotal: \$ 0

EXHIBIT B TO ORDINANCE NO. 117, 2025

Docusign Envelope ID: DA8CA277-B0E2-4FE1-8610-559E258C512F

Grantee: City of Fort Collins - Conflict Transformation Works

Project: Restorative Justice Services

Grant #: 2026-DV-26-463-08

Overall Budget Summary

	Funding Request
Personnel	\$ 35,636.73
Supplies and Operating	\$ 0
Travel	\$ 0
Equipment	\$ 0
Consultants / Contracts	\$ 0
Subgrants	\$ 0
Indirect Costs	\$ 0
Total	\$ 35,637

Certificate Of Completion

Envelope Id: DA8CA277-B0E2-4FE1-8610-559E258C512F

Status: Completed

Subject: 2026-DV-26-463-08 - 2026 Diversion - City of Fort Collins - Conflict Transformation Works

Source Envelope:

Document Pages: 8

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

OAJJA Grants

AutoNav: Enabled

700 Kipling St

Envelopeld Stamping: Enabled

Lakewood, CO 80215

Time Zone: (UTC-07:00) Mountain Time (US & Canada)

cdps_dcj_oajjagrants@state.co.us

IP Address: 165.127.87.1

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6/25/2025 8:56:14 AM

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Security Appliance Status: Connected

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Location: Docusign

Signer Events

Matthew M. Lunn Ph.D.

Matthew.lunn@state.co.us

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

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Signature Adoption: Pre-selected Style

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Timestamp

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Viewed: 6/25/2025 9:23:03 AM

Signed: 6/25/2025 9:23:19 AM

Electronic Record and Signature Disclosure:

Accepted: 6/25/2025 9:23:03 AM

ID: 92a4aff4-7e35-4256-99b8-f68c2bf14868

Lyndsay Clelland

lyndsay.clelland@state.co.us

Contract, Grant and Compliance Coordinator

Division of Criminal Justice

Security Level: Email, Account Authentication
(None)

DocuSigned by:

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Signature Adoption: Pre-selected Style

Using IP Address: 174.16.157.76

Sent: 6/25/2025 9:23:20 AM

Viewed: 6/25/2025 10:24:59 AM

Signed: 6/25/2025 10:35:36 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Kinsey Garrett

kinsey.garrett@state.co.us

Security Level: Email, Account Authentication
(None)

Sent: 6/25/2025 10:35:37 AM

Electronic Record and Signature Disclosure:

Accepted: 2/13/2025 9:00:59 AM

ID: 7c15a595-b4a6-4f0b-ac05-bc85b178243e

Carbon Copy Events	Status	Timestamp
Kate Ferebee Kate.Ferebee@state.co.us Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 12/5/2023 12:36:38 PM ID: a4ce6fe0-5dc1-4316-9e51-12a02feed373	COPIED	Sent: 6/25/2025 10:35:37 AM
DCJ GMS dcjgms@state.co.us Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 6/14/2024 10:14:04 AM ID: c36f597f-bb29-4102-b870-1674cfd2acdb	COPIED	Sent: 6/25/2025 10:35:38 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/25/2025 8:58:53 AM
Certified Delivered	Security Checked	6/25/2025 10:24:59 AM
Signing Complete	Security Checked	6/25/2025 10:35:36 AM
Completed	Security Checked	6/25/2025 10:35:38 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

Electronic Record and Signature Disclosure created on: 8/10/2022 3:16:46 PM

Parties agreed to: Matthew M. Lunn Ph.D., Kinsey Garrett, Kate Ferebee, DCJ GMS

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact CDPS Contracts and Grants:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: sarah.white@state.co.us

To advise CDPS Contracts and Grants of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at sarah.white@state.co.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from CDPS Contracts and Grants

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to sarah.white@state.co.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with CDPS Contracts and Grants

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to sarah.white@state.co.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CDPS Contracts and Grants as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CDPS Contracts and Grants during the course of your relationship with CDPS Contracts and Grants.