

DocuSign Envelope ID: F238CCF7-1776-4819-B8E5-27CA987403AE

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

State of Colorado Grant Modification

Option Letter 3

State Agency	Agreement Performance Beginning Date
Department of Public Safety, Division of Criminal Justice	07/01/25
Grantee	Current Agreement Expiration Date
City of Fort Collins	06/30/26
Grantee UEI	Current Agreement Maximum Amount
VEJ3BS5GK5G1	Fiscal Year and Amount: 2025 \$ 53,428.00
	Fiscal Year and Amount: 2026 \$ 39,637.00
Option Letter Number	Total for all State Fiscal Years: \$ 93,065.00
03	
Original Agreement Number	
2025-DV-25-30008-08	
Option Agreement Number	
2026-DV-26-463-08	

1. Options:

- A. Option to change the quantity of Services under the Agreement

2. Required Provisions:

- A. In accordance with Section(s) Number **§16.D** of the Original Agreement referenced above, the State hereby exercises its option to Increase the quantity of the Goods/Services or Both at the rates stated in the Original Agreement, as amended.
- B. 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.
- C. A revised Exhibit E, Budget is hereby incorporated into this document and shall replace all other prior Fiscal Year versions.

3. Option Effective Date:

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

EXHIBIT C TO ORDINANCE NO. 198, 2025

Docusign Envelope ID: F238CCF7-1776-4819-B8E5-27CA987403AE

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

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

DocuSigned by:

Matthew M. Lunn Ph.D.

8C8341EFA6124C4...

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

STATE CONTROLLER
Robert Jaros, CPA, MBA, JD

DocuSigned by:

Lyndsay Clelland

363D680603F0405...

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

Date: 10/22/2025 | 9:41:47 AM PDT

Amendment Effective Date: 10/22/2025 | 7:06:51 PM MDT

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.

EXHIBIT C TO ORDINANCE NO. 198, 2025

Docusign Envelope ID: F238CCF7-1776-4819-B8E5-27CA987403AE

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	31.83775%	\$ 26,324.41
Fringe/Benefits	\$ 24,861	24.0%	\$ 5,966.64
Subtotal	\$ 107,544		\$ 32,291.05
Additional funding for position	City of Fort Collins		
Narrative	BUDGET REALLOCATION INCREASES THE SALARY PAID FROM GRANT FUNDS FROM 27% TO 31.83775% 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. 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.		

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	14.0%	\$ 7,207.20
Fringe/Benefits	\$ 4,616	3.0%	\$ 138.48
Subtotal	\$ 56,096		\$ 7,345.68
Additional funding for position	City of Fort Collins		
Narrative	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. 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.		

Personnel Subtotal: \$ 39,636.73

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

Supplies and Operating

Item	Amount	Budget Narrative
NA	\$ 0.00	

Supplies and Operating Subtotal: \$0.00

Travel

Item	Amount	Budget Narrative
NA	\$ 0.00	

Travel Subtotal: \$ 0

Equipment

Item	# of Items Charged to Grant	Unit Cost	Amount	Budget Narrative
NA			\$ 0.00	

Equipment Subtotal: \$ 0

Consultants / Contracts

Name	Rate (if known)	Amount	Budget Narrative
NA		\$ 0.00	

Consultants / Contracts Subtotal: \$ 0

Indirect

Effective Date	Expiration Date	Amount	Budget Narrative
NA		\$ 0.00	

Indirect Subtotal: \$ 0

Overall Budget Summary

	Funding Request
Personnel	\$ 39,636.73
Supplies and Operating	\$ 0
Travel	\$ 0
Equipment	\$ 0
Consultants / Contracts	\$ 0
Subgrants	\$ 0
Indirect Costs	\$ 0
Total	\$ 39,637



Certificate Of Completion

Envelope Id: F238CCF7-1776-4819-B8E5-27CA987403AE

Status: Completed

Subject: OAJJA - Option Letter 03 - 2026-DV-26-463-08 - Juvenile Diversion - City of Fort Collins

Source Envelope:

Document Pages: 4

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

Record Tracking

Status: Original

Holder: OAJJA Grants

Location: DocuSign

10/22/2025 8:49:55 AM

cdps_dcj_oajjagrants@state.co.us

Security Appliance Status: Connected

Pool: FedRamp

Storage Appliance Status: Connected

Pool: CDPS Contracts and Grants

Location: Docusign

Signer Events

Matthew M. Lunn Ph.D.

Matthew.lunn@state.co.us

Director

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

8C8341EFA6124C4...

Signature Adoption: Pre-selected Style

Using IP Address: 97.122.177.59

Timestamp

Sent: 10/22/2025 8:52:57 AM

Viewed: 10/22/2025 10:41:39 AM

Signed: 10/22/2025 10:41:47 AM

Electronic Record and Signature Disclosure:

Accepted: 10/22/2025 10:41:39 AM

ID: c935f38e-505b-4d66-a2a0-f96f9006a894

Lyndsay Clelland

lyndsay.clelland@state.co.us

Contract, Grant and Compliance Coordinator

Division of Criminal Justice

Security Level: Email, Account Authentication
(None)

DocuSigned by:

363D680603F0405...

Signature Adoption: Pre-selected Style

Using IP Address: 174.198.165.185

Sent: 10/22/2025 10:41:48 AM

Viewed: 10/22/2025 7:06:46 PM

Signed: 10/22/2025 7:06:51 PM

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

Rebecca Ballast

rebecca.lindhorst-ballast@state.co.us

Security Level: Email, Account Authentication
(None)

Sent: 10/22/2025 7:06:52 PM

Viewed: 10/23/2025 10:10:01 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

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: 10/22/2025 7:06:52 PM
Breanne Nugent breanne.nugent1@state.co.us CJ - Grant Contract Specialist CDPS Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 10/22/2025 7:06:52 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/22/2025 8:52:57 AM
Certified Delivered	Security Checked	10/22/2025 7:06:46 PM
Signing Complete	Security Checked	10/22/2025 7:06:51 PM
Completed	Security Checked	10/22/2025 7:06:52 PM
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., Kate Ferebee

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, CDPS Contracts and Grants (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

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.