

AMENDATORY AGREEMENT

THIS AMENDATORY AGREEMENT is made and entered into by and between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado, hereinafter referred to as the "City", and **LIFELONG ADULT EDUCATION SERVICES, INC.**, a corporation, with an address of **1175 Osage Street, Suite 201, Denver, CO 80204** (the "Contractor"), collectively "the parties".

RECITALS:

WHEREAS, the City and Contractor entered into an Agreement dated August 7, 2013, to provide comprehensive employment and training services (the "Agreement"); and

WHEREAS, the City and the Contractor wish to amend the Agreement to increase the total amount of compensation to be paid to the Contractor and modify the work to be performed under the Agreement as set forth below;

NOW, THEREFORE, the parties agree as follows:

1. Paragraph E. (1) of Article 5 is hereby deleted and restated to read as follows:

" (1) Notwithstanding any other provision of the Agreement, the City's maximum payment obligation will not exceed **Six Hundred Sixty Six Thousand Five Hundred Seventy Four and 00/100 Dollars (\$666,574.00)** the "Maximum Contract Amount". The City is not obligated to execute an Agreement or any amendments for any further services, including any services performed by Contractor beyond that specifically described in **Exhibit A or A-1, as applicable**. Any services performed beyond those in Exhibit A are performed at Contractor's risk and without authorization under the Agreement."

2. Effective as of the date of execution of this Amendatory Agreement as written on the City signature page below, the statement of work under the Agreement, as amended herein, will be the statement of work set forth in the revised statement marked as "Exhibit A-1" attached hereto and incorporated herein by this reference. Any

references to "...Exhibit A..." in the Agreement shall be amended to read "...Exhibit A and Exhibit A-1..." as applicable. Effective as of the date of execution of this Amending Agreement as written on the City signature page below, Exhibit A-1 hereby supersedes and replaces Exhibit A in its entirety and Exhibit A will have no further force or effect.

3. Effective as of the date of execution of this Amending Agreement as written on the City signature page below, the budget under the Agreement, as amended herein will be the budget set forth in the revised budget marked as "Exhibit B-1" attached hereto and incorporated herein by this reference. Any references to "...Exhibit B..." in the Agreement shall be amended to read "...Exhibit B and Exhibit B-1..." as applicable. Effective as of the date of execution of this Amending Agreement as written on the City signature page below, Exhibit B-1 hereby supersedes and replaces Exhibit B in its entirety and Exhibit B will have no further force or effect.

4. Article 35 of the Agreement, entitled "**CONTRACT DOCUMENTS; ORDER OF PRECEDENCE**", is hereby deleted and restated to read as follows:

35. CONTRACT DOCUMENTS; ORDER OF PRECEDENCE:

This Agreement consists of Articles 1 through 37, which precede the signature page, and the following attachments which are incorporated herein and made a part hereof by reference:

- A. General Terms and Conditions – Exhibit C
- B. Work Statement – Exhibit A, A-1
- C. Budget – Exhibit B; Exhibit B-1
- D. Certificate of Insurance – Exhibit D

In the event of an irreconcilable conflict between a provision of Paragraphs 1 through 37, and any of the listed attachments or between provisions of any attachments, such that it is impossible to give effect to both, the order of precedence to determine which document shall control to resolve such conflict, is as follows, in descending order:

- Articles 1 through 37 (Agreement)
- Exhibit C (unless the City specifically notifies the Contractor in writing that provision of Exhibit C prevails over this Agreement)
- Work Statement – Exhibit A, A-1
- Budget – Exhibit B; Exhibit B-1

- Certificate of Insurance, Exhibit D”

5. As herein amended, the Agreement is affirmed and ratified in each and every particular.

6. This Amendatory Agreement will not be effective or binding on the City until it has been fully executed by all required signatories of the City and County of Denver, and if required by Charter, approved by the City Council.

7. This Amendatory Agreement may be executed in counterparts, each of which is an original and constitute the same instrument.

EXHIBITS AND SIGNATURE PAGES FOLLOW THIS PAGE:

EXHIBIT LIST

EXHIBIT A-1

EXHIBIT B-1

BALANCE OF PAGE INTENTIONALLY LEFT BLANK

Contract Control Number:

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of

SEAL

CITY AND COUNTY OF DENVER

ATTEST:

By _____

APPROVED AS TO FORM:

REGISTERED AND COUNTERSIGNED:

By _____

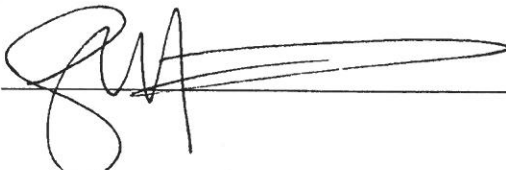
By _____

By _____



Contract Control Number: OEDEV-201311707-01

Contractor Name: Lifelong Adult Education Services, Inc.

By:  _____

Name: GARY Macdonald
(please print)

Title: DIRECTOR
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



STATEMENT of WORK
Lifelong Adult Education Services, Inc.
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
Amendment 1/1/2014 (OEDEV-201311707-01)

1.0 SCOPE

Lifelong the Contractor shall provide identified services as listed in Section 1.1. The services provided by the Contractor will support only TANF eligible individuals as determined by the Denver Department of Human Services. The services will further at least one of the four federal purposes of Colorado Works/TANF which purposes are: 1) assisting needy families so that children can be cared for in their own homes; 2) reducing the dependency of needy parents by promoting job preparation, work and marriage; 3) preventing out-of-wedlock pregnancies; and 4) encouraging the formation and maintenance of two-parent families.

Lifelong's contract has been amended to add funds and services to provide 61 more customers in the Psychological Evaluations and SSI/SSDI Services program as of 1/1/2014.

1.1 Services

1.1.1 The Contractor shall provide services for the Office of Economic Development (herein after referred to as OED) which shall assist in fulfilling TANF work participation requirements and lead to unsubsidized employment. The Contractor shall provide the following services:

Skill Development and Job Placement

Adult Basic Skills

- Each customer will have an individualized learning plan provided by the contractor and approved by OED
- Reading Comprehension
- Writing Skills
- Math Skills
- Structured Learning Lab
- One-to-One Instructional Support
- Targeted Instruction for Specific Learning Goals
- GED instruction in accordance with OED guidelines
- Worksite Interventions

English for Employment

- Vocational/Workplace Literacy Instruction
- Job Search Literacy Instruction
- Individualized Instruction for Vocational Content Areas
- Targeted Instruction for Specific Learning Goals

- Worksite Interventions

Psychological Evaluations and SSI/SSDI Services

- An in-depth evaluation of abilities, skills, cognitive potential, and emotional functioning conducted by a licensed psychologist
- A written report documenting the evaluation results and recommendations for appropriate training and employment options and required accommodations
- Consultation with the participant and referring OED worker
- Social Security Insurance and Disability Insurance screening and assessment
- Participate in OED SSI/SSDI Staffings

1.1.2 The Contractor shall provide Skill Development and Job Search services at a minimum of:

- 62 (26 ABS, 13 EFE, 23 Evaluations and/or SSI screens) estimated full program carry in participants (the planned number of participants who will be carried in from the previous program year who have not yet completed the program or been placed in unsubsidized employment (CM-PC)
- 150 (ABS) and 75 (EFE) minimum new participant enrollments annually (CM-NE), including monthly capacity of 15-English for Employment, 40-Adult Basic Skills, 100 Psychological Evaluations.
- **Amendment as of 1/1/14: Additional 61 evaluations will be added to the existing 100 bringing the total to 161.**
Justification for amendment: Lifelong's contract has been amended to add funds and services to provide 61 more customers in the Psychological Evaluations and SSI/SSDI Services program as 1/1/2014.

1.1.3 In addition, the Contractor shall provide:

- The Contractor shall ensure that all customers meet Federal Work Participation Requirements.

1.1.4 Re-Referrals

- Customers who unsuccessfully completed the Contractor's program prior to the Job Search component may be re-referred to the Contractor's program, and re-enrolled, if the following conditions have been met:

- The OED TANF Staff sends a Re-Referral form approved by an OED TANF Supervisor with the other required referral documents; and
- The Re-Referral Form demonstrates that the issues leading to the unsuccessful completion have been adequately addressed to indicate potential for successful completion upon re-enrollment.

1.2 Skill Development and Job Search Services Objectives

- 1.2.1 Participation Requirements – A minimum of 40% of program participants will meet the monthly required federal work participation hours.
- 1.2.2 Countable Activities – A minimum of 80% of enrolled program participants shall enroll and/or maintain enrollment in countable activities.
- 1.2.3 Program Completion - a minimum of 70% of enrolled program participants shall successfully complete the Contractor's program. The definition of successful completion and attainment of demonstrable skills needed for employment will be defined and approved in the Contractor's Resource Guide.
- 1.2.4 A written report will be provided to the OED-WD worker for 100% of the TANF participants who complete a psychological evaluation. The written report will include recommendations for appropriate training and employment goals.

2.0 PROGRAMMATIC AND PERFORMANCE REQUIREMENTS

2.1 Referral, Recruitment, and Orientation Procedures

- 2.1.1 The Contractor shall receive referrals of TANF participants from OED. The referral will include the Connecting Colorado Referral, Status Update and Referral Form (SURF), Individual Responsibility Contract (IRC), and all OED assessment results.
- 2.1.2 The Contractor shall not provide services for any person unless the Contractor has received a Connecting Colorado Referral (RT-TF or RS-TF) from OED within 24 hours of point of entry.
- 2.1.3 The Contractor may conduct outreach and recruitment activities with OED staff and other contractors as appropriate.

- 2.1.4 The Contractor shall participate in any OED designated events to assist in recruitment efforts.
- 2.1.5 The Contractor shall provide the results of any additional participant assessments conducted as part of their contracted services to OED, as allowed by the Health Insurance Portability and Accountability Act (HIPAA).
- 2.1.6 The Contractor shall provide an orientation to all new participants. The orientation shall include information about:
- services available at the Contractor,
 - grievance procedures, signed by the participant, and placed in the participant's file,
 - expectations and responsibilities of the participant,
 - the Contractor's participation policy shall be provided to the participant prior to enrollment into the program. Upon program enrollment the participant shall sign a copy of the policy.
 - expectations and responsibilities of the Contractor,
 - additional related services available from other service providers or the community.
- 2.1.7 The Contractor shall offer its orientation at a frequency and format that best meets the needs of customers, as determined by OED. The format and frequency of orientation shall be reviewed and approved by OED.
- 2.1.8 The Contractor shall provide to OED copies of all orientation calendars and related materials as listed in section 2.1.7 for inclusion to the CPM orientation Master file. Contractors shall provide OED notification of any changes to the monthly calendar 5 days prior to implementation. OED may refer customers directly to the orientation without an advance appointment.

2.2 Resource Guide

- 2.2.1 The Contractor shall provide OED with a resource guide utilizing the provided OED template within thirty (30) days of the start of the contract. The Contractor will update their resource guide as often as necessary following the OED resource guide update process.
- 2.2.2 The Contractor shall provide copies of the following material to OED within thirty (30) days of the start of the contract:
- All orientation materials (see 2.1.1)
 - Standard program activity language to be used in the development of the IRC

- Contractor grievance policy
- Contractor participation policy
- Non-Compliance Policy
- Contractor program completion definitions
- Course curricula and associated materials and/or program outlines
- Certificate and license templates (where applicable)

2.3 Subcontracts

- 2.3.1 A draft of all subcontracts or letters of engagement must be provided to OED at the initial budget review. Upon execution of this agreement, the Contractor shall provide a copy of all executed subcontracts within 15 days.
- 2.3.2 The Contractor shall be responsible for all participants referred to their program including those that they refer to their subcontracted services. The Contractor will provide written notification of such referrals to the BDA.
- 2.3.3 The Contractor will use Connecting Colorado when making referrals to their subcontracted providers.
- 2.3.4 The Contractor may not make direct referrals to any other programs of which they do not have a subcontract, this includes Memoranda of Understanding (MOU).

2.4 Data Collection and Reporting

- 2.4.1 The Contractor shall be responsible for OED Management Information System (MIS) data collection in accordance with City procedures.
- 2.4.2 The Contractor shall ensure its data reporting systems are compatible with OED systems and meet OED data reporting requirements. The Contractor shall be responsible for supplying and maintaining all required MIS equipment and software, including terminal emulation software.
- 2.4.3 Data collection includes fiscal reports, MIS paperwork, participant case notes on progress, achievement and attendance records, follow-up activities, and any other reports required by OED and identified in this exhibit, or the agreement, or OED's procedures.

2.4.4 The Contractor must enter the participant's activities into the Connecting Colorado database before receiving reimbursement for services provided to the participant. The Contractor shall comply with the OED's Connecting Colorado procedures related to data collection and reporting. All contractors must attend data collection and reporting training in order to gain access to the Connecting Colorado system.

2.4.5 The Contractor will ensure that participation hours for all enrolled TANF participants are reported to OED by close of business each Monday for the previous week's activities utilizing the Connecting Colorado database or any alternative participation reporting system and procedures implemented by OED. A copy of each participant's monthly participation hours total will be provided by OED to the Contractor and maintained in the participant's case file.

2.4.6 The Contractor will ensure that all participant activities are accurately entered by running designated reports to reconcile any errors or discrepancies. The Contractor will review participation data entry accuracy on a weekly basis, and correct any errors by close of business each Monday for the previous week's activities.

2.5 Reports

OED will provide the format of the performance report to the Contractor to be submitted by the 10th of the month following each quarter. The Contractor shall use the quarterly performance goals set forth in a Summary and Detailed Quarterly Activities Performance form (QAP) provided by OED.

2.6 Coordination and Contractor Participation

The Contractor shall actively participate in any forums, meetings, staff trainings or planning sessions conducted to further the goals of providing appropriate, consistent, and efficient provision of TANF services.

2.7 Documentation/File Management

2.7.1 The Contractor is responsible for maintaining an organized file (chronological with most recent on top), with sections identified below, for each participant. The file shall represent services rendered as documented in 1.1.1. File contents will be shared as allowed by the Health Insurance Portability and Accountability Act (HIPAA). At a minimum, the file shall contain a hard copy of:

- Case Notes (non-confidential)
- Application and Enrollment
 - Status Update and Referral Form (provided by OED)
- Intake, Assessment, Plan and Program Activities

- IRC (provided by OED)
- Staffing Report (provided by OED)
- Subsequent Assessments
- Signed Release of Information
- Signed Grievance Procedure
- Signed Charitable Choice Notice, if applicable,
- Signed Attendance/Participation Policy
- Signed Community Based Training Agreements
- Copy of participant's certificate/license
- Copy of participant's resume
- Employment, Performance
 - Follow-up Retention Documentation
 - Employment Verification

3.0 ADMINISTRATIVE REQUIREMENTS

3.1 Compensation and Methods of Payment

- 3.1.1 The contractor shall adhere to the requirements and guidance for cost allocation in federal grant programs in accordance to the applicable OMB Circular (A-21: *Cost Principles for Educational Institutions*; A-87: *Cost Principles for State, Local, and Indian Tribal Governments*; or A-122: *Cost Principles for Non-Profit Organizations*).
- 3.1.2 The Contractor shall be reimbursed or paid for services provided under this Agreement according to the approved cost allocation budget, attached to and made a part of this Agreement.
- 3.1.3 The Contractor shall submit the final invoice for reimbursement within forty five (45) days after the end of the contract.
- 3.1.4 The Contractor shall submit invoice requests for reimbursement of costs on a regular and timely basis in accordance with OED-WD procedures. At the Contractor's request, personnel costs may be submitted to mirror Contractor payroll (bi-weekly or bi-monthly invoicing). Invoices should be submitted within **thirty (30) days** of actual service, expenditure or payment of expense.
- 3.1.5 The Contractor shall follow OED-WD budget modification procedures.
- 3.1.6 The Contractor shall follow the applicable US Office of Management and Budget (OMB) administrative requirements, OMB A-122 or CFR 215 (A-110) for procurement of supplies and other

expendable property, equipment, real property and other services with Federal funds for purchases that cost more than \$25,000.00.

3.2 Close-Out

The Contractor shall prepare and submit the required OED-WD contract closeout reports within **sixty (60) days** of the expiration date of this contract. The closeout package will be sent to the Contractor prior to the end of the contract. OED-WD reserves the right to automatically closeout the contract after sixty (60) days, if there are no disallowed cost pending. Once the contract closeout is completed, no further reimbursements will be allowed. Prior to reimbursement for the last invoice, OED will review participant files in accordance with OED-WD Closeout Procedures when applicable.

3.3 Agreement Renewal

This Agreement may be renewed or extended in part or in full, depending upon such factors as funding availability, the need or demand for Contractor provided services, Contractor's satisfactory demonstrated performance as defined in section 1.2 of this Agreement, Contractor's compliance with reporting requirements, Contractor's willingness and capability and mutual agreement between the City and Contractor.

3.4 Charitable Choice Notice

If applicable, the Contractor shall ensure that participants are notified of their right to request and receive services from an alternative provider of services if that recipient objects to the religious character of the Contractor. OED and the Contractor shall work together to refer the participant to a reasonably accessible alternative provider that has the capacity to provide comparable services to the individual and provide services which have a value not less than that of the services provided by the Contractor. It shall be the responsibility of the Contractor to obtain all participant signatures for the Charitable Choice Notice.

3.5 Records Retention

The Contractor must provide original files to OED upon request for audit and review. If requested by OED, the Contractor must provide original files to OED after the contract has expired. The Contractor shall make arrangements to transfer ALL documentation to the OED. If OED does not request the files including personnel, financial, and customer records from the Contractor, the Contractor must retain the files for six (6) years after submittal of the final report or until resolution of any pending audit and shall permit access thereto at no cost to the City. In the event that the Contractor cannot continue to maintain and store this documentation, original participant files will be submitted to OED in accordance with OED procedure.

The Contractor will make available, staff and records for review by the Contract Administrator or designated OED staff.

3.6 Background Checks

If the Contractor relies on criminal history records to assess and evaluate job and training opportunities for program participants, Contractor will conduct its activities using safeguards to prevent discrimination and promote employment opportunities for people with criminal records. In particular, but not by way of limitation, Contractor will comply with the guidance provided by the U.S. Department of Labor, Employment and Training Administration, TEGL No. 31-11. Contractor hereby acknowledges receipt of a copy of TEGL No. 31-11. The TEGL can also be located at http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=9230.

Exhibit B-1

**Lifelong Adult Education Services Inc.,
Budget and Budget Narrative Summary
Contract Amendment Effective January 1, 2014**

Budget Summary for Lifelong's three programs ABS/EFE/FFS is as following:

	Programs	Original Amount	Amended Amount	New Total Amount	Exhibit B-1
1	Adult Basic Skills (ABS)	\$339,736.00	No change	\$339,736.00	Pg. 2 of 9
2	English for Employment (EFE)	\$110,038.00	No Change	\$110,038.00	Pg. 10 of 15
3	Fee For Service (FFS)	\$160,375.00	\$56,425.00	\$216,800.00	Pg. 16 of 20
	Total Contract Amount	\$610,149.00	\$56,425.00	\$666,574.00	

Purpose for Amendment as of 1/1/14: Lifelong's Fee For Service (FFS) program has been amended to add funds of \$56,425.00 and provide services to 61 more customers to the Psychological Evaluations and Social Security Insurance (SSI)/Social Security Disability Insurance (SSDI) Services.

Program Budget and Cost Allocation Plan Summary

Contractor Name: Lifelong Adult Education Services Inc.,
 Project : Adult Basic Skills
 Contract Dates: 07/01/2013 to 06/30/2014

Program Year: 2013-2014

Budget Category	Agency Total (All Funding Sources)	Project Costs OED Funding 1 OEDEV-201311707-00		Modification Amount Funding 1 11/1/2013	Total Modified Project Costs OED Funding 1 OEDEV-201311707-00		Project Costs OED Funding 2		Total Project Costs requested from OED		Other City & County of Denver Funding (Add applicable funding as necessary)		Other Federal Funding		Other Non-Federal Funding		Agency Total	
		Amount	%		Amount	Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount
PERSONNEL COSTS	Total	Amount	%	Amount	Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount	%
Total Salaries	\$258,500.00	258,500	100.00%		258,500	100.00%		0.00%	258,500	100.00%		0.00%		0.00%		0.00%	258,500	100.00%
Total Fringe Benefits	\$30,372.83	30,373	100.00%		30,373	100.00%		0.00%	30,373	100.00%		0.00%		0.00%		0.00%	30,373	100.00%
Total Personnel Costs	288,872.83	288,873	100.00%	-	288,873	100.00%	-	0.00%	288,873	100.00%	-	0.00%	-	0.00%	-	0.00%	288,873	100.00%
NON-PERSONNEL:	Total	Amount	%	Amount	Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount	%
Participant Direct Costs	\$598.50	5,249	876.94%	(4,650)	599	100.00%		0.00%	599	100.00%		0.00%		0.00%		0.00%	599	100.00%
Subcontractor Costs (specify subcontractor)			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Subcontractor Costs (specify subcontractor)			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Subcontractor Costs (specify subcontractor)			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Other Direct Costs	\$24,295.67	19,646	80.86%	4,650	24,296	100.00%		0.00%	24,296	100.00%		0.00%		0.00%		0.00%	24,296	100.00%
Facility Costs	\$25,969.00	25,969	100.00%		25,969	100.00%		0.00%	25,969	100.00%		0.00%		0.00%		0.00%	25,969	100.00%
Indirect Cost Allocation			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Total Non-Personnel Costs	50,863.17	50,863	100.00%	-	50,863	100.00%	-	0.00%	50,863	100.00%	-	0.00%	-	0.00%	-	0.00%	50,863	100.00%
Total Project Cost	339,736.00	339,736	100.00%	-	339,736	100.00%	-	0.00%	339,736	100.00%	-	0.00%	-	0.00%	-	0.00%	339,736	100.00%
Program Income (through funded activities)	0.00		#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Non-Project:	Total	Amount	%	Amount	Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount	%
Personnel Costs:	350,000		0.00%		-	0.00%		0.00%	-	0.00%		0.00%		0.00%		0.00%	-	0.00%
Non-Personnel Costs:	50,000		0.00%		-	0.00%		0.00%	-	0.00%		0.00%		0.00%		0.00%	-	0.00%
Total Non-Project Costs	400,000	-	0.00%	-	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Grand Total	739,736.00	339,736	46%	-	339,736	46%	-	0.00%	339,736	45.93%	-	0.00%	-	0.00%	-	0.00%	339,736	45.93%

**Exhibit B-1
Budget Narrative**

Original Total Contract Amount as of 7/1/13 for ABS/EFE/FFS = \$610,149.00
Amended Total Contract Amount as of 1/1/14 for ABS/EFE/FFS= \$666,574.00

Contractor: Lifelong AES, Inc.
Total Contract Amount for ABS: \$339,736.00

PERSONNEL BUDGET CATEGORIES

Salary

List each position by title, as summarized in the Cost Allocation Plan (Budget) Spreadsheet. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization and included the total amount provided in the Budget Spreadsheet.

Position Computation Costs

- | | |
|------------------------|---|
| Director | \$82,000 x 75% of time spent on project = \$61,500
Provides supervision of program staff, attends necessary meetings at OED, participates in participant assessment, planning and staffings, maintains and tracks budget and provides direct instruction as needed. |
| Psychologist | \$82,000 x 50% of time spent on project = \$41,000
Provides consultation to staff regarding learning characteristics of participant, reviews available data to identify needs and redirect those who are inappropriate for services, identifies those likely to need accommodations or redirect to SSI track. |
| Lead Instructor | \$43500 X 100% time spent on project = \$43,500
Provides supervision of instructors, direct instruction and goal planning for participants, and is responsible for assessment. This position requires a master's degree or commensurate experience in adult special education or a related field. |
| Instructor | \$42,000 x 100% time spent on project = \$42,000
Provides direct instruction of academic/literacy skills necessary for employment or eligibility for other programs. |
| Instructor | \$40,000 x 50% time spent on project = \$20,000
Provides direct instruction of academic/literacy skills necessary for employment or eligibility for other programs. |

Instructor **\$45,000 x 50% time spent on project = \$22,500**
 Provides direct instruction of academic/literacy skills necessary for employment or eligibility for other programs.

Administrative Assistant **\$28,000 x 100% time spent on project = \$28,000**
 Assists director with data management via Connecting Colorado, program/participant tracking and communication.

Total Salary Cost: **\$258,500.00**

Fringe Benefits

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits expenses are only for the personnel listed in budget category (A) and only for the percentage of time devoted to the project as described above in the Budget Spreadsheet. Below is a list of common benefit expenses. Include all benefits your agency provides employees if more are offered than those listed below.

Name/Position Computation Cost

Mary Costa, M.A., Director (\$82000 x 75% of time spent on project = \$61,500)

<i>Employers FICA</i>	\$61,500 x 6.3%	\$3874.50
<i>Local Tax (Denver)</i>		\$69.00
<i>Medicare</i>	\$61,500 x 1.45	\$891.75
<i>Workers' Compensation</i>	\$61,500 x .3538%	\$217.59
<i>Unemployment Insurance</i>	\$11,300 x 1.5%	\$169.50
<i>401k Employer Match</i>	\$61,500 x 3%	<u>\$1845.00</u>
		\$7067.34

Gary Macdonald, Ph.D. Psychologist (\$82,000 x 50% of time spent on project = \$41,000)

<i>Employers FICA</i>	\$41,000 x 6.3%	\$2583.00
<i>Local Tax (Denver)</i>		\$69.00
<i>Medicare</i>	\$41,000 x 1.45	\$594.5
<i>Workers' Compensation</i>	\$41,000 x .3538%	\$145.06
<i>Unemployment Insurance</i>	\$11,300 x 1.5%	\$169.50
<i>401k Employer Match</i>	\$41,000 x 3%	<u>\$1230.00</u>
		\$4791.06

Lead Instructor (\$43500 X 100% time spent on project = \$43500)		
<i>Employers FICA</i>	\$43,500 x 6.3%	\$2740.5
<i>Local Tax (Denver)</i>		\$69.00
<i>Medicare</i>	\$43,500 x 1.45	\$630.75
<i>Workers' Compensation</i>	\$43,500 x .3538%	\$153.90
<i>Unemployment Insurance</i>	\$11,300 x 1.5%	\$169.50
<i>401k Employer Match</i>	\$43,500 x 3%	<u>\$1305.00</u>
		\$5068.65

Instructor 2 (\$42,000 x 100% time spent on project = \$42,000)		
<i>Employers FICA</i>	\$42,000 x 6.3%	\$2646.00
<i>Local Tax (Denver)</i>		\$69.00
<i>Medicare</i>	\$42,000 x 1.45	\$609.00
<i>Workers' Compensation</i>	\$42,000 x .3538%	\$148.60
<i>Unemployment Insurance</i>	\$11,300 x 1.5%	\$169.50
<i>401k Employer Match</i>	\$42,000 x 3%	<u>\$1260.00</u>
		\$4902.1

Instructor 3 (\$40,000 x 50% time spent on project = \$20,000)		
<i>Employers FICA</i>	\$20,000 x 6.3%	\$1260
<i>Local Tax (Denver)</i>		\$69.00
<i>Medicare</i>	\$20,000 x 1.45	\$290.00
<i>Workers' Compensation</i>	\$20,000 x .3538%	\$70.76
<i>Unemployment Insurance</i>	\$11,300 x 1.5%	\$169.50
<i>401k Employer Match</i>	\$20,000 x 3%	<u>\$600.00</u>
		\$3230

Instructor 4 (\$45,000 x 50% time spent on project = \$22,500)		
<i>Employers FICA</i>	\$22,500 x 6.3%	\$1417.50
<i>Local Tax (Denver)</i>		\$69.00
<i>Medicare</i>	\$22,500 x 1.45	\$326.25
<i>Workers' Compensation</i>	\$22,500 x .3538%	\$79.60
<i>Unemployment Insurance</i>	\$11,300 x 1.5%	\$169.50
<i>401k Employer Match</i>	\$22,500 x 3%	<u>\$675.00</u>

\$2736.85

Administrative Assistant	\$28,000 x 100% time spent on project = \$28,000	
Employers FICA	\$28,000 x 6.3%	\$1764.00
Local Tax (Denver)		\$69.00
Medicare	\$22,500 x 1.45	\$406
Workers' Compensation	\$28,000 x .3538%	\$99.06
Unemployment Insurance	\$11,500 x 1.5%	\$169.50
401k Employer Match	\$28,000 x 3%	<u>\$840</u>
		3347.56

Total Fringe Benefits Cost: \$ 30372.83

TOTAL PERSONNEL COST: \$288872.83

NON PERSONNEL BUDGET CATEGORIES

Participant Direct Cost

List subcategories which are associated with expenses directly charged to participant activities or services (e.g., work experience, OJT, tuition, incentives, events, meetings, background checks, and investigative or confidential funds). Include a justification for each item under Participant Direct Cost.

Individualized Educational Materials

Original :Practice4GED.com: 34.99 per participant x 150 = 5248.50

Modified: Practice4GED.com: 3.99 per participant X 150 = 598.50

Original Total Educational Material Cost: \$5248.50
(\$4650.00)

New modified Total Educational Material Cost: \$598.50

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
-------------	--------------------	-------------

Practice4GED is a computerized practice test program that can be used to assess readiness to take the GED and that devises a lesson plan based on error analyses.

Original Total Participant Direct Cost as of 7/1/2013: \$5248.50
New Modified Total Participant Direct Cost as of 11/1/2013: \$598.50

Other Direct Costs

Other Direct Costs subcategories include consumable supplies, staff travel, staff development, etc. List non participant items (e.g., reproduction, Staff Development, conference registration, and meetings) by major type and the basis of the computation.

Include a full description of products and other costs and how they will be used by the organization to promote the objectives of the program. Provide details on who will develop products and how they will be distributed. Provide justifications for other costs included that are not included elsewhere in the budget narrative and vital to fulfilling the objectives of the program.

List (non-participants) meetings/ events costs and include a narrative that describes the purpose of each meetings/ events.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Professional Services: Auditing/Accounting (estimated)		\$9710.67
Software/e-mail/Office 360	9 @ 180 each	\$1620

Consumable Supplies

List items by type (office supplies, postage, copying paper, and other expendable items such as books, handheld tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. Include a justification for all Consumable Supplies.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies (paper, pens, paper, toner, etc.)	\$120/month x 12 months	\$2515.00
Original Workbooks, textbooks and ed. Materials		\$5200.00
MOD New Workbooks, textbooks and ed. Materials		\$4650.00
Business Cards and Stationary		\$600.00
Original Total Consumable Supplies Cost:		\$8315.00
MOD New Total Consumable Supplies Cost:		\$12,965.00
Original Total Other Direct Costs as of 7/1/2013:		\$19,645.67

New Total Other Direct Costs as of 11/1/2014:

\$24,295.67

Justification: The computer-based training the Contractor intended to use on a per-student basis (Participant Direct Costs) turned out to be impractical and of poor quality in actual use. Additionally, with the coming changes to the GED as of January 1st, the subscriptions they intended to buy will be of little or no use for their students. The intent of switching budget lines (from Participant Direct Costs to Other Direct Costs) is to make unused dollars available for purchase of computer programs and materials relevant to the program's switch to teaching the 2014 version of the examination.

Staff Travel

Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). If the application includes putting on training, travel and meals for trainees should be listed separately from travel and meals of the applicant's staff. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied. Applicant or Federal Travel Regulations.

Facilities Cost

Facilities subcategories include rent, equipment leases, insurance, communication, janitorial, and utilities.

Rent

1000 per month for space rented from The Newspaper Guild for ABS classroom and office. Total is 12000.

Insurance:

\$2169.00 = 50% of total insurance cost with breakdown as follows:

- 25% Lifelong other programs (1084.5)
- 25% EFE Program (1084.5)
- 50% ABS Program (2169)

Communication

List items by type (cell phones, landlines, internet, etc.) and show the basis for computation. Include a justification for each item under communication.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Internet and Phone Services	\$233.33/ month x 12 months	\$2800.00

Total Communication Cost: \$2800

Other Facility Expenses

List items (e.g., utilities, janitorial and security services) by major type and the basis of the computation.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Janitorial Services and Utilities	\$750/ month x 12 months	\$9000.00

These are fees associated with the space used by ABS and are documented via statements from the Osage building management company.

Total Other Facilities Expenses: \$9000.00

Total Facilities Expenses: 25,969.00

Indirect Cost

Indirect costs are allowed only if the applicant has a federally-approved indirect cost rate and if permitted by the grant program. A copy of the rate approval (a fully executed, negotiated agreement) must be attached as well as a full description of which direct costs are used to calculate indirect costs.

TOTAL NON PERSONNEL COST: \$50863.17

TOTAL PROGRAM COST: \$339,736.00

Program Budget and Cost Allocation Plan Summary

Contractor Name: Lifelong AES, Inc.
 Project : EFE
 Contract Dates: 07/01/2013 to 06/30/2014

Program Year: 2013-2014

Budget Category	Agency Total (All Funding Sources)		Project Costs OED Funding 1 OEDEV-201311707-00		Project Costs OED Funding 2		Total Project Costs requested from OED		Other City & County of Denver Funding (Add applicable funding as necessary)		Other Federal Funding		Other Non-Federal Funding		Agency Total		
	Total	Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
PERSONNEL COSTS																	
Total Salaries	\$89,500.00	89,500	100.00%		0.00%	89,500	100.00%		0.00%		0.00%		0.00%		0.00%	89,500	100.00%
Total Fringe Benefits	\$10,653.40	10,653	100.00%		0.00%	10,653	100.00%		0.00%		0.00%		0.00%		0.00%	10,653	100.00%
Total Personnel Costs	100,153.40	100,153	100.00%	-	0.00%	100,153	100.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	100,153	100.00%
NON-PERSONNEL:	Total	Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Participant Direct Costs			#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Subcontractor Costs (specify subcontractor)			#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Subcontractor Costs (specify subcontractor)			#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Subcontractor Costs (specify subcontractor)			#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Other Direct Costs	\$2,900.10	2,900	100.00%		0.00%	2,900	100.00%		0.00%		0.00%		0.00%		0.00%	2,900	100.00%
Facility Costs	\$6,984.50	6,985	100.00%		0.00%	6,985	100.00%		0.00%		0.00%		0.00%		0.00%	6,985	100.00%
Indirect Cost Allocation			#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Total Non-Personnel Costs	9,884.60	9,885	100.00%	-	0.00%	9,885	100.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	9,885	100.00%
Total Project Cost	110,038.00	110,038	100.00%	-	0.00%	110,038	100.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	110,038	100.00%
Program Income (through funded activities)	0.00		#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Non-Project:	Total	Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount	%		
Personnel Costs:	550,000		0.00%		0.00%	-	0.00%		0.00%		0.00%		0.00%		0.00%	-	0.00%
Non-Personnel Costs:	80,000		0.00%		0.00%	-	0.00%		0.00%		0.00%		0.00%		0.00%	-	0.00%
Total Non-Project Costs	630,000	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Grand Total	740,038.00	110,038	15%	-	0.00%	110,038	14.87%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	110,038	14.87%

Exhibit B-1
Budget Narrative: English for Employment (EFE)

Contractor: Lifelong AES, Inc.

Total Contract Amount for EFE: \$110,038.00

PERSONNEL BUDGET CATEGORIES

Salary

List each position by title, as summarized in the Cost Allocation Plan (Budget) Spreadsheet. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization and included the total amount provided in the Budget Spreadsheet.

- Director** **\$82,000 x 25% of time spent on project = \$20500**
Provides supervision of program staff, attends necessary meetings at OED, participates in participant assessment, planning and staffings, maintains and tracks budget and provides direct instruction as needed.
- ESL Instructor 1** **\$48,000 x 100% time spent on project = \$48,000**
Provides direct English for employment instruction and academic/literacy skills necessary for employment or eligibility for other programs.
- Instructor 2** **\$42000 x 50% time spent on project = \$21,000**
Part time position covers for the primary instructor when needed and visits work and training sites to follow up with and assess participants' vocational English skills in practice. Assists in job placement and job prep activities.

Total Salary Cost: \$89,500

Fringe Benefits

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits expenses are only for the personnel listed in budget category (A) and only for the percentage of time devoted to the project as described above in the Budget Spreadsheet. Below is a list of common benefit expenses. Include all benefits your agency provides employees if more are offered than those listed below.

Name/Position Computation Cost

Mary Costa, M.A., Director (\$82,000 x 25% of time spent on project = \$61,500)

<i>Employers FICA</i>	$\$20,500 \times 6.3\%$	\$1291.5
<i>Local Tax (Denver)</i>		\$69.00
<i>Medicare</i>	$\$20,500 \times 1.45$	\$297.25
<i>Workers' Compensation</i>	$\$20,500 \times .3538\%$	\$72.53
<i>Unemployment Insurance</i>	$\$11300 \times 1.5\%$	\$169.50
<i>401k Employer Match</i>	$\$20,500 \times 3\%$	<u>\$615.00</u>
		\$ 2514.78

Iwona Salamon, M.A., Instructor (\$48,000 x 100% time spent on project = \$48,000)

<i>Employers FICA</i>	$\$48,000 \times 6.3\%$	\$3024
<i>Local Tax (Denver)</i>		\$69.00
<i>Medicare</i>	$\$48000 \times 1.45$	\$696.00
<i>Workers' Compensation</i>	$\$48,000 \times .3538\%$	\$169.82
<i>Unemployment Insurance</i>	$\$11300 \times 1.5\%$	\$169.50
<i>401k Employer Match</i>	$\$48,000 \times 3\%$	<u>\$1440</u>
		\$ 5568.32

Instructor 2 TBD (\$42,000 x 50% time spent on project = \$21,000)

<i>Employers FICA</i>	$\$21000 \times 6.3\%$	\$1323.00
<i>Local Tax (Denver)</i>		\$69.00
<i>Medicare</i>	$\$21000 \times 1.45$	\$304.50
<i>Workers' Compensation</i>	$\$21000 \times .3538\%$	\$74.30
<i>Unemployment Insurance</i>	$\$11300 \times 1.5\%$	\$169.50
<i>401k Employer Match</i>	$\$21000 \times 3\%$	<u>\$630.00</u>
		\$ 2570.30

Total Fringe Benefits Cost: \$10,653.40

TOTAL PERSONNEL COST: \$100,153.4

NON PERSONNEL BUDGET CATEGORIES

Participant Direct Cost

List subcategories which are associated with expenses directly charged to participant activities or services (e.g., work experience, OJT, tuition, incentives, events, meetings, background checks, and investigative or confidential funds). Include a justification for each item under Participant Direct Cost.

Total Participant Direct Cost: 0.00

Subcontractor(s)

NONE

Total Subcontract(s) Cost: \$0

Other Direct Costs

Other Direct Costs subcategories include consumable supplies, staff travel, staff development, etc. List non participant items (e.g., reproduction, Staff Development, conference registration, and meetings) by major type and the basis of the computation.

Include a full description of products and other costs and how they will be used by the organization to promote the objectives of the program. Provide details on who will develop products and how they will be distributed. Provide justifications for other costs included that are not included elsewhere in the budget narrative and vital to fulfilling the objectives of the program.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Office 365 software license	2 @ 180	\$360

Consumable Supplies

List items by type (office supplies, postage, copying paper, and other expendable items such as books, handheld tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. Include a justification for all Consumable Supplies.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies (paper, pens, etc.)	\$50/month x 12 months	\$600
Business Cards/Stationary		\$300
Workbooks, textbooks and ed. materials	\$2750	\$1640.10

Total Consumable Supplies Cost: \$3650.00

Total Other Direct Cost: \$ 2900.10

Staff Travel

NONE

Total Travel Staff Cost: \$ 0

Facilities Cost

Facilities subcategories include rent, equipment leases, insurance, communication, janitorial, and utilities.

Rent

NONE

Equipment Rental

NONE

Insurance:

Commercial General Liability and Auto as required:

Commercial Property Coverage:

Commercial General Liability:

Commercial Auto:

Total Insurance Cost: \$1084.5

Communication

List items by type (cell phones, landlines, internet, etc.) and show the basis for computation. Include a justification for each item under communication.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Internet and Phone Services	\$116.33/ month x 12 months	\$1400

Total Communication Cost: \$1400

Other Facility Expenses

List items (e.g., utilities, janitorial and security services) by major type and the basis of the computation.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Janitorial Services and Utilities	\$375/ month x 12 months	\$4500

These are fees associated with the space used by EFE and are documented via statements from the Osage building management company.

Total Other Facilities Expenses: \$4500

Indirect Cost

Indirect costs are allowed only if the applicant has a federally-approved indirect cost rate and if permitted by the grant program. A copy of the rate approval (a fully executed, negotiated agreement) must be attached as well as a full description of which direct costs are used to calculate indirect costs.

NONE

Total Facilities Expenses: \$6984.5

Indirect Cost

Indirect costs are allowed only if the applicant has a federally-approved indirect cost rate and if permitted by the grant program. A copy of the rate approval (a fully executed, negotiated agreement) must be attached as well as a full description of which direct costs are used to calculate indirect costs.

TOTAL NON PERSONNEL COST: \$9884.60

Total project cost: \$110,038.00

Program Budget and Cost Allocation Plan Summary - Amendment as 1/1/2014 OEDEV-201311707-01

Contractor Name: Lifelong AES, Inc.
 Project : _____
 Contract Dates: 7/1/2013 TO 6/30/2014

Program Year: 2013

Service Category	Total	Fees Charged to OED (enter funding stream here) OEDEV-201311707-01						Fees Charged to OED Funding 2 GE00000		Modification Amount OED Funding 2 +/- GE00000		Total Project Costs OED Funding 2 GE00000		Total Fees Charged to OED		Total			
		Number of Units	Unit Price	Unit	Total	Amended Number of Units	Amended 1 Unit Price	Amendment Amount +/-	Amende d Total +/-	%	Total	%			Total	%	Amount	%	
Services																			
<i>Psychological Evaluation, Report, and Feedback</i>	\$148,925.00	100	925	Psychological Evaluation	92,500	62%	161	925	56,425	148,925	100%			0	0.00%	148,925	100%	148,925.00	100%
<i>SSI Consultation</i>	\$33,750.00	225	150	Hour	33,750	100%			0	33,750	100%			0	0.00%	33,750	100%	33,750.00	100%
<i>SSI Screening</i>	\$34,125.00	325	105	Hour	34,125	100%			0	34,125	100%			0	0.00%	34,125	100%	34,125.00	100%
					0	#DIV/0!			0	0	#DIV/0!			0	#DIV/0!	-	#DIV/0!	0.00	#DIV/0!
					0	#DIV/0!			0	0	#DIV/0!			0	#DIV/0!	-	#DIV/0!	0.00	#DIV/0!
					0	#DIV/0!			0	0	#DIV/0!			0	#DIV/0!	-	#DIV/0!	0.00	#DIV/0!
					0	#DIV/0!			0	0	#DIV/0!			0	#DIV/0!	-	#DIV/0!	0.00	#DIV/0!
					0	#DIV/0!			0	0	#DIV/0!			0	#DIV/0!	-	#DIV/0!	0.00	#DIV/0!
					0	#DIV/0!			0	0	#DIV/0!			0	#DIV/0!	-	#DIV/0!	0.00	#DIV/0!
					0	#DIV/0!			0	0	#DIV/0!			0	#DIV/0!	-	#DIV/0!	0.00	#DIV/0!
Total Contracted Service Fees:	\$216,800.00				160,375	74%			56,425	216,800	100%			0	0.00%	0	0.00%	216,800.00	100%

Exhibit B-1
Lifelong Budget Narrative FEE-FOR-SERVICE (FFS)
CALCULATION AND METHODOLOGY JUSTIFICATION
Amendment as of 1/1/2014 – OEDEV-201311707-01

Contractor / Program:	Lifelong Adult Education Services, Inc.	
Contract Start & End Dates:	07/01/2013 – 06/30/2014	
Funding Source:	TANF	
Program Year:	2013-2014	
TOTAL BUDGET	<i>Original Amount</i>	\$160,375.00
	<i>New Additional Amount as 1/1/14</i>	\$56,425.00
	Amended New Amount Total	\$216,800.00

Budget Time Frame: (example: # of months)

Instructions: Provide the fee for service rationale and methodology used to establish the fee. Clearly explain, showing calculations on this page. Additional pages may be used if necessary. If more than one service is provided, a separate sheet must be submitted for each proposed service. Include the current fee schedule provided to the public.

Service Category Name:	Cost per unit of Service:
Psychological Evaluation	\$ 925.00
Definition of Service:	
Lifelong AES psychological evaluation is an in-depth psychological evaluation of client abilities, skills, cognitive potential, and existence of mental or emotional problems. Barriers to job training, placement, and retention are identified and reasonable accommodation and/or alternative courses of action are recommended. Actual selection of psychological and psycho-educational tests and test batteries depend on referral reasons and client needs revealed during testing process. Up to 1.5 hours of feedback is provided for each customer/BDA.	
Outcome: The outcome of this service is the final written report generated from the analyses of test results. OED-BDAs and other service providers involved in employment/training and family counseling services are strongly encouraged to use the recommendations provided by psychological reports to supplement the data they normally use for planning and intervention as they assist clients in their career development and employment plans. Up to 1.5 hours of feedback is provided for each customer/BDA.	
Average of 8 psychological evaluations and feedback to BDA and customer per month	

100 evaluations per year

Beginning January 1, 2014, add 61 evaluations to existing total of 100 for a new amended total of 161.

Unit Type: Customer

Description Narrative of Rationale and Methodology Used to Establish the Fee:

Lifelong's fee structure for psychological services provided on a fee-for-service basis follows the guidelines of the Colorado Division of Vocational Rehabilitation. The current fee allowed by D.V.R. for psychological evaluations is 188/hour, and each evaluation is estimated to take 5-6 hours (total = \$940) not including feedback. Fees for OED are discounted from that rate for bulk provision of services.

Calculations Used to Establish Fee:

925*100=92500.00

Service Category Name:

SSI Consultation

Cost per unit of Service: 150.00

Definition of Service:

Consultation services provided to OED staff and service providers to help determine whether TANF participants are candidates for SSA-SSI assistance or are considered employable.

Lifelong specialists assists the other professionals on the SSI Committee in understanding how the participant's abilities, skills, cognitive potential, and existence of mental or emotional problems are significant enough barriers to job training, employment, and retention to keep them from sustaining employment. In cases where participants are judged as likely to gain/retain employment, the Lifelong specialist helps the other professionals identify strategies to overcome barriers and outlines strategies for reasonable accommodation in training and employment.

Outcome: The outcome of this service is the face-to-face interaction and decision-making activities realized by the Lifelong specialist, OED staff, and/or OED contractor involved in determining whether the TANF participant should be directed towards the application for SSI benefits or towards employment/training and family counseling services that lead to success in the client's career development and employment plan.

Description Narrative of Rationale and Methodology Used to Establish the Fee:

Fee is based on the \$150/hr fee and 225 units/year.

Calculations Used to Establish Fee:

150 * 225 = 33750.00

Service Category Name:

SSI Screening

Cost per unit of Service: 105.00

Definition of Service:

SSI Screenings, conducted at various points of entry by Lifelong specialists, identify TANF participants who seem to be candidates for SSI or employment/training goals. After the screening, case is presented to the SSI Committee to determine next steps for the participant (i.e. referral to the Navigators for ongoing assistance in the SSI process).

Outcome: The TANF participant referred to the SSI Screening process

1. Completes the SSI application process successfully and exits TANF when s/he becomes eligible for SSA-SSI benefits,
2. Is referred to ongoing SSI Navigator with another agency

\$105 per unit

325 units

Unit Type: Hours

Descriptive Narrative of Rationale and Methodology Used to Establish the Fee: Fee is based on the \$105/hr fee and 325 units/year.	
Calculations Used to Establish Fee: \$105 per hour * 325 hours = \$34125.00	

SUMMARY:

Original 100 Psychological Evaluation at 925 (100x\$925)	\$92,500.00	
Amended additional 61 Psychological Evaluation (61x\$925)		\$56,425.00
225 Hours of Consultation at 150.00 (225x\$150.00)	\$33,750.00	
325 hours of SSI Screening at 105.00 (325x\$105)	\$34,125.00	
Original Total Amount:	\$160,375.00	\$160,375.00
Amended New Total as 1/1/2014:		\$216,800.00

Original Total Contract Amount as of 7/1/13 for ABS/EFE/FFS = \$610,149.00
Amended Total Contract Amount as of 1/1/14 for ABS/EFE/FFS = \$666,574.00