

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 (the "City") and **MILE HIGH MONTESSORI EARLY LEARNING CENTERS**, a Colorado not-for-profit corporation, whose address is 1780 Marion Street, Denver, Colorado 80218 (the "Contractor") collectively "the parties".

RECITALS:

A. The parties entered into an Agreement dated June 30, 2017, to provide comprehensive Head Start services for program year 2017-2018 (the "Agreement").

B. The City and the Contractor wish to amend the Agreement to modify the services to be performed, increase the maximum contract amount, and increase the total amount of non-federal share to be provided by the Contractor under the Agreement.

The Parties agree as follows:

1. All references in the Agreement to Exhibit A are amended to read as Exhibits A and A-1, as applicable. The document marked as Exhibit A-1 is attached and incorporated into the Agreement by this reference. Effective as of September 1, 2017, Exhibit A-1 will supplement Exhibit A and will govern and control the number of participants, classrooms, and program options to be provided under the Agreement.

2. All references in the Agreement to Exhibit B are amended to read as Exhibits B and B-1, as applicable. The budget marked as Exhibit B-1 is attached and incorporated into the Agreement by this reference. Effective as of September 1, 2017, Exhibit B-1 will replace and supersede Exhibit B and payment on and after September 1, 2017, under the Agreement will be made in accordance with Exhibit B-1. For the avoidance of doubt, payment for cost of living adjustments (COLA) set forth in Exhibit B-1, is retroactive to July 1, 2017.

3. Subparagraph D. (1) of Article 7, entitled "**Maximum Contract Amount**", is amended by deleting and replacing it with the following:

D. Maximum Contract Amount:

(1) Notwithstanding any other provision of the Agreement, the City's maximum payment obligation will not exceed **One Million Seven Hundred Seventy-Eight Thousand Nine Hundred Ninety-Two Dollars and Zero Cents (\$1,778,992.00)** (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. Any services performed beyond those in Exhibit A are performed at Contractor's risk and without authorization under the Agreement.

4. Subparagraph F. of Article 7, entitled "**Non-Federal Share Match**", is amended by deleting and replacing it with the following:

"F. **Non-Federal Share Match**. The Contractor will contribute a match of at least twenty percent (20%) of the Maximum Contract Amount from non-federal funds through cash or in-kind contributions of services or property. Values for non-federal in-kind contributions of services and property will be established in accordance with applicable federal law, regulations, cost principles, or as otherwise determined by an appropriate federal agency. Contractor's total non-federal match contribution (cash and in-kind services or property) under this Agreement will be at least **Four Hundred Forty-Four Thousand Seven Hundred Forty-Eight Dollars and Zero Cents (\$444,748.00)** as set forth in more detail in Exhibit B or B-1, as applicable. The Contractor will report in writing to the City, within thirty (30) calendar days from the date of receipt thereof, any cash or other funds to be applied toward the non-federal match that Contractor receives. Contractor will be responsible for documenting and maintaining accurate records to the reasonable satisfaction of the City of both Contractors' non-federal share contributions and the contributions of Subdelegates and any Vendor designated by the Director. Such contributions will be recorded on each expenditure variance report and in written reports forwarded to the City on a monthly basis. Each monthly report will list all contributions provided by Contractor and/or its Subdelegates and/or any Vendor for each respective quarter and will list the total amount of contributions made as of the date of the monthly report."

4. This Amendatory Agreement is not 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.

5. Except as amended here, the Agreement is affirmed and ratified in each and every particular.

END

SIGNATURE PAGES AND EXHIBITS A-1 AND B-1 FOLLOW THIS PAGE

Contract Control Number: MOEAI-201734078-01

Contractor Name: MILE HIGH MONTESSORI EARLY LEARNING
CENT

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:

Attorney for the City and County of
Denver

By _____

By _____

By _____



Contract Control Number: MOEAI-201734078-01

Contractor Name: MILE HIGH MONTESSORI EARLY LEARNING
CENT

By: Pamela Harris

Name: Pamela Harris
(please print)

Title: President & CEO
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



Program Options

<u>Center Location</u>	<u>Number of Slots</u>	<u>Number of Classrooms</u>	<u>Option Configuration (Option, days and months of operation)</u>
Edna Oliver Early Learning 2851 Tremont Place Denver CO, 80205	37	3	(2) Extended-day (10.5 hour), (1) Full-day hybrid class (7 hours)
Sun Valley Early Learning 990 Alcott Street Denver CO, 80204	16	1	(1) Full-day hybrid class (7 hours)
Rude Park Early Learning 1275 Decatur Street Denver CO, 80204	10	1	(1) Extended-day (10.5 hour)
Lowry Montessori Early Learning 957 Ulster Way Denver CO, 80230	103	7	(2) Extended-day (10.5 hour), (1) Full-day (7 hour), (4) Part-day (3.5 hour)
Westwood Early Learning 1000 South Lowell Blvd. Denver CO, 80219	86	6	(2) Extended-day (10.5 hour), (4) Part-day (3.5 hour)
Warren Village 1323 Gilpin Street Denver CO, 80218	16	2	(2) Extended-day (10.5 hour)
Northeast Early Learning 3503 Marion Street Denver, CO 80205	9	2	(2) Part-day (3.5)

**Mile High Early Learning
2017-2018 Head Start Grant Budget Narrative**

The total amount requested for grant funds for Mile High Early Learning (MHEL from Denver's Great Kids Head Start is **\$2,223,740.00**:

- \$1,704,862.00 Program Operations
- \$ 17,013.00 COLA
- \$ 49,410.00 Enrollment Increase
- \$ 7,707.00 Training/Technical Assistance
- \$ 444,748.00 Non Federal Share

Included in this request are a total of 277 Head Start slots; 261 to be served through MHEL centers and 16 to be served through a partnership with Warren Village, Inc.

Personnel **\$1,424.294 Personnel**

The proposed MHEL Head Start budget is 80% staff salaries (\$1,424.294), with 88% (\$1,249,280) of staff salaries being direct program costs.

Staff are allocated to the Head Start program based on a variety of factors. MHEL has a capacity of 407 children, which include 40 infants, 72 toddlers and 295 preschoolers. Out of the 295 preschooler slots, 261 (86%) will be Head Start. Due to Head Start budget constraints, MHEL allocates between 0% - 90% of administrative staff salaries to the Head Start budget. Preschool teaching staff are allocated between 50% - 90% to Head Start, depending on classroom program options. MHEL will adhere to all Head Start salary caps.

Fringe Benefits **\$300,918**

The proposed MHEL Head Start budget is 17% (\$300,918) for fringe benefits and employer taxes. The proposed budget consists of the following: employer Social Security Medicare tax in the amount of \$94,509, Worker's Compensation Insurance in the amount of \$15,600, health insurance premiums in the amount of \$144,000, life and disability insurance in the amount of \$5,400, employer 401K match in the amount of \$41,409 for a total of \$300,917.

Travel **\$0**

Except for funds in the Training and Staff Development line item, there are no Out-of-Town Travel costs planned in the Head Start budget.

Equipment Purchases **\$0**

There are no equipment purchases of \$5,000 or more planned in the Head Start budget.

Supplies **\$0**

There are no supply purchases planned in the Head Start budget. Supplies are being funded through other funding sources and donations.

Contracts **\$40,000**

MHEL is partnering with Warren Village for 16 Head Start slots.

EXHIBIT B-1

Warren Village will provide educational instruction with appropriately credentialed staff as well as intensive case management. MHEL will provide training and technical assistance associated with Head Start, child assessment and nutrition education, supplementary family services and Head Start monitoring and reporting.

Construction and Renovations **\$0**

No renovations or construction activities are supported by the Head Start budget.

Other **\$3,000**

The proposed MHEL Head Start budget for grant year 2017/2018 contains the following:

ESL classes for parents \$1,000
MHEL will provide support to parents to access ESL classes.

Volunteer expense \$2,000
Materials and supplies for Policy Committee meetings are included in volunteer expenses.

All other costs are budgeted in the MHEL operating budget.

Unusual Situation or Special Programming

No unusual situations or special programming is supported by the Head Start budget.

Cash and Other Resources Used to Support the Project in Addition to the Federal Funds Requested and the Required Non-Federal Match

Other resources used to support our Head Start program include the Child Care Block Grant (CCCAP and TANF), the Child and Adult Care Food Program (CACFP), Denver Preschool Program (DPP) and Colorado Preschool Program (CPP).

Shared Staff, Facilities and Equipment

MHEL operates its Head Start program in conjunction with early care and education programming for infants, toddlers and preschoolers. Therefore, facilities, staff, supplies and equipment, and administrative support are shared among all programs. Costs not covered in the Head Start budget are expensed in the MHEL operating budget.

Legal Fees and Attorney Costs

Legal fees are budgeted in the MHEL general operating budget for legal consultation regarding personnel issues and policies, and consultation regarding OCR and ADA issues. There are not any legal fees budgeted in the Head Start budget.

Training and Staff Development **\$ 10,780 (T/TA PA 20 \$7,707)**

The dollars are budgeted to be used by parents and staff, to support parents and staff attendance at Head Start Conferences (including cost of the conference, travel, lodging and per diem expenses) and other conferences as deemed valuable to program quality improvement. In addition, the funds will be used for college classes for staff, including books and other professional development opportunities.

EXHIBIT B-1

Non-Federal Resources \$444,748

Participation in the Head Start program requires that Mile High Early Learning (MHEL) contribute 25% of its total Head Start grant amount in non-federal in-kind donations. The in-kind donations can come from many sources including family literacy sheets, classroom volunteers, field trip chaperones, parent volunteers, policy council meetings or other Head Start required meetings or non-federal funds that are used to supplement Head Start funding. The in-kind donations can also come from supplies and services donated directly to the MHEL program as long as the goods or services that are being donated would have been purchased by the agency for the benefit of the Head Start program. Building depreciation and other occupancy costs can also be considered in-kind as long the agency does not use federal funding to pay for the space being donated.

Non-federal resources may include the following:

- Classroom and field trip volunteering
- Family literacy sheets
- Translation services
- Painting and maintenance of the facilities
- Cleaning and maintenance of the grounds
- Building depreciation
- Occupancy costs
- Donated supplies, including the flowers donated by King Soopers
- Foundation grants used to support the Head Start program
- Board of Directors' volunteer time to attend meetings
- Parents and community members' time to attend Policy Committee meetings
- Administrative assistance
- Services
- Mile High United Way contributions
- Denver Preschool Program income
- Colorado Preschool Program income

This is the estimated detail for the 2017/2018 grant year.

Description	Amount	Budget Category
<ul style="list-style-type: none"> • Classroom and field trip volunteering • Family literacy sheets • Administrative assistance 	\$99,540	Teacher Aides - \$14.22/hr. for 7,000 hours
<ul style="list-style-type: none"> • Translation services • Board of Directors' volunteer time to attend meetings • Parents and community members' time to attend Policy Committee meetings 	\$5,000.00	Translation services - \$500 Board of Directors - \$3,600 Policy Committee - \$900
<ul style="list-style-type: none"> • Denver Preschool Program 	\$138,000	Contractual - These funds will be used to purchase classroom supplies, occupancy costs, personnel costs and other general operating expenses.
<ul style="list-style-type: none"> • Colorado Preschool Program 	\$105,205	Contractual – These funds will be used to purchase classroom supplies, occupancy costs,

EXHIBIT B-1

		personnel costs and other general operating expenses.
• Building depreciation	\$75,000.00	Other – Rent
• Fringe benefits	\$22,003	Fringe benefits
TOTAL	\$444,748	

Volunteers can be parents or members of the community. The volunteer wage rate is calculated based upon the service the volunteer is providing. For example, if the volunteer is helping in the classroom, the wage rate for Teacher Assistants (current average \$14.22) is used; the Policy Committee member's rate is calculated at the salary of the Head Start Director (current average \$36.87); and the rate used for volunteers painting a classroom is the average wage rate (current average \$21.00) of our maintenance department staff. The fringe benefit rate used for in-kind calculations is the same as the Agency rate for Head Start employees.

Completion of the volunteer time sheets is the responsibility of the Program Directors and the Family Community Advocates. Each Head Start classroom has a monthly volunteer time sheet that is filled out and signed by each volunteer. Other types of approved documentation for in-kind donations include "Family Literacy" forms and "Vouchers for Non Federal Share In-kind Contribution" forms. At the end of each month/week, the Program Directors or the Family Community Advocates review the forms for accuracy and then gives the forms to the Family Services Coordinator. The Family Services Coordinator reviews them for completeness, reasonableness and propriety and then gives them to the Receptionist.

The Receptionist is responsible for calculating the dollar value of the volunteers' time. The forms are then given to the Controller who is responsible for compiling all the in-kind donations by center and then reporting the information to the Denver Great Kids Head Start city office.

Non-federal resources include donated rent (the City and County's annual depreciation amount prorated based on Head Start FTE). Four early learning centers are leased from the City: Westwood, Edna Oliver, Northeast and Lowry. Other properties are leased through the Denver Housing Authority—Sun Valley, and Denver Lions Club—Rude Park and the administrative office is owned by MHEL.

Head Start also receives a portion of MHEL's occupancy costs as an in-kind donation. The portion is determined by the number of FTE Head Start children to the program capacity.

In addition, MHEL uses Denver Preschool Program and Colorado Preschool Program revenue as part of the in-kind donation. Denver Preschool Program revenue is received on all kindergarten bound preschoolers, with about 98% of those preschoolers also receiving Head Start services. Colorado Preschool Program (CPP) revenue can be received on infants, toddlers and preschool children. MHEL will be receiving 147 CPP slots at the rate of \$370 per slot per month for September 2017 through May 2018.



Budget Narrative

Cost of Living Adjustment (COLA) 2017/2018

The total dollar amount of \$17,013 will be spent to give all Head Start staff a 1 percent salary increase and to pay for corresponding payroll taxes and fringe benefits. The salary schedule for all Head Start employees will be permanently adjusted to reflect the 1 percent salary increase.

Non-Federal Share

The Non-Federal Share to be matched against the COLA funds total \$4,253.25 and will include the following resources:

1. Classroom and field trip volunteering
2. Family literacy sheets
3. Translation services
4. Painting and maintenance of the facilities
5. Cleaning and maintenance of the grounds
6. Amortized depreciation for space
7. Occupancy costs not paid by Head Start
8. Denver Preschool Program funding
9. Board of Directors' volunteer time to attend meetings
10. Parents and community members' time to attend policy committee meetings
11. Administrative assistance
12. Services, i.e. dental, vision screenings

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Deborah Davis
Vice Chair Development
Cynthia Abramson
Vice Chair Programs
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