

INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT (“IGA” or “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 **SCHOOL DISTRICT NO. 1 IN THE CITY AND COUNTY OF DENVER**, a body corporate and political subdivision with a principal place of business address of 1860 Lincoln Street, Denver, CO 80203 United States (**“DPS”** or the **“Contractor”**), each a **“Party”** and collectively the **“Parties.”**

The Parties agree as follows:

1. DEFINITIONS: The capitalized terms used in this IGA and any and all exhibits hereto, will have the meanings given such terms in the paragraph in which such terms are parenthetically defined. The meanings given to terms defined will be equally applicable to the singular and plural forms of such terms. In addition, the following capitalized terms shall have the following meanings:

A. “City” means the City and County of Denver or a person authorized to act on its behalf.

B. “Subcontractor” means an entity, other than the Contractor, that furnished or furnishes to the City or the Contractor services or supplies (other than standard office supplies, office space or printing services) pursuant to this IGA.

C. “Federal Government” shall include representatives of the agency, department or office of the United States of America which is or may hereafter be empowered to promulgate, review or enforce rules governing the expenditure of Federal Funds which are or may hereafter become obligated under this IGA.

D. “Federal Funds” means an award or appropriation of monies from the Federal Government for purposes of administering the Program.

E. “Federal Law” shall include any laws of the United States of America which govern funds which are or may after become obligated under this IGA. Federal Law may include, but is not limited to, federal laws set forth in Article 23 of this Agreement, as well as any and all amendments thereto which may currently or hereafter be in effect.

F. “Program” shall mean any and all authorized services and activities necessary to administer the Agency’s responsibilities under the Workforce Innovation and Opportunity Act, Public Law 113-129 (enacted July 22, 2014, and effective July 1, 2015), 29 U.S.C. 3101, et seq. (“WIOA”). For purposes of implementing the Program, the Contractor is a Sub-awardee.

G. “State Government” shall include representatives of the agency, department or office of the State of Colorado which is or may hereafter be empowered to promulgate, review or enforce rules governing the Program.

H. “State Law” shall include any laws of the State of Colorado which govern funds which are or may become obligated under this Agreement. State Law includes, but is not limited to, the state laws set forth herein, as well as amendments thereto which may currently or hereafter be in effect.

2. TERM: The Agreement will commence on **January 1, 2026**, and will expire on **December 31, 2026** (the “Term”). Subject to the Director’s (as defined in Paragraph 3, below) prior written authorization, the Contractor shall complete any work in progress as of the expiration date and the Term will extend until the work is completed or earlier terminated by the Director.

3. COORDINATION AND LIAISON: DPS will fully coordinate all Services under the Agreement with the Director of Workforce Services, a division of the City’s office of Denver Economic Development & Opportunity (the “Director” and the “Agency,” respectively), or the Director’s Designee.

4. SERVICES TO BE PROVIDED:

A. At the direction of the Director, DPS shall diligently undertake, perform, and complete all of the services, achieve all of the performance measures, and produce all the deliverables set forth on **Exhibit A**, the Contractor’s **Scope of Services** (the “Services”), to the City’s satisfaction.

B. The Contractor is ready, willing, and able to provide the Services required by this Agreement.

C. DPS shall faithfully perform the Services in accordance with the standards of care, skill, training, diligence, and judgment provided by highly competent individuals performing services of a similar nature to those described in the Agreement and in accordance with the terms of the Agreement.

D. DPS shall not establish practices that create disincentives to providing Services to individuals with barriers to employment who may require longer-term Services, such as intensive employment, training, and education services.

5. COMPENSATION AND METHOD OF PAYMENT:

A. Budget: The City shall pay and DPS shall accept as the sole compensation for Services rendered, performance measures achieved, and costs incurred under the Agreement in accordance with the budget contained in **Exhibit B**.

B. Reimbursable Expenses: There are no reimbursable expenses allowed under this Agreement.

C. Invoices: The Contractor shall provide the City with periodic invoices in a format and with a level of detail reasonable satisfaction to the City in accordance with **Exhibit B**. The Contractor’s invoices must identify reasonable allowable direct costs and allocable indirect costs actually incurred in accordance with the budgeted categories and amounts contained in **Exhibit B**. The amounts invoiced by the Contractor will be payable upon receipt and acceptance of

designated work product as set forth herein and as fully documented by the Contractor's periodic invoice. Funds shall be distributed to the Contractor on a reimbursement basis only for work performed by the Contractor, as well as all direct costs incurred by the Contractor during the prior month. Invoices submitted for Services rendered that are submitted after such deadline are considered to be untimely and must be submitted separately to be considered for payment. Payment for such late-submitted invoices shall be made only upon a showing of good cause for the late submission. The Contractor's invoices will set forth the methodology used to determine costs for Services invoiced. The City will have the right to dispute, and withhold payment for, any invoice that does not contain a sufficient statement of the Contractor's methodology used to determine costs for Services invoiced.

D. Budget modifications: Changes to each budget line item detailed in **Exhibit B** that are equal to or less than a ten percent (10%) change to such line item, and which do not increase the Maximum Contract Amount as defined in Section 5.E, below, and do not affect the outcomes identified in **Exhibits A** or **B**, may only be finalized and incorporated herein upon the prior written approval of the Director or the Director's designee, which approval shall specify the effective date of such minor modification and shall only be effective when it has been approved in writing by the parties, approved as to form by the City Attorney's Office, and uploaded into the City electronic contract system by DEDO for access through the City Clerk. All such minor budget modifications shall require concurrent submittal by the Contractor of: 1) written justification necessitating such minor modification(s); and 2) updated **Exhibit B** budget documents in the form approved by the City. All other modifications to this Agreement, including, without limitation, any modification to **Exhibit B** that requires an increase in the Maximum Contract Amount as defined in Section 5.E, below, shall be evidenced by a written amendment to this Agreement executed by both parties in the same manner as this Agreement. Under all circumstances, all budget modification requests under this Section 5.D shall be submitted to the Director or the Director's designee at least three (3) months prior to the conclusion of the Term, unless waived in writing by the Director or the Director's designee.

E. Maximum Contract Amount:

(1) Notwithstanding any other provision of the Agreement, the City's maximum payment obligation will not exceed **ONE MILLION FIVE HUNDRED THOUSAND DOLLARS AND ZERO CENTS (1,500,000.00)** (the "Maximum Contract Amount"). The City is not obligated to execute an agreement or any amendments to this Agreement for any further services, including any Services, performed by the Contractor beyond that specifically described in **Exhibit A**. Any services performed beyond those in **Exhibit A** are performed at the Contractor's risk and without authorization under the Agreement.

(2) The City's payment obligation, whether direct or contingent, extends only to funds appropriated annually by the Denver City Council, paid into the Treasury of the City, and encumbered for the purpose of the Agreement. The City does not by this Agreement irrevocably pledge present cash reserves for payment or performance in future fiscal years. The Agreement does not and is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of the City.

F. Recovery of incorrect payments: The City has the right to recover from the Contractor any and all incorrect payments issued to the Contractor due to any omission, error, fraud, and/or defalcation including but not limited to applying a deduction from subsequent payments under this Agreement or other means of recovery by the City as a debt due to the City or otherwise as provided by law. **If, as a result of any audit or program review relating to the performance of the Contractor or its officers, agents or employees under this Agreement, there are any irregularities or deficiencies in any audit or review, then the Contractor will, upon notice from the City, correct all identified irregularities or deficiencies within the time frames designated in the City's written notice. If corrections are not made by such date, then the final resolution of identified deficiencies or disputes shall be deemed to be resolved in the City's favor unless the Contractor obtains a resolution in its favor from the responsible official conducting the audit or review. The foregoing in no way limits the Contractor's obligation to reimburse the City for any costs or expenses paid under this Agreement that have been determined to be unallowable or disallowed by the Federal Government, State Government, or the City in accordance with applicable Federal Laws, State Laws, or the Charter, ordinances, rules, regulations, policies, and Executive Orders of the City and County of Denver.**

G. Additional Program Conditions: If additional conditions are lawfully imposed on the Program and the City by Federal Law, State Law, or local law, executive orders, rules and regulations, or other written policy instrument of the City, the Contractor will comply with all such additional conditions. If the Contractor is unable or unwilling to accept any such additional conditions concerning the administration of the Program, the City may withhold payment to the Contractor of any unearned funds. If the City withholds payment for this reason, the City shall advise the Contractor and specify the actions that must be taken as a condition precedent to the resumption of payments.

H. Return of Unexpended Funds: In the event the City determines that the Contractor possesses an unexpended balance of funds from any advance payments made to the Contractor, then all such unexpended advanced funds will be returned to the City within ten (10) days written notice to the Contractor. The City's acceptance of any such amounts shall not constitute a waiver of any claim that the City may otherwise have arising out of this Agreement.

I. Federal Funds Contingency: [Reserved.]

J. No Duplication of Funds for Same Services: The monies provided for and received under this Agreement are the only and sole funds received by the Contractor from or through the City and County of Denver for payment of the Services provided under this Agreement. In the event the Contractor shall receive any other monies from or through the City or any other party in order to provide the Services, then the compensation received hereunder may be reduced by such amount or amounts at the sole option of the City. The Contractor shall report promptly, in writing to the Director, all amounts received upon receipt.

6. EMPLOYMENT WITH FUNDS: In connection with the performance of work under this Agreement, the Contractor shall submit pertinent job availability information on each job or position created with the use of the funds provided hereunder to the Agency, in the workforce job system, www.connectingcolorado.com or other system as may be required.

7. STATUS OF CONTRACTOR: The Contractor is an independent contractor retained to perform professional or technical services for limited periods of time. Neither the Contractor nor any of its employees are employees or officers of the City under Chapter 18 of the Denver Revised Municipal Code, or for any purpose whatsoever. **Without limiting the foregoing, the Parties specifically acknowledge that: 1) neither the Contractor nor any of its employees are entitled to unemployment insurance benefits (unless unemployment compensation coverage is provided by the Contractor or some other entity besides the City); 2) neither the Contractor nor any of its employees are entitled to workers' compensation benefits from the City; and 3) the Contractor is exempt from the payment of state income taxes and is only obligated to pay federal income taxes that it is not exempt from on any monies earned pursuant to this Agreement.**

8. ENFORCEMENT REMEDIES/TERMINATION OF AGREEMENT: The City has the following rights of enforcement and termination:

A. Enforcement Remedies. If the Contractor materially fails to comply with the terms of this Agreement, the terms of any other agreement between the City and the Contractor, or any federal statute, rule, regulation, or terms and conditions of a Federal award, and fails to cure such noncompliance within thirty (30) days (or such longer period as the City may allow in its sole discretion) after receipt from the City of a notice specifying the noncompliance, the City may take one or more of the following enforcement actions at its election:

(1) Withhold any or all payments to the Contractor, in whole or in part, until the necessary Services, deliverables, or corrections in performance are satisfactorily completed during the authorized period to cure default;

(2) Deny any and all requests for payment and/or demand reimbursement from the Contractor of any and all payments previously made to the Contractor for those Services or deliverables that have not been satisfactorily performed and which, due to circumstances caused by or within the control of the Contractor, cannot be performed or if performed would be of no value to the Program. Denial of requests for payment and demands for reimbursement shall be reasonably related to the amount of work or deliverables lost to the City;

(3) Disallow or deny all or part of the cost of the activity or action not in compliance.

(4) Suspend or terminate this Agreement, or any portion or portions thereof, effective immediately or (or such longer period as the City may allow) upon written notice to the Contractor;

(5) Deny in whole or in part any application or proposal from the Contractor for funding of the Program for a subsequent program year regardless of source of funds;

(6) Reduce any application or proposal from the Contractor for refunding for the Program for a subsequent program year by any percentage or amount that is less than the total amount of compensation provided in this Agreement regardless of source of funds;

(7) Refuse to award the Contractor, in whole or in part, any and all additional funds for expanded or additional services under the Program;

(8) Deny or modify any future awards, grants, or contracts of any nature by the City regardless of funding source for the Contractor; or

(9) Modify, suspend, remove, or terminate the Services, in whole or in part. If the Services, or any portion thereof, are modified, suspended, removed, or terminated, the Contractor shall cooperate with the City in the transfer of the Services as reasonably designated by the City.

(10) Take other remedies that may be legally available.

B. Termination for cause. The City has the right to terminate this Agreement with cause upon written notice effective immediately, and without cause upon thirty (30) days prior written notice to the Contractor. However, nothing herein shall be construed as giving the Contractor the right to perform services under this Agreement beyond the time when such services become unsatisfactory to the Director.

C. Termination due to criminal offenses. Notwithstanding the preceding paragraph, the City may terminate this Agreement if the Contractor or any of its officers or employees are convicted, plead *nolo contendere*, enter into a formal agreement in which they admit guilt, enter a plea of guilty or otherwise admit culpability to criminal offenses of bribery, kick backs, collusive bidding, bid-rigging, antitrust, fraud, undue influence, theft, racketeering, extortion or any offense of a similar nature in connection with the Contractor's business. Termination for the reasons stated in this paragraph is effective upon receipt of notice.

D. Termination for convenience. The City has the right to terminate this Agreement without cause upon thirty (30) days prior written notice to the Contractor. However, nothing herein shall be construed as giving the Contractor the right to perform Services under this Agreement beyond the time when such Services become unsatisfactory to the Director.

E. Termination for delinquent loans, contract obligations, and taxes. Further, the City may also suspend or terminate this Agreement, in whole or in part, if the Contractor becomes delinquent on any obligation to the City inclusive of any loan, contractual, and tax obligation as due, or with any rule, regulations, or provisions referred to herein; and the City may declare the Contractor ineligible for any further participation in City funding, in addition to other remedies as provided by law. In the event there is probable cause to believe the Contractor is non-compliant with any applicable rules, laws, regulations, or Agreement terms, the City may withhold up to one hundred (100) percent of said Agreement funds until such time as the Contractor is found to be in compliance by the City or is otherwise adjudicated to be in compliance, or to exercise the City's rights under any security interest arising hereunder.

F. Termination due to Impossibility: Notwithstanding anything contained herein to the contrary, the City and the Contractor may terminate this Agreement upon a joint determination of the impossibility of the Contractor to perform its obligation hereunder in conformance with any continuing and effective public health orders issued by the State of Colorado or the City (collectively and as may be adopted, amended, revised, or supplemented, "Public Health Orders"). Notwithstanding the foregoing, such right of termination shall only be exercised after the Contractor has, to the reasonable satisfaction of the City, exhausted all other alternative methods of performance to comply with such Public Health Orders while performing all obligation hereunder. Such alternative methods of performance shall include, without limitation: 1) temporarily suspending performance of applicable portions or all of the Services with no monetary penalties imposed by the City due to such suspension; 2) engaging in approved social distancing requirements as described in the Public Health Orders; and/or 3) performing all or a portion of the Services remotely or electronically where feasible. All determinations of

impossibility shall be reasonably determined jointly by the City and the Contractor upon consultation in good faith and, if so determined, shall also specify an effective date of termination of this Agreement to occur no later than twenty (20) days from the date of such determination. Nothing contained herein shall be construed as prohibiting or limiting the right of the City to otherwise terminate this Agreement in conformance with the terms and conditions of this Agreement. If this Agreement is terminated in accordance with this clause, the City shall be liable only for payment under the provisions of this Agreement for Services satisfactorily rendered by the Contractor before the effective date of termination.

G. Payment upon termination. Upon termination of this Agreement, upon any ground, the Contractor shall have no claim against the City by reason of, or arising out of, incidental or relating to termination, except for compensation that has not been disallowed by the City for Services duly requested and satisfactorily performed or deliverables satisfactorily provided as described in this Agreement.

H. Return of materials and equipment. If this Agreement is terminated, the City is entitled to and will take possession of all materials, equipment, tools and facilities it owns that are in the Contractor's possession, custody, or control by whatever method the City deems expedient. The Contractor shall deliver all documents in any form that were prepared under this Agreement and all other items, materials and documents that have been paid for by the City to the City. These documents and materials are the property of the City. The Contractor shall mark all copies of work product that are incomplete at the time of termination "DRAFT-INCOMPLETE".

9. REQUIRED BACKGROUND CHECKS: The Contractor shall cooperate and comply with the Agency's "Background Checks Concerning Placement of Youth Participants Policy" for programs or services provided to youth under age 18.

10. EXAMINATION OF RECORDS/AUDIT REQUIREMENTS:

A. Any authorized agent of the City, including the City Auditor or his or her representative, has the right to access, and the right to examine, copy and retain copies, at City's election in paper or electronic form, any pertinent books, documents, papers and records related to the Contractor's performance pursuant to this Agreement, provision of any goods or services to the City, and any other transactions related to this Agreement. The Contractor shall cooperate with City representatives and City representatives shall be granted access to the foregoing documents and information during reasonable business hours and until the latter of three (3) years after the final payment under this Agreement or expiration of the applicable statute of limitations. When conducting an audit of this Agreement, the City Auditor shall be subject to government auditing standards issued by the United States Government Accountability Office by the Comptroller General of the United States, including with respect to disclosure of information acquired during the course of an audit. No examination of records and audits pursuant to this paragraph shall require the Contractor to make disclosures in violation of state or federal privacy laws. The Contractor shall at all times comply with D.R.M.C. 20-276.

B. The Contractor shall comply with the requirements contained in **Exhibit C ("Fiscal System Design")**. All accounting practices will be in conformance with generally accepted accounting principles. The Contractor will complete and deliver a copy of its audit report as directed by the Director. The Contractor's agreements with Subcontractors will contain a clause stating that the Subcontractor is subject to the audit requirements of this Agreement or as may be

imposed by Federal, State and City Law. Final financial settlement under this Agreement will be contingent upon receipt and acceptance of the Contractor's audit.

C. If, as a result of any audit relating to the fiscal performance of the Contractor or Subcontractor under this Agreement, the City receives notice of any irregularities or deficiencies in said audits, then the City will notify the Contractor of such irregularities or deficiencies. The Contractor will correct all identified irregularities or deficiencies within the time frames designated in the City's written notice. If the identified irregularities or deficiencies cannot be corrected by the date designated by the City, then the Contractor will so notify the City in writing and will identify a date that the Contractor expects to correct the irregularities or deficiencies; provided, however, that if the Contractor's notice is dated within thirty (30) calendar days prior to the end of the Term or effective date of earlier termination, then the Contractor's corrections will be made and submitted to the City on or before the fifth (5th) working day from the Expiration Date or effective date of earlier termination. If corrections are not made by such date, then the final resolution of identified deficiencies or disputes will be deemed to be resolved in the City's favor unless the Contractor obtains a resolution in its favor from the responsible federal official.

11. WHEN RIGHTS AND REMEDIES NOT WAIVED: In no event will any payment or other action by the City constitute or be construed to be a waiver by the City of any breach of covenant or default that may then exist on the part of the Contractor. No payment, other action, or inaction by the City when any breach or default exists will impair or prejudice any right or remedy available to it with respect to any breach or default. No assent, expressed or implied, to any breach of any term of the Agreement constitutes a waiver of any other breach.

12. INSURANCE: At all times during the term of this Agreement, including any renewals or extensions, the Contractor shall maintain such insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the CGIA. This obligation shall survive the termination of this Agreement.

A. **Subcontractors and Subconsultants.** The Contractor shall ensure that all such Subcontractors and Subconsultants (Subcontractors) maintain the following insurance covering all operations, goods or services provided pursuant to this Agreement. The Contractor agrees to provide proof of insurance for all such Subcontractors upon request by the Contractor. The insurance coverages specified in this Agreement are the minimum requirements, and do not lessen or limit the liability of the Subcontractor. The Subcontractor shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement.

B. **Additional Insureds.** For Commercial General Liability and Auto Liability, Subcontractor's insurer(s) shall include the Contractor and the City and County of Denver, its elected and appointed officials, employees and volunteers as additional insured.

C. **Workers' Compensation & Employer's Liability Insurance.** Subcontractor shall maintain coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims.

D. Commercial General Liability. Subcontractor shall maintain a Commercial General Liability insurance policy with minimum limits of \$1,000,000 for each occurrence, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations aggregate (if applicable), and \$2,000,000 policy aggregate.

E. Automobile Liability. Subcontractor shall maintain Automobile Liability with minimum limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing services under this Agreement.

13. LIABILITY: Each party will be responsible for any and all claims, damages, liability and court awards, including costs, expenses and attorney fees, incurred as a result of its actions or omissions or any action or omission of its officers, employees, and agents in connection with the subject matter of this Agreement or any amendment hereto. Nothing in this Section 13 or any other provision of this Agreement, or any amendment or Exhibit hereto, shall be construed as a waiver of the notice requirements, defenses, immunities and limitations the City or DPS may have under the CGIA or to any other defenses, immunities, or limitations of liability available to the City or DPS by law. This obligation shall survive termination of this Agreement. Notwithstanding any other provision of this Agreement, the Contractor is prohibited by Colorado law (Section 22-1-135, C.R.S.) from indemnifying or holding harmless the City or any third party.

14. TAXES, LATE CHARGES, AND PERMITS: The City is not liable for the payment of taxes, late charges or penalties of any nature, except for any additional amounts that the City may be required to pay under the City's prompt payment ordinance D.R.M.C. § 20-107, *et seq.* The Contractor is exempt from the payment of state and most municipal, sales and use taxes for materials, supplies, and equipment used in the performance under this Agreement, and may be exempt from federal and other taxes. The Contractor shall promptly pay when due, all bills, debts and obligations it incurs performing the services under this Agreement and to the extent permitted by applicable law, shall not allow any lien, mortgage, judgement or execution to be filed against City property."

15. ASSIGNMENT AND SUBCONTRACTING: The Contractor shall not voluntarily or involuntarily assign any of its rights or obligations under this Agreement or subcontract performance obligations without obtaining the Director's prior written consent. Any assignment or subcontracting without such consent will be ineffective and void, and shall be cause for termination of this Agreement by the City. The Director has sole and absolute discretion whether to consent to any assignment or subcontracting, or to terminate this Agreement because of unauthorized assignment or subcontracting. In the event of any subcontracting or unauthorized assignment: (i) the Contractor shall remain responsible to the City; and (ii) no contractual relationship shall be created between the City and any sub-consultant, subcontractor or assign.

Services subcontracted under this Agreement shall be specified by written agreement and shall be subject to each applicable provision of this Agreement and any and all applicable Federal and State Laws with appropriate changes in nomenclature in referring to such subcontract. The Contractor shall submit proposed subcontract agreements to the Director for the Director's review and approval. Such consent of the City obtained as required by this paragraph shall not be construed to constitute a determination of approval of any cost under this Agreement, unless such approval specifically provides that it also constitutes a determination of approval of such cost.

16. INUREMENT: The rights and obligations of the Parties inure to the benefit of and shall be binding upon the parties and their respective successors and assigns, provided assignments are consented to in accordance with the terms of this Agreement.

17. NO THIRD-PARTY BENEFICIARY: Enforcement of the terms of this Agreement and all rights of action relating to enforcement are strictly reserved to the Parties. Nothing contained in this Agreement gives or allows any claim or right of action to any third person or entity. Any person or entity other than the City or the Contractor receiving services or benefits pursuant to this Agreement is an incidental beneficiary only.

18. NO AUTHORITY TO BIND CITY TO CONTRACTS: The Contractor lacks any authority to bind the City on any contractual matters. Final approval of all contractual matters that purport to obligate the City must be executed by the City in accordance with the City's Charter and the Denver Revised Municipal Code.

19. SEVERABILITY: Except for the provisions of this Agreement requiring appropriation of funds and limiting the total amount payable by the City, if a court of competent jurisdiction finds any provision of this Agreement or any portion of it to be invalid, illegal, or unenforceable, the validity of the remaining portions or provisions will not be affected, if the intent of the parties can be fulfilled.

20. CONFLICT OF INTEREST:

A. No employee of the City shall have any personal or beneficial interest in the services or property described in this Agreement; and the Contractor shall not hire, or contract for services with, any employee or officer of the City in violation of the City's Code of Ethics, D.R.M.C. §§ 2-51, *et seq.*, or the Charter §§ 1.2.8, 1.2.9, and 1.2.12.

B. The Contractor shall not engage in any transaction, activity or conduct that would result in a conflict of interest under this Agreement. The Contractor represents that it has disclosed any and all current or potential conflicts of interest which shall include transactions, activities or conduct that would affect the judgment, actions or work of the Contractor by placing the Contractor's own interests, or the interests of any party with whom the Contractor has a contractual arrangement or other relationship, in conflict with those of the City. During the Term, the Contractor shall disclose promptly any potential conflicts of interest that arise from its activities and relationships with training or other service providers. The City, in its sole discretion, will determine the existence of a conflict of interest and may terminate this Agreement in the event it determines a conflict exists, after it has given the Contractor written notice describing the conflict. The Contractor will have thirty (30) days after the notice is received to eliminate or cure the conflict of interest in a manner which is acceptable to the City.

21. NOTICES: All notices required by the terms of the Agreement must be hand delivered, sent by overnight courier service, mailed by certified mail, return receipt requested, or mailed via United States mail, postage prepaid:

if to Contractor at the address first above written, with a copy to:

Denver Public Schools
Office of General Counsel
1860 Lincoln Street Suite 1230
Denver, Colorado 80203

and if to the City at:

Director of Workforce Services or Designee
Office of Denver Economic Development & Opportunity
City and County of Denver
201 W. Colfax Ave., Dept. 600
Denver, Colorado 80202

With a copy of any such notice to:

Denver City Attorney's Office
1437 Bannock St., Room 353
Denver, Colorado 80202

Notices hand delivered or sent by overnight courier are effective upon delivery. Notices sent by certified mail are effective upon receipt. Notices sent by mail are effective upon deposit with the U.S. Postal Service. The Parties may designate substitute addresses where or persons to whom notices are to be mailed or delivered. However, these substitutions will not become effective until actual receipt of written notification.

22. DISPUTES: All disputes between the City and the Contractor arising out of or regarding this Agreement will be resolved by administrative hearing pursuant to the procedure established by Denver Revised Municipal Code, § 56-106(b)-(f). For the purposes of that procedure, the City official rendering a final determination shall be the Director as defined in this Agreement.

23. GOVERNING LAW; VENUE: This Agreement will be construed and enforced in accordance with applicable federal law, the laws of the State of Colorado, and the Charter, Revised Municipal Code, ordinances, regulations and Executive Orders of the City and County of Denver, which are expressly incorporated into the Agreement. Unless otherwise specified, any reference to statutes, laws, regulations, charter or code provisions, ordinances, executive orders, or related memoranda, includes amendments or supplements to same. Venue for any legal action relating to this Agreement will be in the District Court of the State of Colorado, Second Judicial District.

24. NO DISCRIMINATION IN EMPLOYMENT (City Executive Order No. 8): In connection with the performance of work under this Agreement, the Contractor may not refuse to hire, discharge, promote, demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, ethnicity, citizenship, immigration status, gender, age, sexual orientation, gender identity, gender expression, marital status, source of income, military status, protective hairstyle, or disability. The Contractor shall insert the foregoing provision in all subcontracts.

25. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:

A. In carrying out its obligations under this Agreement, the Contractor and its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with 29 CFR Part 37, Title VII of the Civil Rights Act of 1964, The Americans With Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and all other nondiscrimination and equal employment opportunity statutes, laws, and regulations. The Contractor agrees not discriminate against any employee or applicant for employment because of race, religion, national origin, ancestry, color, gender, gender identity, sexual orientation, age, disability, political affiliation or belief, or veteran status. The Contractor will ensure that all qualified applicants are hired, and all employees are considered for promotion, demotion, transfer; recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, selection for training (including apprenticeship), or any other employment-related opportunities, without regard to race, religion, national origin, ancestry, color, gender, gender identity, sexual orientation, age, disability, political affiliation or belief, or veteran status.

B. The Contractor agrees to post notices affirming compliance with all applicable federal and state non-discrimination laws in conspicuous places accessible to all employees and applicants for employment. The Contractor will affirm that all qualified applicants will receive consideration for employment without regard to race, religion, national origin, ancestry, color, gender, gender identity, sexual orientation, age, disability, political affiliation or belief, or veteran status in all solicitations or advertisements for employees placed by or on behalf of the Contractor.

C. The Contractor will incorporate the foregoing requirements of this Section in all of its subcontracts.

D. The Contractor agrees to collect and maintain data necessary to show compliance with the nondiscrimination provisions of this section.

26. COMPLIANCE WITH APPLICABLE LAWS: The Contractor shall perform or cause to be performed all Services in full compliance with all applicable laws, rules, regulations, and codes of the United States, State of Colorado, and with the Charter, ordinances, regulations, policies, and Executive Orders of the City and County of Denver whether or not specifically referenced herein. Any references to specific Federal, State, or local laws or other requirements incorporated into this Agreement are not intended to constitute an exhaustive list of Federal, State, and City requirements applicable to this Agreement. Applicable statutes, regulations and other documents pertaining to administration or enforcement of the Services referenced in this Agreement and all other applicable provisions of Federal, State or local law are deemed to be incorporated herein by reference. Compliance with all such statutes, regulations and other documents is the responsibility of the Contractor. Contractor shall ensure that any and all Subcontractors also comply with applicable laws. In particular, and not by way of limitation, the Services shall be performed in strict compliance with all laws, executive orders, ordinances, rules, regulations, policies and procedures prescribed by the City, the State of Colorado, and the United States Government, and the following additional requirements:

A. The Fiscal System Design terms and conditions contained in **Exhibit C** to this Agreement are general in scope and may contain requirements covering conditions that may not be encountered in the performance of Services under this Agreement and which, for this reason, are not necessarily applicable thereto. Where any stipulation or requirement set forth therein applies to any such non-existing condition and is not applicable to the Services under this Agreement, and the City so determines in writing, such stipulation or requirement shall have no meaning relative to the performance of such Services.

B. Any and all Requests for Proposals, or portions thereof, issued by the City for purposes of this Agreement as designated by the Director.

C. All applicable policies, procedures, information memoranda, Program guidance, instructions or other written documentation issued by the State of Colorado, or the City and provided to the Contractor concerning the Program.

D. **Compliance with Applicant Verification Statute and Federal Laws.** This Agreement is subject to C.R.S. §§ 24-76.5-103, 24-76.5-101(3), all applicable federal laws, and any state or federal rules adopted pursuant thereto, as now existing or as hereafter amended. Compliance by the Contractor is expressly made a contractual condition of this Agreement.

E. **Grievance Policy.** The Parties desire to ensure that clients are being adequately informed over pending actions concerning their continued participation in the Program or activity provided by the Contractor. Also, clients must be allowed adequate opportunity to communicate dissatisfaction with the facilities or Services offered by the Contractor. In order to satisfy this requirement, the Contractor agrees to provide a written “Grievance Policy” as a mechanism to provide opportunities for the City and its clients to meaningfully communicate problems, dissatisfaction, and concerns and to establish procedures for resolution of grievances. The policy must be communicated to clients upon their initial receipt of services. The Contractor agrees that a formal “Grievance Policy” will be adopted by its governing body and submitted to the Director for approval at the Director’s discretion on or before the commencement of the term of this Agreement. Failure to provide an acceptable Grievance Policy shall constitute a material breach of this Agreement.

F. **Debarment.** Reserved.

G. **No Discrimination in Program Participation.** The Contractor will comply with any and all applicable Federal, State, and local laws that prohibit discrimination in programs and activities funded by this Agreement on the basis of race, color, national origin, sex, disability, and age including but not limited to Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 (ADA), Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (Title VII), the Age Discrimination in Employment Act (ADEA), the antidiscrimination provision of the Immigration Reform and Control Act of 1986 (IRCA), and the Equal Pay Act (EPA). Violations may be subject to any penalties set forth in said applicable laws and the Contractor agrees to indemnify and hold the City harmless from any and all claims, losses, or demands that arise under this paragraph. The Contractor acknowledges that Title VI prohibits national origin discrimination affecting persons with limited English proficiency

(“LEP”). The Contractor hereby warrants and assures that LEP persons will have meaningful access to all services provided under this Agreement. To the extent the Contractor provides assistance to LEP individuals through the use of an oral or written translator or interpretation services, in compliance with this requirement, LEP persons shall not be required to pay for such assistance. Further, the Contractor acknowledges the City’s Office of Human Rights and Community Partnerships, Office of Sign Language Services (“OSLS”) oversees access for deaf and hard of hearing people to City programs and services. The Contractor will comply with any and all requirements and procedures of the OSLS, as amended from time to time, concerning the provision of sign language interpreter services for all services provided by the Contractor under this Agreement.

H. Prohibited Transactions.

(1) Interest of Contractor. The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of Services required to be performed under this Agreement. The Contractor further covenants that in the performance of this Agreement, no person having any such interest will be employed.

(2) Employees. No officer or employee of either the City or the Contractor shall derive any unlawful personal gain, either by salary, fee payment or personal allowance, from his or her association with the other party to this Agreement. Any contractual provision that contravenes the provisions of this Article shall be null and void. This Article shall not prohibit an officer or administrator of one party to this Agreement from being reimbursed by the other party for actual, out-of-pocket expenses incurred on behalf of the other party.

(3) No Political Activity. Without limiting the foregoing, the Contractor agrees that political activities are prohibited under this Agreement, and agrees that no funds paid to it by the City hereunder will be used to provide transportation for any persons to polling places or to provide any other services in connection with elections.

27. COMPLIANCE WITH DENVER WAGE LAWS: To the extent applicable to the Contractor’s provision of Services hereunder, the Contractor shall comply with, and agrees to be bound by, all rules, regulations, requirements, conditions, and City determinations regarding the City’s Minimum Wage and Civil Wage Theft Ordinances, Sections 58-1 through 58-26 D.R.M.C., including, but not limited to, the requirement that every covered worker shall be paid all earned wages under applicable state, federal, and city law in accordance with the foregoing D.R.M.C. Sections. By executing this Agreement, the Contractor expressly acknowledges that the Contractor is aware of the requirements of the City’s Minimum Wage and Civil Wage Theft Ordinances and that any failure by the Contractor, or any other individual or entity acting subject to this Agreement, to strictly comply with the foregoing D.R.M.C. Sections shall result in the penalties and other remedies authorized therein.

28. LEGAL AUTHORITY: The Contractor represents and warrants that it possesses the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, to enter into this Agreement. Each person signing and executing this Agreement on behalf of the Contractor represents and warrants that he, she or they has/have been fully

authorized by the Contractor to execute this Agreement on behalf of the Contractor and to validly and legally bind the Contractor to all the terms, performances and provisions of this Agreement. The City shall have the right, in its sole discretion, to either temporarily suspend or permanently terminate this Agreement if there is a dispute as to the legal authority of either the Contractor or the person signing this Agreement to enter into this Agreement.

29. NO CONSTRUCTION AGAINST DRAFTING PARTY: The Parties and their respective counsel have had the opportunity to review this Agreement, and this Agreement will not be construed against any Party merely because this Agreement or any provisions thereof were prepared by a particular Party.

30. INTELLECTUAL PROPERTY RIGHTS: The City and the Contractor intend that all work product created by the Contractor and paid for by the City pursuant to this Agreement, in preliminary or final form and on any media whatsoever (collectively, "Work Product"), shall belong to the City. To the extent permitted by the U.S. Copyright Act, 17 USC § 101, et seq., the Work Product is a "work made for hire" and all ownership of copyright in the Work Product shall vest in the City at the time the Work Product are created. To the extent that the Work Product is not a "work made for hire," the Contractor (by this Agreement) sells, assigns and transfers all right, title and interest in and to the Work Product to the City, including the right to secure copyright, patent, trademark, and other intellectual property rights throughout the world and to have and to hold such rights in perpetuity. The City and Contractor agree that all materials, text, logos, documents, booklets, manuals, references, guides, brochures, advertisements, URLs, domain names, music, sketches, web pages, plans, drawings, prints, photographs, specifications, software, data, products, ideas, inventions, and any other work or recorded information of the Contractor made available, directly or indirectly, by the Contractor to the City as part of the Scope of Services, are the exclusive property of the Contractor or the third parties from whom the Contractor has secured the rights to use such product (collectively, "Contractor Materials"). The Contractor Materials, processes, methods and services shall at all times remain the property of the Contractor; however, the Contractor hereby grants to the City a nonexclusive, royalty free, perpetual and irrevocable license to use the Contractor Materials. The Contractor shall mark or identify all such Contractor Materials to the City.

A. Third Party Products, Materials and Processes. The Contractor represents and warrants that the Services, and any other affiliated services supplied by the Contractor in connection with this Agreement, will not infringe upon or violate the City's Intellectual Property, any other rights held by the City to any intellectual property, or the intellectual property or proprietary rights of any third party. If the Contractor employs any third-party product, design, device, material or process covered by letter of patent or copyright, it shall provide for such use by suitable legal agreement with the third-party patentee or copyright owner. The Contractor shall defend, indemnify, and hold harmless the City from any and all claims for infringement by reason of the use of any such patented design, device, material or process, or any trademark or copyright, and shall indemnify the City for any costs, expenses and damages which it may be obligated to pay by reason of any infringement, at any time during the prosecution or after the completion of services. Where the Services, or any other affiliated services provided by the Contractor, contain false, offensive, or disparaging content or portray the City, its appointed and elected officials, agents and employees, or any third-party in a disparaging way, either as solely determined by the City or the third-party, as appropriate, the Contractor will immediately

remove the false, offensive, or disparaging content. If the Contractor fails to do so, the City will have the right, at the City's sole election, to immediately enforce any remedies available to it under this Agreement or applicable laws. The requirements and obligations contained in the preceding sentences of this section will not apply to a specific third-party patented device, material or processes that the Director has directed, in writing, the Contractor to use.

B. Other City intellectual property. The Contractor will not use, reproduce, transmit, copy, distribute, alter, modify, register, or incorporate any registered or unregistered trademark or servicemark, logo, seal, flag, official insignia, name, icon, copyright, patent, or domain name of the Agency or the City without, in each case, the prior written permission of the Director and the City's Director of Marketing, or their designated representatives. Upon receipt of such permission, the Contractor shall fully coordinate all logo use with the Director of Marketing or, if and as directed, with a designated employee of the Agency.

31. SURVIVAL OF CERTAIN PROVISIONS: The terms of this Agreement and any exhibits and attachments that by reasonable implication contemplate continued performance, rights, or compliance beyond expiration or termination of this Agreement survive this Agreement and will continue to be enforceable. Without limiting the generality of this provision, the Contractor's obligations to provide insurance and to indemnify the City will survive for a period equal to any and all relevant statutes of limitation, plus the time necessary to fully resolve any claims, matters, or actions begun within that period.

32. ADVERTISING AND PUBLIC DISCLOSURE:

A. The Contractor shall not include any reference to this Agreement or to services performed pursuant to this Agreement in any of the Contractor's advertising or public relations materials without first obtaining the written approval of the Director. Any oral presentation or written materials related to services performed under this Agreement will be limited to services that have been accepted by the City. The Contractor shall notify the Director in advance of the date and time of any presentation. Nothing in this provision precludes the transmittal of any information to City officials.

B. In accordance with applicable State requirements, the Contractor shall prominently insert the following acknowledgement (or substantially similar acknowledgement) in all allowable advertising, public relations items,, or informational materials, including without limitation, signs, media releases, promotional items, giveaways, and public announcements: "The activities, services, programs, and materials are made possible by support from the Office of Denver Economic Development and Opportunity, Division of Workforce Services of the City of and County of Denver."

33. CITY EXECUTION OF AGREEMENT: This Agreement will not be effective or binding on the City until it has been fully executed by all signatories of the City and County of Denver, and if required by Charter, approved by the City Council.

34. AGREEMENT AS COMPLETE INTEGRATION/AMENDMENTS: This Agreement is the complete integration of all understandings between the Parties as to the subject matter of this Agreement. No prior or contemporaneous addition, deletion, or other modification

has any force or effect, unless embodied in this Agreement in writing. No subsequent novation, renewal, addition, deletion, or other amendment will have any force or effect unless embodied in a written amendment to this Agreement properly executed by the Parties. No oral representation by any officer or employee of the City at variance with the terms of this Agreement or any written amendment to this Agreement will have any force or effect or bind the City. This Agreement is, and any amendments thereto will, be binding upon the Parties and their successors and assigns. Amendments to this Agreement will become effective when approved by both Parties and executed in the same manner as this Agreement.

35. USE, POSSESSION OR SALE OF ALCOHOL OR DRUGS: The Contractor shall cooperate and comply with the provisions of City Executive Order 94 and Attachment A thereto concerning the use, possession or sale of alcohol or drugs. Violation of these provisions or refusal to cooperate with implementation of the policy can result in the City barring the Contractor from City facilities or participating in City operations.

36. CONFIDENTIAL INFORMATION; OPEN RECORDS:

A. City Information. The Contractor acknowledges and accepts that, in performance of all work under the terms of this Agreement, the Contractor may have access to Proprietary Data or confidential information that may be owned or controlled by the City, and that the disclosure of such Proprietary Data or information may be damaging to the City or third parties. The Contractor agrees that all Proprietary Data, confidential information or any other data or information provided or otherwise disclosed by the City to the Contractor shall be held in confidence and used only in the performance of its obligations under this Agreement. The Contractor shall exercise the same standard of care to protect such Proprietary Data and information as a reasonably prudent contractor would to protect its own proprietary or confidential data. "Proprietary Data" shall mean any materials or information which may be designated or marked "Proprietary" or "Confidential," or which would not be documents subject to disclosure pursuant to the Colorado Open Records Act or City ordinance and provided or made available to the Contractor by the City. Such Proprietary Data may be in hardcopy, printed, digital or electronic format.

B. Use and Protection of Proprietary Data or Confidential Information.

(1) Except as expressly provided by the terms of this Agreement, the Contractor agrees that it shall not disseminate, transmit, license, sublicense, assign, lease, release, publish, post on the internet, transfer, sell, permit access to, distribute, allow interactive rights to, or otherwise make available any data, including Proprietary Data or confidential information or any part thereof to any other person, party or entity in any form of media for any purpose other than performing its obligations under this Agreement. The Contractor further acknowledges that by providing data, Proprietary Data or confidential information, the City is not granting to the Contractor any right or license to use such data except as provided in this Agreement. The Contractor further agrees not to disclose or distribute to any other party, in whole or in part, the data, Proprietary Data or confidential information without written authorization from the Executive Director and will immediately notify the City if any information of the City is requested from the Contractor from a third party.

(2) The Contractor agrees, with respect to the Proprietary Data and confidential information, that: (1) the Contractor shall not copy, recreate, reverse engineer or decompile such data, in whole or in part, unless authorized in writing by the Executive Director; (2) the Contractor shall retain no copies, recreations, compilations, or decompilations, in whole or in part, of such data; and (3) the Contractor shall, upon the expiration or earlier termination of the Agreement, destroy (and, in writing, certify destruction) or return all such data or work products incorporating such data or information to the City.

(3) The Contractor shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted data received from, or on behalf of City. It is the responsibility of the Contractor to ensure that all possible measures have been taken to secure the computers or any other storage devices used for City data. This includes industry accepted firewalls, up-to-date anti-virus software, controlled access to the physical location of the hardware itself.

C. Employees and Subcontractors: The requirements of this provision shall be binding on the Contractor's employees, agents, officers and assigns. The Contractor warrants that all of its employees, agents, and officers who designated to provide Services under this Agreement will be advised of this provision. All requirements and obligations of the Contractor under this Agreement shall survive the expiration or earlier termination of this Agreement.

D. Disclaimer: Notwithstanding any other provision of this Agreement, the City is furnishing Confidential Information on an "as is" basis, without any support whatsoever, and without representation, warranty or guarantee, including, but not in any manner limited to, fitness, merchantability, accuracy and completeness of the Confidential Information. The Contractor acknowledges and understands that Confidential Information may not be completely free of errors. The City assumes no liability for any errors or omissions in any Confidential Information. Specifically, the City is not responsible for any costs including, but not limited to, those incurred as a result of lost revenues, loss of use of data, the costs of recovering such programs or data, the cost of any substitute program, claims by third parties, or for similar costs. If discrepancies are found, the Contractor agrees to contact the City immediately.

E. Open Records: The Parties understand that all the material provided or produced under this Agreement may be subject to the Colorado Open Records Act, §§ 24-72-201, *et seq.*, C.R.S., and that in the event of a request to the City for disclosure of such information, the City shall advise the Contractor of such request in order to give the Contractor the opportunity to object to the disclosure of any of its proprietary or confidential material. In the event of the filing of a lawsuit to compel such disclosure, the City will tender all such material to the court for judicial determination of the issue of disclosure and the Contractor agrees to intervene in such lawsuit to protect and assert its claims of privilege and against disclosure of such material or waive the same. The Contractor further agrees to defend, indemnify, and save and hold harmless the City, its officers, agents and employees, from any claims, damages, expenses, losses or costs arising out of the Contractor's intervention to protect and assert its claim of privilege against disclosure under this section including, but not limited to, prompt reimbursement to the City of all reasonable

attorney fees, costs and damages that the City may incur directly or may be ordered to pay by such court.

37. TIME IS OF THE ESSENCE: The Parties agree that in the performance of the terms, conditions, and requirements of this Agreement, time is of the essence.

38. CONTRACT DOCUMENTS; ORDER OF PRECEDENCE: This Agreement consists of Articles 1 through 39, which precede the signature page and the following attachments which are incorporated herein and made a part hereof by reference:

- Exhibit A – Scope of Services
- Exhibit B – Budget
- Exhibit C – Fiscal System Design Terms and Conditions
- Exhibit D – General Conditions
- Exhibit E – Certificate of Insurance

In the event of an irreconcilable conflict between a provision contained in Articles 1 through 39, 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 39 (Agreement)
- Exhibit C – Fiscal System Design Terms and Conditions (unless the City specifically notifies the Contractor in writing that a provision of Exhibit C prevails over this Agreement)
- Exhibit A – Scope of Services
- Exhibit B – Budget
- Exhibit D – General Conditions
- Exhibit E – Certificate of Insurance

39. ELECTRONIC SIGNATURES AND ELECTRONIC RECORDS: The Contractor consents to the use of electronic signatures by the City. This Agreement, and any other documents requiring a signature hereunder, may be signed electronically by the City in the manner specified by the City. The Parties agree not to deny the legal effect or enforceability of this Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of this Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

**[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK;
SIGNATURE PAGES FOLLOW.]**

Contract Control Number:
Contractor Name:

OEDEV-202683790-[00]
SCHOOL DISTRICT NO. 1 IN THE CITY AND
COUNTY OF DENVER

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:

Attorney for the City and County of Denver

By: _____

REGISTERED AND COUNTERSIGNED:

By: _____

Contract Control Number:
Contractor Name:

OEDEV-202683790-[00]
SCHOOL DISTRICT NO. 1 IN THE CITY AND
COUNTY OF DENVER

By: _____

Name: _____
(please print)

Title: _____
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

APPROVED AS TO FORM:

Signed by:
By: JENNIFER COLLINS
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Office of the General Counsel

**Denver Public Schools
Denver Youth Employment Program (DYEP)
Scope of Services for Youth Services Provider
January 1, 2026 through December 31, 2026**

Pass-Through Entity:	City & County of Denver Denver Economic Development & Opportunity (DEDO) 201 W. Colfax Ave Dept. 600 Denver CO 80202
Pass-Through UEI #:	WP3QXJ87RYH3
Subrecipient UEI #:	WNKMPELMKCK1
Total Non-Federal funds obligated to subrecipient:	\$1,500,000

1.0 Introduction

This scope of service outlines Program, Administrative, and other requirements that must be satisfied by Denver Public Schools, the Denver Youth Employment Program (DYEP) Service Provider, hereinafter referred to as the “Contractor”, receiving funds from the City and County Denver Economic Development & Opportunity (DEDO) on behalf of Denver Workforce Development (DEDO-DWD) to operate programs as prescribed by the Denver Youth Employment Program (DYEP).

2.0 Objectives

The Contractor shall provide recruitment services, participant assessment, program enrollment, job development, logistics and staffing, job retention, job coaching, and referrals to appropriate services which shall assist in addressing the educational, job readiness, and employment goals of youth enrolled in the Denver Economic Development & Opportunity -Workforce Development (DEDO-DWD) Denver Youth Employment Program (DYEP).

3.0 Services

3.1 Outreach, Recruitment, and Orientation

3.1.1 Contractor is responsible for providing outreach and recruitment including, but not limited to, identifying potential eligible youth, working with parents and legal guardians to secure necessary documentation, and working closely with other governmental and community organizations, businesses, and school systems to identify, recruit, and place youth in work-based learning activities including, early work-experience as well as career exploration, internships, and mentorships.

- 3.1.2** As part of orientation or enrollment, all youth must receive documentation on the purpose of the programs, available services and supports, and the responsibilities of program participants and case management staff.

3.2 Participant Assessments

- 3.2.1** Contractor shall conduct and document initial, career, and other assessments that outline skill levels, interests, aptitudes, and any barriers or challenges to employment within the DEDO-DWD System of Record within 14 days of their completion.
- 3.2.2** Additionally, Contractor shall conduct post-summer surveys and report aggregate results only to DEDO-DWD by November 1, 2026.

3.3 Program Enrollment

- 3.3.1** Contractor shall enroll eligible applicants into the DYEP program. Enrollment in the DYEP program can only occur when the following conditions are true, as defined in the DWD-DYEP policy and supporting guidance:
- a.** All eligibility documentation has been verified as proper and complete;
 - b.** Program eligibility has been established from respective documentation; and
 - c.** Program registration has been completed in the DEDO-DWD System of Record.
- 3.3.2** To align the DYEP calendar with the school calendar, the year will be divided into three seasons:
- a.** Spring, which will begin on January 1st of the calendar year and end on May 31st of the calendar year.
 - b.** Summer, which will begin on June 1st of the calendar year and end on August 31st of the calendar year.
 - c.** Fall, which will begin on September 1st of the calendar year and end on December 31st of the calendar year.

NOTE: All DYEP funded work experience services must end on or before October 31, 2026. All DYEP Job Readiness Training, Financial Literacy, and wrap-around services must end on or before December 31, 2026.

3.4 Job Readiness Training, Financial Literacy, and Wrap-around Services

- 3.4.1** Contractor will offer job readiness support/ training and financial literacy, for all participants who enroll in DYEP, based on the individual needs of participants. Job Readiness support/training and financial literacy through in-

person sessions, Empower Application modules and/or a third-party provider may include, but are not limited to, the following topics:

- Workplace Communication
- Customer service
- Teamwork and Collaboration
- Professionalism
- Job Search Skills

Denver Public Schools will provide Financial Literacy to DYEP participants to include the following:

- What is a budget?
- Banking Accounts
- Direct Deposits
- Paychecks, Taxes and Benefits

3.4.1.a Students who complete 80% or more of their work experiences hours will be evaluated by their supervisor on the work readiness skills listed in 3.4.1. Strengths and areas of concern will be addressed by the supervisor at the end of the work experience.

3.4.1.b Contractor will provide DEDO-DWD a copy of the curriculum for each of the following: job readiness training and financial literacy by January 31, 2026.

3.4.1.c Participation, including aggregate data from supervisor evaluations, completion of job readiness training, and financial literacy, per DWD-DYEP policy and guidelines, shall be entered in the DEDO-DWD System of Record.

3.4.1.d DYEP funded Job Readiness Training and Financial Literacy services may only be provided to participants while they are actively enrolled and engaged in DYEP, in accordance with the DWD-DYEP Policy

3.4.2 Wrap-around Services help participants be successful with any and all available services offered in DYEP. These services may include the following:

- Case management, including career development
- Supportive Services, if included in approved budget
- Incentives, if included in approved budget

3.4.2.a Contractor will make wrap-around services available to all enrolled participants if they are in need of such services at any point during their enrollment or participation in DYEP

3.4.2.b Contractor will document all individual wrap-around services within 14 days of receipt of services, in the DEDO-DWD System of Record, in accordance with the DWD-DYEP Policy.

3.4.3.c DYEP funded wrap-around services may only be provided to participants while they are actively enrolled and engaged in DYEP, in accordance with the DWD-DYEP Policy.

3.5 Work Experience: Job Development and Placements

3.5.1 Job development is defined as the process of identifying employment opportunities for participants that fit within employers' goals and objectives while also fostering the youth skill development to succeed in future and permanent employment.

3.5.2 Work experiences are planned, structured learning experiences that take place in a workplace for a limited period of time. Work experiences may be paid or unpaid, as appropriate, and consistent with other laws, such as the Fair Labor Standards Act.

3.5.3 Contractor will provide job development and placement services for DYEP participants interested in work experience opportunities.

- a.** A variety of industries shall be represented and documented in the DEDO-DWD System of Record; an emphasis will be placed on those industries identified as in-demand and/or priority sectors within the local area;
- b.** Work sites shall be geographically dispersed throughout the Denver Metro area;
- c.** Contractor will have a documented and streamlined process for work experience placements based on a participant's:
 - i.** Career interests;
 - ii.** Prior work experience;
 - iii.** Location and/or access to transportation;
 - iv.** Special circumstances.
- d.** Contractor will submit a copy of work experience placement process to DEDO-DWD by January 31, 2026.
- e.** Contractor will document, track and report work experience employer data, to include employer applications and employer outreach efforts, made by Contractor for work experience placements, participant interests, and work experience placement data (employer location and wage rate).
- f.** All employers must be approved, have a completed onsite worksite review agreement, and adhere to DEDO's background check policy prior to youth beginning on-site work experience, as required by DWD policies and procedures.

3.6 Background Checks

The Contractor shall cooperate and comply with the Denver Economic Development & Opportunity's "Background Check Requirements for Youth Service Providers and Employers" policy that applies to the placement of Youth Participants engaging in paid and unpaid work experience opportunities.

4.0 Costs

Please refer to Exhibit C for additional information regarding the financial and administrative requirements.

Costs that are not reimbursable include:

- a.** Using funding to directly or indirectly offset a reduction in net tax revenue
- b.** Pension fund contributions - This refers only to contributions made by the individual employees. Fringe benefits related to pension/PERA that DPS sustains for its employees are reimbursable.
- c.** Capital expenditures in the last quarter of the contract
- d.** Funding debt service
- e.** Legal settlements or judgements
- f.** Deposits to rainy day funds or financial reserves
- g.** General infrastructure spending is not covered as an eligible use outside of water, sewer, and broadband investments or above the amount allocated under the revenue loss provision
- h.** Any politically related activities
- i.** Entertainment
- j.** Fines/penalties
- k.** Donations
- l.** Fundraising activities
- m.** Individual memberships and subscriptions
- n.** Any activities related to the marijuana industry
- o.** Capital expenses
- p.** Expenditures on non-DYEP eligible and actively enrolled participants
- q.** * Equipment purchases need DEDO's approval before they are considered allowable reimbursable expenses

**Please note, costs that do not receive prior approval or that are not outlined within the attached budget are at risk of not being reimbursed by DEDO.*

5.0 Goals and Outcomes

2026 DYEP metrics will include carry-in and new youth participants and DYEP funded services as outlined below.

NOTE: All DYEP funded Work Experience services must end on or before October 31, 2026. All DYEP Job Readiness Training, Financial Literacy, and wrap-around services must end on or before December 31, 2026. Additionally, all participants must be exited from the program and the DEDO-DWD system of record, on or before December 31, 2026.

5.1 Program Enrollment Goals

2025 Carry-In (Enrollments from 2025 Receiving Services in 2026)	
Total # Carry-In Participants	40
# Continuing Work Experience That Began in 2025	0
# Carry-in to Begin Work Experience in Spring 2026	5
# of Successful Work Experience Completions by Carry-In Participants	4
2026 New Enrollments	
Total New Enrollments	355
# of Work Experiences Started by New Enrollments	290
# of Successful Work Experience Completions by New Enrollments	232
2025 Carry In and 2026 New Enrollments	
Total Participants to Participate in a Work Experience in 2026	295
Total Successful Work Experience Completions by all participants	236
Total Participants to Receive Wraparound Services in 2026	355
Total Participants to successfully complete Job Readiness Training in 2026	296
Total participants to successfully complete Financial Literacy Courses in 2026	296

The Contractor will identify, recruit, and enroll 355 youth who meet DYEP eligibility requirements and who need services. All 355 enrolled will be offered job readiness support/training, and financial literacy, as cited in Section 3.4.1a.

Of the 355 youth, 255 youth shall be placed in a summer work experience, a minimum of 40 youth will be placed in spring work experiences. Each work experience shall not exceed the employment hours outlined in Section 5.2. and shall be paid with wages at the Denver minimum wage as outlined in the attached budget.

The 355 total youth served, regardless of enrollment in work experience, will have access to intensive case management and goal setting support, job readiness training, financial literacy education and banking opportunities, labor market

information and career exploration, educational supports, supportive services, training and work-based learning opportunities, and/or job placement assistance.

5.2 Successful Placements and Completions

a. Work experience outcomes are defined as: completing a minimum of 80% of the total expected hours of a Work Experience. Contractor will also report number of students who complete 100% of scheduled hours.

- 88 out of 110 hours if Work Experience starts in the summer season;
- 60 out of 75 hours if Work Experience starts in fall or spring seasons.

b. Of all DYEP youth receiving services;

- 100% of Workforce Prep participants will complete job readiness training, financial literacy and banking information.
- 80% of Work Experience participants will complete job readiness training, financial literacy and banking information.

c. Contractor will track and report the number of youth who obtained employment but will not have a goal attached to this metric.

6.0 System of Record Requirements

6.1 The “DEDO-DWD System of Record” is the DEDO-DWD database that holds source documentation that validates all data elements proving eligibility, enrollment, and program administration services, including case notes, supported by DYEP funding.

6.2 The “Official System of Record” is the database used to determine the state of DYEP at any point in time. External data not recorded in the Official System of Record will not be validated until entered into the Official System of Record.

6.3 To ensure accuracy of the “Official System of Record” at any point in time, the Contractor is expected to enter or upload all data elements and source documentation into the “official system or record” within 14 calendar days of the event or receipt of source documentation.

6.4 For DYEP, the “Official System of Record” will be provided to the Contractor as articulated in the DWD-DYEP policy and procedures. In accordance with DEDO-DWD data and file management procedures and timelines, Contractor is responsible for maintaining electronic files utilizing the DEDO-DWD System of Record including but not limited to:

DPS DYEP/GF/SP

OEDEV: 202683790-00

01/01/2026 – 12/31/2026

EXHIBIT A

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documenting enrollment, assessment, progress, work-based learning activities, case notes, and all additional services provided for each enrolled participant. All data and documentation must be entered into the DEDO-DWD System of record within 14 calendar days of the event or receipt of source documentation.

6.5 All electronic participant and employer files shall follow the guidance provided by DEDO-DWD.

7.0 DYEP Programmatic Requirements

7.1 Contractor will follow all policies, procedures, and other guidance provided by DWD, including but not limited to:

- a.** Most current DWD- DYEP Policy;
- b.** Nonduplication of benefits;
- c.** Nepotism and conflict of interest;
- d.** Equal opportunity and nondiscrimination;
- e.** Program eligibility and enrollment;
- f.** Service provision;
- g.** Provision of wages, stipends, incentives, and supportive services;
- h.** Program exit;
- i.** Data entry;
- j.** Documentation requirements

8.0 DYEP Eligibility

8.1 Participating youth can do no more than 2 summer work experiences in a lifetime. DPS youth can do no more than 2 WEs in consecutive terms within a calendar year (spring/summer OR summer/fall). Total hours in a calendar year may not exceed 185.

8.2 Exceptions will be discussed between the Contractor and the City, as needed. Exception requests must be reviewed and approved by the DEDO-DWD support team before exceptions are granted by the Contractor.

8.3 At the time of program application, an individual must meet the following:

8.3.1 Residency:

- a.** Reside in the City and/or County of Denver; OR
- b.** Enrolled in or attend a secondary or post-secondary school located in the City and County of Denver; OR
- c.** Meet the definition of homelessness as defined in DWD guidance; OR
- d.** Be a Ward of the County or State

8.3.2 14 – 21 years of age

8.3.3 Attending school:

- Currently enrolled in secondary education (including alternative education programs, the School to Work Alliance Program, Transition programs, and other programs provided through the K-12 system); OR
- Currently enrolled in post-secondary education (are registered for or attending credit-bearing classes)
- Has submitted an application for post-secondary education program but acceptance is still under review (verification required)

8.3.4 Eligible to work in the US

8.3.5 Low-to-moderate income earner: Income at or below 300 percent (300%) of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines by the [Department of Health and Human Services \(HHS\)](#),

8.4 The Contractor shall collect required DYEP program and eligibility documents from participants based on program guidance and policies provided by DEDO-DWD. All documents and information must be stored in the DEDO-DWD System of Record and/or any designated management information database system in accordance to DEDO-DWD program guidance.

9.0 Employer of Record and Payroll Service Requirements

9.1 The Contractor shall subcontract with a third-party vendor who will be the employer of record and be responsible for administering payroll services. Contractor will provide a copy of the signed subcontract or MOU by January 31, 2026.

9.2 The Contractor, and any subcontractors, must follow all applicable labor laws.

9.3 Contractor will have an employer of record process and procedure in place for payroll, taxes, and worker's compensation coverage.

9.4 Payroll reporting and tax responsibilities include the following:

- a. W-4
- b. I-9
- c. IRS Form 941, IRS 940 and IRS W-3
- d. Workers Compensation insurance to ensure coverage for participants receiving stipends and paid or unpaid work experiences will be obtained and maintained.
- e. Workers Compensation premium report
- f. State unemployment tax report

10.0 Participant Recruitment, Outreach, and Marketing

10.1 Contractor will develop policy and procedure for their methods of selection for DYEP participants to ensure that their selection process follows relevant state and federal civil rights legislation and statistical randomness. Contractor will provide the policy and procedure to DWD for approval by January 31, 2026 or within 30 days of execution of this contract.

10.1.1 Any process in which an employer provides a referral for employment for a prospective participant for purposes of enrollment into the DYEP program will be defined as a “reverse referral”.

10.1.2 No more than 50% of DYEP enrollments must originate from reverse referrals.

10.2 The Contractor must create all marketing tools and submit them to DEDO-DWD for approval prior to distribution along with schedule of recruitment events. DEDO-DWD will provide feedback and/or approval within 14 days of submission.

10.3 The Contractor shall utilize social media networking systems with prior approval by DEDO-DWD that are available to both DEDO-DWD and all youth participants and their families to list the dates, times and locations of all major activities (orientations, course offerings, training events, community meetings, etc.).

11.0 Reports and Meetings

11.1 The Contractor must comply with all local reporting requirements.

11.2 The Contractor shall complete a quarterly report with success stories and will be required to assist in the completion of other reports as designated by the DEDO-DWD.

a. Quarterly Reporting Periods and Due Dates

Reporting Period	Report Due
January 1, 2026 to March 31, 2026	April 15, 2026
April 1, 2026 to June 30, 2026	July 15, 2026
July 1, 2026 to September 30, 2026	October 15, 2026
October 1, 2026 to December 31, 2026	December 15, 2026

11.3 Information to be reported will include but not limited to:

11.3.1 Summer

- a. New DYEP Enrollments
- b. Success Stories
- c. Job Readiness Training Successful Completions;
- d. Financial Literacy Successful Completions;
- e. Work Experience Placements;
 - Employer;
 - Employer address;
 - Wage Rate;
 - Industry or career cluster
- f. Work Experience successful completions;
- g. If applicable, employment outcomes:
 - Employer;
 - Employer address;
 - Wage Rate;
 - Post summer survey results

11.3.2 Spring/Fall

- a. 2025 carry-in youth enrollment numbers;
- b. 2025 carry-in youth work experience data and enrollments;
- c. Job Readiness Training Successful Completions;
- d. Financial Literacy Successful Completions;
- e. Success Stories;
- f. Work Experience Enrollments;
 - Employer;
 - Employer address;
 - Wage Rate;
 - Industry or career cluster
- g. Industry or career cluster alignment;
- h. Financial Literacy and Banking Information Completions;
- i. Work Experience successful completions
- h. If applicable, employment outcomes:
 - Employer;
 - Employer address;
 - Wage Rate;

11.4 Ad hoc reports

DEDO-DWD reserves the right to request ad hoc reports given sufficient time for the Contractor to prepare requested data. DEDO-DWD will only request data that is not readily available in the DEDO-DWD System of Record.

11.5 Annual Report

11.5.1 Contractor shall submit an annual report overviewing the Contractor's implementation of the DYEP program no later than January 30,2027. Data within the annual report shall include:

- a.** DYEP Enrollments;
- b.** DYEP Enrollee Demographics
 - i.** Gender
 - ii.** Race
 - iii.** Home ZIP Code
- c.** Successful completions of Job Readiness Training and Financial Literacy courses
- d.** Work Experience Placements;
 - Work Experience Employer;
 - Work Experience Hourly Wage Rate;
 - Work Experience industries/career clusters
 - Work Experience geographic locations
- e.** Successful Work Experience Completions (including carry-in and new);
- f.** Success stories

11.6 The Contractor is also required to have staff representation at administrative meetings and staff training workshops as determined by the DEDO-DWD.

11.7 The DEDO-DWD will hold monthly contract review meetings with the Contractor to review progress toward planned versus actual benchmarks.

11.8 The Contractor will be continually evaluated based on their performance and the DEDO-DWD benchmarks. This progress will be reviewed at monthly meetings. In the event that the Contractor is failing to meet benchmarks they shall submit corrective action plans or participate in training or technical assistance meetings. The Contractor will present progress toward benchmarks at select Workforce Development meetings.

12.0 Administrative Requirements

12.1 The Contractor shall provide internal payroll procedures to DEDO-DWD by January 31, 2026, or within 30 days of the execution of this contract.

12.2 Compensation and Methods of Payment

12.2.1 Contractor must submit expenses to DEDO-DWD by the last day of the month for the previous month's activity.

12.3 Language Assistance

12.3.1 The Contractor will be in accordance with The City and County of Denver's Executive Order 150 and the DEDO-DWD Language Assistance plan by having the capacity to provide language assistance services to potential and enrolled participants with limited English proficiency to ensure meaningful access to the DYEP program. This may include providing written language assistance services and/or oral language assistance services, as needed.

12.4 Accessibility to People with Disabilities

12.4.1 All entities under contract with the City and County of Denver are required to fully comply with Title III of the Americans with Disabilities Act (ADA and all other applicable federal, state, and local disability rights laws.

As per Title III, contracted agencies, when functioning as "public accommodations" or "commercial facilities," must:

- Ensure that individuals with disabilities are not excluded, segregated, or treated unequally while receiving your goods, services, and facilities.
- Provide auxiliary aids and services to ensure effective communication for individuals with hearing, vision, or speech disabilities, if doing so does not cause an "undue burden".
- Make reasonable modifications to policies, practices, and procedures to ensure individuals with disabilities have an equal opportunity to enjoy goods and services, unless doing so would fundamentally alter the nature of the business.
- Remove architectural and structural barriers in existing facilities where it is "readily achievable," meaning it can be done without much difficulty or expense.

If any aspect of the Contractor's programs, services, or facilities is found to be out of compliance, the Contractor agrees to take prompt and appropriate corrective action at no additional cost to the Client.

12.5 Equal Opportunity and Nondiscrimination

12.5.1 As a condition to this award, the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- a. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination of the bases of race, color, and national origin;
- b. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- c. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- d. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs.

12.6 Customer Complaint Procedures

12.6.1 DEDO-DWD believes that customer complaints are opportunities to improve services. The primary goal of this complaint process is to address specific participant concerns, resolve the issues at hand in the most expedient manner, learn from the complaint and implement solutions throughout the entire system. The Contractor must inform customers of the formal complaint process and work to resolve customer complaints in a timely fashion, as outlined in DEDO-DWD's Complaints policy.

12.7 Records Retention

12.7.1 DEDO-DWD is not requiring the Contractor to create and maintain hard files as long as copies of all required documents are uploaded to the DEDO-DWD-System of Record. In the event the Contractor decides to create and maintain hard files, the Contractor must retain the files for six (6) full years, in compliance with the City and County of Denver File Retention Policy, 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 DEDO-DWD in accordance with DEDO-DWD policy.

12.8 Technology Requirements

12.8.1 All Computers at a minimum must have high speed internet access, and the current supported version of the Operating System and Web Browser for the computer. Release Google Chrome or Microsoft Edge, a graphics card that can support 1024x768. Security specifications must include: 1)

automatic operating system upgrades, 2) firewall protection, 3) automatic virus upgrades, and 4) anti-spyware software.

12.9 Privacy and Confidentiality

12.9.1 The Contractor must adhere to the DEDO Personally Identifiable Information policy to ensure the proper use of data and demonstrate that controls are sufficient to prevent identity theft, fraud and abuse as well as maintain a sophisticated and secure technology structure. These requirements must cover, at a minimum, the following:

- a. Participant eligibility documentation;
- b. Program participant records, including all services provided and costs expended per participant;
- c. Customers' records, including participant data forms, verification/documentation items, assessments tests and results, and documentation of outcomes;
- d. Protection of personal and confidential customer information, including protected health information (HIPAA) if applicable; and
- e. Memoranda of Understanding (MOUs) between partner programs to share program, participant, and financial data that adhere to federal, state, and local privacy standards.

12.9.2 Organizations must follow City and County of Denver Executive Order 143 – Information Governance, House Bill 18-1128 – Personally Identifiable Information, NIST Privacy Framework and applicable laws including but not limited to Family Educational Rights and Privacy Act (FERPA), Criminal Justice Information Services (CJIS), Health Insurance Portability and Accountability Act (HIPAA), if applicable et al.

12.9.3 In addition, the Contractor will require all program participants and parent/guardians of all minor participants, to sign a release of information that includes an explanation of the level and type of access, as well as restrictions on the use of the participant's data.

12.9.4 Subject to DEDO's execution of a Confidentiality Agreement, the Service Provider must provide DEDO-DWD with a copy of data breach process and incident response policy at time of execution of contract and as modifications are made throughout the contract period. Policy must be in accordance with DEDO-DWD policies, as well as other local, State and Federal requirements.

12.9.5 The Contractor must notify DEDO-DWD of any data breaches or security incidents relevant to the subject matter of this SOW, within 24 hours of a confirmed breach or incident and mediate within 30 days, in accordance

with DEDO-DWD policies, as well as other local, State, and Federal requirements.

- 12.9.6** The Contractor must agree that DEDO and the City and County of Denver has the right to audit security and data handling measures at any time during the contract.

12.10 Communications and Signage

- 12.10.1** The Contractor is considered arms of Denver’s workforce development system, much like branches or franchises of a corporation. As such, the Contractor must adhere to all requirements and standards related to physical signage where services are provided including Equal Opportunity information, logos, publications, standard language in -related communications, and any other signage or communications requirements established by the DEDO-DWD. The Contractor must also adhere to all requirements and standards related to physical and electronic marketing, per the guidelines of the DEDO-DWD Marketing Division.

- 12.10.2** Specifically, all print or electronic collateral that promotes any programs/services provided under this contract must adhere to the following:

- a. Include the most current Denver Workforce Development logo as the primary and most prominent entity responsible for the program/service;
- b. Include the wording, [Contractor Name] is a Contractor for the City and County of Denver,” regardless of whether the Contractor’s name appears in the collateral;
- c. Include the required funding disclosure information as defined by DEDO Public Communications Policy Series #2020-FIN-01.; and
- d. Include the required Equal Opportunity language: {Insert Program/Service Name here} “Denver Workforce Development is an Equal Opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Please dial 7-1-1 or 1-800-659-2656 to use the TTY service Relay Colorado. It is your right to access oral or written language assistance, sign language interpretation, real-time captioning via CART, or disability-related accommodations. To request any of these services at no cost to you, please contact denverwsfeedback@denvergov.org or call 720-337-9675 with 3 business days’ notice.”
- e. Further details regarding these requirements, as well as important guidelines regarding branding and messaging, will be provided by Denver Workforce Development.

EXHIBIT B



CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
Local City Funding
2026
BUDGET SUMMARY

A. Respondent:	Denver Public Schools
B. Project:	DYEP
C. Program Year:	2026

D. Contract Number:	OEDEV-202683790
E. Contract Period:	01/01/2026-12/31/2026
F. Requested Amount:	\$ 1,500,000

Budget Summary for Local City Funding

(1) Item of Expenditure	(2) Total Project Cost requested from DEDO		(3) Other Federal Funding		(4) Other Non-Federal Funding		(5) Other City and County of Denver Funding		(6) Agency Total (All Funding Sources)	
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Personnel	\$ 494,881	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 494,881	100.00%
Fringe	\$ 120,044	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 120,044	100.00%
Office Expenses, Supplies, & Equipment	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	100.00%
Communication	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	100.00%
Insurance	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	100.00%
Subcontractor	\$ 31,000	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 31,000	100.00%
Other Direct Costs	\$ 18,526	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 18,526	100.00%
Indirect Costs	\$ 59,799	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 59,799	100.00%
Direct Costs excluded from MTDC	\$ 775,750	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 775,750	100.00%
TOTAL	\$ 1,500,000	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 1,500,000	100.00%



CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
Local City Funding
2026
AMOUNT REQUESTED FROM DEDO SUMMARY

A. Respondent: Denver Public Schools
B. Project: DYEP
C. Program Year: 2026

D. Contract Number: OEDEV-202683790
E. Contract Period: 01/01/2026-12/31/2026
F. Requested Amount: \$ 1,500,000

Budget Summary for Amount Requested from Denver Economic Development & Opportunity

(1) Item of Expenditure	(2) General Funds		(3) OCA Funding		(4)		(5)		(6)		(7)		(8) Total Project Cost requested from DEDO	
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Personnel	\$ -	0.00%	\$ 494,881	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	494,881	100.00%
Fringe	\$ -	0.00%	\$ 120,044	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	120,044	100.00%
Office Expenses, Supplies, & Equipment	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	-	100.00%
Communication	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	-	100.00%
Insurance	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	-	100.00%
Subcontractor	\$ -	0.00%	\$ 31,000	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	31,000	100.00%
Other Direct Costs	\$ -	0.00%	\$ 18,526	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	18,526	100.00%
Indirect Costs	\$ -	0.00%	\$ 59,799	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	59,799	100.00%
Direct Costs excluded from MTDC	\$ 500,000	64.45%	\$ 275,750	35.55%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	775,750	100.00%
TOTAL	\$ 500,000	33.33%	\$ 1,000,000	66.67%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 1,500,000	100.00%

DENVER
ECONOMIC DEVELOPMENT
& OPPORTUNITY
CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
Local City Funding
2026
NON-PERSONNEL BUDGET

A. Respondent: Denver Public Schools

C: Contract Number: OEDEV-202683790

B. Program: General Funds

D: Contract Period: 01/01/2026-12/31/2026

(6)

Contract Amount: \$ 500,000

Indirect Rate: 9.00%

(1)	(2)	(3)	(4)	Variable #1	Variable #2	DEDO Share
Item of Expenditure	Total Program Cost (\$)	DEDO Share of Cost (\$)	Brief Line Item Description & Justification (Please show justification for Total Cost in the Budget Narrative)			
OFFICE EXPENSES, SUPPLIES, & EQUIPMENT TOTAL	\$0	\$0	Includes the following:			
	\$0	\$0				100%
COMMUNICATION TOTAL	\$0	\$0	Includes the following:			
	\$0	\$0				100%
	\$0	\$0				100%
	\$0	\$0				100%
	\$0	\$0				100%
	\$0	\$0				100%
INSURANCE TOTAL	\$0	\$0	Includes the following:			
	\$0	\$0				100%
SUBCONTRACTOR TOTAL	\$0	\$0	Includes the following:			
	\$0	\$0				100%
OTHER DIRECT COSTS TOTAL	\$0	\$0	Includes the following:			
	\$0	\$0				100%
INDIRECT COSTS TOTAL	\$0	\$0	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method			
	\$0	\$0		-	Rounding (Up to \$5)	100%
DIRECT COSTS EXCLUDED FROM MTDC TOTAL	\$500,000	\$500,000	Includes the following:			
HR RESOURCING LLC	\$500,000	\$500,000	348 Students (40 Spring / 30 Fall / 278 in Summer) at an \$19.29 hourly rate. Students in the Spring/Fall are limited to 75 hours per student. Students in the Summer are limited to 110 hours per student. HR Resourcing charges benefits, taxes, and an administration fee that totals to	500,000.00	1.00	100%
	\$0	\$0				100%
	\$0	\$0				100%
	\$0	\$0				100%
	\$0	\$0				100%
(5) TOTAL NON-PERSONNEL COSTS	\$500,000	\$500,000				



**CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
Local City Funding
2026
PERSONNEL & FRINGE BUDGET**

A. Respondent: Denver Public Schools

C: Contract Number: OEDEV-202683790

B. Program: OCA Funding

D: Contract Period: 01/01/2026-12/31/2026

(1) Position/Title	(2) Employee(s) Name	(3) No. Employee(s)	(4) Annual Salary (\$)	(5) Full-time Equivalent (FTE)	(6) Total Program Cost (\$)	(7) DEDU Share (\$)	(8) Brief Summary of Job Responsibilities (If not enough room include separate sheet).
PROGRAM SPECIALIST, YOUTH SELF SUFFICIENCY	JOHNSON, MICHELYN	1	\$39,418	1.00	\$39,418	\$39,418	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self-sufficiency services for youth and families and carry out
PROGRAM SPECIALIST, YOUTH SELF SUFFICIENCY	HOOKS, TONI L.	1	\$34,986	1.00	\$34,986	\$34,986	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self-sufficiency services for youth and families and carry out
PROGRAM SPECIALIST, YOUTH SELF SUFFICIENCY	FLORES, FRANCISCO A.	1	\$34,692	1.00	\$34,692	\$34,692	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self-sufficiency services for youth and families and carry out
PROGRAM SPECIALIST, YOUTH SELF SUFFICIENCY	VALDEZ, JACOB A.	1	\$36,456	1.00	\$36,456	\$36,456	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self-sufficiency services for youth and families and carry out
PROGRAM SPECIALIST, YOUTH SELF SUFFICIENCY	WEBB, ALLEN W.	1	\$37,458	1.00	\$37,458	\$37,458	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self-sufficiency services for youth and families and carry out
MANAGER, YOUTH SELF SUFFICIENCY	DUARTE, ZULEYMA L.	1	\$45,590	1.00	\$45,590	\$45,590	The key role of the Manager of Youth Self Sufficiency is to manage workforce program services. The manager oversees youth recruitment, Provide monthly fiscal oversight, expense to budget reviews, payroll uploads, billings, and annual audit support.
ANALYST, FINANCIAL GRANTS	MELDRUM, GARRETT	1	\$42,180	0.25	\$10,545	\$10,545	The key role of the data entry specialist is to provide summer case management and partner management support.
DATA ENTRY/PROGRAM SUPPORT	VACANT	1	\$2,750	1.00	\$2,750	\$2,750	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
(9) Totals					\$241,895	\$241,895	

F. Fringe Benefits and Total Personnel Cost

Type of Fringe Benefits, includes the following, but not limited to:	Total Cost (\$)	DEDU Share (\$)	Please Show Calculations Below:
(10) Social Security & Medicare (FICA)	\$0	\$0	= 0.00% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$0	\$0	= 0.00% x Line 9
(12) State Unemployment Insurance (SUI)	\$0	\$0	= 0.00% x Line 9
(13) Workers Compensation	\$0	\$0	= 0.00% x Line 9
(14) Other (Please List) PERA Contributions, PENSION COPs, Medicare Taxes, Life and Disability Insurance	\$59,555	\$59,555	= 24.62% x Line 9
(15) Other (Please List)	\$0	\$0	= 0.00% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$59,555	\$59,555	
(17) Total Personnel Costs (Line 9 plus Line 16)	\$301,450	\$301,450	



CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
Local City Funding
2026
PERSONNEL & FRINGE BUDGET

A. Respondent: Denver Public Schools

C: Contract Number: OEDEV-202683790

B. Program: OCA Funding

D: Contract Period: 01/01/2026-12/31/2026

(1) Position/Title	(2) Employee(s) Name	(3) No. Employee(s)	(4) Annual Salary (\$)	(5) Full-time Equivalent (FTE)	(6) Total Program Cost (\$)	(7) DEDU Share (\$)	(8) Brief Summary of Job Responsibilities (If not enough room include separate sheet).
PROGRAM SPECIALIST, YOUTH SELF SUFFICIENCY	JOHNSON, MICHELYN	1	\$41,246	1.00	\$41,246	\$41,246	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self-sufficiency services for youth and families and carry out
PROGRAM SPECIALIST, YOUTH SELF SUFFICIENCY	HOOKS, TONI L.	1	\$36,609	1.00	\$36,609	\$36,609	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self-sufficiency services for youth and families and carry out
PROGRAM SPECIALIST, YOUTH SELF SUFFICIENCY	FLORES, FRANCISCO A.	1	\$36,301	1.00	\$36,301	\$36,301	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self-sufficiency services for youth and families and carry out
PROGRAM SPECIALIST, YOUTH SELF SUFFICIENCY	VALDEZ, JACOB A.	1	\$38,147	1.00	\$38,147	\$38,147	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self-sufficiency services for youth and families and carry out
PROGRAM SPECIALIST, YOUTH SELF SUFFICIENCY	WEBB, ALLEN W.	1	\$39,195	1.00	\$39,195	\$39,195	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self-sufficiency services for youth and families and carry out
MANAGER, YOUTH SELF SUFFICIENCY	DUARTE, ZULEYMA L.	1	\$47,704	1.00	\$47,704	\$47,704	The key role of the Manager of Youth Self Sufficiency is to manage workforce program services. The manager oversees youth recruitment, Provide monthly fiscal oversight, expense to budget reviews, payroll uploads, billings, and annual audit support.
ANALYST, FINANCIAL GRANTS	MELDRUM, GARRETT	1	\$44,137	0.25	\$11,034	\$11,034	The key role of the data entry specialist is to provide summer case management and partner management support.
DATA ENTRY/PROGRAM SUPPORT	VACANT	1	\$2,750	1.00	\$2,750	\$2,750	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
(9) Totals					\$252,986	\$252,986	

F. Fringe Benefits and Total Personnel Cost

Type of Fringe Benefits, includes the following, but not limited to:	Total Cost (\$)	DEDU Share (\$)	Please Show Calculations Below:
(10) Social Security & Medicare (FICA)	\$0	\$0	= 0.00% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$0	\$0	= 0.00% x Line 9
(12) State Unemployment Insurance (SUI)	\$0	\$0	= 0.00% x Line 9
(13) Workers Compensation	\$0	\$0	= 0.00% x Line 9
(14) Other (Please List) PERA Contributions, PENSION COPs, Medicare Taxes, Life and Disability Insurance	\$60,489	\$60,489	= 23.91% x Line 9
(15) Other (Please List)	\$0	\$0	= 0.00% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$60,489	\$60,489	
(17) Total Personnel Costs (Line 9 plus Line 16)	\$313,475	\$313,475	

DENVER
ECONOMIC DEVELOPMENT
& OPPORTUNITY
CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
Local City Funding
2026
NON-PERSONNEL BUDGET

A. Respondent: Denver Public Schools

C. Contract Number: OEDEV-202683790

B. Program: OCA Funding

D. Contract Period: 01/01/2026-12/31/2026

(6)

Contract Amount: \$ 1,000,000

Indirect Rate: 9.00%

(1) Item of Expenditure	(2) Total Program Cost (\$)	(3) DEDO Share of Cost (\$)	(4) Brief Line Item Description & Justification (Please show justification for Total Cost in the Budget Narrative)	Variable #1	Variable #2	DEDO Share
OFFICE EXPENSES, SUPPLIES, & EQUIPMENT TOTAL	\$0	\$0	Includes the following, but not limited to:			100%
	\$0	\$0				
COMMUNICATION TOTAL	\$0	\$0	Includes the following, but not limited to:			100%
	\$0	\$0				
INSURANCE TOTAL	\$0	\$0	Includes the following, but not limited to:			100%
	\$0	\$0				
SUBCONTRACTOR TOTAL	\$31,000	\$31,000	Includes the following, but not limited to:			
Elevation Solutions	\$11,000	\$11,000	Need to integrate the DYEP programs into our Career Development suite of services leveraging Salesforce. Elevation Solutions (contractor) is the provider of choice for this project and building a robust training and financial literacy resources, while also tracking their hours for accurate pay. Staff leverage the application to communicate with students	#####	1.00	100%
Empower App	\$10,000	\$10,000	The Empower App provides essential student access to job readiness training and financial literacy resources, while also tracking their hours for accurate pay. Staff leverage the application to communicate with students	#####	1.00	100%
CCS Profile Reports	\$10,000	\$10,000	Provide annual learning opportunities for the team to continue to build their capacity in their roles.	#####	1.00	100%
	\$0	\$0				100%
	\$0	\$0				100%
OTHER DIRECT COSTS TOTAL	\$18,526	\$18,526	Includes the following:			
Summer Kickoff Event/Celebration	\$10,000	\$10,000	This event is to celebrate the youth that completed the summer program and to give our appreciation for employer and community partnerships. Costs including facility rental, food, back to school supplies, and DYEP SWAG.	#####	1.00	100%
Salesforce Licenses	\$2,326	\$2,326	DYEP team members need Salesforce licenses to track the partners, schools, and students for DYEP. Connecting Colorado will still be maintained with the City however we need a holistic view of student participation	2,325.91	1.00	100%
Conferences	\$6,200	\$6,200	Provide annual learning opportunities for the team to continue to build their capacity in their roles.	6,200.00	1.00	100%
	\$0	\$0				
	\$0	\$0				
INDIRECT COSTS TOTAL	\$59,799	\$59,799	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method			
Indirect Costs	\$9,799.00	\$9,799	DPS Indirect Cost Rate of 9%	(2.00)	Rounding (Up to \$5)	100%
DIRECT COSTS EXCLUDED FROM MTDC TOTAL	\$275,750	\$275,750	Includes the following:			
HR RESOURCING LLC	\$275,250	\$275,250	348 Students (40 Spring / 30 Fall / 278 in Summer) at an \$19.29 hourly rate. Students in the Spring/Fall are limited to 75 hours per student. Students in the Summer are limited to 110 hours per student. HR Resourcing charges benefits, taxes, and an administration fee that totals to	#####	1.00	100%
	\$0	\$0				100%
Partner Training(s)	\$500	\$500	Food for partners who attend in-person training/on-boarding session(s)	500.00	1.00	100%
	\$0	\$0				100%
	\$0	\$0				100%
(5) TOTAL NON-PERSONNEL COSTS	\$385,075	\$385,075				

EXHIBIT C

FISCAL SYSTEM DESIGN:

This section is designed to provide the financial and administrative requirements applicable to federally funded programs function as required partners in the One-Stop system. It contains the common requirements for grants and financial management found in OMB Uniform Guidance 2 CFR §200 and DOL Exceptions 2CFR §2900.

1.1 Cost Principles, Allowable Costs and Unallowable Costs

- 1.1.1 Costs must be necessary and reasonable. Any cost charge to a grant must be necessary and reasonable for the proper and efficient performance and administration of the grant. A grantee or subawardee is required to exercise sound business practices and to comply with its procedures for charging costs.
- 1.1.2 *Costs must be allocable:* A grantee may charge costs to the grant if those costs are clearly identifiable as benefiting the grant program. Costs charged to the grant should benefit only the grant program, not other programs or activities. In order to be allocable, a cost must be treated consistently with like costs and incurred specifically for the program being charged. Shared costs must benefit both the ETA grant and other work and be distributed in reasonable proportion to the benefits received.
- 1.1.3 *Costs must be authorized or not prohibited under Federal, State, or local laws or regulations:* Costs incurred must not be prohibited by any Federal, State, or local law.
- 1.1.4 *Costs must receive consistent treatment by a grantee:* A grantee must treat a cost uniformly across program elements and from year to year. Costs that are indirect for some programs cannot be considered direct ETA grant costs.
- 1.1.5 *Costs must not be used to meet matching or cost-sharing requirements:* A grantee may not use federally funded costs, whether direct or indirect, as match or to meet matching fund requirements unless specifically authorized by law.
- 1.1.6 *Costs must be adequately documented:* A grantee must document all costs in a manner consistent with GAAP. Examples include retaining evidence of competitive bidding for services or supplies, adequate time records for employees who charge time against the grant, invoices, receipts, purchase orders, etc.
- 1.1.7 *Costs must conform to ETA grant exclusions and limitations:* A grantee or sub-grantee may not charge a cost to the grant that is unallowable per the grant regulations or the cost limitations specified in the regulations.

2.1 Cash Management

Disbursements shall be processed through the Denver Economic Development & Opportunity(DED0) - Financial Management Unit (FMU) and the City and County of Denver's Department of Finance.

- 2.1.1 The method of payment to the Contractor by DED0 shall be in accordance with established FMU procedures for line-item reimbursements. The Contractor should submit expenses to DED0 on or before the last day of each month for the previous month's activity.

- 2.1.2 Voucher requests for reimbursement of costs should be submitted on a regular and timely basis in accordance with DEDO policies. Vouchers need to be submitted within thirty (30) days of the actual service, expenditure or payment of expense.
- 2.1.3 The Contractor shall submit the final voucher for reimbursement no later than thirty (30) days after the end of the contract period.
- 2.1.4 The Contractor shall be reimbursed for services provided under this Agreement according to the approved line-item reimbursement budget within the Scope of Work.
- 2.1.5 The standardized DEDO “Expense Certification Form” must be included with each reimbursement or draw-down request.

3.1 Expense Guidelines

3.1.1 Payroll

- 3.1.1.1 A summary sheet should be included to detail the gross salary of the employee, amount of the salary to be reimbursed, the name of the employee, and the position of the employee. If the employee is reimbursed only partially by this contract, the amount of salary billed under other contracts with the City or other organizations should be shown on the timesheet as described below. Two items are needed for verification of payroll: (1) the amount of time worked by the employee for this pay period; and (2) the amount of salary paid to the employee, including information on payroll deductions.
- 3.1.1.2 The amount of time worked will be verified with timesheets. The timesheets must include the actual hours worked under the terms of this contract, and the actual amount of time worked under other programs. The total hours worked during the period must reflect all actual hours worked under all programs including leave time. The employee’s name, position, and signature, as well as a signature by an appropriate supervisor, or executive director, must be included on the timesheets. If the timesheet submitted indicates that the employee provided services payable under this contract for a portion of the total time worked, then the amount of reimbursement requested must be calculated and documented in the monthly reimbursement request.
- 3.1.1.3 A payroll register or payroll ledger from the accounting system will verify the amount of salary. Copies of paychecks are acceptable if they include the gross pay and deductions.

3.1.2 Fringe Benefits

- 3.1.2.2 Fringe benefits paid by the employer can be requested by applying the FICA match of 7.65 percent to the gross salary paid under this contract. Fringe benefits may also include medical plans, retirement plans, worker’s compensation, and unemployment insurance. Fringe benefits that exceed the FICA match may be documented by 1) a breakdown of how the fringe benefit percentage was determined prior to first draw request; or, 2) by submitting actual invoices for the fringe benefits. If medical insurance premiums are part of the estimates in item #1, one-time documentation of these costs will

be required with the breakdown. Payroll taxes may be questioned if they appear to be higher than usual.

- 3.1.3 Administration and Overhead Cost - Other non-personnel line items, such as administration, or overhead need invoices, and an allocation to this program documented in the draw request. An indirect cost rate can be applied if the Contractor has an approved indirect cost allocation plan. The approved indirect cost rate must be submitted to and approved by DEDO.

4.1 Per Diem and Travel Expense Limitation

- 4.1.1 Service providers are required to develop and maintain policies regarding compensation for staff and participant travel costs. Meals, lodging, rental cars, airfare, mileage for employee-owned cars, and other travel expenses may be paid for staff and participants who travel as part of their job, training activity or grant purpose.
- 4.1.2 Documentation of the purpose and cost of travel must be maintained. The documentation should include the time of travel in order to compute and verify allowed per diem amounts. No employee may be reimbursed for expenses incurred in going to and from work. Lunches and/or dinners in your home office city outside the scope of an agenda are prohibited.

5.1 Procurement, Inventory and Disposal

- 5.1.1 Service providers are delegated authority to make purchases of equipment, supplies and services as described below. Service providers are responsible for ensuring the vendors selected are not debarred or suspended by checking the information on the following federal government website: <http://epls.arnet.gov>.
 - 5.1.1.1 *Micro Purchases* – under \$3,000. All service providers may purchase items with a value of less than \$3,000 using any open and fair procurement method that best meets the agency’s needs. The method should assist the service provider in obtaining a high quality product for a fair price. Documentation should be maintained of the need for the item and its benefit to the program.
 - 5.1.1.2 *Limited Solicitation for Services* - Purchases between \$3,001 to \$149,999. Service providers must maintain a fair and open procurement process meeting the criteria for small purchases. This requires a documented solicitation from a minimum of three viable sources, if available, either orally or in writing. In addition, the service provider must obtain and document prior approval from the Bureau for the purchase, and maintain documentation of the following: bid and rating criteria; advertising and public notice of the bid opportunity; responses received; and reason for the decision.
 - 5.1.1.3 *Formal Competition* - Large Purchases over \$150,000 for services and for supplies. Large purchases are typically included in the provider agreement as part of the major purpose of the provider agreement, although this is not a requirement. Large purchases are subject to all the requirements of medium purchases, and in addition must use a formal,

closed-bid procurement process. Service providers must obtain and document prior approval from DEDO.

- 5.1.1.4 *Inventory*- Service providers must maintain physical control of the asset to ensure adequate safeguards are in place to prevent loss, damage or theft of property. Adequate maintenance procedures must be in place to keep the property in good condition.
- 5.1.1.5 *Disposition Service* - Providers may dispose of equipment and supplies according to agency policy when the fair market value of the equipment unit, or the aggregate fair market value of the supplies, is less than \$5,000.

6.1 Program Income

- 6.1.1 Program income includes, without limitation, income from fees for services performed, from the use or rental of real or personal property acquired with contract funds, from the sale of commodities or items fabricated under a contract agreement, and from payments of principal and interest on loans made with contract funds.
- 6.1.2 Program income which was not anticipated at the time of the award may be added to the award and must be used for the purposes and under the conditions of the award. The cost of generating program income must be subtracted from the amount earned to establish the net amount of program income available for use under the award when these costs have not been charged to the program. ALL PROGRAM INCOME GENERATED DURING ANY GIVEN PERIOD SUBMITTED FOR PAYMENT SHALL BE DOCUMENTED ON THE VOUCHER REQUEST.
- 6.1.3 The Contractor, at the end of the program, may be required to remit to the City all or a part of any program income balances (including investments thereof) held by the Contractor (except AS APPROVED IN WRITING BY DEDO, INCLUDING those needed for immediate cash needs, cash balances of a revolving loan fund, cash balances from a lump sum drawdown, or cash or investments held for section 108 security needs), unless otherwise directed in writing by DEDO.

7.1 General Reimbursement Requirements

- 7.1.1 *Invoices*: All non-personnel expenses need dated and readable invoices. The invoices must be from a vendor separate from the Contractor, and must state what goods or services were provided and the delivery address. Verification that the goods or services were received should also be submitted, this may take the form of a receiving document or packing slips, signed and dated by the individual receiving the good or service. Copies of checks written by the Contractor, or documentation of payment such as an accounts payable ledger

which includes the check number shall be submitted to verify that the goods or services are on a reimbursement basis.

- 7.2.1 *Capital Purchases:* As stewards of federal monies, DEDO must ensure that all purchases that are reimbursed with grant monies will fulfill the goals of the grant-funded program as stated in the Scope of Work. Significant purchases of capital (i.e., equipment) made in the last quarter of the contract will receive extra scrutiny to ensure that certain purchases will be used for grant-funded program needs. If it is found that capital purchases will not provide significant increased benefits to the grant-funded program, DEDO reserves the right to consider such costs as disallowed and reject requested reimbursement.

8.1 Financial Management Systems

The Contractor must maintain financial systems that meet the following standards:

- 8.1.1 Financial reporting must be accurate, current, and provide a complete disclosure of the financial results of financially assisted activities and be made in accordance with federal financial reporting requirements.
- 8.1.2 Accounting records must be maintained which adequately identify the source and application of the funds provided for financially assisted activities. The records must contain information pertaining to contracts and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. Accounting records shall provide accurate, separate, and complete disclosure of fund status.
- 8.1.3 Effective internal controls and accountability must be maintained for all contract cash, real and personal property, and other assets. Adequate safeguards must be provided on all property and it must be assured that it is used solely for authorized purposes.
- 8.1.4 Actual expenditures or outlays must be compared with budgeted amounts and financial information must be related to performance or productivity data, including the development of cost information whenever appropriate or specifically required.
- 8.1.5 Source documents such as cancelled checks, paid bills, payrolls, time and attendance records, contract documents, etc., shall be provided for all disbursements. The Contractor will maintain auditable records, i.e., records must be current and traceable to the source documentation of transactions.
- 8.1.6 The Contractor must properly report to Federal, State, and local taxing authorities for the collection, payment, and depositing of taxes withheld. At a minimum, this includes Federal and State withholding, State Unemployment, Worker's Compensation (staff only), City Occupational Privilege Tax, and FICA.
- 8.1.7 A proper filing of unemployment and worker's compensation (for staff only) insurance shall be made to appropriate organizational units.

- 8.1.8 The Contractor shall participate, when applicable, in DEDO provided staff training sessions in the following financial areas including, but not limited to (1) Budgeting and Cost Allocation Plans; (2) Vouchering Process.

9.1 Audit Requirements

- 9.1.1 The Service Provider is responsible for independent annual audits of its Provider Agreement and costs associated therewith. If a Service Provider qualifies under the Single Audit Act amendments of 1996, the Service Provider shall have an audit conducted in accordance with Office of Management and Budget (OMB) Uniform Guidance §2 CFR Part 200 Subpart F and the applicable audit standards set forth in the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions issued by the Comptroller General of the United States.
- 9.1.2 Any audit findings in connection with this Provider Agreement shall be resolved with the Grantor within 180 days of the publication of the final audit report. The Grantor may, in its sole discretion, also require additional audits. The Service Provider will pay these additional costs.
- 9.1.3 Responsibility for audit costs and for maintaining complete financial records remains with the service provider.
- 9.1.4 Service providers having a single audit conducted are to inform the auditing firm that audits are to be made in accordance with the:
- *Generally Accepted Governmental Auditing Standards (GAGAS)*
 - *OMB Uniform Guidance 2 CFR §200 Subpart F*
 - *AICPA Generally Accepted Auditing Standards*

10.1 Budget Modification Requests

- 10.1.1 All modification to the budget require submittal by Contractor of a written justification and the new budget documents.
- 10.1.2 The Contractor understands that any budget modification requests under this Agreement must be submitted to DEDO prior to the last Quarter of the Contract Period, unless waived in writing by the DEDO Director.

11.1 Bonding

- 11.1.1 DEDO may require adequate fidelity bond coverage, in accordance with §2 C.F.R. 200.304(b), where the subrecipient lacks sufficient coverage to protect the Federal Government's interest.

12.1 Records Retention

- 12.1.1 The Contractor must retain for seven (7) years financial records pertaining to the contract award. The retention period for the records of each fund will start on the

day the single or last expenditure report for the period, except as otherwise noted, was submitted to the awarding agency.

12.1.2 The awarding agency and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access, upon reasonable notice, to any pertinent books, documents, papers, or other records which are pertinent to the contract, in order to make audits, examinations, excerpts, and transcripts.

12.1.3 The Contractor must retain for seven (7) years financial records pertaining to the contract award. The retention period for the records of each fund will start on the day the single or last expenditure report for the period, except as otherwise noted, was submitted to the awarding agency.

12.1.4 The awarding agency and the Comptroller General of the United States, or any of their authorized representatives, shall have the right of access, upon reasonable notice, to any pertinent books, documents, papers, or other records which are pertinent to the contract, in order to make audits, examinations, excerpts, and transcripts.

13.1 Contract Close-Out

13.1.1 All Contractors are responsible for completing required DEDO contract close-out forms and submitting these forms to their appropriate DEDO Contract Specialist within thirty (30) days after the Agreement end date, or sooner if required by DEDO in writing.

13.1.2 Contract close out forms will be provided to the Contractor by DEDO within thirty (30) days prior to end of contract.

13.1.3 DEDO will close out the award when it determines that all applicable administrative and all required work of the contract have been completed.

14.1 Collection of Amounts Due

14.1.1 Any funds paid to a Contractor in excess of the amount to which the Contractor is finally determined to be entitled under the terms of the award constitute a debt to the Federal Government and the City. If not paid within a reasonable period after demand, DEDO may 1) Make an administrative offset against other requests for reimbursements, 2) other action permitted by law.

EXHIBIT D - GENERAL CONDITIONS
ARTICLE 1
PROGRAM ADMINISTRATION

SEC. 101. Records Maintenance, Performance Monitoring and Audits.

A. The Contractor shall maintain a complete file of all records, notes, reports, communications, documents and other materials ("Program Records") that pertain to the operation of the program/project or the delivery of services under this Agreement. Such files shall be sufficient to properly reflect all direct and indirect costs of labor, materials, equipment, supplies and services, and other costs of whatever nature for which a contract payment was made. Program Records shall be maintained according to generally accepted account principles and shall be easily separable from other Contractor records. These records shall also be maintained in accordance with requirements prescribed by the Federal or State Government or the City with respect to all matters covered by the Contract.

B. Except for disclosures to the City as required in this Agreement and to the extent such disclosures are permitted by applicable law, the Contractor shall maintain the confidentiality of any and all confidential information acquired or maintained by the Contractor under this Agreement. The Contractor shall have written policies governing access to, duplication and dissemination of, all such information and advise its employees and agents, if any, that they are subject to these confidentiality requirements or as may be required by applicable law.

C. The Contractor shall obtain on behalf of the City, the State Government or the Federal Government, any all necessary consent forms from participants receiving services under this Agreement authorizing the release of any and all Program Records to said entities for contract and performance monitoring purposes only. The City shall protect the confidentiality of Program Records received from the Contractor.

D. The Contractor authorizes the State, the federal government or their designee, to perform audits and/or inspections of its records, at any reasonable time to assure compliance with the state or federal government's laws, regulations, rules, requirements and conditions governing this Agreement and to monitor and/or evaluate all activities of the Contractor under this Agreement. Monitoring and/or evaluation may consist of internal evaluation procedures, reexamination of program data, special analysis, on-site verification, formal audit examinations, or any other procedures as deemed reasonable and relevant by the City. All such monitoring shall be performed in a manner that will not unduly interfere with the Contractor's work under this Agreement. Any amounts improperly paid to the Contractor shall be immediately return to the City or may be recovered in accordance with other remedies.

SEC. 102. Reports and Information. At such times and in such forms as the Federal, or the State Government or the City may require, the Contractor shall furnish to the Federal, or the State Government or the City, such statements, records, reports, data and information, as the Federal or the State Government or the City may request pertaining to matters covered by the Agreement, or related to implementation of the Agreement.

SEC. 103. Federal Governments Requirements. Unearned payments under the Contract may be suspended or terminated upon refusal to accept any additional conditions that may be imposed by the Federal Government at any time; or if any entitlement to the City under Federal Law is suspended or terminated.

SEC. 104. Accounting.

A. Records shall provide accurate, separate, and complete disclosure of fund status. Supportive documentation shall be provided for all disbursements. The Contractor will maintain auditable records - i.e., records must be current and traceable to the source documentation of unit transactions.

B. All accounting functions for the contract must be performed in the Metropolitan Denver Area as defined by the boundaries of the Standard Metropolitan Statistical Area, unless waived by the Denver Economic Development & Opportunity's Director of Workforce Development, (the Director).

C. Disbursements shall be processed through the City and County of Denver Controller's Office by the DEDO Financial Management Unit.

D. The Contractors shall maintain separate accountability for DEDO funds.

E. Proper reporting to Federal, State, and local taxing authorities for the collection, payment, and depositing of taxes withheld shall be adhered to. At a minimum, this includes Federal and State withholding, State Unemployment, Worker's Compensation (staff only), City Occupational Privilege Tax, and FICA.

F. A proper filing of unemployment and worker's compensation (for staff only) insurance shall be made to appropriate organizational units.

G. All costs shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to the Agreement shall be clearly identified and readily accessible.

SEC. 105. Vouchering Requirements.

A. In order to meet the Federal Government and/or State of Colorado requirements for current, auditable books at all times, it is required that all vouchers be submitted monthly to DEDO in order to be paid.

1. The first exception will be that expenses cannot be reimbursed until the funds under this contract have been encumbered.

2. The second exception will be that costs cannot be reimbursed until they total a minimum of \$15 unless it is a final payment voucher or the final voucher for the fiscal year (ending December 1)

B. No more than four (4) vouchers may be submitted per contract per month.

C. Agreements that start in one fiscal year and end in the subsequent fiscal year, are required to have all vouchers for the fiscal year be submitted correctly, within forty five (45) days of the Agreement end date, in order to be paid.

D. City and County of Denver Forms shall be used in back-up documents whenever required in the Voucher Processing Policy.

SEC. 106. Bonding. Every agency or employee who receives or deposits Federal Government and/or State of Colorado funds into program accounts or issues financial documents, checks or other instruments of payment for program costs shall be bonded to provide protection against loss. The amount of coverage shall be the highest advance received through check or drawdown during the contract period.

SEC. 107. Personnel.

A. The Contractor shall submit to DEDO their written agency personnel (including complaint and grievance procedures) and Equal Employment Opportunity (EEO) policies as required in DEDO's Policy Series and have such policies approved within thirty (30) days of the Agreement start date or the Agreement may be terminated.

B. The Contractor shall submit to the DEDO Contract Specialist a copy of the agency written personnel policies and procedures within thirty (30) days of the Agreement start date. The Contractor is responsible for providing DEDO with any written revisions to the personnel policy during the term of this Agreement.

SEC. 108. Contract Monitoring & Compliance With Applicable Audit Requirements.

A. The Contractor's performance may be reviewed monthly, or more often, by the appropriate operational unit at DEDO which has program management responsibility.

B. All reports submitted by the Contractor shall be utilized as part of the determination of Agreement success.

C. All reviews shall be conducted in accordance with internal DEDO procedures. Procedures will be available to the Contractor prior to any review.

D. The Contractor is subject to final program audit. The City Auditor reserves the right to select the audit firm. The Contractors shall provide all appropriate records to the auditing personnel. The Audit Guide will be the basis of the performance of the audit. The Contractor agrees to abide by the administrative procedures of DEDO regarding the resolution of audit exceptions.

E. The contractor is responsible for independent annual audits of its Agreement and costs associated therewith. If the Contractor qualifies under the Single Audit Act amendments of 1996, the Contractor shall have an audit conducted in accordance with Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200 Subpart F and the applicable audit standards set forth in the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions issued by the Comptroller General of the United States. Any audit findings in connection with this Provider Agreement shall be resolved with the Grantor within 180 days of the publication of the final audit report. The Grantor may, in its sole discretion, also require additional audits. The Service Provider will pay these additional costs.

SEC. 109. DEDO Equipment.

A. Contractors will be held accountable for all City property in their possession until relieved of that responsibility in accordance with terms established by DEDO's Financial Management Unit. Contractors shall be held responsible for reasonable care and control of all property in its possession, which shall include:

1. Marking with departmental decals or stencils all government property obtained through any government Employment and Training Administration grant, which includes all funds provided by DEDO;
2. Maintaining appropriate maintenance contracts for equipment;
3. Maintaining reasonable safeguards against theft; and
4. Contractors shall reimburse DEDO for the value of missing property in accordance with the DEDO Policy Series.

B. DEDO will conduct an annual property inventory which will involve a comparison and reconciliation of the latest DEDO inventory records with the actual physical property that exists (or is missing) at each contractor site.

SEC. 110. Advertisement and Public Notices. Contractors using radio or television announcements, newspaper advertisements, press releases, pamphlets, mail campaigns, or any other methods to attract Participants or employers into an DEDO funded activity shall first notify the appropriate DEDO staff prior to release or publication of this information. In any event, all announcements, etc., must include the following statement: "The funding source for this activity is the City and County of Denver, Denver Economic Development & Opportunity" in addition to including the required funding stream denotation as required.

SEC. 111. Assurances.

A. The Contractor, in operating programs funded under the Grant, further assures that it will administer its program under the Act in full compliance with safeguards against fraud and abuse as set forth in the Federal regulations.

B. The Contractor will comply with all Priority of Service for Veteran requirements, including that veterans and eligible spouses are given priority over noncovered persons for the receipt of employment, training, and placement services provided under a qualified job training program. See CDLE PGL# VET-2023-05 (and any subsequent revisions). https://drive.google.com/drive/folders/1AMhqS_KCcpLX-E1UumHWZpdmIa0cLVJO

C. The Contractor will provide employment and training services to eligible individuals as set forth in applicable laws governing the programs and activities funded by this Agreement. For the Workforce Innovation and Opportunity Act, see requirements concerning individuals with a barrier to employment: displaced homemakers; low-income individuals; Indians, Alaska natives, and Native Hawaiians; individuals with disabilities, including youth who are individuals with disabilities; older individuals; ex-offenders; homeless individuals; youth who are in or have aged out of the foster care system; individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers; eligible migrant and seasonal farmworkers; individuals within two years of exhausting lifetime eligibility under part A of title IV of the Social Security Act; Single parents (including single pregnant women); long-term unemployed individuals; and such other groups as the Governor determines to have barriers to employment. <https://www.govinfo.gov/content/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>

D. Nondiscrimination and equal opportunity under WIOA. Section 188 of WIOA and 29 CFR Part 38.

1. As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, and by its signature to the Agreement, the Contractor, as a grant subrecipient assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:

a. Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity.

b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin.

c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities.

d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and • Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

2. The Contractor also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

E. Other federal requirements. The Contractor will comply with the following federal laws, regulations, and executive order:

1. Executive Order 13160 Nondiscrimination on the Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation, and Status as a Parent in Federally Conducted Education and

SEC. 112. Charging of Fees.

- A. Contractors may not charge participants a fee for the placement of that Participant into an DEDO training or employment program.
- B. Contractors may not charge participants a fee for job referral or placement.

SEC. 113. Theft or embezzlement from employment and training funds; Improper Inducement, Obstruction of Investigations and other Criminal provisions.

- A. Under the law, a contracting agency and any member of its staff is criminally liable if s/he:
 - 1. Knowingly hires an ineligible individual;
 - 2. Embezzles, willfully misapplies, steals or obtains by fraud any of the monies, funds, assets or property which are the subject of the contract;
 - 3. By threat of procuring dismissal of any person from employment, induces any persons to give up money or things of value;
 - 4. Willfully obstructs or impedes an investigation or inquiry under Colorado Works Program Act (CWPA);
 - 5. Directly or indirectly provides any employment, position, compensation, contract, appointment or other benefit, provided for or made possible in whole or in part by CWPA funds to any person as consideration, or reward for any political action by or for the support or opposition to any candidate of any political party;
 - 6. Directly or indirectly knowingly causes or attempts to cause any person to make a contribution of a thing of value (including services) for the benefit of any candidate or any political party, by means of the denial or threat of denial of any employment or benefit funded under the Act.

ARTICLE 2 DISBURSEMENTS AND ACCOUNTING

SEC. 201. Charges Against Project Account.

- A. Payments under Reimbursement Contracts shall be made on actual costs incurred and supported by all necessary and appropriate documentation. Fee-for-Service contracts shall be reimbursed for documented services performed based on the negotiated rate.
- B. The City shall not reimburse or pay any expenditures, costs or payments that are inconsistent with the last approved budget; PROVIDED, HOWEVER, that said budget may be revised for more efficient and effective use of monies available under the Contract upon written request by the Contractor to the City and written approval thereof by the City.
- C. At any time or times prior to final payment under this Contract, the City may have the invoices and statements of cost audited. Each payment theretofore shall be subject to reduction for amounts included in the related invoice or voucher which are found by the City on the basis of such audit, not to constitute allowable costs. Any payment may be reduced for over-payment, or increased for under-payments, on preceding invoices or vouchers.
- D. After the City has accepted the services actually performed under the Contract, it may require the Contractor to prepare a summary of services and the value thereof, together with such other records, reports and data as the City may require. All prior approvals and payments shall be subject to correction in the final summary and payment; but in the absence of effort or manifest mistake, it shall be understood that all payments, when approved, shall be evidence of the services performed; PROVIDED, HOWEVER, that all payments made by the City to the Contractor shall be made subject to correction in

accordance with the audit findings of the City or the Federal Government of the Contractor's books and records relating to its costs and contributed services for the preparation or completion of the services and work under the Contract, and the Contractor shall promptly repay the City the amount that such payments exceed the total amount payable to the Contractor in accordance with the provisions of the Contract and as determined on the basis of such audit and inspection. From the total amount of the final payment, there shall be deducted first all previous payments made to the Contractor under the Contract; and second, all damages, ineligible costs under the Contract, and other charges properly chargeable to the Contractor and the balance, if any, shall be paid to the Contractor; PROVIDED, HOWEVER, that prior to the payment to the Contractor of the final payment, the Contractor shall first furnish the City evidence in affidavit form that all claims, liens or other obligations incurred by it and all of its subcontractors or agents in connection with the performance of the services have been properly paid and settled.

E. Prior to final payment under this Contract, the Contractor and each assignee under the Contract whose assignment is in effect at the time of the final payment under the Contract shall, within such time as the City may designate not to exceed sixty (60) days from the termination of the Contract for any reason whatsoever, execute and deliver as required by the City:

1. An assignment to the City in form and substance satisfactory to the City of refunds, rebates, credits and other amounts (including any interest thereon) properly allocable to costs for which the Contractor has been reimbursed by the City under the Contract; and

2. A release in such form as the City may prescribe, discharging the City, its officers, agents and employees from all liabilities, obligations and claims arising out of or under this Contract.

F. Contract funds remaining unspent by the Contractor at the termination of the Contract for any cause whatsoever shall be returned to the City within such time following the termination as the City may set. Interest shall accrue in the favor of the City at the rate of eight percent (8%) per annum on such funds thereafter.

SEC. 202. Method of Payment and Disbursements.

A. On a regular basis in the due course of conducting its business during the term of this Contract, based upon certain reports and records required by the City of the Contract, the City will approve the dollar value of services under the Contract completed by the Contractor during the preceding performance period. After approval by the City, these reports and records will serve as a basis for a partial payment by the City to the Contractor. The City may withhold the final ten percent (10%) of the money made available under the Contract pending the making of final settlement and final payment as set forth herein.

B. The Contractor shall request payment of the monies available under the Contract on such basis and in such amounts and at such times and under or subject to such conditions as the City may specify. The City agrees to establish a payment procedure that will provide funds in a timely and regular manner.

SEC. 203. Accounting Controls.

A. The Contractor shall assist the City, as necessary, in making an evaluation of the Contractor's internal control system, fidelity bonding coverage, accounting and report systems prior to any payment being made under this Contract. The Contractor shall assist the City as necessary in documenting the adequacy or inadequacy of said systems and in continual monitoring for accuracy of such systems, allowing the City and the Federal Government free and ready access to the plants or offices of the Contractor at reasonable times for on-site inspection and audit.

B. Accounting System. The Contractor will establish and maintain on a current basis for accounting of funds available under the Contract an accounting system in accordance with generally accepted accounting principles and standards.

C. Designation of Depository. The Contractor shall designate to the City a commercial bank which is a member of the Federal Deposit Insurance Corporation, acceptable to the City, to be the depository for the receipt of funds under the terms of the Contract. After the City has satisfied itself as to

the propriety of the account, it may deposit funds made available hereunder into said account. The commercial bank selected must fully insure and secure against loss continuously all funds on deposit in excess of the amount insured by a Federal or State Agency.

ARTICLE 3 MISCELLANEOUS

SEC. 301. Personnel.

A. The Contractor represents that it has, or will secure with funds available for same under this Agreement, all personnel required in performing its services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City.

B. All of the services required hereunder of the Contractor will be performed by the Contractor or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services.

SEC. 302. Sales and Use Taxes. The Contractor is exempt from the payment of state and most municipal, sales and use taxes for materials, supplies, and equipment used in the performance under the Contract. In accordance with applicable State and Local law, the Contractor will require subcontractors to pay, all sales and use taxes on tangible personal property, including that built into a project or structure, acquired in pursuance of the Contract. Any and all refunds claimed and received by the city shall not affect any bid price or contract price under the Contract.

SEC. 303. Extension of Time. The Contractor shall be considered as having taken into account all hindrances and delays incidental to such services, and will not be granted an extension of time on account thereof.

SEC. 304. Singular and Plural. Wherever in the Agreement or any Exhibit thereto the singular or plural form of a noun is used, the meaning may be taken to be either plural or singular, unless the intent taken in the context of the sentence would be changed.

ARTICLE 4 PREVAILING WAGE REQUIREMENTS

SEC. 401. Labor Standards and Wage Rates.

A. The City, the Contractor and any subcontractor in the performance of work on any construction contract (project), twenty-five percent (25%) or more of the costs of which are paid from contract entitlement funds: (1) will be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act as amended (40 U.S.C. 276a--276a-7); and (2) will be covered by labor standards specified by the Secretary of Labor pursuant to 29 C.F.R., Parts 1, 3, 5, and 7.

B. In situations in which the Davis-Bacon Act (40 U.S. C. 276a to 276a-7 as supplemented by Department of Labor regulations 29 CFR Part 5) standards are applicable, (generally construction contracts in excess of \$2,000), the Contractor or any subcontractor shall comply with all requirements and must file with the regional office of the United States Department of Labor a Standard Form 308 requesting a wage determination for each intended project at least thirty (30) days before the invitation for bids, and must ascertain that the wage determination issued and the contract clauses required by 29 C.F.R. 5.5 are incorporated in any subcontract specifications. The City, the Contractor and any Subcontractor must also satisfy itself that the successful bidder is made aware of its labor standards responsibilities under the Davis-Bacon Act.

C. In the event that the Davis-Bacon Act is deemed not to apply to this Agreement, but yet the Services to be provided hereunder nonetheless require construction or constructions services, then Section 20-76 of the Denver Revised Municipal Code pertaining to Payment of Prevailing Wages shall apply.

D. If any subcontract involving subcontractors other than State agencies shall involve the construction or maintenance of a public work as set forth in Section 20-76 of the Revised Municipal Code of the City, the following provisions shall apply:

1. Any person or company other than a State agency entering into a subcontract with the State for the construction of any public building or the prosecution or completion of any public work or for repairs upon any public building or public work, shall be required before commencing work, to execute, in addition to all bonds that may now or hereafter be required of them, a penal bond, with good and sufficient surety or sureties, to be approved by the Manager of Public Works of the City, conditioned that such contractors shall promptly make payments of all amounts lawfully due to all persons supplying or furnishing him or it, or his or its subcontractors with labor or materials, or with labor and materials used or performed in the prosecution of the work provided for in such contract, and will indemnify the City to the extent of any and all payments in connection with the carrying out of any such contracts with said City may be required to make under the law.

2. Every worker, mechanic or other laborer employed by any Contractor or subcontractor in the work of drainage or of construction, alteration, improvement, repair, maintenance or demolition of any public building or public work by or in behalf of the City, or for any department of the City, or financed in whole or in part by the City or any department of the City, or engaged in the work of a doorkeeper, caretaker, cleaner, window washer, porter, keeper, janitor or in similar custodial or janitorial work in connection with the operation of any such public building or the prosecution of any such public work by or in behalf of the City, or for any department of the City, or financed in whole or in part by the City, or any department of the City, shall be paid not less than the wages prevailing for the same class and kind of work in the City as determined by the Career Service Board of the City under Section D hereof.

3. For every subcontract in excess of \$2,000.00 which requires the performance of work involving drainage or involving construction, alteration, improvements, repairs, maintenance or demolition of any public building or public work, or which requires the performance of the work of a doorkeeper, caretaker, cleaner, window washer, porter, keeper, janitor, or similar custodial or janitorial work in connection with the operation of any such public building, or the prosecution of any such public work, the minimum wages to be paid for every class of labor, mechanics or work shall be not less than the scale of wages from time to time determined by said Career Service Board to be the prevailing wages under Section (D) hereof; no increase or increases in such minimum wages shall result in any increased liability on the part of the City, and the possibility and risk of any such increase or increases is assumed by the Contractor.

4. It shall be duty of said Career Service Board to determine, after hearing, the prevailing wages for the various classes of laborers, mechanics, and workers which will be required in the performance of the Subcontract, which determination shall be made periodically at least every six months, and as frequently as may be considered necessary by said Career Service Board in order that the determination which is currently in effect shall accurately represent the current prevailing rates of wages. Prior to making such determination, said Career Service Board shall give reasonable public notice of the time and place of the hearing concerning such proposal determination and shall afford to all interested parties the right to appear before it and to present evidence. "Prevailing Wages" shall mean, for each class of work, (a) the rate of pay currently and most commonly paid to laborers, mechanics and workers performing such classes of work in the City, and (b) the overtime and other benefits currently and most commonly granted to such workers, mechanics, and laborers in the City; except that where the work involved is that of construction, alteration, improvement, repair, maintenance or demolition of any public building or public work, "Prevailing Wages" shall mean, for each class of work, the rate of pay currently and most commonly paid and the overtime and other benefits currently and most commonly granted to such workers, mechanics and laborers in the construction industry of the City.

5. The Contractor and every Subcontractor under the Contract shall pay every worker, mechanic and laborer employed under the Contract, not less than the scale of wages as determined by said Career Service Board under Section D hereof to be the prevailing rate. The Contractor and its subcontractors shall pay all workers, mechanics and other laborers at least once a week the full amounts of wages accrued at the time of payment, computed at wage rates not less than those stated in the specifications. Further, the Contractor shall post in a prominent and easily accessible place at the site of the work the scale of wages to be paid by the Contractor and all Subcontractors working under it. In the event the Contractor or any Subcontractor shall fail to pay such wages as are required by the Contract, the Auditor of the City shall not approve any warrant or demand for payment to the Contractor until the Contractor furnishes the Auditor of the City evidence satisfactory to him that such wages so required by the Contract have been paid. Further, the Contractor shall furnish to the Auditor of the City each week during which work is in progress under the Contract, a true and correct copy of the payroll records of all workers, laborers and mechanics employed under the Contract, either by the Contractor or Subcontractors. Such payroll records shall include information showing the number of hours worked by each worker, laborer or mechanic employed under the Contract, the hourly pay of each such worker, laborer or mechanic, any deductions made from pay, and the net amount of pay received by each worker, laborer or mechanic for the period covered by the payroll. Said copy of the payroll record shall be accompanied by a sworn statement of the Contractor that the copy is a true and correct copy of the payroll records of all mechanics, laborers and other workers working under the Contract either for the Contractor or Subcontractors, that payments were made to the workers, laborers, and mechanics as set forth in said payroll records, that no deductions were made other than those set forth in said records, and that all workers, mechanics and other laborers employed on work under the Contract, either by the Contractor or Subcontractor, have been paid the prevailing wages. In the event that any laborer, worker or mechanic employed by the Contractor or Subcontractor under the Contract has been or is being paid a rate of wages less than the rate of wages required by the Contract to be paid as aforesaid, the City may, by notice to the Contractor or Subcontractor, suspend or terminate its right to proceed with the work, or such part of the work as to which there has been a failure to pay said required wages, and in the event of termination, may prosecute the work to completion by contract or otherwise, and the Contractor and its sureties shall be liable to the State or City for any excess costs occasioned the City thereby.

6. No warrant or demand for payment to the Contractor or Subcontractor shall be drawn or allowed by the Auditor of the City unless the Contractor or Subcontractor shall have filed with said Auditor the reports and statements required by Section E hereof nor while any such Contractor or Subcontractor under it shall be in default in the payment of such wages as are required by the Contract.

7. The Provisions of Sections B through G hereof, inclusive, shall constitute a part of every contract of employment between the Contractor and any subcontractor not a State agency and his or its employee performing work covered by the provisions of said sections.

SEC. 402. Use of Property. Whenever Contract funds available for use in whole or in part for the purchase or construction (including rehabilitation) of property (other than office equipment, supplies, materials and other personal property used for the administration of the program), a title to said property shall not be transferred for a period of five (5) years from the date of purchase or completion of construction without the approval of the City. Should it be desirable to sell the property or otherwise transfer the ownership before expiration of the five-year period, a request must be submitted to the City for prior approval.

ARTICLE 5 PERSONAL PROPERTY

SEC. 501. Purchases and City Property.

A. The Contractor agrees to use its best efforts to obtain all supplies and equipment for use in the performance of this Contract at the lowest practicable cost, in a way not inconsistent with Section 20-61 through 20-67 of the Revised Municipal Code. Any public Contractor may procure its supplies from State or local government sources without regard to any other provision of the Contract to the extent required by State or local law. The City will assist the Contractor and its subcontractors in the following procedures for procurement of supplies and equipment.

B. Title to all non-expendable personal property furnished by the City, if any, shall remain in the City. Title to all such property acquired by the Contractor including acquisition through lease-purchase agreement, for the cost of which the Contractor is to be reimbursed in whole or in part as direct item of cost under the Contract, shall immediately vest in the City upon delivery of such property by the vendor. Title to other such property, the cost of which is to be reimbursed to the Contractor under this Contract, shall immediately vest in the City upon (i) issuance for use of such property in the performance of the Contract; or (ii) commencement of processing or use of such property in the performance of the Contract; or (iii) reimbursement of the cost thereof by the City, whichever first occurs. Title to the City property shall not be affected by the incorporation or attachment thereof if any part thereof be or become a fixture or lose its identity as personality by reason of affixation to any realty. All City-furnished property, and all property acquired by the Contractor, title to which vests in the City under this paragraph, are subject to the provisions of this clause and are herein collectively referred to as "City Property".

C. The Contractor agrees to accept as correct the records of the City relating to the identification and marking, segregation and co-mingling and taking of inventories of City property. The Contractor shall maintain and administer in accordance with sound business practice, a program for the maintenance, repair, protection and preservation of City property so as to assure its full availability and usefulness for the performance of the Contract. The Contractor shall take reasonable steps to comply with all appropriate directions or instructions which the City may prescribe as reasonably necessary for the protection of the City property including the removal and shipping of City property, where the City deems that the interest of the City requires the removal of such property.

D. The City property shall be used only for the performance of this Contract and its use by the Contractor is understood and agreed to be part of the consideration for which services are provided.

E. The Contractor shall not be liable for any loss of or damage to the City property, or for expenses incidental to such loss or damage, except that the Contractor shall be responsible for any loss or damage (including expenses incidental thereto):

1. Which results from willful misconduct or lack of good faith on the part of any one of the Contractor's directors or officers, or on the part of any of its managers, superintendents or other equivalent representatives;

2. Which results from a failure on the part of the Contractor, due to the willful misconduct or lack of good faith on the part of its directors, officers or other representatives mentioned in (1) above to maintain and administer, in accordance with sound business practice, the program for maintenance, repair, protection and preservation of City property as required by Paragraph (D) hereof, or to take all reasonable steps to comply with any appropriate written directions of the City under Paragraph (D) hereof;

3. For which the Contractor is otherwise responsible under the express terms of the Contract;

4. Which results from a risk required to be insured under the Contract; or

5. Which results from a risk which is, in fact, covered by insurance or for which the Contractor is otherwise reimbursed, but only to the extent of such insurance or reimbursement.

The Contractor shall not be reimbursed for, and shall not include as an item of overhead, the cost of insurance, or any provision for a reserve, covering the risk of loss of or damage to the City property, except to the extent that the City may have required the Contractor to carry such insurance under any provisions of the Contract.

F. If the Contractor transfers City property to the possession and control of a subcontractor, the transfer shall not affect the liability of the Contractor for loss or destruction of or damage to the property

as set forth in Paragraph (F) hereof. However, the Contractor shall require the subcontractor to assume the risk of, and be responsible for, any loss or destruction of or damage to the property while in the latter's possession or control, except to the extent that the subcontractor, with the prior approval of the City, provides for the relief of the Contractor from such liability. In the absence of such approval, the subcontractor shall maintain appropriate provisions requiring the return of all City property in as good condition as when received, except for reasonable wear and tear or for the utilization of the property in accordance with the provisions of the Contract.

G. In the event the Contractor is indemnified, reimbursed or otherwise compensated for any loss or destruction of or damage to the City property, it shall use the proceeds to repair, renovate or replace the City property involved, or shall credit such proceeds against the cost of the work covered by the Contract or shall otherwise reimburse the City, as directed by the City. The Contractor shall do nothing to prejudice the City's rights to recover against third parties for any such loss, destruction or damage and, upon the request of the City, shall, at the City's expense, furnish to the City all reasonable assistance and cooperation (including the prosecution of suit and the execution of instruments of assignment in favor of the City) in obtaining recovery. In addition, where the subcontractor has not been relieved from liability for any loss or destruction of or damage to City property, the Contractor shall enforce the liability of the subcontractor for such loss or destruction of or damage to the City property for the benefit of the City.

H. Upon the completion of the Contract, or at such earlier date as may be fixed by the City, the Contractor shall submit to the City in a form acceptable to it, inventory schedules covering either all items of City property, or all items of City property not theretofore delivered to the City, and shall deliver or make such other disposal of such City property as may be directed or authorized by the City. The net proceeds of any such disposal shall be credited to the cost of the work covered by the Contract or shall be paid in such manner as the City may direct.

I. Unless otherwise provided herein, the City:

1. May abandon any City property in place, and thereupon all obligations of the City regarding such abandoned property shall cease; and
2. Shall not be under any duty or obligation to restore or rehabilitate, or to pay the costs of the restoration or rehabilitation of, the Contractor's plant or offices or any portion thereof which is affected by the abandonment or removal of any City property.

J. All communications issued pursuant to this Section shall be in writing.

ARTICLE 6 FIDELITY BOND

SEC. 601. Fidelity Bonding Assurance. Prior to the initial disbursement of funds to the Contractor, the City may request that fidelity bonding be obtained from the surety of the Contractor evidencing that all persons handling funds received or disbursed under the program are covered by fidelity insurance in an amount and manner consistent with the coverage of comparable City employees and consistent with sound fiscal practice. If the bond of any employee of the Contractor is cancelled or coverage is substantially reduced, the Contractor shall notify the City and shall not disburse any funds thereafter until the City receives and acknowledges assurance from the Contractor that adequate insurance coverage has been obtained.

ARTICLE 7 REQUIRED CONTRACT CLAUSES FOR ETA GRANTS

SEC. 701. Executive Order 11246. The Contractor must be in compliance with Executive Order 11246 of September 24, 1965 entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, as supplemented in Department of Labor regulations (41 DFR chapter 60).

SEC. 702. Copeland “Anti-Kickback” Act If this agreement involves construction or repair work, it will comply with the Copeland “Anti-Kickback” Act (18 U.S.C. 847) as supplemented in Department of Labor regulations (29 CFR Part 3).

SEC. 703. Contract Work Hours and Safety Standards Act The Contractor shall comply with all Federal, State, and Municipal Act, laws, ordinances, rules and regulations relating to minimum wages and maximum hours of work, including Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5).

SEC. 704. Clean Air Act Notwithstanding any other provision, the Contractor agrees to comply with the Clean Air Act, as amended, (42 U.S.C. 1857 et seq.), the Clean Water Act, as amended (33 U.S.C. 466 et seq.), and the standards issued pursuant thereto, in facilities which are involved in the activities receiving assistance. All subcontracts will include provisions required by regulations issued by the Department of Labor with respect to the Clean Air Act of 1970 and the Federal Water Pollution Control Act.

SEC. 705. Energy Policy and Conservation Act The Contractor shall comply with all applicable standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act, Public law 94-163, 89 Stat. 871.

SEC. 706. Lobbying Certification

A. None of the funds provided under this Agreement shall be used to influence or attempt to influence any elected or public official to support or defeat any legislation or rules and regulations pending before the Council of the City or the General Assembly of the State of Colorado.

B. Contractor assures and certifies compliance with applicable federal law 45 C.F.R. Part 93 for TANF; 29 C.F.R. Part 93 for WIA; and 45 C.F.R. Part 93 for the Refugee Act.

SEC. 707. Federal Debarment This Agreement is subject to the prohibitions on contracting with a debarred organization set out in U.S. Executive Order 12549, Debarment and Suspension implemented at 45 C.F.R. Part 76. By its signature below, the Contractor assures and certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. The Contractor shall provide immediate written notice to the Director if at any time it learns that its certification to enter into this Agreement was erroneous when submitted or has become erroneous by reason of changed circumstances. If the Contractor is unable to certify to any of the statements in the certification contained in this Article 34, the Contractor shall provide a written explanation to the City within thirty (30) calendar days of the date of execution of this Agreement. Furthermore, if the Contractor is unable to certify to any of the statements in the certification contained in this Article 34, the City may pursue any and all available remedies available to the City, including but not limited to terminating this Agreement immediately, upon written notice to the Contractor.

SEC. 708. Nepotism

A. No sub awardee or employing agency may hire a person in an administrative capacity, staff position, public-service employment position or on-the-job training position funded under the Act, if a member of that person's immediate family is engaged in an administrative capacity for the recipient or program agent from which the sub awardee or employing agency obtains its funds. To the extent that an applicable State or local legal requirement regarding nepotism is more restrictive than this provision, such state or local requirement shall be followed.

B. For purposes of this section:

1. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, and stepchild.

2. The term "person in an administrative capacity" includes those persons who have overall administrative responsibility for a program, for the obtaining of and/or approval of any grant funded under the Act, as well as other officials who have influence or control over the administration of the program, such as the project director, deputy director and unit chiefs, and persons who have selection, hiring, placement or supervisory responsibilities for public service employment or OJT participants.

3. The term "staff position" includes all CWPA staff positions funded under the Act, such as instructors, counselors and other staff involved in administrative training or service activities.

SEC. 709. Prohibited Political Activity and Political Patronage None of the funds, materials, property or services provided directly or indirectly under this Agreement shall be used in the performance of this Agreement for any partisan political activity, or to further the election or defeat of any candidate for public office.

Without limiting the foregoing, the Contractor agrees that political activities are prohibited under this Agreement, and agrees that no funds paid to it by the City hereunder will be used to provide transportation for any persons to polling places or to provide any other services in connection with elections.

A. No program under the Act may involve political activities.

B. No participant may engage in partisan or non-partisan political activities during work hours.

C. No participant may be employed or out-stationed in the office of a member of Congress or a state or local legislator or on any staff of a legislative committee.

D. No participant may be employed or out-stationed in the immediate office of any chief elected executive official (such as the Mayor).

E. No participant may be employed or out-stationed in positions involving political activities in the offices of other elected executive officials (such as a City Council Officer).

F. Contractor staff and participants must comply with the provisions of the Hatch Act.

G. A Contractor may not select or promote a participant based on that individual's political affiliation or belief.

H. A Contractor may not select or advance an employee as a reward for political services or as a form of political patronage whether or not the political services or patronage is partisan in nature.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/07/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Midwest, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: WTW Certificate Center PHONE (A/C No. Ext): 1-877-945-7378 FAX (A/C No.): 1-888-467-2378 E-MAIL ADDRESS: certificates@wtwco.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: Safety National Casualty Corporation	
NAIC # 15105	
INSURED School District No. 1 in the City and County of Denver d/b/a Denver Public Schools 780 Grant Street, Room 319 Denver, CO 80203	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER: W43604009
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY			XPR4069482	07/01/2025	07/01/2026	EACH OCCURRENCE \$ 5,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
							MED EXP (Any one person) \$ Excluded
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:						PERSONAL & ADV INJURY \$ Included
A	AUTOMOBILE LIABILITY			XPR4069482	07/01/2025	07/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000
	☒ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						Self Ins Retention \$ 500,000
	☐ EXCESS LIAB						EACH OCCURRENCE \$
	☐ DED ☐ RETENTION \$						AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			SP 4069488	07/01/2025	07/01/2026	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				PER STATUTE ☐ OTH-ER ☐
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Excess CO Worker's Compensation - subject to \$550,000 SIR

Date(s) of the event: N/A, ongoing contract

Event: This is for services DPS provides as a contractor for the City of Denver.

CERTIFICATE HOLDER

City and County of Denver- Office of Denver Economic Development and Opportunity (DEDO)
 Attn: Anne Toppen
 101 W Colfax Ave, 6th Floor
 Denver, CO 80202

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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SR ID: 29209855

BATCH: 4267580

EXHIBIT E