

INTERGOVERNMENTAL AMENDATORY AGREEMENT

This **INTERGOVERNMENTAL AMENDATORY 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 (the “**DPS**” or “**Contractor**”), each a “**Party**” and collectively the “**Parties**.”

RECITALS:

A. The Parties entered into an Intergovernmental Agreement dated May 08, 2023 (the “**Agreement**”) to 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 Work (the “**Services**”), to the City’s satisfaction.

B. The Parties wish to amend the Agreement to extend the Term, increase Compensation and to make such other Amendments as are herein set forth.

NOW, THEREFORE, in consideration of the premises and the Parties’ mutual covenants and obligations, the Parties agree as follows:

1. All references to “**Exhibit A...**” in the existing Agreement shall be amended to read “**Exhibits A and A-1**” as applicable. The Scope of Work marked as **Exhibit A-1** is attached hereto and incorporated herein by this reference.

2. All references to “**Exhibit B...**” in the existing Agreement shall be amended to read “**Exhibits B and B-1**” as applicable. The Budget marked as **Exhibit B-1** is attached hereto and incorporated herein by this reference.

3. Section 2 of the Agreement entitled “**TERM**”, is hereby amended to read as follows: “**2. TERM:** The Agreement will commence on January 1, 2023, and will expire on December 31, 2024 (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 of the Agreement will extend until the work is completed or earlier terminated by the Director.”

4. Section 5 of the Agreement entitled “**COMPENSATION AND METHOD OF PAYMENT**”, Subsection E (1) entitled “**Maximum Contract Amount**”, is hereby amended to read as follows:

“E. **Maximum Contract Amount:** (1) Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **THREE MILLION DOLLARS AND ZERO CENTS (3,000,000.00)** (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 Contractor beyond that specifically described in **Exhibits A and A-1**. Any services performed beyond those in **Exhibits A and A-1** are performed at Contractor’s risk and without authorization under the Agreement.”

5. Section 25 of the Agreement entitled “NO EMPLOYMENT OF A WORKER WITHOUT AUTHORIZATION TO PERFORM WORK UNDER THE AGREEMENT”, is hereby deleted in its entirety and replaced with the following:

“25. INTENTIONALLY OMMITTED.”

6. A new Section 40 of the Agreement entitled “**COMPLIANCE WITH DENVER WAGE LAWS**”, is hereby being added to the Agreement to read as follows:

“40. **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.”

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

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

[SIGNATURE PAGES FOLLOW]

Contract Control Number: OEDEV-202371990-01/OEDEV-202366654-00
Contractor Name: SCHOOL DISTRICT NO. 1 IN THE CITY AND COUNTY OF DENVER AND STATE OF COLORADO,

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

SEAL

CITY AND COUNTY OF DENVER:

ATTEST:

By:

APPROVED AS TO FORM:

REGISTERED AND COUNTERSIGNED:

Attorney for the City and County of Denver

By:

By:

By:

Contract Control Number: OEDEV-202371990-01/OEDEV-202366654-00
Contractor Name: SCHOOL DISTRICT NO. 1 IN THE CITY AND
COUNTY OF DENVER AND STATE OF COLORADO,

By: See Signature Page Below

Name: _____
(please print)

Title: _____
(please print)


ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

Contract Control Number: OEDEV-202371990-01/OEDEV-202366654-00
Contractor Name: SCHOOL DISTRICT NO. 1 IN THE CITY AND COUNTY OF DENVER AND STATE OF COLORADO,

By: 

Name: Samantha Haviland
(please print)

Title: Executive Director, Career and College
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

**Denver Public Schools
Denver Youth Employment Program (DYEP)
Scope of Services for Youth Services Provider
January 1, 2023 through December 31, 2024
Amendment-01 Effective January 1, 2024**

Federal Award ID (FAIN) #:	SLFRP4316
Federal Award Date:	03/03/2021
Federal Awarding Agency:	U.S. Department of Treasury 1500 Pennsylvania Ave. N.W Washington DC 20220
Pass-Through Entity:	City & County of Denver Denver Economic Development & Opportunity (DEDO) 101 W. Colfax Ave Suite 850 Denver CO 80202
Awarding Official:	State of Colorado – Division of Employment & Training 633 17 th Street, 7 th Floor, Denver CO 80202-3627
Pass-Through UEI #:	WP3QXJ87RYH3
Subrecipient UEI #:	WNKMPPELMKCK1
CFDA:	21.027
Total Federal funds obligated to subrecipient	\$1,400,000.00
Total Non-Federal funds obligated to subrecipient	\$1,600,000.00

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 Outcomes

3.1 Program Enrollment Goals

The Contractor will identify, recruit, and enroll 375 youth who meet DYEP eligibility requirements and who are in need of services.

Of the 375 youth, 270 youth shall be placed in a summer work experience. Each work experience shall not exceed 120 employment hours and shall be paid with wages or stipends at the Denver minimum wage as outlined in the attached budget.

Of the 270 youth, 30 youth will be recruited in conjunction with the Metro State University College Works program.

Of the 375 total youth served, 105 youth will be enrolled on a rolling basis throughout the 2024 contract year for additional services and supports available through DYEP, including, but not limited 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 job placement assistance. These 105 youth may also be placed in a summer work experience and count towards the 270 goal.

Additionally, the Contractor will continue to support 35 youth who were enrolled in DYEP during 2023 and will carry-in to 2024. The Contractor will utilize ARPA funding to serve these youth.

3.2 Successful Placements and Completions

- a. Summer placement (Goal = 229 of the 270 youth) are defined as youth who have completed job readiness training, have been provided with financial literacy and banking information, and the youth have completed at least one (1) hour of a work experience opportunity.
- b. Summer successful completions (Goal = 194 of the 270 youth) are defined as youth who have completed job readiness training, have been provided with financial literacy and banking information, and are within 80-100% of their scheduled hours associated with their work experience.
- c. Of the Year-round youth enrollments;
 - # of youth who complete job readiness training (goal = 80.0% of youth)
 - # of youth who were provided literacy and banking information (goal = 80.0% of youth)

4.0 System of Record Requirements

4.1 Connecting Colorado is the database of record for DYEP. Program participants must be registered in Connecting Colorado as outlined within guidance from DWD. All services must be entered using existing service codes in Connecting Colorado. The credentials earned during this grant must be captured for each participant. All applicant and participant documentation associated with DYEP must be scanned into Connecting Colorado no more than 14 calendar days of receipt or availability. This includes eligibility documentation, service entry, case notes, and other documentation and data entry required per DWD.

5.0 DYEP Programmatic Requirements

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

- Nonduplication of benefits
- Nepotism and conflict of interest
- Equal opportunity and nondiscrimination
- Program eligibility and enrollment
- Service provision
- Provision of wages, stipends, incentives, and supportive services
- Program exit
- Data entry
- Documentation requirements

6.0 DYEP Eligibility

6.1 **Youth may not participate in Work Experiences, through the DYEP program, for more than two consecutive years.**

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

- a. Residency:
 - i. Reside in the City and County of Denver; OR
 - ii. Meet the definition of homelessness as defined in DWD guidance; OR
 - iii. be a Ward of the County or State
- b. 14 - 21 years of age
- c. Attending school:
 - i. 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
 - ii. Currently enrolled in post-secondary education (are registered for or attending credit-bearing classes)
- d. Eligible to work in the US

- e. 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 \(HHS\)](#)

6.3 In addition to the eligibility requirements outlined above, when utilizing ARPA funding to support youth (staff time and/or direct-participant costs), those youth must also meet the following eligibility requirements at the time of original application and eligibility determination:

- a. Was impacted and/or disproportionately impacted by the COVID-19 pandemic.

6.4 Impacted classes include (must only meet one of the following):

- a. Impacted Low- or-moderate income households or communities –
 - i. 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) **or**
 - ii. Income at or below 65 percent (65%) of the area median income for the county and size of household utilizing the [calculator spreadsheet](#) from the US Treasury Income Threshold Tool
- b. Households that experienced unemployment
- c. Households that experienced increased food or housing insecurity
- d. Households that qualify for any of the following:
 - i. Children’s Health Insurance Program (CHIP)
 - ii. Childcare Subsidies through the Child Care Development Fund (CCDF) Program
 - iii. Medicaid
- e. When providing affordable housing programs: households that qualify for the National Housing Trust Fund and Home Investment Partnerships Program
- f. When providing services to address lost instructional time in K-12 schools: any student that lost access to in-person instruction for a significant period of time

6.5 Disproportionately Impacted Classes include (must only meet one of the following):

- a. Disproportionately Impacted Low – or- moderate income households or communities
 - i. Income at or below 185 percent (185%) of the Federal Poverty Guidelines for the size of its household based on the most recently published [poverty guidelines](#) by the Department of Health and Human Services (HHS) **or**
 - ii. Income at or below 40 percent (40%) of area median income for its county and size of household using the calculator spreadsheet from the [US Treasury Income Threshold Tool](#)
- b. Households residing in [Qualified Census Tracts](#)

- c. Households that qualify for any of the following:
 - i. Temporary Assistance for Needy Families (TANF)
 - ii. Supplemental Nutrition Assistance Program (SNAP)
 - iii. Free and Reduced-Price Lunch (NSLP) and/or School Breakfast Programs (SBP)
 - iv. Medicare Part D Low-Income Subsidies
 - v. Supplemental Security Insurance (SSI)
 - vi. Head Start/Early Head Start
 - vii. Special Supplemental Nutrition Program for Woman, Infants, and Children (WIC)
 - viii. Section 8 Vouchers
 - ix. Low-Income Home Energy Assistance Program (LIHEAP)
 - x. Pell Grants
- a. Households that qualify for certain Federal 5 benefits
- b. Households receiving services provided by Tribal governments
- c. Households residing in the U.S. territories or receiving services from these governments

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

7.0 Employer of Record and Payroll Service Requirements

- 7.1 The Contractor shall subcontract with a third-party vendor who will be solely responsible for administering payroll services as the Employer of Record with responsibilities to include the following:
- a. Contractor will have an employer of record process and procedure in place for payroll, taxes, and worker's compensation coverage.
 - b. Payroll reporting and tax responsibilities include the following:
 - i.W-4
 - ii.I-9
 - iii.IRS Form 941, IRS 940 and IRS W-3
 - iv. Workers Comp insurance to ensure coverage for participants receiving stipends and paid or unpaid work experiences will be obtained and maintained.
 - v.Workers Compensation premium report
 - vi.State unemployment tax report

8.0 Job Development for Work-Based Learning Opportunities

- a. Contractor will provide job development for DYEP participants

- b. A variety of industries shall be represented; a focus will be placed on those industries identified as in-demand and/or priority sectors within the local area.
- c. Work sites shall be dispersed throughout the Denver Metro area
- d. Contractor will have a streamlined process for placement based on a participant's:
 - i. Career interests
 - ii. Prior work experience
 - iii. Location and/or access to transportation
 - iv. Special circumstances
- e. Contractor will submit a copy of placement process to DEDO within 30 calendar days of contract execution
- f. Contractor will track and report employer interest and placement data to DEDO-DWD
- g. All employers must be approved (site/safety inspection, background check policy) prior to youth beginning on-site work experience as required by DWD policy.

9.0 Participant Recruitment, Outreach, and Marketing

- 9.1** Contractor shall develop an outreach/marketing/recruitment strategy, including a lottery system and reverse-referral process to ensure equity in the selection of program participants and mitigates any conflict of interest, appearance of a conflict of interest, or nepotism. Contractor will submit a copy of this process to DEDO within 30 calendar days of contract execution
- 9.2** The Contractor must create all marketing tools and submit them to DEDO-DWD for approval prior to distribution along with schedule of recruitment events.
- 9.3** 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.).

10.0 Assessment

Contractor shall document career and other assessments within Connecting Colorado. Additionally, Contractor shall conduct post-summer surveys and report results to DEDO-DWD.

11.0 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.

12.0 Job Readiness Training

12.1 Contractor will provide job readiness training for all participants who enroll in the DYEP Program, and a copy of the curriculum shall be provided to DEDO.

12.1.1 Training must include, but is not limited to the following:

- a. Soft Skill Development
- b. Financial Literacy/ Education and Banking Information
- c. Customer Service Skill Development
- d. Career Pathways
 - i. All participants must complete training prior to starting a work experience opportunity.
 - ii. Participation and completion of Job Readiness shall be tracked in Connecting Colorado per the designated code(s) as provided by DEDO-DWD.

10.1.1 Was impacted and/or disproportionately impacted by the COVID-19 pandemic. **Impacted classes include (must only meet one of the following):**

10.1.2 The Contractor shall provide internal payroll procedures to DEDO-DWD within 30 days of contract execution.

10.1.3 The Contractor shall ensure it has appropriate internal systems, procedures, and equipment that will effectively allow their agency to meet DEDO-DWD data collection requirements.

11.0 Reports and Meetings

11.1 The Sub-recipient must comply with all Local, State and Federal reporting requirements.

11.2 The Sub-recipient is required to 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.

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

- Enrollments
- Successful Completions
- Employment
- Placements
- Occupational Training

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

11.5 The DEDO-DWD will hold monthly/quarterly review meetings with the Sub-recipient to review progress toward planned versus actual benchmarks.

- 11.6** Ad hoc and periodic reports will be required and should be anticipated.
- 11.7** The Sub-recipient will be continually evaluated based on their performance and the DEDO-DWD benchmarks. This progress will be reviewed at Monthly TA meetings. In the event that the Sub-recipient is failing to meet benchmarks they shall submit corrective action plans or participate in training or technical assistance meetings. The Sub-recipient will present progress toward benchmarks at select Workforce Development meetings.
- 11.8** Sub-recipient contract renewals will be largely based on achievement of benchmarks. The DEDO-DWD also reserves the right to impose additional conditions and/or restrictions on the contract award, implement probationary periods, undertake any other corrective action, reduce funding or end contracts based on poor performance on any of the benchmarks.
- 11.9** The Contractor shall submit a final program report within thirty (30) days after the end of the contract, with formatting and content to be determined by DEDO-DWD. The content may include but not limited to the following:
 - a. Enrollments (including participants with specified codes)
 - b. JRT participants
 - c. JRT completions
 - d. Participants successfully placed
 - e. Participants successfully completed
 - f. Demographic information
 - g. Income barrier information

11.10 Reporting Periods and Due Dates

Reporting Period	Report Due to DEDO
January 1, 2024 – March 31, 2024	April 7, 2024
April 1, 2024 – June 30, 2024	July 7, 2024
July 1, 2024 – September 30, 2024	October 6, 2024
October 1, 2024 – December 31, 2024	January 5, 2025

12.0 Documentation/File Management

- 12.1** Contractor is responsible for maintaining electronic files utilizing Connecting Colorado documenting enrollment, assessment, progress, and services provided in accordance to DEDO-DWD data and file management procedures and timelines for each enrolled participant.
- 12.2** All electronic participant and employer files shall follow the guidance provided by DEDO-DWD.

13.0 Administrative Requirements

13.1 Compensation and Methods of Payment

- 13.1.1** Contractor must submit expenses to DEDO-DWD on the last day of the month for the previous month's activity.

13.2 Records Retention

13.2.1 Contractor must provide original files to DEDO-DWD upon request for audit and review. If requested by DEDO-DWD, Contractor must provide original files to DEDO-DWD after the contract has expired including a File Checklist form. Contractor shall make arrangements to transfer all documentation to DEDO-DWD. If DEDO-DWD does not request the files from Contractor, Contractor must retain the files for six (6) years after submittal of the final report or until resolution of any pending audit and shall permit access thereto at no cost to the City. In the event that the Contractor cannot continue to maintain and store this documentation, original participant files will be submitted to DEDO-DWD in accordance with DEDO-DWD policy.

13.3 Technology Requirements

13.3.1 The Sub-recipient will need to match their organization's technological capacity to DEDO-DWD's minimal requirements. Any contractor connecting with Denver City IT must also comply with Denver's requirements that at minimum include VPN and background checks and annual Cyber Security Training.

13.3.2 All Computers at a minimum must have high speed internet access, Window 10 Enterprise Version 1909 and above, Current 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.

13.4 Privacy and Confidentiality

13.4.1 The Sub-recipient 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:

13.4.1.1 Participant eligibility documentation;

13.4.1.2 Program participant records, including all services provided and costs expended per participant;

13.4.1.3 Customers' records, including participant data forms, verification/documentation items, assessments tests and results, and documentation of outcomes;

13.4.1.4 Protection of personal and confidential customer information, including protected health information (HIPAA); and

13.4.1.5 Memoranda of Understanding (MOUs) between partner programs to share program, participant, and financial data that adhere to federal, state, and local privacy standards.

13.4.2 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), et al.

- 13.4.3** In addition, the Sub-recipient will require all program 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.
- 13.4.4** The Sub-recipient must provide DEDO with one of the following security control certifications on an annual basis: SSAE18, SOC2, ISO 27001 or other certification as agreed upon.
- 13.4.5** The Service Provider must provide DEDO 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.
- 13.4.6** The Sub-recipient must notify DEDO of any data breaches or security incidents within 24 hours of identifying any breach or incident and mediate within 30 days, in accordance with DEDO-DWD policies, as well as other local, State, and Federal requirements.
- 13.4.7** The Sub-recipient 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.
- 13.4.8** The Sub-recipient is considered arms of Denver's workforce development system, much like branches or franchises of a corporation. As such, the Sub-recipient 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 Sub-recipient must also adhere to all requirements and standards related to physical and electronic marketing, per the guidelines of the DEDO-DWD Marketing Division. Specifically, all print or electronic collateral that promotes any programs/services provided under this contract must adhere to the following:
- a. Include the Denver Workforce Services logo as the primary and most prominent entity responsible for the program/service;
 - b. Include the wording, [Sub-recipient] is a Sub-recipient for the City and County of Denver," regardless of whether the Sub-recipient'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}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.

13.4.9 Further details regarding these requirements, as well as important guidelines regarding branding and messaging, will be provided by Denver Workforce Development.



CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
AMERICAN RESCUE ACT PLAN & LOCAL CITY FUNDING
2023
BUDGET SUMMARY

A. Respondent: Denver Public Schools FACE
B. Project: DYEP
C. Program Year: 2023

D. Contract Number: OEDEV-202366654-00/OEDEV-202371990-01
E. Contract Period: 01/01/2023-12/31/2024
F. Requested Amount: \$ 3,000,000

Budget Summary for American Rescue Act Plan & 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	\$ 985,139	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 985,139	100.00%
Fringe	\$ 296,181	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 296,181	100.00%
Office Expenses, Supplies, & Equipment	\$ 2,831	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 2,831	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	\$ 1,488	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 1,488	100.00%
Other Direct Costs	\$ 20,800	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 20,800	100.00%
Indirect Costs	\$ 134,667	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 134,667	100.00%
Direct Costs excluded from MTDC	\$ 1,558,894	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 1,558,894	100.00%
TOTAL	\$ 3,000,000	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 3,000,000	100.00%



CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
AMERICAN RESCUE ACT PLAN & LOCAL CITY FUNDING
2023
AMOUNT REQUESTED FROM DEDO SUMMARY

A. Respondent: Denver Public Schools FACE
B. Project: DYEP
C. Program Year: 2023

D. Contract Number: OEDEV-202366654-00/OEDEV-202371990-01
E. Contract Period: 01/01/2023-12/31/2024
F. Requested Amount: \$ 3,000,000

Budget Summary for Amount Requested from Denver Economic Development & Opportunity

(1) Item of Expenditure	(2) ARPA		(3) GENERAL FUND		(4)		(5)		(6)		(7)		(8) Total Project Cost requested from DEDO	
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Personnel	\$ 366,558	37.21%	\$ 618,581	62.79%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 985,139	100.00%
Fringe	\$ 109,927	37.11%	\$ 186,254	62.89%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 296,181	100.00%
Office Expenses, Supplies, & Equipment	\$ 1,031	36.42%	\$ 1,800	63.58%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 2,831	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	\$ 1,488	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 1,488	100.00%
Other Direct Costs	\$ 10,800	51.92%	\$ 10,000	48.08%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 20,800	100.00%
Indirect Costs	\$ 43,114	32.02%	\$ 91,553	67.98%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 134,667	100.00%
Direct Costs excluded from MTDC	\$ 867,082	55.62%	\$ 691,812	44.38%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 1,558,894	100.00%
TOTAL	\$ 1,400,000	46.67%	\$ 1,600,000	53.33%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 3,000,000	100.00%



CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
AMERICAN RESCUE ACT PLAN & LOCAL CITY FUNDING
2023
BUDGET MODIFICATION

A. Respondent:	Denver Public Schools FACE	D. Contract Number:	OEDEV-202366654-00/OEDEV-202371990-01
B. Program:	DYEP	E. Contract Period:	01/01/2023-12/31/2024
C. Program Year:	2023	F. Award Allocation:	\$1,400,000.00

(1) Item of Expenditure	(2) Current Approved Budget (\$)	(3) Increases / (Decreases) (\$)	(4) Modified Budget (\$)	Original	Mod 1	Mod 2	Mod 3
Personnel	\$300,501	\$66,057	\$366,558	287,235.00	300,501.00		
Fringe	\$90,480	\$19,447	\$109,927	86,487.00	90,480.00		
Office Expenses, Supplies, & Equipment	\$1,031	\$0	\$1,031	4,800.00	1,031.00		
Communication	\$0	\$0	\$0	-			
Insurance	\$0	\$0	\$0	-			
Subcontractor	\$1,488	\$0	\$1,488	-	1,488.00		
Other Direct Costs	\$10,800	\$0	\$10,800	10,800.00	10,800.00		
Indirect Costs	\$35,415	\$7,699	\$43,114	35,039.00	35,415.00		
Direct Costs excluded from MTDC	\$760,285	\$106,797	\$867,082	775,639.00	760,285.00		
TOTAL	\$1,200,000	\$200,000	\$1,400,000	1,200,000.00	1,200,000.00	-	-

I: Respondent Authorization

Signature of Respondent Official Date

Name (Type or print)

Title (Type or print)

J: City and County of Denver Authorization

Signature Date

Name (Type or print)

Title (Type or print)

Note: This form must accompany all contract modification requests.



DENVER
ECONOMIC DEVELOPMENT & OPPORTUNITY
CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
AMERICAN RESCUE ACT PLAN & LOCAL CITY FUNDING
2023
PERSONNEL & FRINGE BUDGET MODIFICATION

A. Respondent: Denver Public Schools FACE

C. Contract Number: OEDEV-202366654-00/OEDEV-202371990-01

B. Program: ARPA

D. Contract Period: 01/01/2023-12/31/2024

(1) Position/Title	(2) Employee(s) Name	(3) No. Employees	(4) Annual Salary (\$)	(5) Full-time Equivalent (FTE)	(6) Total Program Cost (\$)	(7) DEDO Share (\$)	(8) Brief Summary of Job Responsibilities (If not enough room include separate sheet).
Lead Program Specialist	Allen Webb	1	\$68,021	1.00	\$68,021	\$68,021	The key role of the Lead Program Specialist is to manage workforce business services, DYEP implementation and data monitoring. The lead specialist oversees
Program Specialist	Francisco Flores	1	\$62,999	0.70	\$44,099	\$44,099	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self sufficiency services for youth and families and carry out workforce services
Program Specialist	Jacob Valdez	1	\$66,203	0.71	\$47,004	\$47,004	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self sufficiency services for youth and families and carry out workforce services
Program Specialist	Michelyn Johnson	1	\$71,579	0.71	\$50,821	\$50,821	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self sufficiency services for youth and families and carry out workforce services
Program Specialist	Cherrelle Jackson	1	\$64,926	0.70	\$45,448	\$45,448	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self sufficiency services for youth and families and carry out workforce services
Program Specialist	Toni Hooks	1	\$63,532	0.71	\$45,108	\$45,108	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self sufficiency services for youth and families and carry out workforce services
Program Specialist - Summer Case Man	OPEN	1	\$10,333	0.00	\$0	\$0	Provide summer case management and partner management support
Program Specialist - Summer Case Man	OPEN	1	\$10,333	0.00	\$0	\$0	Provide summer case management and partner management support
PROGRAM SPECIALIST, YOUTH SE	JOHNSON, MICHELYN	1	\$72,399	0.14	\$10,063	\$10,063	The key role of the Lead Program Specialist is to manage workforce business services, DYEP implementation and data monitoring. The lead specialist oversees
PROGRAM SPECIALIST, YOUTH SE	HOOKS, TONI L.	1	\$64,250	0.14	\$8,931	\$8,931	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self sufficiency services for youth and families and carry out workforce services
PROGRAM SPECIALIST, YOUTH SE	CRENSHAW, JANICE M.	1	\$63,501	0.14	\$8,827	\$8,827	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self sufficiency services for youth and families and carry out workforce services
PROGRAM SPECIALIST, YOUTH SE	FLORES, FRANCISCO A.	1	\$63,721	0.14	\$8,857	\$8,857	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self sufficiency services for youth and families and carry out workforce services
PROGRAM SPECIALIST, YOUTH SE	VALDEZ, JACOB A.	1	\$66,960	0.14	\$9,307	\$9,307	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self sufficiency services for youth and families and carry out workforce services
LEAD PROGRAM SPECIALIST, YOU	WEBB, ALLEN W.	1	\$68,800	0.14	\$9,563	\$9,563	The key role of the Lead Program Specialist is to manage workforce business services, DYEP implementation and data monitoring. The lead specialist oversees
MANAGER, YOUTH SELF SUFFICIE	DUARTE, ZULEYMA L.	1	\$75,602	0.14	\$10,509	\$10,509	The key role of the Manager of Youth Self Sufficiency is to manage workforce program services. The manager oversees youth recruitment, enrollment and program
ANALYST, FINANCIAL GRANTS	MELDRUM, GARRETT	1	\$69,301	0.00	\$0	\$0	Provides financial analysis and billing to the city for the DYEP Grant.
					\$0	\$0	
					\$0	\$0	
(9) Totals					\$366,558	\$366,558	

F. Fringe Benefits and Total Personnel Cost

Type of Fringe Benefits, includes the following, but not limited to:	Total Cost (\$)	DEDO Share (\$)	Please Show Calculations Below:
(10) a. Social Security & Medicare (FICA)	\$5,315	\$5,315	= 1.45% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$0	\$0	= 0.00% x Line 9
(12) State Unemployment Insurance (SUI)	\$806	\$806	= 0.22% x Line 9
(13) Workers Compensation	\$0	\$0	= 0.00% x Line 9
(14) Other (Please List) Medical	\$103,806	\$103,806	= 28.32% x Line 9
(15) Other (Please List) Pension Benefits	\$0	\$0	= 0.00% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$109,927	\$109,927	
(17) Total Personnel Costs (Line 9 plus Line 16)	\$476,485	\$476,485	



CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
AMERICAN RESCUE ACT PLAN & LOCAL CITY FUNDING
2023
NON-PERSONNEL BUDGET MODIFICATION

A. Respondent: Denver Public Schools FACE **C. Contract Number:** OEDEV-202366654-00/OEDEV-202371990-01
B. Program: ARPA **D. Contract Period:** 01/01/2023-12/31/2024

(1)	(2)	(3)	(4)
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	\$1,031	\$1,031	Includes the following, but not limited to:
Supplies, technology	\$1,031	\$1,031	Includes admin supplies, copying, printing and technology needed for program implementation
COMMUNICATION TOTAL	\$0	\$0	Includes the following, but not limited to:
	\$0	\$0	
INSURANCE TOTAL	\$0	\$0	Includes the following, but not limited to:
	\$0	\$0	
SUBCONTRACTOR TOTAL	\$1,488	\$1,488	Includes the following, but not limited to:
Garrett Meldrum - Contractor Grant Analyst	\$1,488	\$1,488	Grant Analyst onboarded through Insight Global. Serves as the Grant Analyst for DYEP.
OTHER DIRECT COSTS TOTAL	\$0	\$0	Includes the following, but not limited to:
	\$0	\$0	
INDIRECT COSTS TOTAL	\$43,114	\$43,114	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method
	\$43,114	\$43,114	
DIRECT COSTS EXCLUDED FROM MTDC TOTAL	\$867,082	\$867,082	Includes the following, but not limited to:
Direct to Youth Work Experiences and stipends	\$792,923	\$792,923	"Direct to youth gross wages and stipends for work experiences and learning experiences calculated at \$2,300 per participant (\$17.29/hr x 120 hours x 10.25% (SUI/FUI/FICA/MC)) for ~298.3 youth.
Supportive Services	\$0	\$0	Items deemed necessary to gain or maintain education/employment, eliminate barriers- with an average of \$25 per participant for 100 participants. Deemed not necessary this program year due to free RTD passes for youth
Incentives	\$26,250	\$26,250	Financial incentives for completion of job readiness trainings, financial literacy trainings, completion of work experiences, utilizing direct deposit
Employer of record fees	\$47,909	\$47,909	OnePoint HR Resourcing will provide all employer of record services for paid work experience to ensure compliance with all program, local, state and federal legal requirements. This includes all onboarding processes, benefits, Worker's Compensation, timekeeping, postage and payroll.
	\$0	\$0	
(5) TOTAL NON-PERSONNEL COSTS	\$912,715	\$912,715	



CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
AMERICAN RESCUE ACT PLAN & LOCAL CITY FUNDING
2023
BUDGET MODIFICATION

A. Respondent:	Denver Public Schools FACE	D. Contract Number:	OEDEV-202366654-00/OEDEV-202371990-01
B. Program:	DYEP	E. Contract Period:	01/01/2023-12/31/2024
C. Program Year:	2023	F. Award Allocation:	\$1,600,000.00

(1) Item of Expenditure	(2) Current Approved Budget (\$)	(3) Increases / (Decreases) (\$)	(4) Modified Budget (\$)	Original	Mod 1	Mod 2	Mod 3
Personnel	\$187,823	\$430,758	\$618,581	195,536.00	187,823.00		
Fringe	\$56,553	\$129,701	\$186,254	58,875.00	56,553.00		
Office Expenses, Supplies, & Equipment	\$0	\$1,800	\$1,800	\$0	-		
Communication	\$0	\$0	\$0	\$0	-		
Insurance	\$0	\$0	\$0	\$0	-		
Subcontractor	\$7,440	-\$7,440	\$0	\$0	7,440.00		
Other Direct Costs	\$7,200	\$2,800	\$10,000	\$7,200	7,200.00		
Indirect Costs	\$35,858	\$55,695	\$91,553	\$34,283	35,858.00		
Direct Costs excluded from MTDC	\$5,126	\$686,686	\$691,812	\$4,106	5,126.00		
TOTAL	\$300,000	\$1,300,000	\$1,600,000	300,000.00	300,000.00		-

I: Respondent Authorization

Signature of Respondent Official Date

Name (Type or print)

Title (Type or print)

J: City and County of Denver Authorization

Signature Date

Name (Type or print)

Title (Type or print)

Note: This form must accompany all contract modification requests.



**CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
AMERICAN RESCUE ACT PLAN & LOCAL CITY FUNDING
2023
PERSONNEL & FRINGE BUDGET MODIFICATION**

A. Respondent: Denver Public Schools FACE

C. Contract Number: OEDEV-202366654-00/OEDEV-202371990-01

B. Program: ARPA

D. Contract Period: 01/01/2023-12/31/2024

(1) Position/Title	(2) Employee(s) Name	(3) No. Employees	(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).
Lead Data Specialist	Open	1	\$72,333	0.40	\$28,933	\$28,933	The key role of the Lead Data Specialist is to perform data validation and monitoring to ensure compliance with workforce program policies and
Data Specialist	James Figg	1	\$62,000	0.50	\$31,000	\$31,000	The key role of the Data Specialist is to perform data validation and monitoring to ensure compliance with workforce program policies and
Manager, Youth Self-Sufficiency	Zuleyma Duarte	1	\$77,500	0.50	\$38,750	\$38,750	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
Sr. Compliance & Reporting Analyst	Suzanne Dunscomb	1	\$90,095	0.15	\$13,514	\$13,514	uploads, billings,and annual audit support.
Director	David Edmonds	1	\$111,119	0.75	\$83,339	\$83,339	Provides high level program oversight, responsible for partnership development and management of administrative team and program
PROGRAM SPECIALIST, YOUTH SE	JOHNSON, MICHELYN	1	\$62,336	1.00	\$62,336	\$62,336	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self-sufficiency services for youth and families and carry out workforce services
PROGRAM SPECIALIST, YOUTH SE	HOOKS, TONI L.	1	\$55,328	1.00	\$55,328	\$55,328	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self-sufficiency services for youth and families and carry out workforce services
PROGRAM SPECIALIST, YOUTH SE	CRENSHAW, JANICE M.	1	\$54,674	1.00	\$54,674	\$54,674	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self-sufficiency services for youth and families and carry out workforce services
PROGRAM SPECIALIST, YOUTH SE	FLORES, FRANCISCO A.	1	\$54,864	1.00	\$54,864	\$54,864	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self-sufficiency services for youth and families and carry out workforce services
PROGRAM SPECIALIST, YOUTH SE	VALDEZ, JACOB A.	1	\$57,653	1.00	\$57,653	\$57,653	The key role of the Program Specialist of Youth Self Sufficiency is to oversee self-sufficiency services for youth and families and carry out workforce services
PROGRAM SPECIALIST, YOUTH SE	WEBB, ALLEN W.	1	\$59,237	1.00	\$59,237	\$59,237	The key role of the Lead Program Specialist is to manage workforce business services, DYEP implementation and data monitoring. The lead specialist oversees
MANAGER, YOUTH SELF SUFFICIEN	DUARTE, ZULEYMA L.	1	\$65,093	1.00	\$65,093	\$65,093	The key role of the Manager of Youth Self Sufficiency is to manage workforce program services. The manager oversees youth recruitment, enrollment and program
ANALYST, FINANCIAL GRANTS	MELDRUM, GARRETT	1	\$69,301	0.20	\$13,860	\$13,860	Provides financial analysis and billing to the city for the DYEP Grant.
(9) Totals					\$618,581	\$618,581	

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) a. Social Security & Medicare (FICA)	\$8,969	\$8,969	= 1.45% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$0	\$0	= 0.00% x Line 9
(12) State Unemployment Insurance (SUI)	\$1,361	\$1,361	= 0.22% x Line 9
(13) Workers Compensation	\$0	\$0	= 0.00% x Line 9
(14) Other (Please List) Medical	\$175,924	\$175,924	= 28.44% x Line 9
(15) Other (Please List) Pension Benefits	\$0	\$0	= 0.00% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$186,254	\$186,254	
(17) Total Personnel Costs (Line 9 plus Line 16)	\$804,835	\$863,711	



CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
AMERICAN RESCUE ACT PLAN & LOCAL CITY FUNDING
2023
NON-PERSONNEL BUDGET MODIFICATION

A. Respondent: Denver Public Schools FACE **C. Contract Number:** OEDEV-202366654-00/OEDEV-202371990-01
B. Program: ARPA **D. Contract Period:** 01/01/2023-12/31/2024

(1)	(2)	(3)	(4)
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	\$1,800	\$1,800	Includes the following, but not limited to:
Supplies and Technologies	\$1,800	\$1,800	Includes admin supplies, copying, printing and technology needed for program implementation
COMMUNICATION TOTAL	\$0	\$0	Includes the following, but not limited to:
	\$0	\$0	
INSURANCE TOTAL	\$0	\$0	Includes the following, but not limited to:
	\$0	\$0	
SUBCONTRACTOR TOTAL	\$0	\$0	Includes the following, but not limited to:
	\$0	\$0	
OTHER DIRECT COSTS TOTAL	\$10,000	\$10,000	Includes the following, but not limited to:
Year End Summer/Back to School 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, continued support incentives, and
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
INDIRECT COSTS TOTAL	\$91,553	\$91,553	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method
Indirect Costs	91,553.00	\$91,553	
DIRECT COSTS EXCLUDED FROM MTDC TOTAL	\$691,812	\$691,812	Includes the following, but not limited to:
Direct to Youth Work Experiences and stipends	\$648,503	\$648,503	"Direct to youth gross wages and stipends for work experiences and learning experiences calculated at \$2,300 per participant (\$17.29/hr x 120 hours x 10.25% (SUI/FUI/FICA/MC)) for ~1.7 youth.
Employer of record fees	\$43,309	\$43,309	OnePoint HR Resourcing will provide all employer of record services for paid work experience to ensure compliance with all program, local, state and federal legal requirements. This includes all onboarding processes, benefits, Worker's Compensation, timekeeping, postage and payroll.
(5) TOTAL NON-PERSONNEL COSTS	\$795,165	\$795,165	