

## **AMENDATORY AGREEMENT**

**THIS AMENDATORY AGREEMENT** is made and entered into by and between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado, hereinafter referred to as the "City", and **CATHOLIC CHARITIES AND COMMUNITY SERVICES OF THE ARCHDIOCESE OF DENVER**, a Colorado not-for-profit corporation, whose address is 4045 Pecos Street, Denver, Colorado 80211 (the "Contractor") collectively "the parties".

### **RECITALS:**

**WHEREAS**, the City and Contractor entered into an Agreement dated July 20, 2011, to provide comprehensive Head Start services for program year 2011-2012 (the "Agreement"); and

**WHEREAS**, the City and the Contractor wish to amend the Agreement to extend its term for an additional six (6) months, increase the services to be provided, increase the total amount of compensation to be paid to the Contractor under the Agreement in lieu of such extended term and additional services, and increase the total amount of nonfederal match requirement to be provided by the Contractor under the Agreement;

**NOW, THEREFORE**, the parties agree as follows:

1. Effective as of July 1, 2011, the work to be performed under the Agreement, as amended herein, will include the services set forth in Exhibit A-1 a copy of which is attached hereto and incorporated herein by this reference. All references to "...Exhibit A..." in the existing Agreement shall be amended to read: "...Exhibit A and A-1, as applicable...". The scope of services marked as Exhibit A-1 attached to this Amendatory Agreement is incorporated herein by reference.

2. Effective as of July 1, 2011, the budget for the work to be performed in accordance with Exhibit A-1 will be the budget set forth in Exhibit B-1. Any references to "...Exhibit B..." in the Agreement shall be amended to read "...Exhibit B and Exhibit B-1..." as applicable. In the event of any conflicts between the language of Exhibit A-1 and Exhibit B-1, the language of Exhibit B-1 shall control.

3. Article 4, entitled "**TERM**", is hereby deleted and restated to read as follows:

“ 4. **TERM:** The Agreement will commence on July 1, 2011, and will expire on June 30, 2012 (the “Term”). Subject to the Director’s 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. Paragraph D. of Article 7, entitled “**Maximum Contract Amount**”, is hereby deleted and restated to read as follows:

“ **D. Maximum Contract Amount:**

(1) Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **One Million Four Hundred Fifty Nine Thousand Five Hundred Thirty Eight and 00/100 Dollars (\$1,459,538.00)** (the “Maximum Contract Amount”). The City is not obligated to execute an Agreement or any amendments for any further services, including any services performed by Contractor beyond that specifically described in **Exhibit A or A-1, as appropriate.** Any services performed beyond those in Exhibit A or A-1, as appropriate, are performed at Contractor’s risk and without authorization under the Agreement.

5. Subparagraph F of paragraph 7 of the Agreement is amended to read as follows:

“**F. Non-Federal Share Match.** The Contractor will provide its proportionate share of non-federal funds through cash or in-kind, fairly evaluated, contributions. The phrase “fairly evaluated” referenced in the preceding sentence will be interpreted in accordance with 45 C.F.R. Part 74.23 and/or 45 C.F.R. Part 92.24 as well as any other applicable federal regulations pertaining to match and cost sharing requirements for the Head Start program. Contractor’s contribution under this Agreement will be Three Hundred Sixty Four Thousand Eight Hundred Eighty Five Dollars and Zero Cents (\$364,885.00) as set forth in more detail in Exhibit B and Exhibit B-1. The Contractor will report in writing to the City, within thirty (30) calendar days from the date of receipt thereof, any cash or other funds to be applied toward the nonfederal match that Contractor receives. Contractor will be responsible for documenting and maintaining accurate records to the reasonable satisfaction of the City both Contractors' non-federal share contributions and the contributions of Subdelegates and any Vendor designated by the Director. Such contributions will be recorded on each expenditure variance report and in written reports forwarded to the City on a monthly basis. Each

monthly report will list all contributions provided by Contractor and/or its Subdelegates and/or any Vendor for each respective quarter and will list the total amount of contributions made as of the date of the monthly report. The City reserves the right to withhold, adjust and/or reallocate subsequent Grant funds whenever it determines that Contractor's current spending is inconsistent with amounts and categories listed on **Exhibit B, Exhibit B-1**, the purposes identified in **Exhibit A or A-1**, or if reports of nonfederal share contributions, in whole or in part, are not provided by Contractor on a timely basis."

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

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

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

**END**

**SIGNATURE PAGES AND EXHIBITS FOLLOW THIS PAGE:**

**Exhibit A-1**  
**Exhibit B-1**

**Contract Control Number:**

**Vendor Name:**

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

SEAL

**CITY AND COUNTY OF DENVER**

ATTEST:

By \_\_\_\_\_

\_\_\_\_\_

APPROVED AS TO FORM:

REGISTERED AND COUNTERSIGNED:

By \_\_\_\_\_

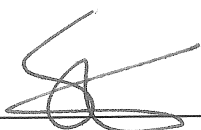
By \_\_\_\_\_

By \_\_\_\_\_



Contract Control Number: MOEAI-201101343-01

Vendor Name: CATHOLIC CHARITIES AND COMMUNITY SERVICE

By:  \_\_\_\_\_

Name: STEPHEN J CARATTINI  
(please print)

Title: Chief Operating Officer  
(please print)

ATTEST: [if required]

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_  
(please print)



**Catholic Charities Head Start  
Expansion Narrative  
2011-2012**

**Program Narrative:** Catholic Charities expanded by eight children and they are all served in the full day option. The expansion funds will be used to increase the percentage of the Head Start salaries of the Assistant Teachers in the four classrooms the expansion children are enrolled in and to continue the employment of the substitute teacher that was hired to provide coverage for Head Start classrooms.

- **A breakout of the proposed enrollment levels for each county within the approved service area** – Catholic Charities 8 expansion slots brings our total enrollment level to 224. Within the Denver’s Great Kids Head Start service area, DGKHS is able to serve only 29% of eligible children at 100% poverty level (1,153 funded slots/3,946 eligible children). Over all, in Denver, all Head Start and Early Head Start programs are able to serve only 19% of eligible children at 100% of poverty level (2010 DGKHS Comprehensive Community Assessment).
- **Any significant changes to the program design and program options based on the community need** – Catholic Charities made several significant changes that were required to meet the decreased amount of 62 Head Start slots and the funding associated with these slots as awarded by the Grantee. DGKHS is better able to explain how this meets the community need. The changes are as follows:
  - 1) Close Lenore B. Quick Head Start – Closing LBQ will decrease child slots by 32, save approximately \$135,532 dollars, and require us to eliminate four staff positions.
  - 2) Close Southwest Head Start – Closing SW will decrease child slots by 30, save approximately \$140,065, and require us to eliminate four staff positions.
  - 3) Close the Margery Reed after-school program replacing it with a ½ day Head Start program. A requirement of our award from the DGKHS is to serve 33 children in the five Points/Whittier neighborhoods. Without the ½ day program this will be difficult. We will also close the ½ day Head Start classroom at CDC. We will hire two half-time staff members at Margery Reed for the part-day classroom.
  - 4) We will also decrease the number of children served in the Combination Option from 26 to 12. This will allow us to continue to provide an alternate option for families while saving us the salaries of 2 half-time staff members.
  - 5) Little Munchkins would change from having 20 children in a full day center to having 34 children in a double session. This increases numbers of children without increasing costs.
- **Teaching staff meet the degree and credential requirements** - All Catholic Charities teachers currently meet the qualifications. Two do not currently meet the qualifications effective October 1, 2011 and professional development plans

are in place towards that goal. The following chart list teacher qualifications and professional development plans:

<b>Teachers</b>	<b>Meets HS and HOW Today</b>	<b>Meets HS Oct 1, 2011 Requirement</b>	<b>Meets Sept 30,2013 Requirement</b>	<b>Professional Development to Date Contract Letter to state:</b>
CDC-Kid's in Motion Marjorie Yinger	MA Human Dev. BS Child & Adolescence. Development	Yes	YES	<p><b>8/2010</b> Must verify that I have received a copy of all of MY transcripts after applying for Directors Qualifications.</p> <p><b>11/2010</b> Professional Development Binder has all transcripts in showing 24 ECE credits and copies of Degrees in place. Not Director Qualified but will place her with an asst. who is a director qualified staff person.</p>
MI SEGUNDA CASA Ingrid Hodge	AA ECE Director Qualified 5/1/06 Needs Class Early Childhood Prof. Cred. Level III	YES 1	NO	<p><b>8/2010</b> Contract letter begin work on BA/BS.</p> <p><b>11/2010</b> Per letter dated 4/14/2010 Ingrid's ECPC Level III</p>

Teachers	Meets HS and HOW Today	Meets HS Oct 1, 2011 Requirement	Meets Sept 30, 2013 Requirement	Professional Development to Date Contract Letter to state:
	#1424 24 ECE Credits			expires on 2/09/11 and she needs 6 semester credit hours to renew. Ingrid needs the <b>Exceptional Child and Infant/Toddler Theory to update her Dir. Qual.</b>
GARFIELD Gaby Garcia	Director Qualified 5/1/06 Current  24+ ECE Credits	NO	NO	8/2010 Contract letter ask for a letter from her college advisor showing her progression toward her AA at CCD. 11/2010 Gaby's Director Qualification has the original 8 required classes and she has also taken the 2 new required classes before May 2011.  ECE 260/ Spring 2007 Qualified until 2012



Teachers	Meets HS and HOW Today	Meets HS Oct 1, 2011 Requirement	Meets Sept 30, 2013 Requirement	Professional Development to Date Contract Letter to state:
KENTUCKY Tammy Shoup	Director Qualified 10/14/04 Current  24+ ECE Credits	NO	NO	8/2010 Contract letter ask for a letter from her college advisor showing her progression toward her AA at CCD. Tammy has Infant Toddler and Exceptional Child therefore she meets the new Director Qualifications timely. Have asked for current Transcripts 11/24/2010. ECE 260/2008
KENTUCKY Bridget Natividad	Dir. Qual. 10/9/07 Current CDA 12/1/2009 24+ ECE Credits	NO	NO	8/2010 Contract letter ask for a letter from her college advisor showing her progression toward her AA at CCD. Needs Exceptional Child to keep Director Qualifications up to date. CDA (1/2) copy and dated

Teachers	Meets HS and HOW Today	Meets HS Oct 1, 2011 Requirement	Meets Sept 30, 2013 Requirement	Professional Development to Date Contract Letter to state:
				12/1/2009 for 5 years.
LITTLE MUNCHKINS Rita Light	BS Family /Community 12 ECE Credits ECE ECE 241-in process	Yes	Yes	8/2010 Contract Letter to begin MA at UCD 12/2010 sending transcripts to verify course taken enrolling in ECE 102 Spring 2011
MARGERY REED HS 1 Vicky Sanchez	Dir. Qual. AAG/Cert ECE	Yes	NO	BA in Process Spring 2008 ECE 3150 and ECE 3160 enrolled need current transcripts to verify completion. Maintain Dir. Qual. until 2013 if those classes complete.
MARGERY REED HS 2 Clyda Magana	BA Elem Ed ECE Major AA ECE	Yes	Yes	Transcripts on file.
CHILD DEVELOPMENT CENTER	BA Child Development	Yes	Yes	No continuing education at this point

Teachers	Meets HS and HOW Today	Meets HS Oct 1, 2011 Requirement	Meets Sept 30, 2013 Requirement	Professional Development to Date Contract Letter to state:
Ahana Danielle Miller				
All Sites-Sub Bao Her	BS ECE	Yes	Yes	Encourage completion of State Director Qualification

- **The plan for use of the training and technical assistance funds** – Our priority for the Training and Technical Assistance funds (\$520) will be assisting HS staff in reaching the qualifications outlined in the Head Start Act. Currently 100% of the Head Start teaching staff is Head Start teacher qualified with a minimum of a CDA. The Head Start Education Supervisor works with each teacher on her/his professional development and highly encourages on-going schooling. Catholic Charities is able to offer assistance with tuition, fees and books as well as bonuses upon completion of school programs. A continuing goal of the program will be to increase the number of staff enrolled in higher education.
- **The progress you are making towards your goals and objectives and any significant challenges:**

Progress has been realized in meeting the goals and objectives of our program and those results are listed below:

**Goal 1) Family Literacy – To develop a framework of education and resources to support linguistically and culturally responsive family literacy strategies for family and staff:**

Objective	Progress/Accomplishments
To provide interactive family literacy activities between parents and children.	<p>Family Literacy is always a focus in our program. We cover everything from promoting literacy skills for children in the classroom to financial literacy for parents. We offer a variety of opportunities for families to be involved in literacy activities. One thing we offer is for families to check out and take home literacy focused materials in the form of back-packs that include an assortment of supplies as well as a book to go with them and a variety of ideas on how to use the supplies and how to connect the book with the included materials.</p> <p>We have at least one parent meeting at every center each year that focuses on literacy. A very popular topic is Dialogic Reading. This is a way to interactively “read” picture books with even the youngest of children. The focus is on the child</p>

	<p>telling the story based on what they see and is great for expanding language and literacy skills by discussing what the pictures may mean and predicting what is happening based on the pictures. One of the great things about this process is that it does not matter what reading skills, if any, the parent possesses since the focus is a discussion between the parent and child rather than a parent reading to a child and the child quietly listening.</p> <p><u>Fee, Fie, Phonemic Awareness</u> written by Mary Hohmann is used in the classrooms to supplement the curriculum towards progress on phonological awareness. This has also been presented to parents to give them a better understanding of how we teach letter sounds to children in a developmentally appropriate manner.</p> <p>Catholic Charities' Head Start families received their 5 By 5 Passbooks and participate in the program. The 5 By 5 Project is a program of the Mayor's Office for Education and Children. The project introduces young children to arts, culture and play as a way to spark imagination and stimulate creativity. The 5 By 5 Project focuses their efforts to advance early literacy. Our families received a passbook providing them free admission to 12 cultural attractions where they can engage in hands-on learning and artistic activities. The staff also received Passbooks.</p>
<p>To provide opportunities to support parents in their role as the primary teacher of their child.</p>	<p>Each classroom was provided with 5 activity packs to encourage Parent and Child Time Together (PACTT). The packs contain activities, materials, and ideas to explore the following topics: The World Outside, My Creations, Movement, Feelings, and Family and Friends. The parents take turns bringing the packs home.</p> <p>Collaborating with partnering agencies to develop strategies to enhance father involvement.</p>
<p>To participate in SPARC (Strengthening Literacy Partnerships and Resources in Communities).</p>	<p>Members of SPARC collaborated with the Mayor's Office for Education and Children to design the strategies for the 5 By 5 Project to facilitate the cultural venue's learning experience as an extension of the classroom.</p>

**Goal 2) School Readiness – To better prepare English Language Learners for success in school:**

Objective	Progress/Accomplishments
<p>To provide support for English Language Learners based on research and proven effective methodology.</p>	<p>We are in process of researching materials to support teaching staff with understanding the difference between true speech and language delays and the continuum of DLL development.</p> <p>A partnership between Catholic Charities and The Colorado Free University was put in place. Spanish classes have and are continuing to be provided to staff. The classes are paid for by Catholic Charities and are located at our Agency. The feedback from the previous session was excellent. Staff is excited to be learning conversational Spanish as it pertains to ECE. This allows teaching staff to better interact with parents and children.</p>
<p>To provide English as a Second Language classes for parents.</p>	<p>There are about 75 Head Start/Early Head Start parents and family members who have enrolled in the MATT Maestro en Casa (Teacher at Home) ESL program coordinated by Denver Public Schools, Oficina de Enlaces Multiculturales (Office of Multicultural Connections)</p> <p>MATT Maestro en Casa is a practical and simple English-language learning and life skills program over the radio and the internet. Basic English lessons will be broadcasted to help adult learners navigate common American situations and systems, thus allowing English-language learners to function at a higher level in their daily activities. Parents will learn English from the privacy and comfort of their own homes for a period of 35 weeks, instead of having to attend a class at a specific location. These radio lessons are designed to be supplemented and enhanced with a 6 culturally effective comic book-style workbooks, each covering a different subject.</p> <p>There are a total of six different workbooks that the participant will use to follow along with the radio classes:</p> <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Healthcare</li> <li>3. Finances</li> <li>4. In the Workplace</li> <li>5. Education</li> <li>6. Citizenship</li> </ol> <p>Finally, participants have the opportunity to take an exam at the end of the program. Those participants who successfully</p>

	<p>pass the exam will also receive a diploma during a reception.</p> <p>The MATT Foundation, creators of the Maestro en Casa program, is a non-profit based in San Antonio, Texas. Their mission is to empower members of communities in Mexico and the U.S. to be active participants in creating a better future together by generating ideas and programs that offer real solutions and resources to people in both the U.S. and Mexico in order to create a better future through education, social integration, and financial sustainability.</p> <p>All parents are provided with information on how to access free ESL classes provided by Catholic Charities Family Services Division.</p>
<p>To provide education and resources for staff and volunteers who translate/interpret for Catholic Charities.</p>	<p>In collaboration with DGKHS we are now using Tele Language Inc., to provide translation for families when a staff member is not available. All Family Service Workers have received training on this program.</p>

**Goal 3) Community Wellness – To promote health and wellness for families, staff, and communities:**

<b>Objective</b>	<b>Progress/Accomplishments</b>
<p>To promote workplace wellness outreach.</p>	<p>This year Catholic Charities has been working with the Department of Food Science and Human Nutrition to train the Head Start staff on the Food Friends Mighty Moves program. The Food Friends: Get Movin' with Mighty Moves, was created to "... establish healthful habits that prevent childhood overweight early in life." This program aligns with Catholic Charities program goals. The staff are attending the trainings and implementing the knowledge gained from them into the classrooms.</p> <p>An Employee Wellness committee has been formed and meetings have taken place. Planning is underway and the implementation of programs and activities is pending.</p> <p>We conducted training for staff during pre-service with a focus on wellness that was comprehensive in nature. An individualized wellness workbook was created and each employee received a workbook. Our pyramid concept was translated into a "wellness pyramid" and we were able to incorporate it into the workbook and the training.</p>

	<p>We are participating with our Head Start Grantee in a “Culture of Wellness” Grant and they have given our HS staff, families and children the opportunity to participate in planning and programs.</p> <p>We have offered parent meeting topics that include nutrition and information on incorporating physical activity for health and fitness.</p>
<p>To integrate the Teaching Pyramid model and philosophy in the Margery Reed preschool classroom as a pilot project and as a short term objective.</p>	<p>Catholic Charities Head Start and Early Head Start has continued to move forward with the implementation of the Center for Social and Emotional Foundations for Early Learning’s Pyramid approach to early childhood. This model continues to support the expansion of resources and effective practices which help staff to support the social/emotional development of children. We have collaborated with Denver Mental Health to provide 32 hours of Pyramid Model training for all Head Start staff. The training has taken place once a month for the entire year.</p> <p>Classrooms all received a Social/Emotional Tool Kit combined with training on how to use this kit during the DGKHS Fall Institute.</p> <p>Thirty eight parents from Catholic Charities have participated in the Positive Solutions For Families 6 week parent support and education class. Another session will be starting soon so we expect that number to grow.</p>
<p>To explore Mental Health resources within the community.</p>	<p>The Disability and Mental Health Coordinator sits on the Denver Interagency Coordinating Council (D.I.C.C.). The D.I.C.C.’s mission is to support a wide range of activities that promote inclusive communities that enhance participation and the growth, development and quality of life for children birth to three and their families in a culturally appropriate manner.</p>
<p>To create and implement a nutrition curriculum for parents</p> <p>(Modified) To provide parents with information on good nutrition and preparing healthy meals</p>	<p>Catholic Charities has enhanced nutrition education by implementing the Food Friends program in all classrooms. Through our Food Friends component, Catholic Charities has expanded upon its existing nutrition curricula to introduce “new” foods to participating children and promote food benefits. We have incorporated a family-oriented, take-home component as well. Our intent is to provide another resource and method of helping working parents meet nutritional requirements as they struggle to work, train, and parent.</p>

	<p>Nurse provided a packet for parents on nutrition and handed it out with their child's BMI results.</p> <p>Head Start Body Start (HSBS) is a web based information resource. They provide articles on current and important issues and they advocate for healthy eating and exercising at school and home. All staff receive their monthly Newsletters.</p> <p>Two staff members attended the I AM Moving; I Am Learning training and will implement the IMIL curriculum in our program. IMIL is designed for the reduction of childhood obesity by incorporating more movement (MVPA – Moderate to Vigorous Physical Activity) and nutrition with a component that is family based in addition to the educational component.</p>
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**Other related highlights and accomplishments:**

- This program year the Catholic Charities Head Start program began using the Creative Curriculum Gold on-line system for our assessment of children. All staff was provided the training needed and all necessary equipment was purchased. Computers were placed in all Head Start classrooms. The Education Department will work with the Colorado Department of Education, Results Matter and Teaching Strategies to ensure the successful transition and implementation to this tool and to on going success. This system will allow the program as a whole to gather more meaningful data and to utilize this information for program planning. Teachers are now able to run reports with no time delay to better individualize for children and their classrooms. Supervisors can see what is happening for every child and classroom and provide feedback in a timely fashion. Program planning will be more meaningful and reports will help to guide the program goals. Catholic Charities has and will continue to collaborate with Volunteers of America. Our program and VOA were both transitioning to this new system at the same time so jointly we offered training to our staff. VOA, Mile High Montessori and Catholic Charities are now working together with a trainer from Teaching Strategies to continue in the learning process of the Gold system.
- Catholic Charities has partnered with Ms. Linda Lupatkin, currently a Career Development Consultant with McKenzie and Scott in Denver. She will be providing several workshops to parents this spring on career development and will be available to follow-up with parents providing hands-on computer assistance in finding job sites, writing a resume, and how to conduct a job search. The CC IT Department will assist in providing computers and internet access.
- We have also initiated a partnership with ACCION to provide workshops for families. ACCION's mission is to increase access to business credit, making



loans and providing training, to enable emerging entrepreneurs to realize their dreams. The agency is a catalyst for positive economic and social change.

- Twenty one staff members and two parents will be attending the Rocky Mountain Early Childhood Conference in April 2011.
- Catholic Charities received a \$5,000 grant from Head Start Body Start. The staff of the CDC's Ahana classroom took the initiative to write the grant and these funds will be used to make CDC's playground more accessible for children with disabilities and more challenging and interesting for all children.
- The Administration for Children and Families (ACF), Office of Head Start (OHS) has awarded the University of Denver, Dr. Mario A. Lopez and Jenny Lerner, an Innovation and Improvement Grant titled, "Enhancing Early Mathematics Learning Assessment via Interactive Computer Games." This is a three year project that will design and implement developmentally appropriate computer games that will enhance and support early mathematics in the Head Start classroom and at home. The games will closely follow the Head Start Outcomes framework and current research and will be integrated into classroom interests and activities.
- Catholic Charities is also participating in a three year math research program that involves integrating naturalistic math moments into the child's daily activities within all the classroom centers and interactively with a math software program on the computer. The training is presented by the National Head Start Family Learning Center and Sonoma University. The four training sessions include the following: Mathematics in the Early Years – Strategies for school and home, Numbers and Operation – Understanding how children really learn to count and use numbers, Geometry and Spatial Sense – How children begin to understand shapes and their awareness of the space around them in their class and at home, Measurement, Pattern – Helping children explore the world of measurements and patterns.
- The Catholic Charities Head Start Health Services Team created classroom bins around Nutrition, Physical Fitness, and Hygiene. The classroom teachers use these as a resource to engage children in health education. They also created a bin for parents to share titled: Cavity Free Kids.
- Presentations by TOPS –*Total Oral Prevention Strategies* were given again this year at parent meetings.
- **Challenges:** The challenges that we have faced with the implementation of expansion include maintaining full enrollment and challenges with the Colorado Child Care Assistance Program.

**GABI - Audit Report**

Grant / Delegate No: 08CH0119 / 005      Agency Name: Catholic Charities of the Archdiocese of Denver  
Program Type: Head Start      Application Type: Expansion      State: CO      Fiscal Year: 2011      Budget Period: 07/01/2011 to 06/30/2012

Severity: Message

Warning Program Schedule #1 falls outside the following performance standard: Class size is generally at least 13 and no more than 20 for a Center-Based or Combination schedule (for Single Session ONLY).

Performance Standard §1306.32(a):

- (3) For classes serving predominantly four or five year old children, the average class size of that group of classes must be between 17 and 20 children, with no more than 20 children enrolled in any one class.
- (5) For classes serving predominantly three year old children, the average class size of that group of classes must be between 15 and 17 children, with no more than 17 children enrolled in any one class.
- (7) It is recommended that at least 13 children be enrolled in each center based option class where feasible.

Warning The sum of Personnel and Fringe Benefits normally is between 60% and 80% of the total budget.

## **Catholic Charities Employee Compensation Cap Compliance Assurance**

Catholic Charities complies with the Head Start Act, Section 653, limiting the compensation of Head Start staff. Specifically, Catholic Charities does not use Head Start grant funds to pay any part of the compensation of an individual employed by the agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule, currently at \$179,700.

Annual compensation includes salaries and the value of vacation time. Catholic Charities does not provide bonuses or periodic payments and compensatory or paid leave benefits are currently not an issue. Excluded from compensation is any "expenditure for a health, medical, life insurance, disability, retirement or any other employee welfare or pension benefit."

## Catholic Charities Expansion Budget and Non-Federal Share Narrative

### Cost for Program Operation:

Line Item	Description	Amount
Personnel: Teachers	Included in this request is \$27,965 per year for hiring an additional teacher for the purpose of providing classroom coverage so that we are able to improve staff qualifications, assist with the implementation of career development, present training to support ongoing improvement of teacher skills and expertise, and improve the skills of educational personnel to teach and provide services to children with disabilities.	\$27,965
Personnel: Teacher Aides and Other Education Personnel	Currently we braid different funding streams and base this on the percentage of children enrolled in different programs. Increasing the number of Head Start children in 2 of the full year sites would necessitate increasing the percentage of Head Start funds for 8 Assistant Teachers amounting to \$19,025 per year. Our Child Care Division collaborates with us and pays the remaining percentage so that we may provide quality services to our children and families for an 11-hour day.	\$19,025
Fringe Benefits	Fringe benefits are calculated at 26.6%	\$12,500
Indirect Costs	Indirect Costs are calculated at 26.10% (\$12,264) but due to budget restraints, Catholic Charities will donate the remaining \$3,754 as non-federal share.	\$8,510
Training or Staff Development	T & TA funds will be spent sending Head Start staff to college courses to meet the Head Start Act qualifications for teachers and teacher assistants.	\$520
<b>TOTAL</b>		<b>\$68,520</b>

### Non-Federal Share:

Line Item	Description	Amount
Indirect Costs	Indirect Costs are calculated at 26.10% (\$12,264) but due to budget restraints, Catholic Charities will donate the remaining \$3,754 as non-federal share.	\$3,754
Other: Nutrition Services	Catholic Charities caters children's meals in house. The \$13,376 needed for non-federal share will be raised by food and kitchen supply donations to the Samaritan House for this purpose.	\$13,376
<b>TOTAL</b>		<b>\$17,130</b>

**NONPROFIT RATE AGREEMENT**

EIN:

DATE: 05/20/2011

ORGANIZATION:

FILING REF.: The preceding agreement was dated 03/23/2010

Catholic Charities of Denver  
4045 Pecos Street  
Denver, CO 80211

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

**SECTION I: INDIRECT COST RATES**

RATE TYPES:      FIXED                  FINAL                  PROV. (PROVISIONAL)      PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2009	06/30/2010	26.10	All	All Programs
PROV.	07/01/2010	06/30/2012	26.10	All	All Programs

\*BASE

Direct salaries and wages excluding all fringe benefits.

ORGANIZATION: Catholic Charities of Denver

AGREEMENT DATE: 05/20/2011

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT

Equipment is defined as tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.

The following fringe benefits are treated as direct costs:  
FICA, WORKER'S COMPENSATION, SUI, HEALTH/LIFE AND DISABILITY INSURANCE, RETIREMENT PLAN, AND EMPLOYEE ASSISTANCE PROGRAM.

The Head Start indirect cost rate has been negotiated in compliance with the Administration for Children and Families Program Instruction (ACF PI HS 08-03) dated 5/12/2008, which precludes using any Head Start grant funds to pay any part of the compensation of an individual either as a direct cost or any pro ration as an indirect cost if that individual's compensation exceeds the rate payable of an Executive Level II. As of January, 2010 the rate of compensation for an Executive Level II is \$179,700 per year.

ORGANIZATION: Catholic Charities of Denver  
AGREEMENT DATE: 05/20/2011

**SECTION III: GENERAL**

**A. LIMITATIONS:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

**B. ACCOUNTING CHANGES:**

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

**C. FIXED RATES:**

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

**D. USE BY OTHER FEDERAL AGENCIES:**

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-122 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

**E. OTHER:**

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to those programs.

BY THE INSTITUTION:

Catholic Charities of Denver

(INSTITUTION)

(SIGNATURE)

*Stephen Carattini*

(NAME)

*Chief Operating Officer*

(TITLE)

*5/27/11*

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

(SIGNATURE)

*Wallace Chan*

(NAME)

*Director, Western Field Office*

(TITLE)

*5/20/2011*

(DATE) 2021

HHS REPRESENTATIVE:

*Kitty Unti*

Telephone:

*(415) 437-7820*

Grant / Delegate: 08CH0119 / 005 Head Start Agency Name: Catholic Church of the Archdiocese of Denver Budget Period: 07/01/2011 to 06/30/2012  
 Program Type: Expansion State: CO Fiscal Year: 2011 Application Type:

Funding Category	Key Features Total	Line Item Budget Total
Cost for Program Operations:	\$68,000	\$68,000
Cost for Training and Technical Assistance:	\$520	\$520
Non-federal Share (Cash and in-kind):	\$17,130	\$17,130
<b>Total:</b>	<b>\$85,650</b>	<b>\$85,650</b>
<b>FEDERAL FUNDING</b>		
<b>STATE FUNDING</b>		
<b>LOCAL FUNDING</b>		
<b>OTHER FUNDING</b>		
		<b>Total:</b>

Exhibit  
 Page 5 of 24



GABI - Detail Report

Grant / Delegation No: 08CH0119 / 005      Agency Name: Catholic Charities of the Archdiocese of Denver      Budget Period: 07/01/2011 to 06/30/2012  
 Program Type: Head Start      Application Type: Expansion      State: CO      Fiscal Year: 2011

Center-based (CB): 8	Combination Program (CO): 0	Family Child Care (FCC): 0	Pregnant Women (PW): 0
Home-based (HB): 0	Locally Designed Program (LD): 0	Total Child Enrollment: 8	Total Funded Enrollment: 8

Program Option	2. Funded child enrollment	3a. Number of classes / groups / family child care settings	3b. Double session?	4. Number of hours of classes / FCC groups / FCC settings per child, per day	5. Number of days of classes / FCC groups / FCC settings per child, per week	6. Number of days of classes / FCC groups / FCC settings per child, per year	7. Number of home visits per child, per year	8. Number of hours per home visit	9. Number of home visits per child, per year (HB only)	10. Number of hours per home visit (HB only)	11. Number of hours per home-based socialization experience (HB only)	12. Number of home-based socialization experiences per child, per year (HB only)
Center-based	8	4	No	6.5	5	224	2	1.5	0	0	0	0

Exhibit Page 6 of 24      B-1

Grant / Delegate #: 08CH0119 / 005      Agency Name: Catholic Chai      of the Archdiocese of Denver      Budget Period: 07/01/2011 to 06/30/2012  
 Program Type: Head Start      Application Type: Expansion      State: CO      Fiscal Year: 2011

Budget Category	PO	TTA	NFS
Personnel	\$46,990	\$0	\$0
Fringe Benefits	\$12,500	\$0	\$0
Travel	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Contractual	\$0	\$0	\$0
Construction	\$0	\$520	\$13,376
Other	\$0	\$520	\$13,376
Total Direct Costs	\$59,490	\$0	\$3,754
Indirect Costs	\$68,000	\$520	\$17,130
<b>SUMMARY OF BUDGET CATEGORIES TOTAL</b>			

Exhibit  
 Page 7 of 24      B-1

**PERSONNEL: Child Health and Developmental Services Personnel**

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
5 Teacher Aides and Other Education Personnel	\$19,025	\$2,378.12	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	8.00
9 Substitute Teacher	\$27,965	\$3,495.62	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	1.00
<b>PERSONNEL: Child Health and Developmental Services Personnel Sub-Total</b>	<b>\$46,990</b>	<b>\$5,873.75</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$0</b>	<b>\$0.00</b>	<b>9.00</b>
<b>PERSONNEL TOTAL</b>	<b>\$46,990</b>	<b>\$5,873.75</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$0</b>	<b>\$0.00</b>	<b>9.00</b>

**FRINGE BENEFITS**

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$5,075	\$634.38	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
Health / Dental / Life Insurance	\$5,357	\$669.62	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
Retirement	\$1,974	\$246.75	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
Vision, Legal	\$94	\$11.75	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
<b>FRINGE BENEFITS TOTAL</b>	<b>\$12,500</b>	<b>\$1,562.50</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$0</b>	<b>\$0.00</b>	<b>0.00</b>

OTHER **B-1**  
**24**

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
9 Nutrition Services	\$0	\$0.00	\$0	\$0.00	\$13,376	\$1,672.00	\$0	\$0.00	0.00
16 Training or Staff Development	\$0	\$0.00	\$520	\$65.00	\$0	\$0.00	\$0	\$0.00	0.00
<b>OTHER TOTAL</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$520</b>	<b>\$65.00</b>	<b>\$13,376</b>	<b>\$1,672.00</b>	<b>\$0</b>	<b>\$0.00</b>	<b>0.00</b>

**DIRECT COSTS**

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
<b>DIRECT COSTS TOTAL</b>	<b>\$59,490</b>	<b>\$7,436.25</b>	<b>\$520</b>	<b>\$65.00</b>	<b>\$13,376</b>	<b>\$1,672.00</b>	<b>\$0</b>	<b>\$0.00</b>	<b>9.00</b>

**INDIRECT COSTS**

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
<b>INDIRECT COSTS TOTAL</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$0</b>	<b>\$0.00</b>	<b>0.00</b>

DIRECT COSTS		PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
<b>DIRECT COSTS TOTAL</b>		<b>\$59,490</b>	<b>\$7,436.25</b>	<b>\$520</b>	<b>\$65.00</b>	<b>\$13,376</b>	<b>\$1,672.00</b>	<b>\$0</b>	<b>\$0.00</b>	<b>9.00</b>
Line Item Description		PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
1	Indirect Costs	\$8,510	\$1,063.75	\$0	\$0.00	\$3,754	\$469.25	\$12,264	\$1,533.00	0.00
<b>INDIRECT COSTS TOTAL</b>		<b>\$8,510</b>	<b>\$1,063.75</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$3,754</b>	<b>\$469.25</b>	<b>\$12,264</b>	<b>\$1,533.00</b>	<b>0.00</b>
		PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff

Exhibit B-1  
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PERSONNEL: Child Health and Developmental Services Personnel

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
5 Teacher Aides and Other Education Personnel	\$0.00	\$19,025.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,025.00
9 Substitute Teacher	\$0.00	\$6,991.25	\$6,991.25	\$6,991.25	\$0.00	\$6,991.25	\$0.00	\$0.00	\$0.00	\$27,965.00
PERSONNEL: Child Health and Developmental Services Personnel Sub-Total	\$0.00	\$26,016.25	\$6,991.25	\$6,991.25	\$0.00	\$6,991.25	\$0.00	\$0.00	\$0.00	\$46,990.00
PERSONNEL TOTAL	\$0.00	\$26,016.25	\$6,991.25	\$6,991.25	\$0.00	\$6,991.25	\$0.00	\$0.00	\$0.00	\$46,990.00

FRINGE BENEFITS

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
1 Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$0.00	\$2,810.03	\$755.16	\$755.16	\$0.00	\$755.16	\$0.00	\$0.00	\$0.00	\$5,075.51
2 Health / Dental / Life Insurance	\$0.00	\$2,966.17	\$797.12	\$797.12	\$0.00	\$797.12	\$0.00	\$0.00	\$0.00	\$5,357.54
3 Retirement	\$0.00	\$1,093.00	\$293.73	\$293.73	\$0.00	\$293.73	\$0.00	\$0.00	\$0.00	\$1,974.20
4 Division, Legal	\$0.00	\$52.05	\$13.99	\$13.99	\$0.00	\$13.99	\$0.00	\$0.00	\$0.00	\$94.01
FRINGE BENEFITS TOTAL	\$0.00	\$6,921.25	\$1,860.00	\$1,860.00	\$0.00	\$1,860.00	\$0.00	\$0.00	\$0.00	\$12,501.25

OTHER

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
9 Nutrition Services	\$0.00	\$0.00	\$0.00	\$13,376.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,376.00
16 Training or Staff Development	\$0.00	\$520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$520.00
OTHER TOTAL	\$0.00	\$520.00	\$0.00	\$13,376.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,896.00

DIRECT COSTS

Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
\$0.00	\$33,457.50	\$8,851.25	\$22,227.25	\$0.00	\$8,851.25	\$0.00	\$0.00	\$0.00	\$73,387.25
DIRECT COSTS TOTAL									

INDIRECT COSTS

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
1 Indirect Costs	\$12,264	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,264.00
INDIRECT COSTS TOTAL										

Grant. egate No: 08CH0119 / 005 Head Start  
 Agency Name: Catholic Cha of the Archdiocese of Denver  
 Application Type: Expansion State: CO Fiscal Year: 2011 Budget Period: 07/01/2011 to 06/30/2012

**DIRECT COSTS**

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
<b>DIRECT COSTS TOTAL</b>	\$0.00	\$33,457.50	\$8,851.25	\$22,227.25	\$0.00	\$8,851.25	\$0.00	\$0.00	\$0.00	\$73,387.25
<b>INDIRECT COSTS TOTAL</b>	\$12,264	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,264.00
	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total

Exhibit B-1  
 Page 11 of 24

1. Administrative Costs:  
The maximum allowable expenditure for administrative costs is 15% of the total budget. For a detailed break down, please review the last page of this report:

Total Admin Costs: \$12,264.00  
Total Budget: \$85,650.00  
Admin. as a % of Total Budget: 14.32%

2. Non-federal Share:  
For most grantees, a minimum of 20% of the total budget must be non-federal share:

Total Non-federal Share: \$17,130.00  
Total Budget: \$85,650.00  
Non-federal Share as a % of Total Budget: 20.00%

3. Average Class Size:  
Average class size for CB Program Schedules that involve double sessions should be between 13 and 20. Average class size for the CB and CO Program Schedules (including double sessions) should be between 15 and 20:

Center-Based Double Sessions: 0.00  
Center-Based AND Combination Non-double Sessions: 2.00  
Center-Based AND Combination Sessions: 2.00

4. Cost Per Child and Hours of Service Per Child:  
The following table shows information on costs and hours of service for this agency:

Overall Cost Per Child: \$10,706.25  
Total Hours of Service Per Child: 1,459.00  
Overall Cost Per Child Per Hour: \$7.34

5. Federal Personnel and Fringe Costs:

Federal Personnel Cost: \$46,990.00  
Federal Fringe Cost: \$12,500.00  
Total Federal Budget: \$68,520.00  
Federal Personnel Cost as a % of Total Federal Budget: 68.58%  
Federal Fringe Cost as a % of Total Federal Budget: 18.24%  
Federal Personnel plus Fringe Cost as a % of Total Federal Budget: 86.82%

\*In general, the combined costs of Personnel and Fringe should account for between 60% and 80% of the federal budget.

6. Fringe Rate:

If the fringe cost for an agency is less than 10% or more than 30% of personnel, there may be an inaccurate entry in Personnel:

Total Fringe Cost: \$12,500.00  
Total Personnel Cost: \$46,990.00  
Total Fringe Cost as % of Total Personnel Cost: 26.60%

Grant / Delegate no: 08CH0119 / 005 Agency Name: Catholic Charities of the Archdiocese of Denver  
Program Type: Head Start Application Type: Expansion State: CO Fiscal Year: 2011 Budget Period: 07/01/2011 to 06/30/2012

7. Fringe Benefits:  
The following shows if this agency pays for health / dental / life and/or retirement benefits:  
Health / Dental / Life: Yes  
Retirement: Yes

8. Child Travel:  
Most agencies have child travel costs or less than \$3 per child per day. If the costs for this agency are higher than that, perhaps staff should check into alternative modes of transportation:  
Child Travel Costs: \$0.00  
Child Travel Cost Per Child Per Day: \$0.00

9. Out-of-Town Staff Travel:  
Most agencies have out-of-town staff travel costs between \$60 and \$65 per child. If the costs for this agency are higher, check that they are justified:  
Out-of-Town Staff Travel Cost: \$0.00  
Out-of-Town Staff Travel Cost Per Child: \$0.00

10. Food and Nutrition:  
Most agencies spend less than \$2.50 per child per day for food and nutrition costs in addition to USDA funds. If this agency spends more, check that the agency is making full use of USDA funds:  
Food and Nutrition Cost (from Budget): \$22,227.25  
Food and Nutrition Cost Per Child Per Day: \$12.40

11. Content Area Experts:  
Agency has content area experts for the following functions:  
Education: Yes  
Health: Yes  
Nutrition: Yes  
Family and Community Partnerships: No  
Disability Services: Yes

12. Case Loads:  
The national average for Family Workers' case loads is 47. For Home Visitors, case loads are typically between 8 and 10:  
Family and Community Partnership Staff Case Load: 0.00  
Home Visitor Case Load: 0.00

13. USDA Funding:  
USDA should pay for at least 80% of cooks, children's food, and food supply costs. For this agency:  
USDA Funding and Food and Nutrition Cost: \$22,227.25  
USDA Funding as a percentage of above: 0.00%



The following budget line items show administrative costs:

INDIRECT COSTS	Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
1	Indirect Costs	\$12,264.00	0.00	14.32%

Exhibit B-1  
 Page 14 of 24

Grant / Delegate No: 08CH0119 / 005 Agency Name: Catholic Charities of the Archdiocese of Denver  
 Program Type: Head Start Application Type: Expansion State: CO Fiscal Year: 2011 Budget Period: 07/01/2011 to 06/30/2012  
 OMB Approval No. 0348-0044

**BUDGET INFORMATION - Non Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program, Function, or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1 Program Operation	93.600	\$0	\$0	\$68,000	\$17,130	\$85,130
2 TTA	93.600	\$0	\$0	\$520	\$0	\$520
3		\$0	\$0	\$0	\$0	\$0
4 Exh		\$0	\$0	\$0	\$0	\$0
5 Page		\$0	\$0	\$68,520	\$17,130	\$85,650
<b>Total (Sum of lines 1-4)</b>						

**SECTION B - FEDERAL RESOURCES**

Object Budget Categories	GRANT PROGRAM, FUNCTION, OR ACTIVITY				Total
	(1) Program Operation	(2) TTA	(3)	(4)	
a Personnel	\$46,990	\$0	\$0	\$0	\$46,990
b Fringe Benefits	\$12,500	\$0	\$0	\$0	\$12,500
c Travel	\$0	\$0	\$0	\$0	\$0
d Equipment	\$0	\$0	\$0	\$0	\$0
e Supplies	\$0	\$0	\$0	\$0	\$0
f Contractual	\$0	\$0	\$0	\$0	\$0
g Construction	\$0	\$520	\$0	\$0	\$520
h Other	\$0	\$520	\$0	\$0	\$60,010
i Total Direct Charges (sum of 6a - 6h)	\$59,490	\$520	\$0	\$0	\$8,510
j Indirect Costs	\$8,510	\$0	\$0	\$0	\$68,520
k Totals (sum of 6a - 6j)	\$68,000	\$520	\$0	\$0	\$0
7. Program Income	\$0	\$0	\$0	\$0	\$0

Grant / Delegate No: 08CH0119 / 005      Agency Name: Catholic Charities of the Archdiocese of Denver      Budget Period: 07/01/2011 to 06/30/2012  
 Program Type: Head Start      Application Type: Expansion      State: CO      Fiscal Year: 2011      OMB Approval No. 0348-0044

**BUDGET INFORMATION - Non Construction Programs**

SECTION C - NON-FEDERAL RESOURCES						
Grant Program (a)	Applicant (b)	State (c)	Other (d)	Total (e)		
8 NFS	\$17,130	\$0	\$0	\$17,130		
9	\$0	\$0	\$0	\$0		
10	\$0	\$0	\$0	\$0		
11	\$0	\$0	\$0	\$0		
12 Total (Sum of lines 8-11)	\$17,130	\$0	\$0	\$17,130		

SECTION D - FORECASTED CASH NEEDS					
Budget Category	Current Year Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13 Federal	\$68,520	\$0	\$22,840	\$22,840	\$22,840
14 Non-Federal	\$17,130	\$0	\$5,710	\$5,710	\$5,710
15 Total (Sum of lines 13-14)	\$85,650	\$0	\$28,550	\$28,550	\$28,550

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
Grant Program (a)	FUTURE FUNDING PERIODS (Years)			
	First (b)	Second (c)	Third (d)	Fourth (e)
16 Program Operation	\$0	\$0	\$0	\$0
17	\$0	\$0	\$0	\$0
18	\$0	\$0	\$0	\$0
19	\$0	\$0	\$0	\$0
20 Total (Sum of lines 16-19)	\$0	\$0	\$0	\$0

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	\$60,010
22. Indirect Charges:	\$8,510

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 Prescribed by OMB Circular A-102  
 Page 2  
 June 20, 2011

GABI - Grant Application Report

Grant / Delegation ID: 08CH0119 / 005      Agency Name: Catholic Cha. of the Archdiocese of Denver      Budget Period: 07/01/2011 to 06/30/2012  
 Program Type: Head Start      Application Type: Expansion      State: CO      Fiscal Year: 2011

Center-based (CB):	8	Combination Program (CO):	0	Family Child Care (FCC):	0	Pregnant Women:	0
Home-based (HB):	0	Locally Designed Program (LD):	0	Total Enrollment:	8		

Program Option	2. Funded enrollment	3a. Number of classes / groups / family child care settings	3b. Double session?	4. Number of hours of classes / groups / FCC settings per child, per day	5. Number of days of classes / groups / FCC settings per child, per week	6. Number of days of classes / groups / FCC settings per child, per year	7. Number of home visits per child, per year	8. Number of hours per home visit	9. Number of home visits per child, per year (HB only)	10. Number of hours per home visit (HB only)	11. Number of hours per home-based socialization experience (HB only)	12. Number of home-based socialization experiences per child, per year (HB only)
Center-based	8	4	No	6.5	5	224	2	1.5	0	0	0	0

Exhibit  
 Page 17 of 24

GABI - Grant Application Report

Grant / Delegate no: 08CH0119 / 005 Agency Name: Catholic Cha. of the Archdiocese of Denver Budget Period: 07/01/2011 to 06/30/2012  
 Program Type: Head Start Application Type: Expansion State: CO Fiscal Year: 2011

PERSONNEL: Child Health and Developmental Services Personnel

Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
5 Teacher Aides and Other Education Personnel	\$19,025	\$0	\$0	8.00
9 Substitute Teacher	\$27,965	\$0	\$0	1.00
PERSONNEL: Child Health and Developmental Services Personnel Sub-Total	\$46,990	\$0	\$0	9.00
PERSONNEL Total	\$46,990	\$0	\$0	9.00

FRINGE BENEFITS

Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
1 Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$5,075	\$0	\$0	0.00
2 Health / Dental / Life Insurance	\$5,357	\$0	\$0	0.00
3 Retirement	\$1,974	\$0	\$0	0.00
4 Vision, Legal	\$94	\$0	\$0	0.00
FRINGE BENEFITS Total	\$12,500	\$0	\$0	0.00

OTHER

Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
9 Nutrition Services	\$0	\$0	\$13,376	0.00
16 Training or Staff Development	\$0	\$520	\$0	0.00
OTHER Total	\$0	\$520	\$13,376	0.00

DIRECT COSTS

Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
DIRECT COSTS Total	\$59,490	\$520	\$13,376	9.00

Grant / Delegate ID: 08CH0119 / 005 Head Start  
 Agency Name: Catholic Charities of the Archdiocese of Denver  
 Application Type: Expansion  
 State: CO Fiscal Year: 2011 Budget Period: 07/01/2011 to 06/30/2012

Line Item Description	Cost for Program Operation	Cost for Training and Technical Assistance	Non-Federal Share (Cash and in-kind)	Number of Employees
1 Indirect Costs	\$8,510	\$0	\$3,754	0.00
<b>INDIRECT COSTS Total</b>	<b>\$8,510</b>	<b>\$0</b>	<b>\$3,754</b>	<b>0.00</b>

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GABI - Grant Application Report

Grant / Delegate No: 08CH0119 / 005      Agency Name: Catholic Ch.      s of the Archdiocese of Denver      Budget Period: 07/01/2011 to 6/30/2012  
Program Type: Head Start      Application Type: Expansion      State: CO      Fiscal Year: 2011

FEDERAL FUNDING	
STATE FUNDING	
LOCAL FUNDING	
OTHER FUNDING	
<b>Total:</b>	

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GABI - Grant Application Report

Grant / Delegate ID: 08CH0119 / 005      Agency Name: Catholic Charities of the Archdiocese of Denver      Budget Period: 07/01/2011 to 06/30/2012  
Program Type: Head Start      Application Type: Expansion      State: CO      Fiscal Year: 2011

Document Type	Document Name
Indirect Cost Negotiated Agreement	Catholic Charities Indirect Cost Rate Agreement dated 5-20-2011.pdf
Employee Compensation Cap Compliance Assurance	Catholic Charities Employee Compensation Cap Compliance Assurance.doc
Application and Budget Justification	Catholic Charities Head Start Expansion Narrative 2011-2012.docx
Additional Application Document	Catholic Charities Expansion Budget and Non.docx

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GABI - Functional Allocations for Line-Item Budget

Grant / Delegate No: 08CH0119 / 005  
 Program Type: Head Start

Agency Name: Catholic Charities of the Archdiocese of Denver  
 Application Type: Expansion

State: CO Fiscal Year: 2011 Budget Period: 07/01/2011 to 06/30/2012

Line Item Description	Admin %	Education %	Health %	Nutrition %	FC Partner %	Disabilities %	Transportation %	Occupancy %	Other %	Total %
<b>Personnel: Child Health and Developmental Services Personnel</b>										
1 Program Managers and Content Area Experts	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
2 Teachers / Infant Toddler Teachers	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
3 Family Child Care Personnel	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
4 Home Visitors	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100%
5 Teacher Aides and Other Education Personnel	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
6 Health / Mental Health Services Personnel	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
7 Disabilities Services Personnel	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
8 Nutrition Services Personnel	0.00%	25.00%	25.00%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100%
9 Substitute Teacher	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%	0.00%	0.00%	0.00%	0%
<b>Personnel: Family and Community Partnerships Personnel</b>										
10 Program Managers and Content Area Experts	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
11 Other Family and Community Partnerships Personnel	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
<b>Personnel: Program Design and Management Personnel</b>										
12 Executive Director / Other Supervisor of HS Director	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
13 Head Start / Early Head Start Director	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
14 Managers	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
15 Staff Development	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
16 Clerical Personnel	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
17 Fiscal Personnel	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
18 Other Administrative Personnel	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
<b>Personnel: Other Personnel</b>										
19 Maintenance Personnel	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
20 Transportation Personnel	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
21 Other Personnel	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
<b>Fringe Benefits</b>										
1 Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	0.00%	55.37%	14.88%	14.88%	0.00%	14.88%	0.00%	0.00%	0.00%	100%
2 Health / Dental / Life Insurance	0.00%	55.37%	14.88%	14.88%	0.00%	14.88%	0.00%	0.00%	0.00%	100%
3 Retirement	0.00%	55.37%	14.88%	14.88%	0.00%	14.88%	0.00%	0.00%	0.00%	100%
4 Vision, Legal	0.00%	55.37%	14.88%	14.88%	0.00%	14.88%	0.00%	0.00%	0.00%	100%

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GABI - Functional Allocations for Line-Item Budget

Catholic Charities of the Archdiocese of Denver

Budget Period: 07/01/2011 to 06/30/2012

Agency Name: 08CH0119 / 005

Head Start

State: CO Fiscal Year: 2011

Application Type: Expansion

Program Type: Head Start

Line Item Description	Admin %	Education %	Health %	Nutrition %	FC Partner %	Disabilities %	Transportation %	Occupancy %	Other %	Total %
<b>Travel</b>										
1 Staff Out-Of-Town Travel	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
<b>Equipment</b>										
1 Office Equipment	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
2 Classroom / Outdoor / Home-based / FCC	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
3 Vehicle Purchase	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
4 Other Equipment	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
<b>Supplies</b>										
1 Office Supplies	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
2 Child and Family Services Supplies	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
3 Food Services Supplies	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
4 Other Supplies	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
<b>Contractual</b>										
1 Administrative Services (e.g., Legal, Accounting)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
2 Health / Disabilities Services	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
3 Food Service	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
4 Child Transportation Services	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
5 Training and Technical Assistance	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
6 Family Child Care	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
7 Delegate Agency Costs	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
8 Other Contracts	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
<b>Construction</b>										
1 New Construction	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
2 Major Renovation	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
3 Acquisition of Buildings / Modular Units	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
<b>Other</b>										
1 Depreciation / Use Allowance	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
2 Rent	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
3 Mortgage	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
4 Utilities, Telephone	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
5 Building and Child Liability Insurance	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%

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GABI - Functional Allocations for Line-Item Budget

Grant / Delegate No: 08CH0119 / 005  
 Program Type: Head Start

Agency Name: Catholic Charities of the Archdiocese of Denver  
 Application Type: Expansion

State: CO Fiscal Year: 2011 Budget Period: 07/01/2011 to 06/30/2012

Line Item Description	Admin %	Education %	Health %	Nutrition %	FC Partner %	Disabilities %	Transportation %	Occupancy %	Other %	Total %
6 Building Maintenance / Repair and Other Occupancy	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
7 Incidental Alterations / Renovations	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
8 Local Travel	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
9 Nutrition Services	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100%
10 Child Services Consultants	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
11 Volunteers	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
12 Substitutes (if not paid benefits)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
13 Parent Services	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
14 Accounting and Legal Services	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
15 Publications / Advertising / Printing	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
16 Training or Staff Development	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100%
17 Other	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%
<b>Indirect Costs</b>	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100%
1 Indirect Costs										

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