

SECOND AMENDATORY AGREEMENT

THIS SECOND AMENDATORY AGREEMENT is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”), and **COLORADO WOMEN'S EMPLOYMENT AND EDUCATION, INCORPORATED**, a Colorado nonprofit, whose address is 1175 Osage St Ste 300, Denver, CO 80204 (the “Contractor”), individually a “Party” and collectively the “Parties.”

WHEREAS, the Parties entered into an Agreement dated September 10, 2021, and an Amendatory Agreement dated July 12, 2022, for the provision of services to participants of the Temporary Assistance for Needy Families program (the “Agreement”); and

WHEREAS, the Parties now wish to modify the Agreement as set forth below.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties incorporate the recitals set forth above and amend the Agreement as follows:

1. Effective July 1, 2023, all references to Exhibits A and A-1 in the existing Agreement shall be amended to read Exhibits A, A-1, and A-2, as applicable. Exhibit A-2 is attached and will control from July 1, 2023.

2. Section 3 of the Agreement, titled “**TERM**,” is amended to read as follows:

“3. **TERM**: The term of the Agreement (“Term”) shall commence on September 1, 2021, and expire, unless sooner terminated, on June 30, 2024. Subject to the Director’s prior written authorization, the Contractor shall complete any work in progress as of the then current expiration date and the Term will extend until the work is completed or earlier terminated.”

3. Subsection 4.5.1 of the Agreement, titled “**Maximum Contract Amount**,” is amended to read as follows:

“4.5.1. Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed Three Million Sixty-Two Thousand Nine Hundred Sixty Dollars (\$3,062,960.00) (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 the Contractor beyond that specifically described in **Exhibits A, A-1, and A-2**. Any services performed beyond those in **Exhibits A, A-1, and A-2** or performed outside the Term are performed at the Contractor’s risk and without authorization under the Agreement.”

4. Section 23 of the Agreement, titled “**NO EMPLOYMENT OF ILLEGAL ALIENS TO PERFORM WORK UNDER THE AGREEMENT**,” is amended to read as follows:

“23. **INTENTIONALLY OMITTED.**”

5. Section 26 of the Agreement, titled “**NO DISCRIMINATION IN EMPLOYMENT**,” is amended to read as follows:

“26. **NO DISCRIMINATION IN EMPLOYMENT**: In connection with the performance of work under this Agreement, the Contractor may not refuse to hire, discharge, promote, demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, ethnicity, citizenship, immigration status, gender, age, sexual orientation, gender identity, gender expression, marital status, source of income, military status,

protective hairstyle, or disability. The Contractor shall insert the foregoing provision in all subcontracts.”

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

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

8. The following attached exhibits are hereby incorporated into and made a material part of this Agreement: **Exhibit A-2**, Scope of Work.

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Contract Control Number: SOCSV-202367651-02 / SOCSV-202159631-02
Contractor Name: Colorado Women’s Employment and Education,
Incorporated

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

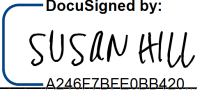
By:

By:

By:

Contract Control Number:
Contractor Name:

SOCSV-202367651-02 / SOCSV-202159631-02
Colorado Women's Employment and Education,
Incorporated

By:  _____

Name: SUSAN HILL
(please print)

Title: CWEE Board Chair
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



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I. Purpose of Agreement

The purpose of the contract is to establish an agreement and Scope of Services between Denver Department of Human Services (DHS) and the Center for Work Education and Employment (CWEE), to provide intensive services to assist Colorado Works (CW)/Temporary Assistance for Needy Families (TANF) participants that require support with personal and family stabilization, case management, and skills development prior to job placement.

Further, CWEE is identified as a sub-recipient for the purposes of this agreement and is therefore subject to all terms, conditions and regulatory requirements of federal funding sub-recipients per 2 CFR Part 200, as well as specific rules and regulations for the CW program.

II. Background

In 1996, Congress explicitly envisioned the Temporary Assistance for Needy Families (TANF) program as a critical support for families to gain the needed skills and knowledge to care for children in their own home and to promote job preparation and access to work. CW is also often the only source of financial support for families and can be a portal to other critical safety net programs, including Supplemental Security Income (SSI), the Supplemental Nutrition Assistance Program (SNAP)/food stamps, childcare assistance (CCAP), and Medicaid. States can use CW creatively and provide supports and services directly responsive to the needs of needy families.

The goal of the CW/TANF Program in Denver County is to promote the long-term economic well-being of our community, through preparation for and attachment to employment for those who are able to work. DHS' CW program is designed to engage individual participants with the services, opportunities, resources and tools needed to successfully move toward stability and self-sufficiency. Denver's Department of Human Services (DHS) facilitates robust community gains by partnering with local businesses, educational institutions, and other service providers in the area, and advocating for participants as a vital part of the DHS support network. For those who are not readily able to work, Denver's CW program offers supports and services intended to increase employability and promote family safety and stability.

Science tells us that it is never too late to help adults build up their core capabilities, and that we can have a life-long impact if adults support the development of these skills in childhood. When adults have opportunities to build the core skills that are needed to be productive participants in the workforce and to provide stable, responsive environments for the children in their care, our economy will be stronger, and the next generation of citizens, workers, and parents will thrive. We also know that programs that provide support and "bridging" by crossing barriers of race, gender and class and "bonding" by tying participants and staff into a supportive community has positive long-term impact. DHS realizes the importance of these services and supports and is seeking them for those most



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in need in our community, including the link to social capital and its effectiveness in supporting low-income persons through the transition to employment.

DHS is responsible to administer eligibility for Colorado Works pursuant to Colorado Revised Statutes (CRS) at section 24-4-103 (11) CRS, and Colorado Code of Regulations (CCR), 9-CCR-2503-6. DHS and contracted vendors may share responsibility for workforce case management, depending on participant job readiness, which includes workforce data entry into the Colorado Benefits Management System (CBMS).

In response to this need and the flexibility afforded under the legislation, DHS is seeking to improve adult and child outcomes for the most vulnerable families entrusted in our care. With that vision in mind, connection to these services and supports is done by conducting a thorough assessment of the family's needs and especially those needs that are directly connected to the adults in the household related to their employability.

CW participants require in-depth and ongoing assessment of barriers and job readiness levels. From the assessments, Individualized Plans are developed with the participant that offer intensive supports and services to improve economic well-being.

CW participants who are considered work-eligible are provided with individualized services and supports to promote their family's economic well-being. All CW eligibility for applicants is determined by DHS. DHS assesses initial work-eligibility to determine which work activities, services and supports available in the program are the best fit for the participant, as well as what agency/contractor might serve the participant best based on their scope of services. DHS will make available key determinants and assessment results for all participants referred to CWEE.

Adult members of the assistance unit are limited to 60 months of CW assistance during their lifetime. Services provided will need to be achievable within this 60-month limit with the understanding that many CW participants have already used a portion of their lifetime limit, or extensions may be provided on a case-by-case basis.

III. Target Population

CWEE can serve anyone who is ready to work towards employment. Specifically, CWEE will serve participants who:

- A. Want to prepare for and seek employment, including pursuing education.
- B. Are not dealing with a current health crisis or caring for someone currently in crisis.

Denver Human Services will collaborate with CWEE to identify for referral participants who meet the criteria above and who meet Denver's Tier 2 definition:



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“Short to long-term barrier resolution. Participants have at least some of the marketable vocational skills, commitment and/or work experience to gain or maintain employment... Long-term family income is anticipated to be through employment earnings...”

This includes, but is not limited to, participants who have not completed High School or High School Equivalency, or who need post-secondary education or vocational training, financial literacy, and basic skills services in order to gain and maintain employment.

IV. Services and Programming

A. Center for Work Education and Employment (CWEE) fosters personal and professional transformation for low-income families through confidence building, customized skills training, and career advancement. It delivers a customized blend of evidence-based services that includes case management, essential skills development, job placement support, and job retention support.

Case management, coaching, and coursework coordinate to emphasize building the executive functioning and employment skills.

All services provided are grounded in planning and preparing for employment. CWEE provides:

1. Case management:
 - a. Initial and iterative assessment.
 - b. Barrier remediation support: housing, transportation, childcare, etc.
 - c. Referrals for basic needs, legal services, parenting support, external mental health services, other services.
 - d. Administrative tasks – setting appointments, data entry, Colorado Works program administration (work participation/case assignment/employment and credential monitoring), sanction processing, other Colorado Works requirements, etc.
2. Coaching to support progress towards employment and to build executive functioning and employment skills:
 - a. Initial and iterative goal setting, action planning, monitoring and support.
 - b. Behavioral scaffolding – reminders, positive recognition, nudges.
3. Personal computers, internet access/service, phones, and phone service as needed and as available to participate in CWEE’s programming and to obtain employment.
4. Other supplies to reduce material need and stress: personal hygiene, food, , children and baby supplies, and other items as available and as needed.
5. Digital literacy:
 - a. Basic computer uses as needed to be able to participate in 5.b.
 - b. Skills development needed to engage with virtual case management and coursework, searching for and applying for jobs online, and for use in any job (12-15 hours of virtual, in-person, or hybrid coursework).



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6. Employment:
 - a. Employment Skills Training (28-35 hours of virtual, in-person, or hybrid coursework).
 - b. Supported Job Search.
 - c. Job Development.
 - d. Supported internships, other work experiences.
 - e. Job retention planning and support.
 - f. Job advancement support.
7. Career Planning and Education:
 - a. Supported basic education and High School Equivalency.
 - b. Supported career education and training: vocational/technical education programs.
 - c. Supported higher education.
 - d. Advanced career-specific computer courses.
8. Additional services:
 - a. Mental health support.
 - b. Referral to Office of Financial Empowerment (OFEP)'s credit and financial counseling/education.

Each participant is assigned to an Integrated Services Team made up of a CW/TANF Specialist and Program Advisor. The team works collaboratively with each participant to develop and routinely update the Colorado Works Individual Plan. Case management and coaching focus on barrier identification, reduction, and removal based on assessed needs and participant goals/plans and with an explicit aim to make progress towards eventual employment. Instructors, program coordinators, retention specialists, employment services specialists, and other staff are pulled in strategically throughout a participant's tenure to contribute to skill development and maintaining participant motivation and progress towards employment.

Participants challenges and successes are shared among all staff who interact with participants to ensure coordinated support for achieving their next milestone.

Most CWEE participants will receive services for three to twenty-four months. Those with lower education levels upon enrollment or who are enrolled in vocational or higher education programs may take longer to complete.

- B. CWEE's Programming may be offered virtually or in person. In the event CWEE's curriculum requires in person components, CWEE will work with DHS and other partners to ensure these in person services are appropriate, safe, and compliant. The content of all virtual programming can be cross-walked to the in-person services with minimal disruption to participants and the targeted outcomes to be achieved.



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- C. CWEE will be assigned as the case manager of record. As the case manager of record CWEE Integrated Services Teams provide ongoing case management supports including ongoing assessment, development of Individualized Plans (IP) with participant, and engagement into workforce development activities that lead to employment. CWEE will document in CBMS all case management activities to demonstrate program compliance.
- D. CWEE will provide three service levels based on participant needs and engagement: standard, moderate-intense, and reduced. Participants may move from one level to another as needs and opportunities change.

Service Levels	General Characteristics (not eligibility criteria, but proxies for identifying people who might fit into these categories)
Standard services are provided to participants who need standard coaching to identify and achieve their goals.	<ul style="list-style-type: none"> • GED/HSE or more education • Some work experiences • CW time clock under 36 months • Stable housing (defined by participant) • Completed CWEE introductory course in under 4 weeks
Moderate-intense services are provided to those who need moderate-intense coaching and support to achieve their goals.	<ul style="list-style-type: none"> • No GED/HSE • No or Some work experience • CW time clock over 36 months • Unstable/impermanent housing • Low score on initial digital literacy assessment, or trouble logging on to the machine, or self-declaration
Reduced services are provided to those who need less coaching and support to achieve their goals.	<ul style="list-style-type: none"> • Currently employed, not currently engaged with CWEE coursework, still receiving Colorado Works • Engaged in Vocational/Trade Training • Engaged in Higher Ed • Job Retention Services • Active Sanction • Hold or other temporary pause in participation expected to last 4 weeks

V. Contractor Responsibilities

- A. Hire and manage qualified and trained staff to provide quality CW case management to referred populations that present with barriers and other needs that are typically beyond the scope of staff at DHS.



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- B. Provide coordinated and intensive case management services and supports to CW participants who need additional and more intensive specialized assistance to prepare them to find and keep employment.
- C. Provide budget oversight of CW funding to ensure incurred costs are compliant with State and Federal statutes and regulations.
- D. Provide administration of CW program and ensure State and Federal statutes and regulations are implemented and followed.
- E. Work closely with DHS on collaboration efforts related to CW goals, outcomes, policies, and procedures.
 - 1. Provide regular reporting (financial, programmatic or outcomes).
 - 2. Participate in training and policy development activities.
- F. CWEE will utilize the designated data systems, including but not limited to, the Colorado Benefits Management System (CBMS) for CW participants. CBMS must be used in accordance with the DHS and CDHS written policies and procedures. Each staff person will be given the minimum access required to perform their specific role under the Contract.
 - 1. DHS and the State will coordinate CBMS security access setup and controls.
 - 2. All requests should be routed through the DHS CBMS Help Desk to ensure that State and internal processes are followed.
- G. CWEE agrees to abide by and require all staff users to abide by the City and County of Denver data confidentiality and security agreements.
- H. CWEE agrees to use City/DHS issued email addresses for all CW related communication with DHS staff and contractors regarding participants. This includes complying with all City prescribed privacy requirements related to communication and information sharing.
- I. CWEE agrees to ensure all electronic communication referencing CW participants will follow all privacy requirements, including but not limited to encrypting emails to recipients outside of the City network.

VI. Audits

CWEE and DHS will work collaboratively to collect and retain all CW/TANF program information necessary to ensure compliance with the applicable state or federal requirements. This includes all case management records (paper and electronic), which includes, but is not limited to, all assessments, Individual Plans (IPs), workforce development activities, participation tracking sheets, contracted services, and workforce



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counseling administered by CWEE. CWEE and DHS will cooperate with each other in responding to inquiries that either agency may receive from local, state or federal authorities regarding any programs that CWEE is responsible for administering pursuant to this agreement. DHS will notify CWEE in advance of every CW related audit and CWEE will have a representative present at such audit. CWEE will participate in all audit coordination as appropriate, including meeting all DHS timeline requirements.

VII. Secondary Stage Supervisory Case File Reviews

In accordance with 45 CFR 261.63 – Colorado's Work Verification Plan requirements, CWEE will be required to review a random sample of cases each month with an approved review tool. The number of cases vary and are based upon Denver's share of the monthly statewide sample of work-eligible individuals. All case reviews will be completed via DHS technology (WMS) or other designated tools and adhere to all applicable timeframes for completion. The Secondary Stage Supervisory Review will be conducted by a CWEE case management supervisor or their designee. At minimum, the following shall be subject to verifications through this process:

- A. Proper work activity utilization based on federal regulatory definitions and per Colorado's approved Work Verification Plan and data entry into CBMS.
- B. Monthly timesheet or other allowable work hour documentation included in the case record.
- C. Excused absences and holidays are applied per state and county policy.
- D. The Fair Labor Standards Act is properly applied to community service and community work experience.

VIII. Management Site Visits and other Audits

Denver County and/or the State of Colorado may conduct regular on-site reviews of Colorado Works contracts and related services. These on-site reviews are meant to provide service providers with direct feedback on the implementation of their program and include a summary of the findings from the ongoing case file reviews. Denver County and/or state staff will analyze and review contractor policies, plans, procedures, contracts/sub-contracts, and other relevant documents and administrative data that describe and inform program implementation, strengths and opportunities for improvement. The focus of the site visit is primarily one of information sharing, technical assistance, and training with county and/or state staff representing various areas of program operations (finance, budget, policy, program, training, and technical assistance).

For other formal federal, state, and county audits, CWEE will provide accurate and complete case files within the DHS timeline requirements. CWEE will be responsible for repayment to DHS of any disallowed costs resulting from a final audit action imposed by CDHS or other regulatory authority pertinent to the work at CWEE. CWEE will be responsible for following up on auditor findings, providing for refunds and implementing



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approved final corrective action plans, if any. DHS will monitor CWEE's response to audit related matters to ensure ongoing compliance. DHS and CWEE will work with local, State and Federal auditors as requested. CWEE will provide a designee as a point of contact for monthly quality meetings and for audits.

IX. Records

CWEE will comply with written State and DHS policies and processes provided to CWEE by DHS related to case file maintenance, case retention and storage. At a minimum, CWEE will maintain all client documentation in client case files according to stated case order policy provided by DHS. No client case information will be maintained outside of the client's electronic case files. Client documentation will be emailed to designated scanning folder for scanning no more than five (5) days after the document was created. CWEE will have remote access to active client case files within its work area required to perform case management functions. Client documentation includes but is not limited to, all individual plans, verification of engagement and participation, and any other documents used as part of the CW/TANF program. DHS will provide CWEE with a copy of all currently existing written case file storage policies within 30 days after the execution of this contract. Upon termination of this contract, all relevant case files will be provided electronically to DHS in the same format outlined above.

X. Process & Outcome Measures

A. Process Measures:

1. CWEE may continuously serve and support approximately 220 participants each month. This caseload shall be made up of current DHS Colorado Works participants as well as new Colorado Works referrals. The number of clients served can be adjusted based upon the current month's budget balance and DHS's overall caseload size.

B. 23-24 Projected Outcomes

	Short- to-Mid-Term Outcomes (Reported Quarterly)	Mid-to-Long-Term Outcomes (Reported Annually)
Engagement	<ol style="list-style-type: none"> 1. 50% of enrolled participants are engaged. 2. Participants connect with and are a part of the CWEE Community: <ol style="list-style-type: none"> a) 60% attendance rate for onsite events. 	<ol style="list-style-type: none"> 1. Participants report increased social capital



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	3. 75% of Digital Skills completers are satisfied with the program.	
Access to Resources	<ol style="list-style-type: none"> 1. 90% of enrolled participants who need a computer or internet service will receive it. 2. 50% of participants move out of "planning for progress" statuses as barriers are resolved. 	
Wellness & Wellbeing	<ol style="list-style-type: none"> 1. 50% indicate improvement on Stepping Stones well-being question. 2. 60% of those who request mental health services are enrolled in in-house clinical services or referred to community providers. 	<ol style="list-style-type: none"> 1. 50% indicate improvement on Stepping Stones well-being question. 2. Participants enrolled in in-house clinical services attend an average of three sessions.
Skill Building	<ol style="list-style-type: none"> 1. 60% of participants engaged in job readiness/job search will have job search documents on file. 	<ol style="list-style-type: none"> 1. 70% of participants engaged in job readiness/job search self-report that they are more confident with their communication, self-management, and working with others skills. 2. 90% of participants who enter Digital Skills are certified in basic digital literacy (either via passing our course or testing out).
Employment & Career	<ol style="list-style-type: none"> 1. 60% of participants engaged in job readiness and job search activities will engage in career exploration. 	<ol style="list-style-type: none"> 1. Of participants in the Job Search Pathway, 50% of job placements will be quality employment (\$0.50 above the Denver minimum wage). 2. 50% of participants who gain employment retain it for 6 months.



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		3. Less than 10% of participants return to CWEE within 6 months after closure.
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1. Annual Report (included in the contract summary report)

- a. Total # of job placements
- b. Average wage
- c. # GEDs completed
- d. % of GED pathway participants who pass at least one GED test
- e. Total served individuals - service breakdown (% digital skills, % employment pathway, % education pathway, % case management)

XI. Performance Management and Reporting

A. Performance Management

Monitoring will be performed as necessary by DHS staff throughout the term of the agreement. As a subrecipient, monitoring is required per 2 CFR Part 200 Subpart D 200.331 and DHS policy 1809-506. Subrecipient monitoring includes but is not limited to the following:

1. **Program or Managerial Monitoring:** The quality of the services being provided and the effectiveness of those services addressing the needs of the programs' daily operations.
2. **Contract Monitoring:** Review and analysis of current program information to determine the extent to which contractors are achieving established contractual goals. Financial Services staff, in conjunction with the DHS program area and other designated DHS staff, will provide performance monitoring and reporting reviews. DHS staff will manage any performance issues and will develop interventions to resolve concerns.
3. **Compliance Monitoring:** Will ensure that the terms of the contract are met, as well as Federal, State and City legal requirements, standards and policies to include subrecipient requirements.
4. **Financial Monitoring:** Will ensure that contracts are allocated and expended in accordance with the terms of the agreement. Contractor is required to provide all invoicing documents for the satisfaction of Financial Services. Financial Services will review the quality of the submitted invoice monthly. Financial Services will manage invoicing issues through site visits and review of invoicing procedures.

B. Reporting

1. CWEE will track and report out monthly. DHS and CWEE will agree to reported metrics that may include:
 - a. Number of Colorado Works participants referred in the reporting month prior to the last Monday in the month.
 - b. Number of continued participants from prior month.



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- c. Total Number of CW participants served.
 - d. Number of participants receiving services in each Service Level.
 - e. Number of participants receiving Employment Services including a breakdown for Digital Skills, job preparation, and Job Search.
 - f. Number of participants receiving High School Equivalency services.
 - g. Number of participants who report new employment since the last month report (employment will be reported upon verification, and possibly not in the same month as the report is made).
 - h. Number of participants who retain employment for 90 days.
 - i. Number of participants who complete their High School Equivalency.
 - j. Number of CW participants assigned to a new provider.
 - k. Number of CWEE case closures.
 - l. Number of Thrive referrals.
 - m. Number of casefiles reviewed.
2. The following reports shall be completed and delivered to the DHS as stated in this section.

Report # and Name	Description	Frequency	Reports to be sent to:
1. Monthly Reports	Program generated report on performance measures as described in section XI.B.1	Due Monthly by the 15 th of the month following service provision	CW/TANF Program Administrator
2. Monthly CiviCore Reports	Monthly CiviCore reports detailing service level provided	Due Monthly by the 15 th of the month following service provision	CW/TANF Program Administrator
3. Contract Summary Report	Report shall demonstrate all functions performed, and how services provided met the overall goals of this agreement as well as annual outcome report data described in section X.B.1	Contract End, within 45 days after Term End.	CW/TANF Program Administrator



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4. Intermittent program reviews	May include sampled individual plans, supportive services issued, case notes, participation hours entry, activity updates, participant work, timesheets, and other notations in CiviCore or CBMS.	To be submitted upon request	CW/TANF Program Administrator
5. Quarterly achievement report	Quarterly report detailing progress on all outcomes listed in Process Measure and Outcomes section of this SOW.	Due by the 15 th of the month following the end of the quarter	CW/TANF Program Administrator

XII. DHS Funding Information:

Per Uniform Guidance CFR 200.331, the following information is being provided to CWEE as a subrecipient:

- A. Program Name: Temporary Assistance for Needy Families
- B. Subrecipient Unique Entity Identifier number (formerly DUNS #): 167205780
- C. Name of Federal Awarding Agency: State of Colorado
- D. Federal Award Date: TBD
- E. Federal Funding Amount: TBD
- F. Period of Performance: 7/1/23 – 6/30/24
- G. Assistance Listing# (a.k.a. CFDA#): 93.558
- H. Federal Award Identification Number (FAIN): TBD
- I. Additional sub awards by subrecipient: Yes No
- J. Names of subcontractors or sub awardees:

XIII. Budget

- A. Invoices and reports shall be completed and submitted on or before the 15th of each month following the month services were rendered 100% of the time. Contractor shall use DHS's preferred invoice template, if requested. Invoicing supporting documents must meet DHS requirements.
- B. The funds allocated under this Agreement are from the federal CW/TANF block grant and shall be used solely for CW purposes and eligible participants. These funds shall not be used to supplant existing funding for a non-CW program



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Invoices shall be submitted to: [DHS Contractor Invoices@denvergov.org](mailto:DHS_Contractor_Invoices@denvergov.org) or by US Mail to:

Attn: Financial Services
Denver Human Services
1200 Federal Boulevard
Denver, Colorado 80204

Contractor:	Colorado Women's Employment and Education, Incorporated	
Contract Number:	SOCSV-202159631-02 & SOCSV-202367651-02	
Fiscal Term:	7/1/2023 – 6/30/2024	
Fee for Service	Monthly Charge per Participant	Budget Narrative
Standard Service Level Coaching, Case Management, Digital Literacy, Employment Services, Mental Health Services	\$470	Backup documentation will include number of participants served and service level provided.
Moderate-intense Service Level Coaching, Case Management, Digital Literacy, Supported Basic/HSE Education, Employment Services, Mental Health Services	\$535	Backup documentation will include number of participants served and service level provided.
Reduced Service Level Light Coaching, Light Case Management, Supported Vocational/Trade Training, Supported Higher Education, Reengagement activities, Job Retention Monitoring/Services	\$275	Backup documentation will include number of participants served and service level provided.
Total Fiscal Amount	\$1,257,960	The contractor will not exceed \$1,257,960 during the contract period.



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Contract Summary of Amounts:

Contract Version	Term	Previous Amount	Additional Amount	New Contract Total
Base	9/1/2021 – 6/30/2022	\$0	\$770,000	\$770,000
1st Amendment	7/1/2022 – 6/30/2023	\$770,000	\$1,035,000	\$1,805,000
2nd Amendment	7/1/2023 – 6/30/2024	\$1,805,000	\$1,257,960	\$3,062,960

Prorating:

1. Billing for ongoing participants will be at the service level at the start of the month. Changes in service levels will be reflected in the following month's bill.