

AGREEMENT for Head Start Services for Program Year 2012-2013

A G R E E M E N T

THIS AGREEMENT is made and entered into by and between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”) and **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”.

1. DEFINITIONS: In addition to other terms which may be defined elsewhere in this Agreement, the following terms will have the meanings set forth in such subparagraph wherever used in this Agreement with the first letter of each capitalized.

A. “ACF” means the Administration For Children, Youth and Families.

B. “CFR” means the Code of Federal Regulations.

C. “Delegate Agency” means the Contractor or Contractor’s successor in interest with whom the City has contracted to operate a portion of the City’s Head Start Program.

D. “Denver’s Head Start Program” means a program or programs of the City and County of Denver that deliver Head Start services to certain children and their families living in Targeted Areas of the City and County of Denver (Head Start CFDA #93.600).

E. “Grant” means an award of financial assistance in the form of money, or property in lieu of money, by Federal Government through ACF to the City to operate Head Start Programs.

F. “Head Start” means a program of educational, social, psychological, health nutritional and parent education services to children and their families eligible to participate in Head Start programs under applicable guidelines of HHS.

G. “HHS” means the United States Department of Health and Human Services.

H. “Program Year” means the period of time designated by the ACF to the City to provide Head Start programs under the Grant (and is currently set as the calendar year beginning on July 1 and ending on June 30).

I. “Service Area” means the specific geographic areas within the City and County of Denver designated by the City as an area to be served under Denver’s Head Start Program by a Delegate Agency.

J. “Services” means the scope of services to be provided by the

Contractor as set forth in this Agreement and the Exhibits attached hereto relating to the provision of services to administer and operate Head Start program.

K. “Subcontractor” means any entity other than a Subdelegate that furnishes, to the Contractor or its Subdelegates or Vendors, services (other than Head Start professional services), goods or supplies under this Agreement.

L. “Subdelegate” means any entity retained by Contractor, by written agreement to operate all or part of the Contractor’s Head Start program on a professional basis as described in this Agreement but does not include Vendors or entities retained to provide goods, services or supplies under this Agreement.

M. “Targeted Areas” means the specific geographic areas within the City and County of Denver designated by ACF as areas to be served under Denver’s Head Start Program.

N. “Vendor” means, for purposes of this Agreement only, any entity retained by a Delegate Agency, by written subcontract, to provide a specified Head Start service on a professional basis for Denver’s Head Start Program and does not include Subdelegates or entities retained to provide goods, services or supplies under this Agreement.

2. COORDINATION AND LIAISON: The Contractor shall fully coordinate all services under the Agreement with the Director of the Denver Head Start Office (the “Director” and the “Head Start Office” respectively) or the Director’s Designee.

3. CONTRACT DOCUMENTS: This Agreement consists of Paragraphs 1 through 44, which precede the signature page, and the following attachments which are incorporated herein and made a part hereof by reference:

A. Exhibit A, Contractor’s Application and narrative to provide Head Start Services for program year 2012-2013.

B. Exhibit B, Contractor’s Budget.

C. Exhibit C, Calendar of Times and Days of Operations.

D. Exhibit D, Schedule for submission of reports.

E. Exhibit E, Certificate of Insurance.

F. Exhibit F, Site Locations.

G. Exhibit G, Section 20-76 of the Den. Rev. Mun. Code pertaining to Payment of Prevailing Wages.

The terms and conditions of paragraphs 1 through 44 hereof will control any contradictory or inconsistent terms and conditions that may be found or contained in

the above-referenced attached or incorporated in Exhibits.

4. TERM: The Agreement will commence on July 1, 2012, and will expire on December 31, 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.

5. SERVICES TO BE PERFORMED:

A. At the direction of the Director, or the Director's Designee, the Contractor shall diligently undertake, perform, and complete all of the Services and produce all the deliverables set forth on the Exhibits attached hereto to the City's satisfaction.

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

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

6. CONTRACTOR'S RESPONSIBILITIES: In addition to any and all obligations required by law or stated elsewhere in this Agreement or in any attachments hereto, the Contractor will:

A. Assist the City as requested in reviewing currently designated Head Start facilities and provide advice and input concerning any and all decisions about such facilities;

B. Communicate timely with the Head Start Director concerning the provision of services hereunder and attend and participate in meetings as requested by the Director or the Director's designated representative;

C. Ensure that all of Contractor's staff have adequate skills and experience for their respective functions and comply with the reasonable directions and requests of the City in implementing Head Start Services;

D. Permit the City or the ACF to carry out reasonable monitoring and evaluation activities and ensure the cooperation of the Contractor, its employees, agents, board members, and subcontractors in such efforts;

E. Obtain and maintain all applicable licenses, permits and authority required to provide services under this Agreement;

F. Establish and maintain efficient and effective records and record

keeping policies in accordance with the requirements prescribed by the federal government or reasonably required by the City for all matters covered by this Agreement to provide accurate and timely information regarding children, families, and staff, and will ensure appropriate confidentiality of this information;

G. Provide proper supervision of all children at all times and develop adequate methods for maintaining group control and handling individual behavior consistent with any and all City policies concerning developmentally appropriate practice(s). The Contractor will notify the Director without delay of any incidents that involve serious injury or death to a child enrolled in Head Start or otherwise receiving Head Start services regardless of cause and that occur on any of Contractor's Site Locations in accordance with the policy and procedures of the Denver Head Start Office as designated by the City and approved by the management team. Further, in addition to all requirements established by law, the Contractor will report without delay to the City and to any and all appropriate authorities, any incidents of suspected or known child abuse or neglect of a child enrolled in Head Start or otherwise receiving Head Start services.

H. Establish policies and procedures to secure and protect all Equipment and Controlled Assets, as such terms are defined below in paragraph 22.B, of this Agreement, purchased with funds provided under this Agreement, against theft, loss, damage, misuse or misappropriation. Contractor will further establish policies and procedures to safeguard electronic and computer information against theft, loss, damage, misuse, or misappropriation. Such policies and procedures will include but are not limited to methods to prevent the use of e-mail and Internet services for non-business purposes.

I. Operate Head Start programs as designated by the City and County of Denver and in accordance with the hours and days set forth on **Exhibit C**, the Calendar of Times and Days of Operation. If the Contractor determines it is in the best interests of children and families of children enrolled in the City's Head Start programs to change any service area assigned to the Contractor or the hours of operation from the hours stated in Exhibit C, it will, in writing, notify the Director and request the Director's approval of, the proposed new location or hours of operation and the reasons why the location or hours of operation should be changed (as appropriate). The Contractor's notice of proposed change will be delivered to the Director at least thirty (30) calendar days prior to the date the requested change is to be effective. Contractor will not deviate from its assigned service area or change any hours of operation until the City has approved in advance Contractor's notice of proposed change from assigned service area or hours of operation.

In the event of an emergency (an unforeseen event that endangers the health or safety of children enrolled in Contractor's Head Start programs), the Contractor may cease program operations for a limited period of time; provided, however, that Contractor will immediately take all necessary and appropriate measures to ensure that services are immediately reinstated for any and all children enrolled in

Contractor's Head Start programs that may be displaced as a result of an emergency. In the event that Contractor ceases program operations as a result of an emergency, the Contractor will notify the Director of the cessation in program operations, the site or facility where program operations ceased, the actions taken by Contractor in response to the emergency, and Contractor's estimate as to when services will be reestablished at the site where the emergency occurred, by telephone on the same day of cessation and in writing within five (5) business days of the day of cessation.

J. Maintain program operations for the length of the Program Year as set forth in Exhibit C. If the Contractor changes the length of the Program Year or deviates in any manner from Exhibit C, Contractor will obtain the written approval of the City at least thirty (30) calendar days prior to the date the requested change is to be effective. Failure to request the advance written approval of the City will be deemed to be a default under this Agreement and may result in the City invoking any or all remedies stated in paragraph 21 below.

K. Pursuant to applicable provisions of the Head Start Performance Standards, the Contractor will include in all Head Start meals those foods that conform to the "minimum standards" for meal patterns in accordance with any and all guidance issued by the ACF. Contractor will comply with all requirements stated in 45 C.F.R. 1304.23 as may be amended from time to time and will ensure that any and all subcontractors will comply with said provisions.

L. Comply with all directives of the City issued in the form of a City issued monitoring report within all timeframes designated in said City monitoring report. The Contractor will deliver to the City written confirmation of compliance with said directives on or before a date reasonably designated by the Director. If the Contractor cannot in good faith comply with any directive contained in a City monitoring report by the deadline established by the Director, the Contractor will notify the Director, on or before the deadline for written confirmation of compliance, in writing of the reasons why Contractor is unable to comply with a required directive and will propose a new date upon which the Contractor expects to comply with said directive. The Director will approve or disapprove of this new timeframe in writing.

7. COMPENSATION:

A. Budget: The City shall pay and the Contractor shall accept as the sole compensation for services rendered and costs incurred under the Agreement in accordance with the budget contained in Exhibit B.

B. Reimbursable Expenses: Except as set forth on Exhibit B, there are no reimbursable expenses allowed under the Agreement.

C. Invoices/Budget modifications.

(1) Contractor shall provide the City with a monthly invoice in a format and with a level of detail acceptable to the City including all supporting

documentation required by the City. Contractor will submit invoices monthly no later than the last business day of the following month for which Contractor seeks reimbursement. The Contractor will expend its allotted funds up to Maximum Contract Amount in accordance with the approved program narrative, budget documents and detailed budget categories. The City's Prompt Payment Ordinance, §§ 20-107 to 20-118, D.R.M.C., applies to invoicing and payment under this Agreement. The amounts invoiced by Contractor will be payable upon receipt and acceptance of designated work product as set forth herein and as fully documented by Contractor's periodic invoice. Funds payable by the City hereunder shall be distributed to the Contractor on a reimbursement basis only, for work performed during the prior month. Invoices submitted for services rendered that are submitted after such deadline are considered to be untimely, and must be submitted separately to be considered for payment. Payment for such late-submitted invoices shall be made only upon a showing of good cause for the late submission. Payments to the Contractor are subject to the submission of approved Contractor invoices to the City.

(2) The Contractor will abide by applicable City Law and Federal regulations at 45 CFR Parts 74.25 and 92.30 concerning any permitted modifications to Exhibit B, including any programmatic changes described therein prior to making such a change; provided, however, that no modification to Exhibit B will increase the Maximum Contract Amount. Any proposed modification of more than ten percent of the amounts listed on the line item categories listed on Exhibit B will not take effect unless and until it is approved in writing by both parties' authorized representatives, approved as to form by the City Attorney's office, and filed by the Head Start Office with the Denver Clerk and Recorder. Any such modification will contain the date upon which the modified budget will take effect and the City's Contract Control number stated on the signature page of this Agreement. Any modifications to Exhibit B that requires an increase to the Maximum Contract Amount will be memorialized in writing by revising and restating said exhibit and approved by the parties by a written Amendatory Agreement or new Agreement prepared and executed by both parties in the same manner as this Agreement.

D. Maximum Contract Amount:

(1) Notwithstanding any other provision of the Agreement, the City's maximum payment obligation will not exceed Seven Hundred Twelve Thousand Six Hundred Thirty Nine and 00/100 Dollars (\$712,639.00) (the "Maximum Contract Amount"). The City is not obligated to execute an Agreement or any amendments for any further services, including any services performed by Contractor beyond that specifically described in **Exhibit A**. Any services performed beyond those in Exhibit A are performed at Contractor's risk and without authorization under the Agreement.

(2) The City's payment obligation, whether direct or contingent, extends only to federal funds received for the Head Start program, appropriated annually by the Denver City Council, paid into the Treasury of the City, and encumbered for the purpose of the Agreement. The City does not by the Agreement irrevocably pledge present cash reserves for payment or performance in future fiscal years. The

Agreement does not and is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of the City.

E. Recovery of incorrect payments. The City has the right to recover from the Contractor any and all incorrect payments issued to the Contractor due to any omission, error, fraud, and/or defalcation including but not limited to applying a deduction from subsequent payments under this Agreement or other means of recovery by the City as a debt due to the City or otherwise as provided by law.

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 One Hundred Seventy Eight Thousand One Hundred Sixty Nine Dollars and XX Cents (\$178,169.00) as set forth in more detail in Exhibit B. 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**, the purposes identified in **Exhibit A**, or if reports of nonfederal share contributions, in whole or in part, are not provided by Contractor on a timely basis.

G. Expenditure Variance Reports. The Contractor will prepare and submit to the City, according to the schedule in Exhibit D or a date agreed upon in writing by the parties, a Expenditure Variance Report setting out in detail the following information: 1) a description by category of the amount and nature of all monies expended by Contractor during the budget period designated in the Contractor's Expenditure Variance Report; and 2) all non-federal share contributions made by Contractor during the budget period designated in Contractor's expenditure variances.

Every one of Contractor's Expenditure Variance Reports will be certified to be correct by an authorized representative of Contractor and will reference the Contract Control number of this Agreement as designated below on the City's signature page. Every one of Contractor's Expenditure Variance Reports will be submitted with official documentation evidencing, in detail, the nature and propriety of the charges including general ledgers, transaction listings, journals, invoices paid by the Contractor that

equals or exceeds One Thousand Dollars (\$1,000.00) for any transaction, time sheets, payrolls, receipts and any other document which may be pertinent in light of the nature of services to be performed under this Agreement and showing that services were performed within the period for which the payment is requested. Contractor will make available to the City and provide the City with a copy of any and all such documentation upon request.

H. Federal Funds Contingency/Appropriations. The Contractor understands that as of the date of the execution of this Agreement, the City has only received a notice of intent to award federal funds from the HHS for Head Start programs. In the event that the City is awarded funds in an amount less than the amount reflected in said notice of intent, then the total amount of compensation to be paid to the Contractor will be reduced and Contractor's Exhibit B will be revised accordingly. Moreover, it is acknowledged by the parties that if and when HHS issues the first official notice of financial award to the City to fund Head Start operations for Program Year 2012-2013, HHS may issue only a partial financial award for program costs for Program Year 2012-2013. If, during the term of this Agreement, HHS later issues official notice of financial award to further fund Head Start programs beyond the amount stated in the initial notice of intent, then such funds may only be disbursed to the Contractor through a written amendatory agreement executed by the parties in the same manner as this Agreement.

All payments under this Agreement, whether in whole or in part, are subject to and contingent upon the continuing availability of federal funds for the purposes of Head Start. In the event that federal funds, or any part thereof, are not awarded to the City or are reduced or eliminated by the federal government, the City may reduce the total amount of compensation to be paid to the Contractor by revising Exhibit B or it may terminate this Agreement.

I. Maximum Contract Liability.

(1) Notwithstanding any other provision of the Agreement, the City's maximum payment obligation will not exceed 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 Consultant beyond that specifically described in **Exhibit A**. Any services performed beyond those in Exhibit A are performed at Consultant's risk and without authorization under the Agreement.

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

8. REPORTS:

A. The Contractor will establish and maintain reporting systems in accordance with any and all policies, procedures and directives of the City concerning reporting requirements of delegate agencies and will require any and all Subdelegates and any Vendor to establish and maintain said reporting systems. In addition to any other reports required or requested under this Agreement, the Contractor will prepare and submit the following reports and will require any and all Subdelegates and, as directed by the Director, any Vendor to prepare and submit the following reports:

(1) **Enrollment Report.** The Enrollment Report will include the number of children actually enrolled by Contractor in Head Start programs by site and program option in the following categories: age, ethnicity, language, and gender. Contractor will monitor at all times the number of students it has enrolled for Head Start services and will promptly identify any and all vacancies. The Contractor will maintain at all times its funded enrollment level as designated by the City. If any vacancy occurs in any of Contractor's Head Start programs, the Contractor will fill such vacancy and no more than thirty (30) calendar days may elapse before the vacancy is filled. The Contractor may, however, to the extent permitted by 45 C.F.R. 1305.7(b), as may be amended from time to time, elect not to fill a vacancy when sixty (60) calendar days or less remain in the program's enrollment year. To the extent permitted by 45 C.F.R. 1305.4(b)(1), as may be amended from time to time, at least ninety percent (90%) of the children who are enrolled in each of Contractor's Head Start programs must be from low-income families whose income will not exceed 130% of poverty guidelines as established by the federal government. To the extent permitted by 45 C.F.R. 1305.4(b)(2), as may be amended from time to time, up to ten percent (10%) of the children who are enrolled by the Contractor may be children from families that exceed the low-income guidelines of the federal government but who meet the criteria that the ACF has established for selecting such children and who would benefit from Head Start services.

In the event that the Contractor determines that it has not maintained the designated number of enrolled students, the Contractor will include in the Enrollment Report a detailed explanation as to why such levels were not maintained and a detailed description of how Contractor will return said levels to the designated number. The Enrollment Report will be consistent with any format designated by the City;

(2) **Attendance Report.** The Attendance Report will include attendance for all approved program options on a monthly basis. Contractor will monitor at all times and report the monthly average daily attendance rate of students that it has enrolled for Head Start services in all program options. When the monthly average daily attendance rate in a center-based program falls below eighty-five percent (85%), the Contractor will, in accordance with 45 C.F.R. 1305.8, include in the Attendance Report a detailed explanation as to why such attendance rate was not maintained and a detailed description of how the Contractor will return the attendance

rate to the designated level, and the number of absences that occur on consecutive days. The Attendance Report will be consistent with any format designated by the City;

(3) **Personnel Report.** The Personnel Report will include quarterly and year to date employment status for all staff and contract employees performing Head Start duties, including the position held by such persons and a listing of which positions, if any, are unfilled. The Personnel Report will be consistent with any format designated by the City;

(4) **Expenditure Variance Report.** The Expenditure Variance Report will include the information designated in paragraph 7.E of this Agreement concerning monthly expenditures, invoices, and non-federal share match requirements. The Expenditure Variance Report will be consistent with any format designated by the City.

(5) **United States Department of Agriculture (USDA) Report.** The USDA Report will include a complete listing of all funds reimbursed to the Contractor by the U.S. Dept. Of Agriculture for the costs of providing meals for children enrolled in or otherwise served by Head Start programs and will be consistent with any format designated by the City;

(6) **Self-Assessment Report.** The Self-Assessment Report will include a description of the progress of work set forth in Exhibits A and B as well as an evaluation of the effectiveness of Contractor's management systems, child development and health services, family and community partnerships, program design and fiscal management operations information and will be consistent with any format designated by the City;

(7) **Administrative and Development Costs Report.** The Administrative and Development Costs Report will include an itemized description of all costs and expenses incurred relating to the administration and management of Head Start programs and will be consistent with any format designated by the City;

(8) **Other Reports.** The Contractor will prepare and submit any other report or information pertaining to the administration of Head Start programs and expenditure of Head Start funds as requested by the City; any and all official reports for federal, state and local governmental entities, as required by applicable law; and will prepare and maintain all records, statements and information as required by applicable federal, state and local laws for the purpose of carrying out the provisions of this Agreement or the Grant.

(9) **Inventory Report.** In accordance with paragraph 22.B below, the Contractor will establish and submit to the Head Start Director on a date designated by the Director, or the Director's designated representative, an annual inventory list, in such format as designated by the City's Head Start Director, of all Equipment and Controlled Assets purchased under this Agreement. The date for

submission of the Inventory Report may be set forth in Exhibit D or, if not contained therein, will be separately designated by the Director or the Director's designated representative.

B. The reports required in this paragraph 8 will be submitted in accordance with the schedule set forth in **Exhibit D**. If Contractor does not submit such reports in accordance with Exhibit D, the City may determine and find that such failure constitutes an act of noncompliance, a deficiency or an event of default and the City may invoke any remedy provided in this Agreement or otherwise available to the City by law. If Contractor does not submit such reports in accordance with Exhibit D and no further payments are due from the City, then such failure will automatically be deemed to be an event of default and the City may, in addition to any other remedies provided in this Agreement or available to the City by law, deny Contractor any future awards, grants, or contracts of any nature by the City.

9. PERFORMANCE MONITORING/INSPECTION: The Contractor will permit the Director or any other governmental agency authorized by law, or their respective authorized designees, to monitor all activities conducted by the Contractor pursuant to the terms of this Agreement and inspect any and all files, records, reports, policies, minutes, materials, books, documents, papers, invoices, accounts, payrolls and other data, whether in hardcopy or electronic format, relating to any matter covered by this Agreement. As the monitoring agency may in its sole discretion deem necessary or appropriate, such monitoring may consist of reviewing methods, procedures and practices, examining internal evaluation procedures, examining program data, on-site observation, on-site verification, formal and informal audit examinations, attending all meetings, hearings, or proceedings held by the Contractor, its Board of Directors, or its employees or any other reasonable procedures relating to the performance of services under this Agreement. All such monitoring and inspection will be performed in a manner that will not unduly interfere with the services to be provided under this Agreement. The Contractor will make available for inspection by the Director or the Director's designated representative any and all files, records, reports, policies, minutes, materials, books, documents, papers, invoices, accounts, payrolls and other data, whether in hardcopy or electronic format, relating to any matter covered by this Agreement.

10. STATUS OF CONTRACTOR: The Contractor is an independent contractor retained to perform professional or technical services for limited periods of time. Neither the Contractor nor any of its employees are employees or officers of the City under Chapter 18 of the Denver Revised Municipal Code, or for any purpose whatsoever.

11. EXAMINATION OF CONTRACTOR RECORDS:

A. Any authorized agent of the City including the City Auditor or the Auditor's representative, or any authorized agent of the federal government has the right to access and the right to examine any pertinent books, documents, papers and

records of the Contractor, involving transactions related to this Agreement until the latter of three (3) years after the final payment under the Agreement or expiration of the applicable statute of limitations.

B. The Contractor will keep true and complete records of all business transactions under this Agreement, will establish and maintain a system of bookkeeping satisfactory to the City's Auditor and give the City's authorized representatives access during reasonable hours to such books and records, except those matters required to be kept confidential by law. The Contractor agrees that it will keep and preserve for at least three (3) years all evidence of business transacted under this Agreement for such period.

C. The Contractor acknowledges that it is subject to any and all applicable regulations or guidance of the United States Office of Management and Budget including, but not limited to, all applicable laws, rules, regulations, policy statements, and guidance issued by the Federal Government (including the United States Office of Management and Budget), regarding audit requirements.

12. AUDIT REQUIREMENTS:

A. The Contractor will cause an annual single audit of Head Start services provided under this Agreement to be prepared by an independent auditor in accordance with applicable federal, state and City laws. Where required by applicable federal, state or city law, Contractor's auditor will provide an accounting certification that the audit was conducted in accordance with applicable standards set forth in the U.S. Office of Management and Budget ("OMB") circulars. All accounting practices will be in conformance with generally accepted principles.

B. Contractor will complete and deliver two copies of its audit report no later than six (6) months after the Contractor's prior budget year unless such time frames are extended in writing by the responsible HHS official. If the responsible HHS official extends said time frames, in writing, then Contractor's audit report will be submitted to the City at least two months prior to the new deadline. Contractor's agreements with any Subdelegates or any Vendor will contain a clause stating that Subdelegates or Vendors, as appropriate, are subject to the Audit Requirements of this Agreement or as may be imposed by federal, state and City law. Contractor's audit will either include an audit of Subdelegates and any Vendor, unless said Vendor has been exempted in writing by the Director, or Contractor will cause Subdelegates and, if directed in writing by the Director, any Vendor to provide separately their own independent audits. If a Subdelegate or Vendor conducts its own audit for Head Start services provided hereunder, then the Contractor will provide two copies of such audit or the portions that pertain to Head Start services along with Contractor's audit or portions thereof. Final financial settlement under this Agreement will be contingent upon receipt and acceptance of Contractor's audit and the audits of Contractor's Subdelegates and any Vendor.

C. If, as a result of any audit relating to the fiscal performance of

Contractor or its Subdelegates concerning Head Start programs, the City receives notice of any irregularities or deficiencies in said audits, then the City will notify the Contractor of such irregularities or deficiencies. The Contractor will correct all identified irregularities or deficiencies within the time frames designated in the City's written notice. If the identified irregularities or deficiencies cannot be corrected by the date designated by the City, then Contractor will so notify the City in writing and will identify a date that Contractor expects to correct the irregularities or deficiencies; provided, however, that if Contractor's notice is dated within thirty calendar days prior to the deadline established or permitted by the ACF, then Contractor's corrections will be made and submitted to the City on or before the fifth working day from said federal deadline. If corrections are not made by such date, then the final resolution of identified deficiencies or disputes will be deemed to be resolved in the City's favor unless the Contractor obtains a resolution in its favor from the responsible HHS official.

D. The Contractor will satisfy the requirements of the Single Audit Act of 1984, codified at 31 U.S.C. §7501, *et seq.*, (Law. Coop Supp. 1997), as may be further amended from time to time, and all applicable Office of Management and Budget Circulars including but not limited to Circular Nos. A-133 and A-110. If Contractor determines that it is not subject to the requirements of the Single Audit Act, it will notify the City in writing within ten (10) calendar days of its determination that it is not subject to the Single Audit.

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

14. INSURANCE:

A. If the Contractor is a "public entity" within the meaning of the Colorado Governmental Immunity Act, §24-10-101, *et seq.*, C.R.S., as amended ("Act"), the Contractor shall maintain insurance, by commercial policy or self-insurance, as is necessary to meet the Contractor's liabilities under the Act. Proof of such insurance shall be provided upon request by the City.

B. If the Contractor is not a "public entity" then, the following general conditions apply:

(1) General Conditions: Contractor agrees to secure, at or before the time of execution of this Agreement, the following insurance covering all operations, goods or services provided pursuant to this Agreement. Contractor shall keep the required insurance coverage in force at all times during the term of the Agreement, or any extension thereof, during any warranty period, and for three (3) years after termination of the Agreement. The required insurance shall be underwritten

by an insurer licensed or authorized to do business in Colorado and rated by A.M. Best Company as "A-"VIII or better. Each policy shall contain a valid provision or endorsement stating "Should any of the above-described policies be canceled or non-renewed before the expiration date thereof, the issuing company shall send written notice to Denver Risk Management, 201 West Colfax Avenue, Dept. 1105, Denver, Colorado 80202. Such written notice shall be sent thirty (30) days prior to such cancellation or non-renewal unless due to non-payment of premiums for which notice shall be sent ten (10) days prior." Additionally, Contractor shall provide written notice of cancellation, non-renewal and any reduction in coverage to the address above by certified mail, return receipt requested. If any policy is in excess of a deductible or self-insured retention, the City must be notified by the Contractor. Contractor shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this Agreement are the minimum requirements, and these requirements do not lessen or limit the liability of the Contractor. The Contractor shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement.

(2) Proof of Insurance: Contractor shall provide a copy of this Agreement to its insurance agent or broker. Contractor may not commence services or work relating to the Agreement prior to placement of coverage. Contractor certifies that the certificate of insurance attached as **Exhibit E**, preferably an ACORD certificate, complies with all insurance requirements of this Agreement. The City requests that the City's contract number be referenced on the Certificate. The City's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Agreement shall not act as a waiver of Contractor's breach of this Agreement or of any of the City's rights or remedies under this Agreement. The City's Risk Management Office may require additional proof of insurance.

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

(4) Subdelegates, Subcontractors and Subconsultants: All Subdelegates, Subcontractors and subconsultants (including independent contractors, suppliers or other entities providing goods or services required by this Agreement) shall be subject to all of the requirements herein and shall procure and maintain the same coverages required of the Contractor. Contractor shall include all such Subdelegates or Subcontractors as additional insured under its policies (with the exception of Workers' Compensation) or shall ensure that all such Subdelegates, Subcontractors and subconsultants maintain the required coverages. Contractor agrees to provide proof of insurance for all such Subdelegates, Subcontractors, and subconsultants upon request by the City.

(5) Workers' Compensation/Employer's Liability Insurance:

Contractor shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims. Contractor expressly represents to the City, as a material representation upon which the City is relying in entering into this Agreement, that none of the Contractor's officers or employees who may be eligible under any statute or law to reject Workers' Compensation Insurance shall effect such rejection during any part of the term of this Agreement, and that any such rejections previously effected, have been revoked as of the date Contractor executes this Agreement.

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

(7) Business Automobile Liability: Contractor shall maintain Business Automobile Liability with limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing services under this Agreement.

(8) Student Accident: Contractor will maintain limits of Fifty Thousand Dollars (\$50,000) per claim for participants in the Head Start Program.

(9) Additional Provisions:

(a) For Commercial General Liability and Excess Liability, the policies must provide the following:

- (i) Defense costs in excess of policy limits;
- (iii) A severability of interests, separation of insureds or cross liability provision; and
- (iii) A provision that coverage is primary and non-contributory with other coverage or self-insurance maintained by the City.

(b) For claims-made coverage:

- (i) The retroactive date must be on or before the contract date or the first date when any goods or services were provided to the City, under the terms of Agreement.

(c) Contractor shall advise the City in the event any general aggregate or other aggregate limits are reduced below the required per

occurrence limits. At their own expense, and where such general aggregate or other aggregate limits have been reduced below the required per occurrence limit, the Contractor will procure such per occurrence limits and furnish a new certificate of insurance showing such coverage is in force

(d) For all general liability, the policy must not contain an exclusion for sexual abuse or molestation, unless a separate policy covering this risk is provided and accepted by the City.

(10) Bond. If required by applicable federal law, the Contractor will obtain and keep in force during the term of this Agreement a fidelity bond, in form and surety acceptable to the City, conditioned upon the faithful and honest utilization and handling by the Contractor's employees and officers of all monies paid to the Contractor by the City pursuant to this Agreement, said bond to protect the City against any malfeasance or misfeasance with respect to such funds on the part of such persons. All appropriate federal officials will authorize any determination made by Contractor that such bond is not required by applicable federal law in writing.

15. DEFENSE AND INDEMNIFICATION:

A. Contractor hereby agrees to defend, indemnify, and hold harmless City, its appointed and elected officials, agents and employees for, against all liabilities, claims, judgments, suits or demands for damages to persons or property arising out of, resulting from, or relating to the work performed under this Agreement ("Claims"), unless such Claims have been specifically determined by the trier of fact to be due to the negligence or willful misconduct of the City. This indemnity has the broadest possible manner to indemnify City for any acts or omissions of the Contractor, its Subdelegates, Subcontractors, subconsultants, or Vendors, either passive or active, irrespective of fault, except for the negligence or willful misconduct of City.

B. Contractor's duty to defend the City arises at the time written notice of the Claim is first provided to City regardless of whether Claimant has filed suit on the Claim. Contractor's duty to defend and indemnify arises even if the City is the only party sued by Claimant or Claimant alleges that the City's negligence or willful misconduct was the sole cause of claimant's damages if the City in good faith alleges that the Claim arises from Contractor's acts or omissions under this Agreement.

C. Contractor shall defend any and all Claims brought or threatened against City concerning or related to this Agreement, and will pay on behalf of City, any expenses incurred by reason of Claims including, but not limited to, court costs and attorney fees incurred in defending and investigating Claims or seeking to enforce this indemnity obligation. These payments on behalf of City are in addition to any other legal remedies available to City and may not be considered City's exclusive remedy.

D. Insurance coverage requirements specified in this Agreement shall in no way lessen or limit the liability of the Contractor under the terms of this indemnification obligation. The Contractor shall obtain, at its own expense, any

additional insurance that it deems necessary for the City's protection.

E. This defense and indemnification obligation shall survive the expiration or termination of this Agreement.

16. TAXES, LATE CHARGES, AND PERMITS: The City is not liable for the payment of taxes, late charges or penalties of any nature, except for any additional amounts that the City may be required to pay under the City's prompt payment ordinance D.R.M.C. § 20-107, *et seq.* The Contractor shall promptly pay when due, all taxes, bills, debts and obligations it incurs performing the services under the Agreement and shall not allow any lien, mortgage, judgment or execution to be filed against City property.

17. ASSIGNMENT AND SUBCONTRACTING:

A. **By the City.** The City may assign or transfer this Agreement at its discretion or when required by the ACF.

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

Services subcontracted to Subdelegates under this Agreement shall be specified by written agreement and will be subject to each applicable provision of this Agreement and any and all applicable Federal and State Laws with appropriate changes in nomenclature in referring to such subcontract. The Contractor will submit proposed subcontract agreements to the Director for the Director's review and approval no later than thirty (30) calendar days prior to the commencement of the Program Year or the commencement date of the proposed contract whichever is later. Such consent of the City obtained as required by this paragraph shall not be construed to constitute a determination of approval of any cost under this Agreement, unless such approval specifically provides that it also constitutes a determination of approval of such cost. Any approved use of any Subdelegate or any Vendor will be on a reimbursement basis only.

18. DEFICIENCIES/NONCOMPLIANCE:

A. **Deficiencies.** The City has the right at all times to determine, in its sole discretion, that Contractor has one or more deficiencies ("Deficiencies"), as such term is defined at 45 C.F.R. Section 1304.3(a)(6) and as such section may be amended

from time to time. If the Director finds that the Contractor has Deficiencies, the Director will notify the Contractor in writing of such findings of Deficiencies (“Notice of Findings of Deficiencies”). The Notice of Findings will identify the Deficiencies to be corrected and will state that the Contractor is to correct the Deficiencies immediately or must instead develop a Quality Improvement Plan (the “Quality Improvement Plan”) to correct the Deficiencies.

B. Quality Improvement Plan to Correct Deficiencies. Upon receipt of the Notice of Findings of Deficiencies, the Contractor will correct all identified Deficiencies either immediately or pursuant to a Quality Improvement Plan. If the Contractor is to correct all identified Deficiencies immediately, the Contractor will verify in writing to the Director, no later than ten (10) calendar days from the date of actual completion of corrective action that Contractor corrected the Deficiencies and will state the measures taken to correct the Deficiencies.

If the Contractor is to develop a Quality Improvement Plan, the Contractor will submit to the Director for the Director’s approval, within ten (10) calendar days of the date of the Notice of Findings of Deficiencies, a Quality Improvement Plan that identifies all appropriate actions that the Contractor will undertake to correct each identified deficiency and the date that Contractor expects to complete the Quality Improvement Plan. Within thirty (30) calendar days of the date of receipt of Contractor’s proposed Quality Improvement Plan, the Director will notify the Contractor in writing of the Director’s approval or disapproval. If the Director disapproves of the Quality Improvement plan, the Director will inform the Contractor of the reasons why it so disapproved of the Quality Improvement Plan. If the Quality Improvement Plan is disapproved, the Contractor must submit a revised Quality Improvement Plan, making the changes necessary to address the reasons why the initial Quality Improvement Plan was disapproved. If the Director does not approve or disapprove of the Quality Improvement Plan within ten (10) calendar days of the date of receipt, the City will be deemed to have approved the Quality Improvement Plan.

Within three (3) business days of the date specified in the Quality Improvement Plan for the correction of each identified deficiency, the Contractor will verify in writing to the Director that it corrected each identified deficiency according to the Quality Improvement Plan and will further state the measures taken to correct each identified deficiency. If the Contractor does not complete the Quality Improvement Plan on or before the date designated for completion, the Contractor will provide written notice to the Director within twenty-four (24) hours of the date designated for completion and will state the reasons why the Contractor did not complete the Quality Improvement Plan and provide a new date of expected completion. Contractor’s notice of non-completion of the Quality Improvement Plan will not be deemed to be a waiver of Contractor’s obligations under the original Quality Improvement Plan. In no case will the deadline proposed in any Quality Improvement Plan exceed one year from the date that the Contractor received official notification of the deficiencies to be corrected.

C. Findings of Noncompliance. The City further reserves the right at

all times to determine, in its sole discretion, that the Contractor is not in compliance with any provisions of this Agreement which noncompliance does not constitute a deficiency, as such term is defined by the federal government for Head Start purposes, at 45 C.F.R. 1304.3(a)(6). If the Director finds that the Contractor is not in compliance with any provisions of this Agreement, the Director will notify the Contractor in writing of such findings of noncompliance ("Notice of Findings of Noncompliance"). The Notice of Findings will identify the areas of noncompliance to be corrected and will state the date upon which the Contractor is to correct the areas of noncompliance. If the Contractor is unable or unwilling to correct the specified areas of noncompliance within the time period designated by the City, then the City will issue a Notice of Findings of Deficiency which must be corrected, either immediately or pursuant to a Quality Improvement Plan in accordance with the procedures set forth in subparagraphs (a) and (b) of this paragraph 18.

19. REMEDIES: If the Contractor does not timely correct an identified deficiency within the specified timeframe, then the City may impose any or all of the following remedial actions, in addition to any and all other remedial actions authorized by law:

A. Withhold any or all payments to the Contractor, in whole or in part, until the necessary services or corrections in performance are satisfactorily completed;

B. Deny any and all requests for payment and/or demand reimbursement from Contractor of any and all payments previously made to Contractor for those services or deliverables that have not been satisfactorily performed and which, due to circumstances caused by or within the control of the Contractor, cannot be performed or if performed would be of no value to the City's Head Start program. Denial of requests for payment and demands for reimbursement will be reasonably related to the amount of work or deliverables lost to the City;

C. Suspend or terminate this Agreement, or any portion or portions thereof, upon thirty (30) calendar prior written notice to Contractor;

D. Deny in whole or in part any application or proposal from Contractor for refunding of a Head Start program for a subsequent program year regardless of source of funds;

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

F. Refuse to award Contractor, in whole or in part, any and all additional funds for expanded or additional services under the City's Head Start Grant;

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

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

20. OTHER GROUNDS FOR TERMINATION:

A. By the City.

1. The City has the right to terminate this Agreement upon thirty (30) calendar days' written notice to Contractor for any default by the Contractor under this Agreement other than the failure to correct an identified deficiency which default has not been cured within the thirty days.

2. The City further has the right to terminate this Agreement upon thirty (30) days' written notice for the convenience of the City or if the Grant is suspended or terminated, in whole or in part, by HHS.

3. Notwithstanding the preceding paragraphs, the City may terminate the Agreement, in whole or in part, if the Contractor or any of its officers or employees who have contact with Head Start children are convicted, plead *nolo contendere*, enter into a formal agreement in which they admit guilt, enter a plea of guilty or otherwise admit culpability to criminal offenses of violence, sexual assault, assault, battery, child abuse or endangerment, neglect of a child, child sexual assault, bribery, kick backs, collusive bidding, bid-rigging, antitrust, fraud, undue influence, theft, racketeering, extortion or any offense of a similar nature in connection with Contractor's business. Termination for the reasons stated in this paragraph is effective upon receipt of notice.

Contractor will timely notify the City in writing if any employee, agent or contractor of Contractor is convicted or found liable, pleads *nolo contendere*, enters into a formal agreement in which the person admits guilt or liability, enters a plea of guilty, or otherwise admits culpability or liability for crimes of violence, sexual assault, assault, battery, child abuse or endangerment, neglect of a child, child sexual assault, bribery, kickbacks, collusive bidding, bid-rigging, antitrust, fraud, undue influence, theft, racketeering, extortion or any offense of a similar nature, in connection with Contractor's business.

B. By the Contractor. The Contractor may terminate this Agreement for substantial breach by the City, including the failure to compensate Contractor timely for services performed under this Agreement, that has not been corrected within thirty (30) calendar days of Contractor's written notice to do so identifying the breach including but not limited to the City's failure to meet its obligations herein and if additional conditions are lawfully applied by HHS to the Grant and upon the City, and the Contractor is unable or unwilling to comply with such additional conditions, then the Contractor may terminate this Agreement by giving thirty (30) days' written notice signifying the effective date of termination. In such event, the City has the right to

require the Contractor to ensure that adequate arrangements have been made for the transfer of Contractor's activities to another Contractor or to the City. In the event of any termination, all property and finished or unfinished documents, data, studies, reports purchased or prepared by the Contractor under this Agreement will be disposed of according to HHS directives. Notwithstanding any other provision contained herein, the Contractor will not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the contract by the Contractor and the City may withhold reimbursement to the Contractor for the purpose of set-off until such time as the exact amount of damages due the City from the Contractor is agreed upon or otherwise determined.

C. Nothing in this Agreement gives the Contractor the right to perform services under this Agreement beyond the time when such services become unsatisfactory to the Director. If the Agreement is terminated with or without cause the Contractor will not have any claim against the City by reason of, or arising out of, incidental or relating to termination, except for compensation for work duly requested and satisfactorily performed as described in the Agreement. In the event that this Agreement is terminated prior to the expiration date specified in paragraph 4 above, Contractor will submit any and all outstanding reports or requested information within forty-five (45) calendar days of the date of early termination. In addition, if this Agreement is terminated, the City is entitled to and will take possession of all materials, equipment, tools and facilities it owns that are in the Contractor's possession, custody, or control by whatever method the City deems expedient.

21. PROCUREMENT:

A. Services and Supplies. All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The Contractor shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. The Contractor will establish written procurement services consistent with the "Procurement Standards" contained in 45 C.F.R. §§74.40 -74.48 or 45 C.F.R. §92.36 (whichever is applicable to the Contractor) and consistent with the requirements contained in this Section 21... "Services" means contractual services subject to formal and informal competition but which are not in their nature unique or which do not require a level of skill, training or expertise. Services for purposes of this Agreement do not include Head Start professional services or other professional services. "Supplies" means all tangible personal property other than Equipment as defined below. All procurement decisions for goods, services and supplies made by Contractor and its Subdelegates and any Vendor will be consistent with applicable federal, state, and City laws, statutes, executive orders and regulations. Contractor will further submit a copy of a list of the supplies to the City's Head Start Director upon the expiration of this Agreement or if this Agreement is terminated sooner then such list will be submitted to the Director within thirty (30) calendar days of the date of termination. Upon the expiration or earlier termination of this Agreement, all remaining Supplies will be returned to the City or disposed of, as the City will direct.

B. Equipment and Controlled Assets. “Equipment” means tangible personal property having a useful life of more than one year and an acquisition cost of Five Thousand Dollars (\$5,000.00) or more per unit. “Controlled Assets” means tangible personal property having an acquisition cost of no less than Five Hundred Dollars (\$500.00) and no more than Four Thousand, Nine Hundred Ninety-Nine Dollars and Ninety-Nine Cents (\$4,999.99) and tangible personal property that fall in the following categories: computers, laptops, scanners, facsimile machines, copiers, printers, video cameras, digital cameras, and capital leases with a present value of no less than Two Thousand, Five Hundred Dollars (\$2,500.00) and no more than Four Thousand, Nine Hundred Ninety-Nine Dollars and Ninety Nine-Cents (\$4,999.99).

Ownership of all Equipment and Controlled Assets purchased with funds paid under this Agreement by Contractor or Subdelegates or, any Vendor, if such Vendor is designated by the Director in writing, will be in the City and County of Denver. The Contractor will not dispose of any Equipment or Controlled Assets without the prior written approval of the City.

The preceding sentences will not be construed to preclude normal or routine use and consumption of goods and supplies purchased by Contractor or Subdelegates or Vendors, if appropriate, in the provision of Head Start services under this Agreement. Upon the expiration or earlier termination of this Agreement, all Equipment and Controlled Assets purchased with funds under this Agreement will be returned to the City or disposed of, as the City shall direct. The Contractor will establish and submit to the Head Start Director an annual inventory list, in such format as designated by the City’s Head Start Director, of all Equipment and Controlled Assets purchased under this Agreement. Contractor will update said inventory list as necessary on a timely basis. The inventory will specify the location of all Equipment and Controlled Assets so purchased. The Contractor will also cause its Subdelegates and, if directed by the Director in writing, any Vendor to establish and maintain a similar list for all Equipment and Controlled Assets purchased with funds provided under this Agreement.

C. Real Property. Contractor will not use Head Start funds to purchase or otherwise acquire title to real property without the prior written consent of the City. Any proposed transaction to acquire title to real property will be made in conformance with applicable federal laws and any and all requirements as may be designated by the City.

22. SUBJECT TO ACF APPROVAL: This Agreement is subject to the approval of the responsible HHS official in accordance with the provisions of the CFR.

23. SITE LOCATIONS, LEASES AND LICENSES:

A. Site Locations/Leases. The Contractor will operate Head Start programs at the facilities and locations identified on **Exhibit F**, entitled Site Locations. The Contractor will be responsible for executing any and all leases or amendments of leases of the real property and/or facilities designated on Exhibit F. The Contractor will

maintain, and will cause any and all Subdelegates to maintain, copies of all leases and amendments thereto executed in the performance of services under this Agreement, and will deliver copies thereof to the City upon request.

B. Changes to Site Locations. If the Contractor or any employee determines that it is necessary to move, change or operate a Head Start program in any other facility or location, it will notify the Director in writing within fourteen (14) calendar days of the date of such determination and will provide an explanation as to the reason why the move, change or new operation should be undertaken. The Contractor will not move, change or operate any Head Start program in any other facility or location, unless the City has approved of such move, change or operation in writing, in advance of any contractual obligation and occupancy by the Contractor of such new facility.

C. Smoke and Toxin Free Facilities. All Head Start Sites and facilities operated by the Contractor and its Subdelegates and any Vendor will comply with the provision of 45 C.F.R. Part 1304.53, as may be amended from time to time, which requires all Head Start facilities and locations to be free of toxins. The Contractor will further provide a smoke free environment for all Head Start children and adults consistent with ACF Program Instruction #ACYF-PI-HS-95-04, as may be amended from time to time, and any and all policies of the City concerning the use or sale of tobacco in Head Start or City facilities, may be amended from time to time. No class will be operated in a facility that does not comply with 45 C.F.R. 1304.53, ACF Program Instruction #ACYF-PI-HS-95-04, or any applicable City policies. No class will be operated in a facility that is not a smoke or toxin free facility.

D. Licensing of Site Locations. The Contractor will obtain and maintain any and all required and appropriate licenses to operate Head Start programs. No site location will be opened and no Head Start funds will be paid to the Contractor if the Contractor does not have in place, prior to opening each site location and maintaining throughout the term of this Agreement, any and all required and appropriate license for each and every site location. The Contractor will provide the Director with a copy of current licenses maintained by the Contractor for each site location identified in Exhibit F. In addition, the Contractor will secure, post and maintain in its files copies of current health inspection reports for each kitchen facility utilized in the preparation of food for each site location identified in Exhibit F. If, at any time during the term of this Agreement, any such health clearance or license is revoked, suspended or modified, or if the Contractor in any other manner loses the clearance or license, the Contractor will give immediate written notice to the Director. In such an event, the City may, in its sole discretion, order corrective action or suspend or terminate this Agreement. Head Start funds will not be paid to the Contractor to operate a Head Start Program in a site location that is not covered by the aforementioned clearances and/or licenses. If Contractor receives any order, direction, notice or other communication concerning the licensing of any site location assigned to the Contractor by the City, the Contractor will be solely responsible for taking any and all action required to maintain all licenses in good standing. The Contractor will submit a copy to the Director of all such orders, reports, direction, notices or communications within twenty-four (24) hours of

Contractor's receipt thereof. The Contractor will notify the Director in writing within twenty-four (24) hours of Contractor's receipt of any notice of immediate closure of any site location assigned to the Contractor by the City. The Contractor will comply by the required date and time. The City reserves the right to require Contractor to cease or suspend program operations at any time if the City determines that a danger exists to the health, safety or well-being to the children enrolled in Head Start programs.

24. COMPLIANCE WITH APPLICABLE LAWS: Contractor shall perform or cause to be performed all services in full compliance with all applicable laws, rules, regulations and codes of the United States, the State of Colorado; and with the Charter, ordinances, rules, regulations and Executive Orders of the City and County of Denver whether or not specifically referenced herein. In particular, the Contractor will perform the duties and satisfy the requirements of the following laws, regulations, and policies as may be amended from time to time:

- A. The Head Start Act as codified at 42 U.S.C. 9801, *et seq.*;
- B. 45 CFR Part 1301 through 1311, including all regulations referenced therein;
- C. All information memoranda, program guidance, instructions or other written documentation issued by the federal government concerning the operation of Head Start programs or the expenditure of federal funds;
- D. 45 CFR Part 16, 74, 80, and 92;
- E. The Drug-Free Workplace Act of 1988 as codified at 41 U.S.C. 701, *et seq.*;
- F. City and County of Denver Executive Order No. 94 concerning the use, possession or sale of alcohol or drugs. The Contractor, its officers, agents and employees will cooperate and comply with the provisions of Executive Order 94 and Attachment A thereto concerning the use, possession or sale of alcohol or drugs. Violation of these provisions or refusal to cooperate with implementation of the policy can result in the City barring the Contractor's personnel from City facilities or participating in City operations;
- G. "New Restrictions on Lobbying" as set forth in implementing regulations 45 C.F.R. Part 93. Contractor assures and certifies that: No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

If any funds other than Federal appropriated funds have been paid or will

be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

H. U.S. Executive Order 12549, Debarment and Suspension implemented at 2 C.F.R. Part 180. By its signature below, the Contractor assures and certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. The Contractor will provide immediate written notice to the Director if at any time it learns that its certification under this subparagraph was erroneous when submitted or has become erroneous by reason of changed circumstances. If the Contractor is unable to certify to any of the statements in the certification contained in this subparagraph, the Contractor will provide a written explanation to the City within thirty (30) calendar days of the date of execution of this Agreement. Furthermore, if Contractor is unable to certify to any of the statements in the certification contained in this subparagraph, the City may pursue any and all available remedies available to the City including but not limited to terminating this Agreement immediately upon written notice to Contractor.

Contractor will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction" as such clause is set forth at 2 C.F.R. Part 180, in all covered transactions associated with this Agreement. The Contractor is responsible for determining the method and frequency of its determination of compliance with Executive Order 12549 and its implementing regulations;

I. The Americans with Disabilities Act as codified at 42 U.S.C. 12101, *et seq.*;

J. City and County of Denver policy concerning nondiscrimination in employment. In connection with the performance of work under this Agreement, the Contractor agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and the Contractor further agrees to insert the foregoing provision in all subcontracts hereunder;

K. All circulars of the U.S. Office of Management and Budget ("OMB");

L. All policies and procedures set forth in the City and County of Denver, Denver Head Start Office, Policy Manual;

M. Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975; and

N. 40 U.S.C. Section 276a-a(7) (2000), the Davis-Bacon Act or to the extent that the Davis-Bacon Act is deemed not to apply to this Agreement, Section 20-76 of the Den. Rev. Mun. Code pertaining to Payment of Prevailing Wages. Section 20-76 of the Den. Rev. Mun. Code is attached hereto and marked as **Exhibit G**.

O. No Employment of Illegal Aliens to Perform Work Under the Agreement:

1. This Agreement is subject to Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Code, and any amendments (the "Certification Ordinance").

2. The Contractor certifies that:

(a) At the time of its execution of this Agreement, it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement.

(b) It will participate in the E-Verify Program, as defined in § 8-17.5-101(3.7), C.R.S., to confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.

3. The Contractor also agrees and represents that:

(a) It shall not knowingly employ or contract with an illegal alien to perform work under the Agreement.

(b) It shall not enter into a contract with a subconsultant or subcontractor that fails to certify to the Contractor that it shall not knowingly employ or contract with an illegal alien to perform work under the Agreement.

(c) It has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement, through participation in the E-Verify Program.

(d) It is prohibited from using the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligations under the Agreement, and that otherwise requires the Contractor to comply with any and all federal requirements related to use of the E-Verify Program including, by way of example, all program requirements related to employee notification and preservation of employee rights.

(e) If it obtains actual knowledge that a subconsultant or subcontractor performing work under the Agreement knowingly employs or contracts with an illegal alien, it will notify such subconsultant or subcontractor and the City within three (3) days. The Contractor will also then terminate such subconsultant or subcontractor if within three (3) days after such notice the subconsultant or

subcontractor does not stop employing or contracting with the illegal alien, unless during such three-day period the subconsultant or subcontractor provides information to establish that the subconsultant or subcontractor has not knowingly employed or contracted with an illegal alien.

(f) It will comply with any reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S, or the City Auditor, under authority of D.R.M.C. 20-90.3.

4. The Contractor is liable for any violations as provided in the Certification Ordinance. If Contractor violates any provision of this section or the Certification Ordinance, the City may terminate this Agreement for a breach of the Agreement. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the City. Any such termination of a contract due to a violation of this section or the Certification Ordinance may also, at the discretion of the City, constitute grounds for disqualifying Contractor from submitting bids or proposals for future contracts with the City.

25. AGREEMENT AS COMPLETE INTEGRATION-AMENDMENTS: The Agreement is the complete integration of all understandings between the parties as to the subject matter of the Agreement. No prior or contemporaneous addition, deletion, or other modification has any force or effect, unless embodied in the Agreement in writing. No subsequent novation, renewal, addition, deletion, or other amendment will have any force or effect unless embodied in a written amendment to the Agreement properly executed by the parties. No oral representation by any officer or employee of the City at variance with the terms of the Agreement or any written amendment to the Agreement will have any force or effect or bind the City. The Agreement is, and any amendments thereto will, be binding upon the parties and their successors and assigns. Amendments to this Agreement will become effective when approved by both parties and executed in the same manner as this Agreement.

26. CONFLICT OF INTEREST:

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

B. The Contractor shall not engage in any transaction, activity or conduct that would result in a conflict of interest under the Agreement. The Contractor represents that it has disclosed any and all current or potential conflicts of interest which shall include transactions, activities or conduct that would affect the judgment, actions or work of the Contractor by placing the Contractor's own interests, or the interests of any party with whom the Contractor has a contractual arrangement, in conflict with those of the City. The City, in its sole discretion, will determine the existence of a conflict

of interest and may terminate the Agreement in the event it determines a conflict exists, after it has given the Contractor written notice describing the conflict. The Contractor will have thirty (30) days after the notice is received to eliminate or cure the conflict of interest in a manner which is acceptable to the City.

27. NOTICES:

All notices required by the terms of the Agreement must be hand delivered, sent by overnight courier service, mailed by certified mail, return receipt requested, or mailed via United States mail, postage prepaid, if to Contractor at the address first above written, and if to the City at:

Director, Denver's Head Start Office
201 West Colfax Avenue, Dept. 1105
Denver, Colorado 80202

With a copy of any such notice to:

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

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

28. DISPUTE RESOLUTION: Disputes, except disputes involving termination of this Agreement, concerning a question of fact arising under this Agreement which cannot be resolved by the representatives designated by the Director and the Contractor will be resolved by administrative hearings pursuant to the procedure established by Denver Revised Municipal Code 56-106(b)-(f). Under this administrative hearing procedure, the City official rendering a final determination will be the Executive Director of the Mayor's Office for Education and Children. Disputes concerning a decision by the City to terminate this Agreement will be resolved by the procedure established by 45 CFR 1303.20, as may be amended from time to time. Pending final resolution of a dispute not involving termination, the Contractor will proceed diligently with the performance of its obligations under this Agreement and in accordance with the decision of the Director's designated representative.

29. GOVERNING LAW; VENUE: The Agreement will be construed and enforced in accordance with applicable federal law, the laws of the State of Colorado, the Charter and Revised Municipal Code of the City and County of Denver, and the ordinances, regulations and Executive Orders enacted or promulgated pursuant to the

Charter and Code. The Charter, Revised Municipal Code and Executive Orders of the City and County of Denver are expressly incorporated into the Agreement. Venue for any legal action relating to the Agreement will be in the District Court of the State of Colorado Second Judicial District.

30. CONFIDENTIALITY:

A. Confidential Information. The Contractor will observe and abide by, and will cause its Subdelegates to observe and abide by, all applicable Federal, State, and local laws, regulations, executive orders, and policies governing the use or disclosure of confidential information concerning Denver's Head Start Program. During the term of this Agreement, the parties may have access to information or a proprietary nature owned or developed by, or licensed to, the other party, which includes information concerning systems, programs, processes and methods used by the parties, and other information marked "confidential," or "not for public disclosure" (collectively, the "Information"). The receiving party will use the Information only for the administration of Head Start programs and will not in any way disclose, disseminate, publish, or reveal to any person or use for its own benefit, any of the Information which the receiving party obtains and which the receiving party has been notified is confidential commercial or financial information, except to the extent permitted or required by applicable Federal, State and local laws, regulations, executive orders, and policies, to the City for purposes of monitoring and evaluating Contractor's performance under this Agreement, to other government agencies as may be required for reporting or monitoring purposes, or to a person who has obtained an order of a court of competent jurisdiction requiring such disclosure. Either party during or after the term of this Agreement, may take all actions that it reasonably deems necessary to preserve the confidentiality of the Information including its intervention in any legal proceeding concerning the Information's use or disclosure.

In the event that the Contractor is required to access third party data that includes protected medical records from a third party provider or is required to provide client records that includes protected medical records to the City for purposes of monitoring and evaluating the Contractor's performance under this Agreement, then the Contractor agrees to coordinate with the Agency's staff and the client in obtaining any necessary authorization for release forms.

B. Trademarks/Copyrights. Each party to this Agreement acknowledges the validity of the other party's servicemarks, trademarks, tradenames, patents, or copyrights, if any, and will not in any way infringe upon or otherwise harm the other party's rights or interests in such property.

C. Open Records. The parties understand that all material provided or produced under this Agreement may be subject to the Colorado Open Records Act, § 24-72-201, *et seq.*, C.R.S. (2011), and that in the event of a request to the City for disclosure of such information, the City will advise the Contractor of such request in order to give the Contractor the opportunity to object to the disclosure of any of its

proprietary or confidential material. In the event of the filing of a lawsuit to compel such disclosure, the City will tender all such material to the court for judicial determination of the issue of disclosure and the Contractor agrees to intervene in such lawsuit to protect and assert its claims of privilege and against disclosure of such material or waive the same.

31. INTELLECTUAL PROPERTY RIGHTS:

A. License of City's Intellectual Property. The City hereby grants a non-exclusive limited license to the Contractor to use for Head Start purposes only and Head Start program related materials, text, logos, documents, booklets, manuals, references, guides, brochures, applications, forms, advertisements, photographs, data, ideas, methods, inventions, and any other work or recorded information furnished by the City to the Contractor for purposes of this Agreement, whether in preliminary or final forms and on any media whatsoever (collectively, "Materials"). The Contractor may reproduce the Materials, add to them, combine them or otherwise modify them only for purposes of administering Head Start programs. Any other addition, combination or modification will require the prior written permission of the Director. The Contractor, upon the expiration or earlier termination of this Agreement, will return all such Materials and copies thereof or will provide written verification that all such Materials and copies thereof have been destroyed by Contractor. Upon the expiration or earlier termination of this Agreement, the Contractor will have the right to make any other use of the Materials or any copies thereof.

B. New Works. The Contractor will not copyright, trademark or patent any work, materials, devices, methods, processes, or products ("Original Works") developed by Contractor as a result of the services provided under this Agreement without the prior written approval of the City and if required by the federal government. Upon approval, the City will have a non-exclusive and irrevocable license to reproduce, publish or otherwise use or authorize the use of any copyrighted material.

The Contractor will disclose all such Original Works to the City. To the extent permitted by the U.S. Copyright Act, 17 USC § 101 *et seq.*, the Original Works will be considered a "work made for hire," and all ownership of copyright in the Original Works will vest in the City at the time the Original Works are created. In the event that this Agreement is determined by a court of competent jurisdiction not to be a work for hire under the federal copyright laws, this Agreement will operate as an irrevocable assignment by the Contractor to the City of the copyright in the Original Works including all rights thereunder in perpetuity. Under this irrevocable assignment, the Contractor hereby assigns to the City the sole and exclusive right, title, and interest in and to the program, without further consideration, and agrees to assist the City in registering from time to time enforcing all copyrights and other rights and protections relating to the program in any and all countries. The Contractor, upon the expiration or earlier termination of this Agreement, will return all such Original Works and copies thereof and the Contractor will have no right to make any other use of this material.

32. LEGAL AUTHORITY: Contractor represents and warrants that it possesses the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, to enter into the Agreement. Each person signing and executing the Agreement on behalf of Contractor represents and warrants that he has been fully authorized by Contractor to execute the Agreement on behalf of Contractor and to validly and legally bind Contractor to all the terms, performances and provisions of the Agreement. The City shall have the right, in its sole discretion, to either temporarily suspend or permanently terminate the Agreement if there is a dispute as to the legal authority of either Contractor or the person signing the Agreement to enter into the Agreement.

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

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

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

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

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

38. PARAGRAPH HEADINGS: The captions and headings set forth herein are for convenience of reference only, and shall not be construed as to define or limit the terms and provisions hereof.

39. SEVERABILITY: Except for the provisions of the Agreement requiring appropriation of funds and limiting the total amount payable by the City, if a court of competent jurisdiction finds any provision of the Agreement or any portion thereof to be

invalid, illegal, or unenforceable, the validity of the remaining portions or provisions will not be affected, if the intent of the parties can be fulfilled.

40. NO AUTHORITY TO BIND CITY TO CONTRACTS: The Contractor lacks any authority to bind the City on any contractual matters. Final approval of all contractual matters that purport to obligate the City must be executed by the City in accordance with the City's Charter and the D.R.M.C.

41. CITY EXECUTION OF AGREEMENT: This 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.

42. LAWSUITS: The Contractor will notify the City in writing within seven (7) calendar days of the date upon which any legal action or proceeding connected with or related to this Agreement is initiated by or brought against Contractor.

43. COUNTERPARTS OF THIS AGREEMENT: This Agreement may be executed in counterparts, each of which is an original and constitute the same instrument.

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

Exhibit List follows

Exhibits to Head Start/Delegate Agency Agreement

1. Exhibit A, Contractor's Application and narrative to provide Head Start Services for program year 2012-2013.
2. Exhibit B, Contractor's Budget.
3. Exhibit C, Calendar of Times and Days of Operations.
4. Exhibit D, Schedule for submission of reports.
5. Exhibit E, Certificate of Insurance.
6. Exhibit F, Site Locations.
7. Exhibit G, Section 20-76 of the Den. Rev. Mun. Code pertaining to Payment of Prevailing Wages.

Contract Control Number:

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 _____

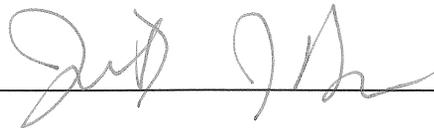
By _____

By _____



Contract Control Number: MOEAI-201205675-00

Contractor Name: CATHOLIC CHARITIES AND COMMUNITY SERVICE

By: 

Name: Jonathan J. Reyes
(please print)

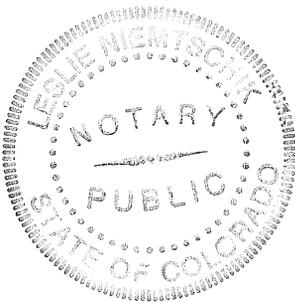
Title: President / CEO
(please print)

ATTEST: [if required]

By: 

Name: Leslie Niemtschik
(please print)

Title: HR Coordinator
(please print)



**Catholic Charities Head Start Grant Application
Narrative – 2012-2013**

1. Objectives, Need for Assistance, and Geographic Area:

Catholic Charities is one of six delegate agencies providing Head Start services for Denver's Great Kids Head Start. We are funded to serve 224 Head Start children and do so by providing quality full day, full year child care services to 60 children in 2 of our child care centers: The Child Development Center and Margery Reed Mayo Day Nursery. Sixty children are provided the double session option at Mi Segunda Casa Head Start and Little Munchkins Head Start and ninety two children are served in the part-day option at Garfield Head Start, Kentucky Head Start and Margery Reed Mayo. Our combination program serves 12 children and families and holds classroom sessions at Kentucky Head Start.

The Denver's Great Kids Head Start updated the Community Assessment this year and the conclusions and recommendations confirm our commitment to support children and families from linguistically and culturally different backgrounds. The information from the annual update of the Community Assessment does not indicate the necessity to make changes to the six areas listed in 45 CFR 1305.3(c) as they were addressed in our first-cycle grant application.

2. Program Approach and Results or Benefits Expected

A. Catholic Charities also did not find any information during the annual updating of the Community Assessment which would necessitate changes in our previously stated long range and short term goals and objectives.

B. Catholic Charities has experienced a change in key staff this year and is proposing a slight change in the administrative team structure. The Disabilities and Mental Health Coordinator resigned his position with Catholic Charities. This position has coordinated the disability services and mental health services for our Head Start children. Several years ago we created a Mental Health Specialist position to ensure mental health services for our Early Head Start children and families. At this time we would like to have our Mental Health Specialist oversee all mental health. The Mental Health Specialist and the Disabilities Coordinator will be considered a "team" and will work very closely together, as well as collaboratively with our contracted disability service provider, Part C providers, mental health contracted service providers, and community agencies. The Mental Health Specialist is a Licensed Clinical Social Worker and has over 10 years of experience working with families and children. Catholic Charities is in the process of hiring a Disabilities Coordinator.

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

Goal 1: Family Centered Services-To develop a framework of education and resources that support linguistically and culturally responsive family literacy strategies for families and staff.

Objective	PROGRESS
<p>To provide resources and support to parents who want to learn to speak English.</p>	<p>49 Head Start parents have enrolled in the MATT Maestro en Casa program with Denver Public Schools. MATT Maestro en Casa is a practical and simple English-language learning and life skills program over the radio. Basic English lessons will be broadcasted over the radio 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. There are a total of six different workbooks that the participant will use to follow along with the radio classes: Introduction, Healthcare, Finances, In the Workplace, Education, and Citizenship. Participant will receive all 6 booklets when they register for the program. Participants have the opportunity to take an exam at the end of the program. Those participants who successfully pass the exam will also receive a diploma on April 11th, 2012 during a reception.</p> <p>Financial literacy workshops have been presented to families at parent meetings.</p>
<p>To provide resources for parents who are looking for employment.</p>	<p>The Imagemakers, Ink, a career coaching and consulting firm, presented a series of workshops for parents, held at our two large sites. This series of workshops included sessions of Career Dreaming, Effective Resumes, Job Search Techniques, and Interviewing.</p> <p>Several parents have utilized the Denver Office of Economic Development's Workforce Center to search for employment as well as complete a career assessment, enhance job readiness (resume writing, interview skills, etc.), and explore job training/education opportunities.</p>
<p>To assist parents in their role as their child's primary teacher.</p>	<p>Family Service staff have had an initial introduction to the Parent, Family, and Community Engagement Framework and are looking at the next steps to engage parents, families and the community to achieve better outcomes for children and families. We believe that this project will assist us in implementing the Pyramid Model as both projects are focused on positive relationships.</p> <p>Parents from all of our centers have been offered <i>The teaching Pyramid Model Trainings</i>. The trainings are in process and numbers of participating parents will be available later in the year.</p>

	<p>New Back PACTTs were provided as well as training for staff on how to use the Back PACTTs with parents to assist parents in their role as their child's primary teacher. Existing Back PACTTs are updated and the materials are renewed each year so that the variety of topics continuously grows.</p> <p>Family Service Workers have assisted parents to enroll in Colorado Bright Beginnings. Their mission is to provide a bright beginning for all Colorado children by helping families support their children's physical, emotional, and intellectual development during the critical first three years of life.</p> <p>Colorado Bright Beginnings' programs are free for all Colorado parents and are available in both English and Spanish. Parents are given a bag of valuable books and materials that help educate and support them as parents. Our programs are focused on the parents and their needs by creating an interactive visit experience.</p> <p>The Colorado Bright Beginnings' programs provide accurate, research-based information, education, connections to community resources, and support for parents to make the best decisions for their child's development. The programs provide families with information, community resources and support to give their children the best start in life.</p>
<p>To provide support for the most vulnerable families: homeless, foster care, and kinship families.</p>	<p>Our Head Start program has worked closely with Catholic Charities Samaritan House and Foster-Care program to provide support and full day Child Care and Head Start services to some of Denver's neediest children, those that are homeless living in shelters, and those that are living with foster care parents.</p>

Goal 2: Community Health and Treatment-To promote physical and mental health and wellness for families, staff, and communities.

Objective	Progress
<p>To increase our awareness of national and local nutrition practices concerning the efforts to reduce childhood obesity.</p>	<p>The Health Services Manager attended the conference on Childhood Obesity last summer and is designing a Health Advisory meeting on the topic.</p> <p>The DGKHS Nutrition Consultant assisted staff from Catholic Charities in creating new menus incorporating the latest research and the upcoming new requirements for children's meals. We hope to introduce the new meals to children this spring.</p> <p>Our center's monthly newsletters include information and a calendar that promotes good nutrition and healthy kids. The information is in English and Spanish and comes from the</p>

	<p>Nourish Interactive website (www.nourishinteractive.com). Nourish Interactive is a free one stop resource for fun nutrition games for kids, interactive nutrition tools and tips for parents and health educators to use to promote healthy living for the whole family. Created by nutrition and health care professionals, Nourish Interactive' s nutrition education website gives children and families the knowledge and skills they need to make healthy choices.</p> <p>In addition, Dee Jurgens from the Colorado State University Extension office in Denver presented the Expanded Food and Nutrition Education Program (EFNEP) at several parent meetings. The mission of EFNEP is to assist limited-resource audiences in acquiring the knowledge, skills, attitudes and changed-behavior necessary for nutritionally sound diets, and to contribute to their personal development and the improvement of the total family diet and nutritional well-being.</p> <p>The Expanded Food and Nutrition Education Program (EFNEP) in Colorado teaches participants healthy food choices for their families, how to be physically active and how to stretch their food dollars. This leads to savings for the community on food assistance programs, lowered health care and public assistance costs, and a decrease in the burden on social healthcare resources like Medicare. An increase in resilience and self-confidence among participants also leads to increased pride of community and better neighborhoods.</p> <p>Staff have been given monthly activity charts for children and families to support an active living style from the HSBS website as well as the Healthy Nutrition and Snack pages in English and Spanish.</p> <p>A Health Fair for staff was held during our annual preservice. The Health Fair included interactive booths (Herb Gardening, Natural Beauty Products, Neck Pillows/Heating Pads, Healthy snacks, VNA-Biometrics, Germ Busters, Total Oral Prevention Strategies), informational tables (Health and Beauty, Optimal Wellness, Winter Health Care, Stress, Immunity & Disease, Nutrition, Oral Health, Emergency Preparedness, Smoking Cessation, and Breast & Testicular Health), and health screening conducted by the Visiting Nurses Association (blood pressure, BMI, tuberculosis testing, blood screening including lipids panel and blood sugar with individual health counseling after all results were recorded).</p>
<p>To enhance children's self-esteem and mental wellness.</p>	<p>The Pyramid Model helps us accomplish this objective with the base of the pyramid being healthy and secure relationships which in turn establish and or stabilize self-esteem and mental wellness.</p> <p>Catholic Charities has continued to focus on the Pyramid Model</p>

	<p>to promote social/emotional development. The Denver Mental Health team has implemented a mentoring/coaching program in all of our Head Start classrooms this year. All classrooms have had a Teaching Pyramid Observation Tool (TPOT) completed this year helping to assess long and short term goals individualized for each classroom. Coaching and mentoring are provided by the DHMH team to assist each classroom teaching team in meeting their goals.</p> <p>Developmental planning meetings with Catholic Charities staff, Denver Health Mental Health (DHMH), and Sewall staff are held monthly for all classrooms.</p>
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Goal 3: Prepared Children-To prepare children, within an inclusive environment, in the developmental areas (social/emotional, cognitive, language development, literacy and math) to succeed in school and the community.

Objective	Progress
<p>To prepare children to succeed in school and in the community by promoting their social/emotional development.</p>	<p>The Pyramid Model helps us accomplish this objective with the base of the pyramid being healthy and secure relationships which in turn establish and or stabilize self-esteem and mental wellness.</p> <p>Catholic Charities has continued to focus on the Pyramid Model to promote social/emotional development. The Denver Mental Health team has implemented a mentoring/coaching program in all of our Head Start classrooms this year. All classrooms have had a Teaching Pyramid Observation Tool (TPOT) completed this year helping to assess long and short term goals individualized for each classroom. Coaching and mentoring are provided by the DHMH team to assist each classroom teaching team in meeting their goals.</p> <p>When compiling the assessment data from Fall to Winter for both three and four year olds, the social emotional domain was the fastest growing domain. Three year olds grew at 10% and 4 year olds grew at 8%. We believe that this is a direct result of our attention to the Pyramid Model.</p> <p>Developmental planning meetings with Catholic Charities staff, DHMH, and Sewall staff are held monthly for all classrooms.</p>

Goal 4: Effective Workforce-To develop an effective early childhood workforce by building staff Qualifications.

Objective	Progress
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To ensure that all staff meet the staff qualifications stated in the Head Start Act of 2007.

Catholic Charities took advantage of a grant that was received by the Community College of Denver allowing us to enroll many staff in ECE courses this fall. DGKHS also committed training funds to allow delegate agencies to enroll more students this winter and next summer, supporting staff working towards the teacher/teacher assistant qualifications mandates of 2011 and 2013. This year we have had 12 Head Start education staff participate in college courses.

Supervisors have all received training in Legal and Compliance Responsibilities as well as Workplace Ethics for Supervisors, Business Ethics, Violence in the Workplace--How to Prevent and Defuse for Supervisors, How to Manage Challenging Employees, Sexual Harassment, and Teambuilding for Supervisors.

One Family Service Worker currently serves as a Vice-President on the Colorado Head Start Association's (CHSA) Executive Committee and serves as the CHSA representative to the Rocky Mountain Early Childhood Conference.

The inaugural Rocky Mountain Early Childhood Conference (RMECC) in April, 2011, was a resounding success. With well over 2,000 attendees participating in some 200 sessions on topics ranging from everything from early childhood pedagogy to early childhood policy, the four convening organizations – the Colorado Association for the Education of Young Children (CAEYC), the Colorado Head Start Association (CHSA), the Denver Preschool Program (DPP), and the Early Childhood Education Association of Colorado (ECEAC) – could not have been happier with how the event turned out.

In addition, the FSW is co-chair of the 2012 CHSA Conference to be held March 2 and 3, 2012 in downtown Denver.

The FSW assists in selecting workshop proposals that are appropriate for Head Start. These workshop sessions are then used by staff to meet the training requirements in terms of hours.

Finally, the FSW is also the President of the Family Partnership Professional Association (FPPA), and has been involved in developing quality professional development opportunities for family services staff. Again, these trainings (known as Summits) are used by staff to meet the training requirements in terms of hours.

Goal 5: Fiscal Integration-To integrate fiscal understanding and responsibility through out all aspects of programmatic efforts.

Objective	Progress
To maximize the use of our financial resources	Our annual pre-service included training for staff on the non-federal share reiterating their responsibility towards recognizing, collecting and documenting in-kind.

D. Risk Management Meeting: The DGKHS Risk Management assessment did not result in an action plan.

E. School Readiness Goals: On November 8, 2011, Program Instruction for School Readiness in programs serving preschool children (ACF-PI-HS-11-04) was distributed. The purpose of the PI was to "...provide recommendations about how grantees can comply with the Act's school readiness requirements." Catholic Charities immediately focused attention to this task. Janet Humphryes the ECE Specialist and Center Manager for the Training and Technical Assistance ECE Center for the region began a series of work sessions for all HS programs in this area. The Family Service Administrator, the Education Administrator and the HS Education Supervisor have all attended. Explanation and description as to the process for developing goals was provided. Work began to develop goals. The Denver Great Kids Head Start Education Administrator then held a work meeting with all of the delegates to begin developing the Grantee School Readiness Goals. The Education Supervisors from the delegates were present, a representative from Denver Health, The City Disabilities and Mental Health Administrator and the City Health and Wellness Administrator were present as well as the 5 by 5 administrator.

The Policy Council was provided information about school readiness and the efforts being made at a Policy Council meeting on January 17, 2012. Next, the Education Administrator, the Family Service Administrator and the EHS and HS Education Supervisors met to discuss school readiness for Catholic Charities. All information was reviewed and school readiness goals and avenues for assessment for Catholic Charities were developed. February 17, 2012 Janet Humphryes conducted a training session for all Catholic Charities staff on school readiness. The Agency goals were shared and input was gathered. On February 21, 2012 the school readiness information was shared with the Policy Council and input was collected. The Goals will be adjusted after all input is gathered to reflect staff, community and family. The plan will be finalized and incorporated into the program.

F. Compensation: Catholic Charities policies and procedures precludes using any Federal funds (including 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 \$179,700).

Funding Category	Key Features Total	Line-Item Budget Total
Cost for Program Operations:	\$1,419,350	\$1,419,350
Cost for Training and Technical Assistance:	\$5,928	\$5,928
Non-federal Share (Cash and in-kind):	\$356,320	\$356,320
Total:	\$1,781,598	\$1,781,598

FEDERAL FUNDING		
1. Federal Child Development and Child Care Funds		\$0
2. USDA Funds for Nutrition Services		\$87,269
Other Federal Funding	() \$0
STATE FUNDING		
State Preschool Programs		\$0
5. Other State Funding	() \$0
LOCAL FUNDING		
6. School District Funding		\$0
7. Other Local Government Funding	() \$0
OTHER FUNDING		
8. Tribal Government Funding		\$0
9. Fundraising Activities		\$0
10. Other	(Colorado Child Care Assistance Program) \$157,058
Total:		\$244,327

Center-based (CB): 212	Combination Program (CO): 12	Family Child Care (FCC): 0	Pregnant Women (PW): 0
Home-based (HB): 0	Locally Designed Program (LD): 0	Total Child Enrollment: 224	Total Funded Enrollment: 224

Program Option	2. Funded child 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	60	4	No	6	5	224	2	1.5	0	0	0	0
Center-based	60	4	Yes	3.5	4	132	2	1.5	0	0	0	0
Center-based	92	5	No	3.5	4	132	2	1.5	0	0	0	0
Combination Program	12	1	No	3.5	1	32	24	1.5	0	0	0	0

Budget Category	PO	TTA	NFS
Personnel	\$900,793	\$0	\$177,954
Fringe Benefits	\$234,155	\$0	\$47,157
Travel	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Supplies	\$16,158	\$0	\$10,727
Contractual	\$0	\$0	\$0
Construction	\$0	\$0	\$0
Other	\$65,566	\$5,928	\$120,482
Total Direct Costs	\$1,216,672	\$5,928	\$356,320
Indirect Costs	\$202,678	\$0	\$0
SUMMARY OF BUDGET CATEGORIES TOTAL	\$1,419,350	\$5,928	\$356,320

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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
1 Program Managers and Content Area Experts	\$76,095	\$339.71	\$0	\$0.00	\$85,882	\$383.40	\$0	\$0.00	3.00
2 Teachers / Infant Toddler Teachers	\$291,009	\$1,299.15	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	13.00
5 Teacher Aides and Other Education Personnel	\$205,279	\$916.42	\$0	\$0.00	\$51,427	\$229.58	\$0	\$0.00	14.00
6 Health / Mental Health Services Personnel	\$21,957	\$98.02	\$0	\$0.00	\$25,645	\$114.49	\$0	\$0.00	3.00
7 Disabilities Services Personnel	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
8 Nutrition Services Personnel	\$12,500	\$55.80	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	1.00
9 Education supervisor	\$94,500	\$421.88	\$0	\$0.00	\$15,000	\$66.96	\$0	\$0.00	7.00
PERSONNEL: Child Health and Developmental Services Personnel Sub-Total	\$701,340	\$3,130.98	\$0	\$0.00	\$177,954	\$794.44	\$0	\$0.00	41.00

PERSONNEL: Family and Community Partnerships Personnel

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
10 Program Managers and Content Area Experts	\$25,600	\$114.29	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	1.00
11 Family Service Workers	\$134,510	\$600.49	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	8.00
PERSONNEL: Family and Community Partnerships Personnel Sub-Total	\$160,110	\$714.78	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	9.00

PERSONNEL: Program Design and Management Personnel

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
13 Head Start / Early Head Start Director	\$39,343	\$175.64	\$0	\$0.00	\$0	\$0.00	\$19,672	\$87.82	1.00
16 Clerical Personnel	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
17 Fiscal Personnel	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
PERSONNEL: Program Design and Management Personnel Sub-Total	\$39,343	\$175.64	\$0	\$0.00	\$0	\$0.00	\$19,672	\$87.82	1.00
PERSONNEL TOTAL	\$900,793	\$4,021.40	\$0	\$0.00	\$177,954	\$794.44	\$19,672	\$87.82	51.00

FRINGE BENEFITS

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
1 Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$96,855	\$432.39	\$0	\$0.00	\$19,130	\$85.40	\$2,111	\$9.42	0.00
2 Health / Dental / Life Insurance	\$92,260	\$411.88	\$0	\$0.00	\$18,240	\$81.43	\$2,011	\$8.98	0.00
3 Retirement	\$45,040	\$201.07	\$0	\$0.00	\$9,787	\$43.69	\$998	\$4.45	0.00
FRINGE BENEFITS TOTAL	\$234,155	\$1,045.33	\$0	\$0.00	\$47,157	\$210.52	\$5,120	\$22.86	0.00

SUPPLIES

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
1 Office Supplies	\$4,800	\$21.43	\$0	\$0.00	\$2,500	\$11.16	\$1,825	\$8.15	0.00
2 Child and Family Services Supplies	\$5,904	\$26.36	\$0	\$0.00	\$3,000	\$13.39	\$0	\$0.00	0.00
3 Food Services Supplies	\$1,000	\$4.46	\$0	\$0.00	\$3,000	\$13.39	\$0	\$0.00	0.00
4 Janitorial, health and disabilities supplies	\$4,454	\$19.88	\$0	\$0.00	\$2,227	\$9.94	\$0	\$0.00	0.00
SUPPLIES TOTAL	\$16,158	\$72.13	\$0	\$0.00	\$10,727	\$47.89	\$1,825	\$8.15	0.00

OTHER

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
1 Depreciation / Use Allowance	\$0	\$0.00	\$0	\$0.00	\$3,963	\$17.69	\$198	\$0.88	0.00
2 Rent	\$30,900	\$137.95	\$0	\$0.00	\$0	\$0.00	\$1,545	\$6.90	0.00
4 Utilities, Telephone	\$8,334	\$37.21	\$0	\$0.00	\$11,308	\$50.48	\$982	\$4.38	0.00
5 Building and Child Liability Insurance	\$0	\$0.00	\$0	\$0.00	\$4,958	\$22.13	\$248	\$1.11	0.00
6 Building Maintenance / Repair and Other Occupancy	\$1,500	\$6.70	\$0	\$0.00	\$9,826	\$43.87	\$566	\$2.53	0.00
8 Local Travel	\$1,500	\$6.70	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
9 Nutrition Services	\$0	\$0.00	\$0	\$0.00	\$20,978	\$93.65	\$0	\$0.00	0.00
10 Child Services Consultants	\$0	\$0.00	\$0	\$0.00	\$4,000	\$17.86	\$0	\$0.00	0.00
11 Volunteers	\$0	\$0.00	\$0	\$0.00	\$44,633	\$199.25	\$0	\$0.00	0.00
12 Parent Services	\$5,000	\$22.32	\$0	\$0.00	\$2,000	\$8.93	\$0	\$0.00	0.00
13 Publications / Advertising / Printing	\$1,500	\$6.70	\$0	\$0.00	\$1,500	\$6.70	\$150	\$0.67	0.00
14 Training or Staff Development	\$0	\$0.00	\$5,928	\$26.46	\$4,000	\$17.86	\$0	\$0.00	0.00
15 Janitorial services, children's activities, licenses and security services	\$16,832	\$75.14	\$0	\$0.00	\$13,316	\$59.45	\$0	\$0.00	0.00
OTHER TOTAL	\$65,566	\$292.71	\$5,928	\$26.46	\$120,482	\$537.87	\$3,689	\$16.47	0.00

DIRECT COSTS TOTAL	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
DIRECT COSTS TOTAL	\$1,216,672	\$5,431.57	\$5,928	\$26.46	\$356,320	\$1,590.71	\$30,306	\$135.29	51.00

INDIRECT COSTS

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
1 Indirect Costs	\$202,678	\$904.81	\$0	\$0.00	\$0	\$0.00	\$202,678	\$904.81	0.00
INDIRECT COSTS TOTAL	\$202,678	\$904.81	\$0	\$0.00	\$0	\$0.00	\$202,678	\$904.81	0.00

PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff	
PO Total	\$1,419,350	\$6,336.38	\$5,928	\$26.46	\$356,320	\$1,590.71	\$30,306	\$135.29	51.00

PERSONNEL: Child Health and Developmental Services Personnel

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
1 Program Managers and Content Area Experts	\$0.00	\$63,171.03	\$37,254.71	\$0.00	\$0.00	\$61,551.26	\$0.00	\$0.00	\$0.00	\$161,977.00
2 Teachers / Infant Toddler Teachers	\$0.00	\$291,009.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$291,009.00
5 Teacher Aides and Other Education Personnel	\$0.00	\$256,706.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$256,706.00
6 Health / Mental Health Services Personnel	\$0.00	\$0.00	\$47,602.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,602.00
7 Disabilities Services Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8 Nutrition Services Personnel	\$0.00	\$0.00	\$0.00	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00
9 Education supervisor	\$0.00	\$82,125.00	\$5,475.00	\$10,950.00	\$0.00	\$10,950.00	\$0.00	\$0.00	\$0.00	\$109,500.00
PERSONNEL: Child Health and Developmental Services Personnel Sub-Total	\$0.00	\$693,011.03	\$90,331.71	\$23,450.00	\$0.00	\$72,501.26	\$0.00	\$0.00	\$0.00	\$879,294.00

PERSONNEL: Family and Community Partnerships Personnel

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
10 Program Managers and Content Area Experts	\$0.00	\$0.00	\$0.00	\$0.00	\$25,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,600.00
11 Family Service Workers	\$0.00	\$0.00	\$0.00	\$0.00	\$134,510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$134,510.00
PERSONNEL: Family and Community Partnerships Personnel Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00	\$160,110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160,110.00

PERSONNEL: Program Design and Management Personnel

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
13 Head Start / Early Head Start Director	\$19,671.50	\$3,934.30	\$3,934.30	\$3,934.30	\$3,934.30	\$3,934.30	\$0.00	\$0.00	\$0.00	\$39,343.00
14 Clinical Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15 Fiscal Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PERSONNEL: Program Design and Management Personnel Sub-Total	\$19,671.50	\$3,934.30	\$3,934.30	\$3,934.30	\$3,934.30	\$3,934.30	\$0.00	\$0.00	\$0.00	\$39,343.00
PERSONNEL TOTAL	\$19,671.50	\$696,945.33	\$94,266.01	\$27,384.30	\$164,044.30	\$76,435.56	\$0.00	\$0.00	\$0.00	\$1,078,747.00

FRINGE BENEFITS

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
Social Security (FICA), State Disability, Unemployment (PUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$2,110.93	\$74,937.91	\$10,137.09	\$2,946.02	\$17,641.32	\$8,223.34	\$0.00	\$0.00	\$0.00	\$115,996.60
Health / Dental / Life Insurance	\$2,011.10	\$71,394.05	\$9,657.70	\$2,806.70	\$16,807.05	\$7,834.45	\$0.00	\$0.00	\$0.00	\$110,511.05
Retirement	\$997.85	\$35,423.72	\$4,791.88	\$1,392.61	\$8,339.19	\$3,887.23	\$0.00	\$0.00	\$0.00	\$54,832.48
FRINGE BENEFITS TOTAL	\$5,119.88	\$181,755.68	\$24,586.67	\$7,145.32	\$42,787.56	\$19,945.02	\$0.00	\$0.00	\$0.00	\$281,340.13

SUPPLIES

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
1 Office Supplies	\$1,825.00	\$730.00	\$730.00	\$0.00	\$3,650.00	\$365.00	\$0.00	\$0.00	\$0.00	\$7,300.00
2 Child and Family Services Supplies	\$0.00	\$8,904.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,904.00
3 Food Services Supplies	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00
4 Janitorial, health and disabilities supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,681.00	\$6,681.00

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
SUPPLIES TOTAL	\$1,825.00	\$9,634.00	\$730.00	\$4,000.00	\$3,650.00	\$365.00	\$0.00	\$0.00	\$6,681.00	\$26,885.00
OTHER										
1 Depreciation / Use Allowance	\$198.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,764.85	\$0.00	\$3,963.00
2 Rent	\$,545.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,355.00	\$0.00	\$30,900.00
4 Utilities, Telephone	\$982.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,659.90	\$0.00	\$19,642.00
5 Building and Child Liability Insurance	\$247.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,710.10	\$0.00	\$4,958.00
6 Building Maintenance / Repair and Other Occupancy	\$566.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,759.70	\$0.00	\$11,326.00
8 Local Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00
9 Nutrition Services	\$0.00	\$0.00	\$0.00	\$20,978.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,978.00
10 Child Services Consultants	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
11 Volunteers	\$0.00	\$44,633.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,633.00
13 Parent Services	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00
15 Publications / Advertising / Printing	\$150.00	\$1,650.00	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
16 Training or Staff Development	\$0.00	\$9,928.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,928.00
17 Janitorial services, children's activities, licenses and security services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,148.00	\$30,148.00
OTHER TOTAL	\$3,689.45	\$58,211.00	\$600.00	\$20,978.00	\$7,600.00	\$2,000.00	\$1,500.00	\$67,249.55	\$30,148.00	\$191,976.00
DIRECT COSTS										
DIRECT COSTS TOTAL	\$30,335.83	\$946,546.01	\$120,182.68	\$59,507.62	\$218,081.86	\$98,745.58	\$1,500.00	\$67,249.55	\$36,829.00	\$1,578,948.13
INDIRECT COSTS										
1 Indirect Costs	\$202,678	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$202,678.00
INDIRECT COSTS TOTAL	\$202,678	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$202,678.00
Total										

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
INDIRECT COSTS TOTAL	\$202,678	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$202,678.00
Total	\$202,678	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$202,678.00

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: \$232,983.83
 Total Budget: \$1,781,598.00
 Admin. as a % of Total Budget: 13.08%

2. Non-federal Share:
 For most grantees, a minimum of 20% of the total budget must be non-federal share:
 Total Non-federal Share: \$356,320.00
 Total Budget: \$1,781,598.00
 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: 15.00
 Center-Based AND Combination Non-double Sessions: 15.13
 All Center-Based AND Combination Sessions: 15.10

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: \$7,953.56
 Total Hours of Service Per Child: 684.27
 Overall Cost Per Child Per Hour: \$11.62

5. Federal Personnel and Fringe Costs:
 Federal Personnel Cost: \$900,793.00
 Federal Fringe Cost: \$234,155.00
 Total Federal Budget: \$1,425,278.00
 Federal Personnel Cost as a % of Total Federal Budget: 63.20%
 Federal Fringe Cost as a % of Total Federal Budget: 16.43%
 Federal Personnel plus Fringe Cost as a % of Total Federal Budget: 79.63%
 *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: \$281,312.00
 Total Personnel Cost: \$1,078,747.00
 Total Fringe Cost as % of Total Personnel Cost: 26.08%

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: \$1,500.00
 Child Travel Cost Per Child Per Day: \$0.04

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): \$59,507.62
Food and Nutrition Cost Per Child Per Day: \$1.76

11. Content Area Experts:

Agency has content area experts for the following functions:

- Education: Yes
- Health: Yes
- Nutrition: Yes
- Family and Community Partnerships: Yes
- 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: 24.62
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: \$146,776.62
USDA Funding as a percentage of above: 59.46%

The following budget line items show administrative costs:

PERSONNEL: Program Design and Management Personnel

Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
13 Head Start / Early Head Start Director	\$19,671.50	1.00	1.10%

FRINGE BENEFITS

Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
1 Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$2,110.93	0.00	0.12%
2 Health / Dental / Life Insurance	\$2,011.10	0.00	0.11%
3 Retirement	\$997.85	0.00	0.06%

SUPPLIES

Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
1 Office Supplies	\$1,825.00	0.00	0.10%

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OTHER

Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
1 Depreciation / Use Allowance	\$198.15	0.00	0.01%
2 Rent	\$1,545.00	0.00	0.09%
4 Utilities, Telephone	\$982.10	0.00	0.06%
5 Building and Child Liability Insurance	\$247.90	0.00	0.01%
6 Building Maintenance / Repair and Other Occupancy	\$566.30	0.00	0.03%
15 Publications / Advertising / Printing	\$150.00	0.00	0.01%

INDIRECT COSTS

Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
1 Indirect Costs	\$202,678.00	0.00	11.38%

Funding Category	Key Features Total	Line Item Budget Total
Cost for Program Operations:	\$1,419,350	\$1,419,350
Cost for Training and Technical Assistance:	\$5,928	\$5,928
Non-federal Share (Cash and in-kind):	\$356,320	\$356,320
Total:	\$1,781,598	\$1,781,598

FEDERAL FUNDING

1. Federal Child Development and Child Care Funds \$0

2. USDA Funds for Nutrition Services \$87,269

Other Federal Funding) \$0

STATE FUNDING

4. State Preschool Programs \$0

5. Other State Funding) \$0

LOCAL FUNDING

6. School District Funding \$0

7. Other Local Government Funding) \$0

OTHER FUNDING

8. Tribal Government Funding \$0

9. Fundraising Activities \$0

10. Other (Colorado Child Care Assistance Program) \$157,058

Total: \$244,327

Center-based (CB): 212	Combination Program (CO): 12	Family Child Care (FCC): 0	Pregnant Women (PW): 0
Home-based (HB): 0	Locally Designed Program (LD): 0	Total Child Enrollment: 224	Total Funded Enrollment: 224

Program Option	2. Funded child 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	60	4	No	6	5	224	2	1.5	0	0	0	0
Center-based	60	4	Yes	3.5	4	132	2	1.5	0	0	0	0
Center-based	92	5	No	3.5	4	132	2	1.5	0	0	0	0
Combination Program	12	1	No	3.5	1	32	24	1.5	0	0	0	0

Budget Category	PO	TTA	NFS
Personnel	\$900,793	\$0	\$177,954
Fringe Benefits	\$234,155	\$0	\$47,157
Travel	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Supplies	\$16,158	\$0	\$10,727
Contractual	\$0	\$0	\$0
Construction	\$0	\$0	\$0
Other	\$65,566	\$5,928	\$120,482
Total Direct Costs	\$1,216,672	\$5,928	\$356,320
Indirect Costs	\$202,678	\$0	\$0
SUMMARY OF BUDGET CATEGORIES TOTAL	\$1,419,350	\$5,928	\$356,320

PERSONNEL: Child Health and Developmental Services Personnel

Line Item	Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
1	Program Managers and Content Area Experts	\$76,095	\$339.71	\$0	\$0.00	\$85,882	\$383.40	\$0	\$0.00	3.00
2	Teachers / Infant Toddler Teachers	\$291,009	\$1,299.15	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	13.00
5	Teacher Aides and Other Education Personnel	\$205,279	\$916.42	\$0	\$0.00	\$51,427	\$229.58	\$0	\$0.00	14.00
6	Health / Mental Health Services Personnel	\$21,957	\$98.02	\$0	\$0.00	\$25,645	\$114.49	\$0	\$0.00	3.00
7	Disabilities Services Personnel	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
8	Nutrition Services Personnel	\$12,500	\$55.80	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	1.00
9	Education supervisor	\$94,500	\$421.88	\$0	\$0.00	\$15,000	\$66.96	\$0	\$0.00	7.00
PERSONNEL: Child Health and Developmental Services Personnel Sub-Total		\$701,340	\$3,130.98	\$0	\$0.00	\$177,954	\$794.44	\$0	\$0.00	41.00

PERSONNEL: Family and Community Partnerships Personnel

Line Item	Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
10	Program Managers and Content Area Experts	\$25,600	\$114.29	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	1.00
11	Family Service Workers	\$134,510	\$600.49	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	8.00
PERSONNEL: Family and Community Partnerships Personnel Sub-Total		\$160,110	\$714.78	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	9.00

PERSONNEL: Program Design and Management Personnel

Line Item	Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
13	Head Start / Early Head Start Director	\$39,343	\$175.64	\$0	\$0.00	\$0	\$0.00	\$19,672	\$87.82	1.00
16	Clerical Personnel	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
17	Fiscal Personnel	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
PERSONNEL: Program Design and Management Personnel Sub-Total		\$39,343	\$175.64	\$0	\$0.00	\$0	\$0.00	\$19,672	\$87.82	1.00
PERSONNEL TOTAL		\$900,793	\$4,021.40	\$0	\$0.00	\$177,954	\$794.44	\$19,672	\$87.82	51.00

FRINGE BENEFITS

Line Item	Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
1	Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$96,855	\$432.39	\$0	\$0.00	\$19,130	\$85.40	\$2,111	\$9.42	0.00
2	Health / Dental / Life Insurance	\$92,260	\$411.88	\$0	\$0.00	\$18,240	\$81.43	\$2,011	\$8.98	0.00
3	Retirement	\$45,040	\$201.07	\$0	\$0.00	\$9,787	\$43.69	\$998	\$4.45	0.00
FRINGE BENEFITS TOTAL		\$234,155	\$1,045.33	\$0	\$0.00	\$47,157	\$210.52	\$5,120	\$22.86	0.00

SUPPLIES

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
1 Office Supplies	\$4,800	\$21.43	\$0	\$0.00	\$2,500	\$11.16	\$1,825	\$8.15	0.00
2 Child and Family Services Supplies	\$5,904	\$26.36	\$0	\$0.00	\$3,000	\$13.39	\$0	\$0.00	0.00
3 Food Services Supplies	\$1,000	\$4.46	\$0	\$0.00	\$3,000	\$13.39	\$0	\$0.00	0.00
4 Janitorial, health and disinfectants supplies	\$4,454	\$19.88	\$0	\$0.00	\$2,227	\$9.94	\$0	\$0.00	0.00
SUPPLIES TOTAL	\$16,158	\$72.13	\$0	\$0.00	\$10,727	\$47.89	\$1,825	\$8.15	0.00

Line Item Description	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
1 Depreciation / Use Allowance	\$0	\$0.00	\$0	\$0.00	\$3,963	\$17.69	\$198	\$0.88	0.00
2 Rent	\$30,900	\$137.95	\$0	\$0.00	\$0	\$0.00	\$1,545	\$6.90	0.00
4 Utilities, Telephone	\$8,334	\$37.21	\$0	\$0.00	\$11,308	\$50.48	\$982	\$4.38	0.00
5 Building and Child Liability Insurance	\$0	\$0.00	\$0	\$0.00	\$4,958	\$22.13	\$248	\$1.11	0.00
6 Building Maintenance / Repair and Other Occupancy	\$1,500	\$6.70	\$0	\$0.00	\$9,826	\$43.87	\$566	\$2.53	0.00
8 Local Travel	\$1,500	\$6.70	\$0	\$0.00	\$0	\$0.00	\$0	\$0.00	0.00
9 Nutrition Services	\$0	\$0.00	\$0	\$0.00	\$20,978	\$93.65	\$0	\$0.00	0.00
10 Child Services Consultants	\$0	\$0.00	\$0	\$0.00	\$4,000	\$17.86	\$0	\$0.00	0.00
11 Volunteers	\$0	\$0.00	\$0	\$0.00	\$44,633	\$199.25	\$0	\$0.00	0.00
12 Parent Services	\$5,000	\$22.32	\$0	\$0.00	\$2,000	\$8.93	\$0	\$0.00	0.00
13 Publications / Advertising / Printing	\$1,500	\$6.70	\$0	\$0.00	\$1,500	\$6.70	\$150	\$0.67	0.00
14 Training or Staff Development	\$0	\$0.00	\$5,928	\$26.46	\$4,000	\$17.86	\$0	\$0.00	0.00
15 Janitorial services, children's activities, licenses and security services	\$16,832	\$75.14	\$0	\$0.00	\$13,316	\$59.45	\$0	\$0.00	0.00
OTHER TOTAL	\$65,566	\$292.71	\$5,928	\$26.46	\$120,482	\$537.87	\$3,689	\$16.47	0.00

DIRECT COSTS	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
DIRECT COSTS TOTAL	\$1,216,672	\$5,431.57	\$5,928	\$26.46	\$356,320	\$1,590.71	\$30,306	\$135.29	51.00

INDIRECT COSTS	PO Total	PO \$/Child	TTA Total	TTA \$/Child	NFS Total	NFS \$/Child	Admin Total	Admin \$/Child	Staff
1 Indirect Costs	\$202,678	\$904.81	\$0	\$0.00	\$0	\$0.00	\$202,678	\$904.81	0.00
INDIRECT COSTS TOTAL	\$202,678	\$904.81	\$0	\$0.00	\$0	\$0.00	\$202,678	\$904.81	0.00

PERSONNEL: Child Health and Developmental Services Personnel

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
1 Program Managers and Content Area Experts	\$0.00	\$63,171.03	\$37,254.71	\$0.00	\$0.00	\$61,551.26	\$0.00	\$0.00	\$0.00	\$161,977.00
2 Teachers / Infant Toddler Teachers	\$0.00	\$291,009.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$291,009.00
5 Teacher Aides and Other Education Personnel	\$0.00	\$256,706.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$256,706.00
6 Health / Mental Health Services Personnel	\$0.00	\$0.00	\$47,602.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,602.00
7 Disabilities Services Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8 Nutrition Services Personnel	\$0.00	\$0.00	\$0.00	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00
9 Education supervisor	\$0.00	\$82,125.00	\$5,475.00	\$10,950.00	\$0.00	\$10,950.00	\$0.00	\$0.00	\$0.00	\$109,500.00
PERSONNEL: Child Health and Developmental Services Personnel Sub-Total	\$0.00	\$693,011.03	\$90,331.71	\$23,450.00	\$0.00	\$72,501.26	\$0.00	\$0.00	\$0.00	\$879,294.00

PERSONNEL: Family and Community Partnerships Personnel

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
10 Program Managers and Content Area Experts	\$0.00	\$0.00	\$0.00	\$0.00	\$25,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,600.00
44 Family Service Workers	\$0.00	\$0.00	\$0.00	\$0.00	\$134,510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$134,510.00
PERSONNEL: Family and Community Partnerships Personnel Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00	\$160,110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160,110.00

PERSONNEL: Program Design and Management Personnel

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
43 Head Start / Early Head Start Director	\$19,671.50	\$3,934.30	\$3,934.30	\$3,934.30	\$3,934.30	\$3,934.30	\$0.00	\$0.00	\$0.00	\$39,343.00
76 Clerical Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fiscal Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PERSONNEL: Program Design and Management Personnel Sub-Total	\$19,671.50	\$3,934.30	\$3,934.30	\$3,934.30	\$3,934.30	\$3,934.30	\$0.00	\$0.00	\$0.00	\$39,343.00
PERSONNEL TOTAL	\$19,671.50	\$696,945.33	\$94,266.01	\$27,384.30	\$164,044.30	\$76,435.56	\$0.00	\$0.00	\$0.00	\$1,078,747.00

FRINGE BENEFITS

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$2,110.93	\$74,937.91	\$10,137.09	\$2,946.02	\$17,641.32	\$8,223.34	\$0.00	\$0.00	\$0.00	\$115,996.60
Health / Dental / Life Insurance	\$2,011.10	\$71,394.05	\$9,657.70	\$2,806.70	\$16,807.05	\$7,834.45	\$0.00	\$0.00	\$0.00	\$110,511.05
Retirement	\$997.85	\$35,423.72	\$4,791.88	\$1,392.61	\$8,339.19	\$3,887.23	\$0.00	\$0.00	\$0.00	\$54,832.48
FRINGE BENEFITS TOTAL	\$5,119.88	\$181,755.68	\$24,586.67	\$7,145.32	\$42,787.56	\$19,945.02	\$0.00	\$0.00	\$0.00	\$281,340.13

SUPPLIES

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
1 Office Supplies	\$1,825.00	\$730.00	\$730.00	\$0.00	\$3,650.00	\$365.00	\$0.00	\$0.00	\$0.00	\$7,300.00
2 Child and Family Services Supplies	\$0.00	\$8,904.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,904.00
3 Food Services Supplies	\$0.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00
4 Janitorial, health and disabilities supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,681.00	\$6,681.00

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
SUPPLIES TOTAL	\$1,825.00	\$9,634.00	\$730.00	\$4,000.00	\$3,650.00	\$365.00	\$0.00	\$0.00	\$6,681.00	\$26,885.00

Line Item Description	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
OTHER										
1 Depreciation / Use Allowance	\$198.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,764.85	\$0.00	\$3,963.00
2 Rent	\$1,545.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,355.00	\$0.00	\$30,900.00
4 Utilities, Telephone	\$982.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,659.90	\$0.00	\$19,642.00
5 Building and Child Liability Insurance	\$247.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,710.10	\$0.00	\$4,958.00
6 Building Maintenance / Repair and Other	\$566.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,759.70	\$0.00	\$11,326.00
6 Occupancy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00
8 Local Travel	\$0.00	\$0.00	\$0.00	\$20,978.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,978.00
9 Nutrition Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
10 Child Services Consultants	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,633.00
11 Volunteers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00
12 Parent Services	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
13 Publications / Advertising / Printing	\$150.00	\$1,650.00	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
15 Training or Staff Development	\$0.00	\$9,928.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,928.00
17 Sanitorial services, children's activities, licenses and security services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,148.00	\$30,148.00
OTHER TOTAL	\$3,689.45	\$58,211.00	\$600.00	\$20,978.00	\$7,600.00	\$2,000.00	\$1,500.00	\$67,249.55	\$30,148.00	\$191,976.00

DIRECT COSTS	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
DIRECT COSTS TOTAL	\$30,305.83	\$946,546.01	\$120,182.68	\$59,507.62	\$218,081.86	\$98,745.58	\$1,500.00	\$67,249.55	\$36,829.00	\$1,578,948.13

INDIRECT COSTS	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
INDIRECT COSTS TOTAL	\$202,678	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$202,678.00

INDIRECT COSTS	Admin	Education	Health	Nutrition	FC Partner	Disability	Transportation	Occupancy	Other	Total
INDIRECT COSTS TOTAL	\$202,678	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$202,678.00

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: \$232,983.83
Total Budget: \$1,781,598.00
Admin. as a % of Total Budget: 13.08%

2. Non-federal Share: For most grantees, a minimum of 20% of the total budget must be non-federal share:
Total Non-federal Share: \$356,320.00
Total Budget: \$1,781,598.00
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: 15.00
Center-Based AND Combination Non-double Sessions: 15.13
All Center-Based AND Combination Sessions: 15.10

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: \$7,953.56
Total Hours of Service Per Child: 684.27
Overall Cost Per Child Per Hour: \$11.62

5. Federal Personnel and Fringe Costs:
Federal Personnel Cost: \$900,793.00
Federal Fringe Cost: \$234,155.00
Total Federal Budget: \$1,425,278.00
Federal Personnel Cost as a % of Total Federal Budget: 63.20%
Federal Fringe Cost as a % of Total Federal Budget: 16.43%
Federal Personnel plus Fringe Cost as a % of Total Federal Budget: 79.63%
*In general, the combined costs of Personnel and Fringe should account for between 60% and 80% of the federal budget.

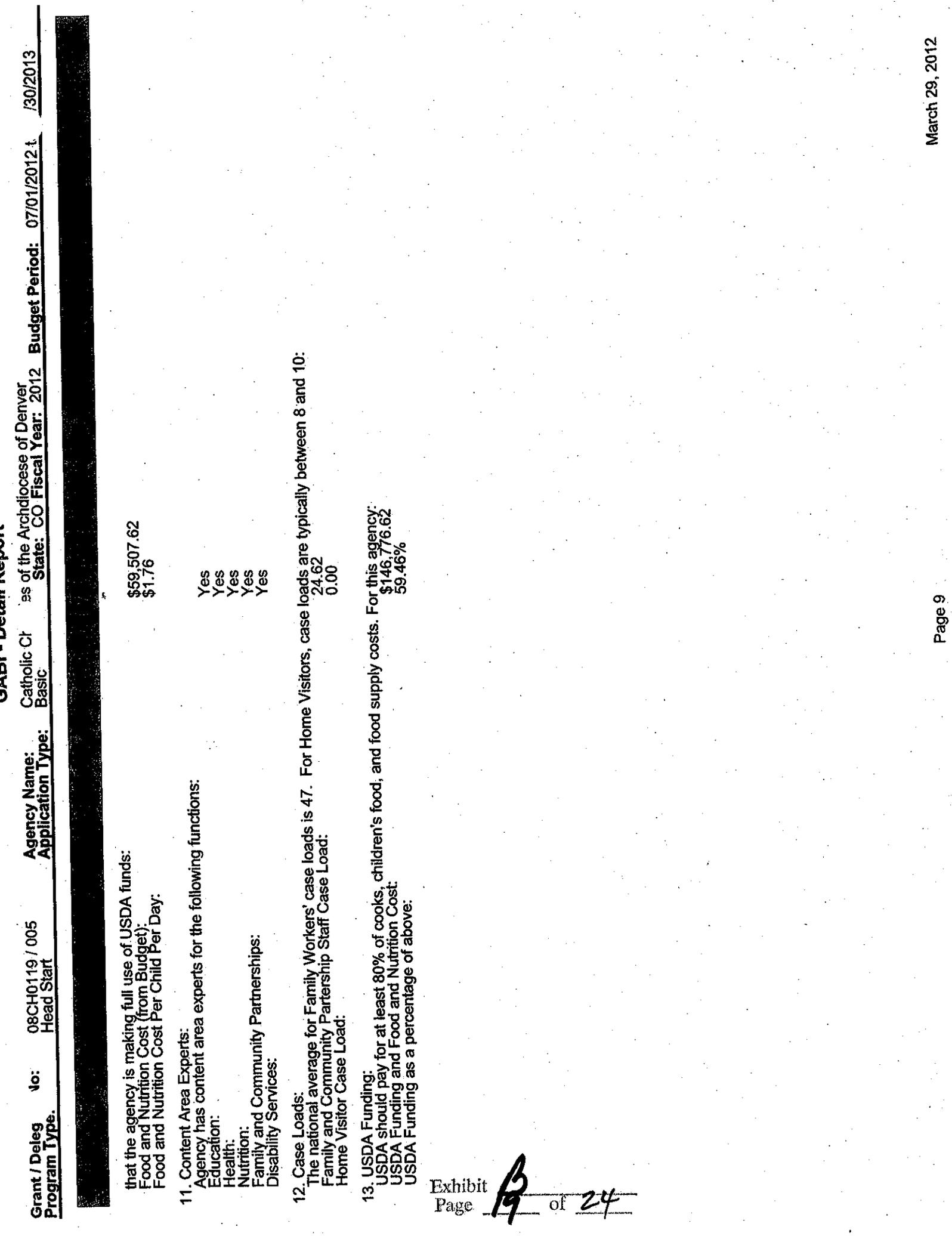
6. Fringe Rate: If the fringe cost for an agency is less than 10% or more than 30% of personnel, there may be an inaccurate entry in Personnel:
Total Fringe Cost: \$281,312.00
Total Personnel Cost: \$1,078,747.00
Total Fringe Cost as % of Total Personnel Cost: 26.08%

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: \$1,500.00
Child Travel Cost Per Child Per Day: \$0.04

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): \$59,507.62
Food and Nutrition Cost Per Child Per Day: \$1.76

11. Content Area Experts:
Agency has content area experts for the following functions:

- Education: Yes
- Health: Yes
- Nutrition: Yes
- Family and Community Partnerships: Yes
- 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: 24.62
- 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: \$146,776.62
USDA Funding as a percentage of above: 59.46%

The following budget line items show administrative costs:

PERSONNEL: Program Design and Management Personnel

Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
13 Head Start / Early Head Start Director	\$19,671.50	1.00	1.10%

FRINGE BENEFITS

Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment Insurance (SUI)	\$2,110.93	0.00	0.12%
Health / Dental / Life Insurance	\$2,011.10	0.00	0.11%
Retirement	\$997.85	0.00	0.06%

SUPPLIES

Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
Office Supplies	\$1,825.00	0.00	0.10%

OTHER

Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
1 Depreciation / Use Allowance	\$198.15	0.00	0.01%
2 Rent	\$1,545.00	0.00	0.09%
4 Utilities, Telephone	\$982.10	0.00	0.06%
5 Building and Child Liability Insurance	\$247.90	0.00	0.01%
6 Building Maintenance / Repair and Other Occupancy	\$566.30	0.00	0.03%
15 Publications / Advertising / Printing	\$150.00	0.00	0.01%

INDIRECT COSTS

Description	Admin Costs	Number of Staff	Admin Costs (% Total Budget)
1 Indirect Costs	\$202,678.00	0.00	11.38%

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3. Budget Justification:

Catholic Charities Budget Narrative: 2012-2013		
Description	Amount	Category
Salaries – 51 employees total. No staff members paid with Head Start funds or included in the non-Federal share are paid in excess of the Executive Level II salary.	\$900,793	PERSONNEL
Benefits: All salaries billed will be based on actual timesheets. Benefits are 26%.	\$234,155	PERSONNEL FRINGE
Office Supplies (\$4,800) - used to furnish supplies for offices, six Family Service Workers offices, teacher offices, and 2 administrative offices. Child and Family Supplies (\$5,904) -will supply 6 sites with educational materials. Food Service Supply(\$1,000)- This line furnishes the classrooms with food service supplies Other Supply(\$4,454) - includes janitorial supplies, health supplies, and supplies for children with disabilities	\$16,158	Supplies
Rent: Catholic Charities does not rent space from the Grantee. Little Munchkins Head Start (900 sq. ft.), Garfield Head Start (1068 sq. ft.), and Kentucky Head Start (1068 sq. ft.) are all owned by Denver Housing authority and the combined rent is \$21,000 per year. Mi Segunda Casa Head Start (912 sq. ft.) is owned by the First Mennonite Church and the rent is \$9,900 per year.	\$30,900	Other
Utilities, Telephone- telephone, fax, DSL lines and utilities, based on historical data.	\$8,334	Other
Building Maintenance and repair	\$1,500	Other
Local Travel-mileage reimbursement for staff, based on historical data.	\$1,500	Other

Parent Services: covers the costs for parent committee meetings and Policy Council meetings. Each of our six sites hold parent meetings once a month. Policy Council meets 12 times a year. Costs include food, babysitting, translation, and transportation.	\$5,000	Other
Publications/Advertising/Printing – includes printing of education, enrollment, and health forms.	\$1,500	Other
Training and Staff Development (T & TA Funds)	\$5,928	Other
Other: Children's activities, licenses, Janitorial services for Kentucky, Garfield, and Little Munchkins (\$13,000) and security services.	\$16,625	Other
Indirect Costs: Catholic Charities' indirect cost rate is 26.10% (letter attached). We are using a lesser amount of 22.5%.	\$202,678	Indirect Costs
Operating funds and T & TA -Total	\$1,425,278	

CC Non-Federal Share Budget Narrative: 2012-2013		
Description	Amount	Category
Salaries: A percentage of the Directors and Assistant Directors at the 2 large sites based on numbers of HS children, percentage of the Mental Health Coordinator, a percentage of two health assistants, 8% of the teacher assistants at the 2 large sites, and about 1/3 of the Education Supervisor's salary. This is paid for by funds received from the Colorado Child Care Assistance Program, Colorado Preschool Program, and private grants.	\$177,954	PERSONNEL
Fringe Benefits: The fringe benefits associated with the above salaries and paid by funds received from the Denver Preschool Program.	\$47,157	Fringe Benefits
Office Supplies: This will be used to supply offices for staff not covered by operating budget. Covered by Catholic Charities	\$2,500	Supplies
Child and Family Supplies: These funds will supply sites with consumable education supplies and furnishings covered by funds from Catholic Charities.	\$3,000	Supplies
Food Service Supply: This line includes kitchen supplies for 13 classrooms. Supplies are sometimes donated or supplied by Catholic Charities.	\$3,000	Supplies
Other Supply: Includes janitorial supplies and are supplied by	\$2,227	Supplies

Catholic Charities.		
Depreciation: A small part of the \$51,357 depreciation for Margery Reed (1128 28th Street). Margery Reed is owned by Catholic Charities.	\$3,963	Other
Utilities, Telephone- telephone, fax, DSL lines and utilities: A large percentage of these costs are incurred at Margery Reed and The Child Development Center and paid for by Catholic Charities.	\$11,308	Other
Building and Child Liability Insurance: Supplied by Catholic Charities.	\$4,958	Other
Building Maintenance /Repair and Other Occupancy – percentage based on numbers of HS children enrolled in Margery Reed (65%) and the Child Development Center (50%) funded by Catholic Charities.	\$9,826	Other
Nutrition Services: Part of the costs incurred in providing meals to children and education staff that are not reimbursed by the Child and Adult Food Program, supplied by Catholic Charities.	\$20,978	Other
Child Care Consultants: Partnering agencies often provide experts or quest speakers for staff and parent training and our 5 By 5 vendors bring field trips into our classrooms at a reduced price.	\$4,000	Other
Volunteers: Volunteer rate for Policy Council is \$47.08 and we have 10 members and meet for 2 hours, 12 times a year = \$11,299. HS would claim ½ of that amount, 5,650 The rate for teacher assistants is \$13.78 per hour plus \$3.65 fringe and we estimate that parents and community members will spend 1,940 hours volunteering = \$33,814. Community members' rate depends on the services they offer. The rate for the Health Advisory is \$41.85 and we included \$5,169 for these volunteers.	\$44,633	Other
Parent Services: covers the costs for parent committee meetings and Policy Council meetings. Each of our six sites hold parent meetings once a month. Policy Council meets 12 times a year. Costs include food, babysitting, translation, and transportation. Funds donated	\$2,000	Other
Publications/Advertising/Printing: Percentage of line item not covered by basic grant and funded by Catholic Charities.	\$1,500	Other
Training or Staff Development: Funds from Denver Preschool Program and the Colorado Preschool Program that are designated for training.	\$4,000	Other
Janitorial Services, Taxes, Licenses, & Security Services: Catholic Charities	\$13,316	Other
Total	\$356,320	



Child Care & Head Start Learning Centers

Child Development Center (Child Care, CPP, Head Start and Early Head Start)

1155 Decatur Street

Denver, CO 80204

303-629-5466, Fax #303-629-6710

Director --Nancy Nichols X 104

Dave Giant, Family Service Staff (x 114)

Full Enrollment: 72

Ages Served: Infancy – 5

Primary Language spoken in both classrooms=English

Rent to Mercy Housing=\$12,000 per year

Square Footage =16,640

Head Start	Ahana Classroom	Kids in Motion Classroom
Hours	7:00AM to 6:00PM	7:00AM to 6:00PM
Staffing	Teacher: 7:00 to 4:00 Asst. Teacher: 8:00 to 5:00 Asst. Teacher: 9:00 to 6:00	Teacher: 7:00 to 4:00 Asst. Teacher: 8:00 to 5:00 Asst. Teacher: 9:00 to 6:00

Margery Reed Mayo Day Nursery (Child Care, CPP, Head Start and Early Head Start)

1128 28th Street

Denver, CO 80205

303-308-1420, Fax #303-308-1421

Director – Carrie Lapham X 101

Sandra Boddie, Family Service Staff (x 127)

Full Enrollment: 72

Ages Served: Infancy – 5

Primary Language spoken in both classrooms=English

Catholic Charities owns Margery Reed

Head Start	Head Start Classroom 1	Head Start Classroom 2	Head Start 3
Hours	7:00AM to 6:00 PM	7:00AM to 6:00 PM	8:00 to 11:30
Staffing	Teacher: 7:00 to 4:00 Asst. Teacher: 8:00 to 5:00 Asst. Teacher: 9:00 to 6:00	Teacher: 9:00 to 6:00 Asst. Teacher: 8:00 to 5:00 Asst. Teacher: 7:00 to 4:00	Teacher & Assistant Teacher 7:30 to 12:30

Kentucky Head Start (Part Day)

852 S. Knox Court

Denver, CO 80219
 303-935-9453/303-935-0133, Fax #303-975-4367
 Teresita Soltero, Family Service Staff
 Full Enrollment: 40
 Ages served: 3-5
 Primary Language Spoken AM Session=Spanish
 Primary Language Spoken PM Session=Spanish
 Rent to DHA=\$7,000 per year
 Square Footage = 1,068

	Morning Session	Afternoon Session
Hours	8:00 – 11:30 am	12:30 – 4:00 pm
Staffing	Teacher 7:45 to 4:15 pm Teacher 7:45 to 4:15 pm Assistant Teacher 7:45 to 4:15	Teacher 7:45 to 4:15 pm Teacher 7:45 to 4:15 pm Assistant Teacher 7:45 to 4:15

Kentucky/Combination Option Head Start – Classroom/Home Visit Program
 Class session on Friday, 3 home visits a month
 852 S. Knox Court
 Denver, CO 80219
 303-935-9453/303-935-0133, Fax #303-975-4367
 Lorena Ornelas, Combination Teacher
 Full Enrollment: 12
 Ages Served: 3-5
 Primary Language Spoken=Spanish

	Morning Session (Friday Only)
Hours	8:00 – 11:30 am
Staffing	Teacher 7:30- 12:30 Assistant Teacher 7:45 to 12:15 pm

Garfield Head Start (Part Day)
 872 S. Knox Court
 Denver, CO 80219
 303-922-9885, Fax #303-934-8493
 Olivia Abeya-Gonzalez, Family Service Staff (x11)
 Full Enrollment: 40
 Ages Served: 3-5
 Primary Language Spoken AM Session=Spanish
 Primary Language Spoken PM Session=Spanish
 Rent to DHA=\$7,000
 Square footage = 1,068

	Morning Session	Afternoon Session
Hours	8:00 – 11:30 am	12:30 – 4:00 pm

Staffing	Teacher 7:45 to 4:15 pm Teacher 7:45 to 4:15 pm Assistant Teacher 7:45 to 4:15	Teacher 7:45 to 4:15 pm Teacher 7:45 to 4:15 pm Assistant Teacher 7:45 to 4:15
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Little Munchkins Head Start (Part Day)

1205 W. 10th Avenue

Denver, CO 80204

303-623-0099, Fax #303-623-0712

Alberto Torres, Family Service Staff

Full Enrollment: 30

Ages Served: 3-5

Primary Language Spoken AM Session=Spanish

Primary Language Spoken PM Session=Spanish

Rent to DHA = \$7,000 per year

Square footage = 900

	Morning Session	Afternoon Session
Hours	8:00 – 11:30 am	12:30 – 4:00 pm
Staffing	Teacher 7:45 to 4:15 pm Teacher 7:45 to 4:15 pm Assistant Teacher 7:45 to 4:15	Teacher 7:45 to 4:15 pm Teacher 7:45 to 4:15 pm Assistant Teacher 7:45 to 4:15

Mi Segunda Casa Head Start (Double Session)

430 W. 9th Avenue

Denver, CO 80204

303-825-1169, Fax #303-825-1119

Elvira Maldonado, Family Service Staff

Full Enrollment: 30

Ages Served: 3-5

Primary Language Spoken AM Session=Spanish

Primary Language Spoken PM Session=Spanish

Rent to the first Menonite church = \$9,900 per year

Square Footage = 912

	Morning Session	Afternoon Session
Hours	8:00 – 11:30 am	12:30 – 4:00 pm
Staffing	Teacher 7:45 to 4:15 pm Asst. Teacher 7:45 to 4:15 pm Assistant Teacher 7:45 to 4:15	Teacher 7:45 to 4:15 pm Asst. Teacher 7:45 to 4:15 pm Assistant Teacher 7:45 to 4:15

DENVER'S GREAT KIDS HEAD START
PROGRAM YEAR 16REPORT SCHEDULE



Administrative Reports to be submitted to the DGKHS Director by Delegate Agency

Report Name	Due Date	Report Description
Self Assessment	February 1, 2013	Self Assessment plan, findings, analysis, and action plans
Detailed Program Narrative for PY16	February 1, 2013	ACF Grant application with Grantee special instructions
Policy Committee/Council Members Roster	When replacements occur, upon elections	Policy Committee/Council Representatives and Alternates
Policy Committee/Council Minutes	Last business day of month following meeting	Approved Policy Committee/Council monthly minutes
Personnel	Last business day of October, January, April and July	Report of all Head Start staff and percentage/amount salary/fringe, most recent performance evaluation date

Family Services Reports to be submitted to the DGKHS Family Services Administrator by Delegate Agency

Report Name	Due Date	Report Description
Policy Council Delegate Report	On the 5 th day of each month. If the 5 th is a holiday or weekend, report shall be due the Friday prior.	Form to be provided by Grantee Family Services Administrator
Program Information Report (PIR)	August 17, 2012	Annual ACF Report
Head Start Data for Management Information System	On the 5 th day of each month by close of business day. If the 5 th day is a holiday and/or weekend, report shall be due the Friday prior.	Fields required but not limited to the following: Delegate Agency and Center Enrollment Date First Date of Service Program Option Child's Enrollment Status Child's Full Name Child's Birth Date Child's Gender Child's Ethnicity Child's Race Parent(s) Full Name Family Type: One parent, Two parents, etc. Family Partnership Process: FPA status and follow up status. Family Service Worker's Name

DENVER'S GREAT KIDS HEAD START
PROGRAM YEAR 16REPORT SCHEDULE



Education Reports to be submitted to the DGKHS Education Administrator by Delegate Agency

Report Name	Due Date	Report Description
Teacher Qualifications Report	September 24, 2012 February 1, 2013	Report education levels of teaching staff.
Child Assessments	October 31, 2012, February 22, 2013, June 28, 2013	Child outcomes information

Financial Reports to be submitted to DGKHS Chief Fiscal Officer by Delegate Agency

Report Name	Due Date	Report Description
Variance Report	Last business day of each month for previous month Exception: December report due January 16, 2013	Variance Report includes spending categories of federal and non-federal shares, annual budget, budget and expenses for month reported, variances between budget for month reported and expenses for month reported, dollar and percent variances and corresponding year-to-date information. Include payrolls, general ledgers, invoices over \$1,000 charged to Head Start
USDA Reimbursement Report	Last business day of October, January, April and July	Report of reimbursement from USDA for Head Start children only
Administrative and Development Costs	Last business day of October, January, April and July	Report by category of all administrative and development costs
Program Budget (PY17)	February 8, 2013	GABI upload of Program Year 17 budget
Single Audit Report	Within four months of end of the prior fiscal budget period	Single Audit Report including management letter and corrective actions if applicable
Inventory Report with Certification of Physical Inventory	July 31, 2012	Listing of equipment purchased with Head Start funds with a certification of physical inventory signed by the Head Start Director
Certificate of Insurance	July 31, 2012	Accord Insurance form designating appropriate insurance coverage
Budget Projection	July 31, 2012	Month by month spending forecast by designated categories

Administrative Reports prepared for Delegate Agency by DGKHS

Report Name	Due Date	Report Description
Monitoring Reports/Action Plans	Ongoing	Action Plans outlining strengths, recommendations and actions needed for improvement.
Program Design Management Report	Report to be submitted to delegate agencies within 30 days of Program Design and Management meeting.	Outlines Program Design and Management meeting discussion; includes strengths recommendations and actions needed for improvement.
Policy Council minutes	Last business day of month following meeting	Approved Policy Council minutes in English and Spanish



ARCHDIOCESE OF DENVER

RISK MANAGEMENT PROPERTY/CASUALTY INSURANCE TRUST

March 22, 2012

Ms. Kay Franklin
Chief Fiscal Officer
Mayor's Office of Economic Development
Denver's Great Kids Head Start

**RE: Catholic Charities and Community Services of the Archdiocese of Denver
Agreement for Head Start Services for Program Year 2012-2013**

To Whom It May Concern:

We recently received a request for insurance certificates regarding the above-referenced agreement.

Currently, we are in the process of renewing our insurance coverage, which expires 07/01/2012. Until the renewal process is complete, we are unable to issue certificates for the time period you request.

We are willing to issue certificates for the 2012/2013 policy year as soon as they become available.

I hope this will serve your requirements until then. Should you have any questions, please don't hesitate to contact me.

Regards,

Peter J. Cronan
Director, Office of Risk Management

PJC:mlw

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

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

PRODUCER C.M.G. AGENCY, INC 10843 Old Mill Rd Omaha, NE 68154	CONTACT NAME: PHONE (A/C No, Ext): 402-551-8766 FAX No: [] E-MAIL ADDRESS: []														
INSURED Archdiocese of Denver 1300 South Steele Street Denver, CO 80210-2899	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width:20%;">NAIC#</th> </tr> <tr> <td>INSURER A: Preferred Professional Ins. Co</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A: Preferred Professional Ins. Co		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC#														
INSURER A: Preferred Professional Ins. Co															
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSTR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADWIJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY/AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			MAU0029185-00	7/1/11	7/1/12	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS			See Attached			EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						WORKERS COMPENSATION & EMPLOYERS' LIABILITY E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Automobile coverage is verified for Head Start Contract #201101343.

CERTIFICATE HOLDER Additional Insured City and County of Denver Its elected and appointed officials, employees and volunteers	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/28/2011

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

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

PRODUCER 1-303-773-9999
Arthur J. Gallagher Risk Management Services, Inc.
6399 S. Fiddlers Green Cir
Suite 200
Greenwood Village, CO 80111

CONTACT NAME:	
PHONE (A/G, No. Ext):	FAX (A/G, No):
E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE:	
INSURER A: PINNACOL ASSUR	NAIC# 41190
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

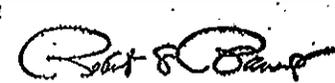
INSURED
Archdiocese of Denver
1300 S. Steele Street
Denver, CO 80210-2599

COVERAGES **CERTIFICATE NUMBER: 21987571** **REVISION NUMBER:**

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

NBR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY , <input type="checkbox"/> PRO-JECT , <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS - NON-OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	<input type="checkbox"/> DED , <input type="checkbox"/> RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			4083045	07/01/11	07/01/12	<input checked="" type="checkbox"/> WC STATUTORY LIMITS , <input type="checkbox"/> OTHER
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N		N/A				E.L. EACH ACCIDENT \$ 1,000,000
	<input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Evidence of Coverage Only regarding: Catholic Charities & Community Services, 4045 Pecos Street, Denver CO 80211.

CERTIFICATE HOLDER	CANCELLATION
Evidence of Coverage Only Archdiocese of Denver 1300 S. Steele St., Rm. 223 Denver, CO 80210 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 

Certificate of Coverage

Date: 7/7/2011

Certificate Holder
 Archdiocese of Denver
 1300 S. Steele Street
 Denver, CO 80210

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Covered Location
 Catholic Charities
 4045 Pecos Street
 Denver, CO 80211

Company Affording Coverage
 THE CATHOLIC MUTUAL RELIEF
 SOCIETY OF AMERICA
 10843 OLD MILL RD
 OMAHA, NE 68154

Coverages

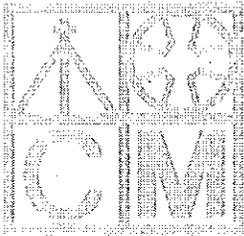
This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8858	7/1/2011	7/1/2012	Each Occurrence	1,000,000
				General Aggregate	2,000,000
				Products-Comp/OP Agg	2,000,000
				Personal & Adv Injury	1,000,000
				Fire Damage (Any one fire)	
Med Exp (Any one person)					
Excess Liability	8858	7/1/2011	7/1/2012	Each Occurrence	500,000
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
 Head Start Contract #201101342. Sexual Misconduct Coverage of \$1,000,000 (claims made coverage) is verified for Catholic Charities; however, the City and County of Denver is not an additional protected person(s) under the Sexual Misconduct Coverage.
 CMRS Excess Auto \$500,000 xs \$500,000.

Holder of Certificate	Cancellation
Additional Protected Person(s) City and County of Denver, its elected and appointed officials, employees and volunteers	Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. Authorized Representative: <i>Joseph T. Swartz</i>

0018003635



CATHOLIC MUTUAL GROUP®

-serving the temporal needs of the church since 1889

September 28, 2011

City and County of Denver Head Start Program
C/O Devron McMillin
200 W Colfax
Denver, CO 80204

RE: Day Care Accident Coverage
Nationwide Policy No. FPS25124400
Term: 07/01/11 to 07/01/12

Dear Devron:

This letter serves to confirm the renewal of the Day Care Accident policy for Catholic Charities. This coverage continues to provide a maximum benefit amount of \$50,000. Coverage is extended on a primary basis, subject to a \$100 deductible.

Sincerely,

Troy Taylor
Member Services Representative III

Exhibit E
Page 5 of 5

10843 Old Mill Road
Omaha, NE 68154-2600
(402) 551-8765
(800) 228-6108
Facsimile (402) 551-2943

EXHIBIT G**Sec. 20-76. - Payment of prevailing wages.**

- (a) *Required.* Every worker, mechanic or other laborer employed by any contractor or subcontractor in the work of drayage or of construction, alteration, improvement, repair, maintenance or demolition of any public building or public work by or in behalf of the city, or for any agency of the city, or financed in whole or in part by the city, or any agency of the city, or engaged in the work of a doorkeeper, caretaker, cleaner, window washer, porter, keeper, janitor, or in similar custodial or janitorial work in connection with the operation of any such public building or the prosecution of any such public work by or in behalf of the city, or for any agency of the city, or financed in whole or in part by the city, or any agency of the city, shall be paid not less than the wages prevailing for the same class and kind of work in the Denver metropolitan area as determined by the career service board under subsection (c). The Denver metropolitan area shall be determined by the career service board. This section shall not apply to any participant in a youth employment program certified by the city where the participant is employed in non-construction work, including the work of materials furnishing, servicing and maintenance of any public building or public work and the work of landscaping that is not performed in connection with the construction or renovation of a public building.
- (b) *Contract specifications.* The specifications for every contract in excess of two thousand dollars (\$2,000.00) to which the city or any of its agencies is a party which requires the performance of work involving drayage or involving construction, alteration, improvements, repairs, maintenance or demolition of any public building or public work, or which requires the performance of the work of a doorkeeper, caretaker, cleaner, window washer, porter, keeper, janitor, or similar custodial or janitorial work in connection with the operation of any such public building or the prosecution of any such public work, shall contain a provision stating that the minimum wages to be paid for every class of laborer, mechanic and worker shall be not less than the scale of wages from time to time determined to be the prevailing wages under subsection (c). Every contract based upon these specifications shall contain a stipulation that the contractor or subcontractor shall pay mechanics, laborers and workers employed directly upon the site of the work the full amounts accrued at time of payment, computed at wage rates not less than those stated or referenced in the specifications, and any addenda thereto, on the actual date of bid opening, or in effect on the date of grant of permit for performance of such work under D.R.M.C. section 49-171 et seq., or on the date of the written purchase order for contracts let by informal procedure under D.R.M.C. section 20-63(b), regardless of any contractual relationship which may be alleged to exist between the contractor or subcontractor and such laborers, mechanics and workers. Increases in prevailing wages subsequent to the date of the contract for a period not to exceed one (1) year shall not be mandatory on either the contractor or subcontractors. Future increases in prevailing wages on contracts whose period of performance exceeds one (1) year shall be mandatory for the contractor and subcontractors only on the yearly anniversary date of the contract. In no event shall any increases in prevailing wages over the amounts thereof as stated in such specifications result in any increased liability on the part of the city, and the possibility and risk of any such increase is assumed by all contractors entering into any such contract with the city. ^[105] Decreases in prevailing wages subsequent to the date of the contract for a period not to exceed one (1) year shall not be permitted. Decreases in prevailing wages on contracts whose period of performance exceed one (1) year shall not be effective except on the yearly anniversary date of the contract.

- (c) *Determination of prevailing wages.*
- (1) The city council hereby declares that it is in the best interests of the city to have a uniform determination of the prevailing wages to be paid to the various classes of laborers, mechanics and workers which will be required in the performance of work covered by this section.
 - (2) The city council hereby finds and concludes that the federal government, in implementing the Davis-Bacon Act (40 U.S.C. § 276a to 276a-5), possesses and exercises a superior capability with superior resources to ascertain the basic rate of pay, overtime, and other benefits which accurately represent the current prevailing rate of wages for work covered by that federal law. The career service board shall determine that the prevailing wages applicable to the various classes of laborers, mechanic, and workers covered by this section and the Davis-Bacon Act correspond to the prevailing wage determinations made pursuant to that federal law as the same may be amended from time to time. The board shall undertake to keep and maintain copies of prevailing wage determinations made pursuant to the Davis-Bacon Act (40 U.S.C. § 276a to 276a-5) and any amendments to that federal law. The board shall also keep and maintain such other information as shall come to its attention concerning wages paid in the Denver metropolitan area. If the board has reason to believe that a prevailing wage determination made pursuant to that federal law is substantially different from wages paid in the Denver metropolitan area based upon other information, it shall so inform the city council for their consideration and action by ordinance. The provisions of this section shall supersede any differing provisions of that federal law, except when that federal law is applicable independent of this section.
 - (3) It shall be the duty of the career service board to determine, after hearing, the prevailing wages for the various classes of laborers, mechanics, and workers which will be required in the performance of work covered by this section but not be covered by the Davis-Bacon Act, which determinations shall be made at least annually, and as frequently as may be considered necessary by the career service board in order that the determination which is currently in effect shall accurately represent the current prevailing rates of wages. Prior to making such determination, the career service board shall give reasonable public notice of the time and place of the hearing concerning such proposed determination and shall afford to all interested parties the right to appear before it and to present evidence. "Prevailing wages" shall mean, for each class of work covered by this section, but not covered by the Davis-Bacon Act, the rate of pay and the overtime and other benefits granted to such full-time workers in the Denver metropolitan area. The rates shall be determined using the same method as used for those classes which are covered by the Davis-Bacon Act. Should this method cause a reduction in compensation of any class of workers, the career service board will review the appropriateness of using this methodology and may recommend to city council a different method for establishing prevailing wage rates. If there is insufficient data available in the Denver metropolitan area to determine the rate of pay and the overtime and other benefits or should comparable classes of work not be performed within the Denver metropolitan area for each class of work covered by this section and not covered by the Davis-Bacon Act, the career service board shall refer to the Service Contract Labor Act of 1965, as amended (41 U.S.C. § 351 et seq.) to determine the rate of pay and the overtime and other benefits.
- (d) *Mandatory contract provisions; enforcement.*
- (1) Every contract covered by this section shall contain a provision requiring the

- contractor and every subcontractor under such contract to pay every worker, mechanic and laborer employed under such contract not less than the scale of wages as provided for under subsections (b) and (c).
- (2) Such contract shall further require the contractor and subcontractors to pay all construction workers, mechanics and other laborers at least once a week the full amounts of wages accrued at the time of payment, computed at wage rates not less than those stated in the specifications; except that the contractor and subcontractors shall make such payments to non-construction workers such as janitorial or custodial workers at least twice per month.
 - (3) Every such contract shall further provide that the contractor shall post in a prominent and easily accessible place at the site of the work the scale of wages to be paid by the contractor and all subcontractors working under the contractor.
 - (4) The contract shall further provide that if the contractor or any subcontractor shall fail to pay such wages as are required by the contract, the manager of finance shall not approve a warrant or demand for payment to the contractor until the contractor furnishes the auditor evidence satisfactory to the auditor that such wages so required by the contract have been paid. Nothing herein shall preclude the manager of finance from approving a partial warrant or demand for payment to the contractor to the extent the auditor has been furnished evidence satisfactory to the auditor that one or more subcontractors has paid such wages required by the contract, even if the contractor has not furnished evidence that all of the subcontractors have paid wages as required by the contract. Any contractor or subcontractor may utilize the following procedure in order to satisfy the requirements of this section:
 - a. The contractor or subcontractor may submit to the auditor, for each worker, mechanic or other laborer to whom such wages are due, a check, as required by the auditor. Such check shall be payable to that worker, mechanic or other laborer, or to the City and County of Denver so it is negotiable by either of those parties. Each such check shall be in an amount representing the difference between the accrued wages required to be paid to that worker, mechanic or other laborer by the contract and the wages actually paid by the contractor or subcontractor.
 - b. If any check submitted pursuant to paragraph (4)a. of this subsection cannot be delivered to the worker, mechanic or other laborer within a reasonable period of time as determined by the auditor, then it shall be negotiated by the city and the proceeds deposited in the auditor's unclaimed prevailing wages special trust fund. Nothing in this subsection shall be construed to lessen the responsibility of the contractor or subcontractor to attempt to locate and pay any worker, mechanic or other laborer to whom wages are due.
 - c. Any valid, verified claim for prevailing wages that is actually received by the city through negotiation of any check submitted pursuant to paragraph (4)a. of this subsection must be made prior to two (2) years after the date of the last underpayment by the contractor or any subcontractor to the worker, mechanic or other laborer to whom such wages were due. After such date, the city shall no longer be liable for payment. The city, as trustee, shall pay such claimant only the amount of the check that is actually negotiated, regardless of any dispute as to any additional amount of wages owing to the worker, mechanic or other laborer. No interest shall be paid by the city on any funds received or disbursed pursuant to this subsection.
 - d. On the last working day of each month, the amount of any claim for which the

- city is no longer liable shall be credited to the general fund, except as otherwise required by law.
- e. The auditor shall maintain a list of all unclaimed, city-negotiated prevailing wage checks for which the city is liable. Such list shall be updated monthly and shall be available for inspection at the office of the auditor.
- (5) Every such contract shall further provide that the contractor shall furnish to the auditor each week during which work is in progress under the contract a true and correct copy of the payroll records of all workers, laborers and mechanics employed under the contract, either by the contractor or subcontractors. Such payroll records shall include information showing the number of hours worked by each worker, laborer or mechanic employed under the contract, the hourly pay of such worker, laborer or mechanic, any deductions made from pay, and the net amount of pay received by each worker, laborer or mechanic for the period covered by the payroll.
- (6) It shall further be provided in such contract that the copy of the payroll record shall be accompanied by a sworn statement of the contractor that the copy is a true and correct copy of the payroll records of all mechanics, laborers or other workers working under the contract, either for the contractor or subcontractors, that payments were made to the workers, laborers and mechanics as set forth in the payroll records, that no deductions were made other than those set forth in such records, and that all workers, mechanics and other laborers employed on work under the contract, either by the contractor or by any subcontractor, have been paid the prevailing wages as set forth in the contract specifications.
- (7) Every such contract shall further provide that if any laborer, worker or mechanic employed by the contractor or any subcontractor under the contract has been or is being paid a rate of wages less than the rate of wages required by the contract to be paid as aforesaid, the city may, by written notice to the contractor, suspend or terminate the contractor's right to proceed with the work, or such part of the work as to which there has been a failure to pay the required wages, and in the event of termination, may prosecute the work to completion by contract or otherwise, and the contractor and any sureties shall be liable to the city for any excess costs occasioned the city thereby.
- (e) *Penalties.* Any contractor or subcontractor subject to the requirements of this section shall as a penalty pay to the City and County of Denver an amount as set forth below for each week, or portion thereof, for each worker paid less than the applicable prevailing wage rates.
- (1) The amount of the penalty shall be determined by the auditor based on consideration of both of the following:
- a. Whether the failure of the contractor or subcontractor to pay the correct wage rate was a good faith mistake and, if so, the error was corrected within thirty (30) days of the date brought to the attention of the contractor or subcontractor.
- b. Whether the contractor or subcontractor has a prior record of failing to meet its prevailing wage obligations.
- (2) The penalty shall be twenty dollars (\$20.00) for each week, or portion thereof, for each worker paid less than the prevailing wage rate, unless the failure of the contractor or subcontractor to pay the correct rate of prevailing wages was a good faith mistake and, if so, the error was corrected within thirty (30) days of the date brought to the attention of the contractor or subcontractor.
- (3) The penalty shall be thirty-five dollars (\$35.00) for each week, or portion thereof, for each worker paid less than the prevailing wage rate, if the contractor or subcontractor has been assessed a penalty, but not more than two (2) other penalties, within the

- previous three (3) years for failing to meet its prevailing wage obligations on a separate contract, unless those penalties were subsequently withdrawn or overturned.
- (4) The penalty shall be fifty dollars (\$50.00) for each week, or portion thereof, for each worker paid less than the prevailing wage rate, if the contractor or subcontractor has been assessed three (3) or more other penalties within the previous three (3) years for failing to meet its prevailing wage obligations on separate contracts, unless those penalties were subsequently withdrawn or overturned.
- (5) The determination of the auditor as to the imposition and amount of the penalty shall be reviewable as follows:
- a. Any person who disputes any determination made by or on behalf of the city pursuant to the authority of the auditor, which determination adversely affects such person, may petition the auditor for a hearing concerning such determination no later than thirty (30) days after having been notified of any such determination. Compliance with the provisions of this subsection shall be a jurisdictional prerequisite to any action brought under the provisions of this section, and failure of compliance shall forever bar any such action.
 - b. The auditor shall designate as a hearing officer a person retained by the city for that purpose.
 - c. The petition for a hearing shall be in writing, and the facts and figures submitted shall be submitted under oath or affirmation either in writing or orally at a hearing scheduled by the hearing officer. The hearing, if any, shall take place in the city, and notice thereof and the proceedings shall otherwise be in accordance with rules and regulations issued by the auditor. The petitioner shall bear the burden of proof, and the standard of proof shall conform with that in civil, nonjury cases in state district court.
 - d. Thereupon, the hearing officer shall make a final determination. Such final determination shall be considered a final order and may be reviewed under Rule 106(a)(4) of the state rules of civil procedure by the petitioner or by the city. A request for reconsideration of the determination may be made if filed with the hearing officer within fifteen (15) days of the date of determination, in which case the hearing officer shall review the record of the proceedings, and the determination shall be considered a final order upon the date the hearing officer rules on the request for reconsideration. The nonprevailing party shall be responsible for and shall pay the costs of the hearing, including the costs of the hearing officer and the hearing reporter.
 - e. The district court of the second judicial district of the State of Colorado shall have original jurisdiction in proceedings to review all questions of law and fact determined by the hearing officer by order or writ under Rule 106(a)(4) of the state rules of civil procedure.
 - f. Failure to pay outstanding penalties that are not pending appeal and are owed to the city pursuant to this section shall be grounds for suspension or revocation of any license issued by the city until fully paid.

(Code 1950, §§ 161.1A, 161.1B, 161.1C, 161.1D; Ord. No. 582-85, § 2, 10-28-85; Ord. No. 212-89, § 1, 4-17-89; Ord. No. 979-95, § 1, 11-27-95; Ord. No. 546-96, § 1, 7-1-96; Ord. No. 624-97, § 1, 9-22-97; Ord. No. 277-00, § 1, 4-3-00; Ord. No. 84-02, § 1, 1-28-02; Ord. No. 656-06, § 1, 10-9-06; Ord. No. 679-06, § 1, 10-16-06; Ord. No. 423-09, § 1, 8-3-09; Ord. No. 285-10, § 1, 5-24-10)