

## SECOND AMENDATORY AGREEMENT

**THIS SECOND AMENDATORY AGREEMENT** is made and entered into by and between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (“Denver”) for itself and on behalf of the **DENVER HEAD START OFFICE** (the “Agency”, and the **OFFICE OF CHILDREN’S AFFAIRS**, and together with Denver, the “City”) and **VOLUNTEERS OF AMERICA COLORADO BRANCH**, a Colorado not-for-profit corporation (the “Contractor”), jointly “the parties.”

### RECITALS

**A.** The Parties entered into an Agreement dated May 21, 2020; and a First Amendatory Agreement (collectively the “Agreement”) for the performance of certain work set forth in the Agreement and exhibits thereto; and

**B.** The Parties wish to amend the Agreement to increase the Amount.

**NOW, THEREFORE**, the parties hereby amend the Agreement as follows:

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

**2.** Section 7.D. of the Agreement entitled “**Maximum Contract Amount**” is amended to read as follows:

“(1) Notwithstanding any other provision of the Agreement, the City’s maximum payment obligation will not exceed **EIGHT HUNDRED TWENTY-THREE THOUSAND ONE HUNDRED SEVENTY DOLLARS AND FORTY CENTS (\$823,170.40)** (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, Exhibit A-1, and Exhibit A-2, as applicable**. Any services performed beyond those in **Exhibit A, Exhibit A-1, and Exhibit A-2, as applicable** are performed at Contractor’s risk and without authorization under the Agreement.”

**3.** Except as herein amended, the Agreement is affirmed and ratified in each and every particular.

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

**[SIGNATURE PAGES FOLLOW]**

**Contract Control Number:** MOEAI-202056804-02 Legacy: 202054051  
**Contractor Name:** VOLUNTEERS OF AMERICA OF COLORADO

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

**SEAL**

**CITY AND COUNTY OF DENVER:**

**ATTEST:**

By:

\_\_\_\_\_

\_\_\_\_\_

**APPROVED AS TO FORM:**

**REGISTERED AND COUNTERSIGNED:**

Attorney for the City and County of Denver

By:

By:

\_\_\_\_\_

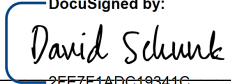
\_\_\_\_\_

By:

\_\_\_\_\_

**Contract Control Number:**  
**Contractor Name:**

MOEAI-202056804-02 Legacy: 202054051  
VOLUNTEERS OF AMERICA OF COLORADO

By:  \_\_\_\_\_  
2FE7F1ADC19341C...

Name: David Schunk  
(please print)

Title: President and CEO  
(please print)

ATTEST: [if required]

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

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

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

Exhibit A-2

**Amendment Number 2- COLA/Quality, Summer Programming, and COVID 19 One-Time**

Volunteers of America Colorado Early Childhood Education Center (VOAC-ECEC) will serve 96 children, ages 3- 5 years old, and their families. VOAC-ECEC will serve families who reside in the City and County of Denver and primarily from the Westwood neighborhood.

**COLA**

COLA funding aids in offering a competitive wage to highly qualified VOA-ECEC Head Start staff members will provide VOA-ECEC with quality staff and resources needed to meet the needs of the vulnerable and resilient families we serve. Within the VOA-ECEC Head Start program, a vast majority of families we serve are English Language Learners and in order to meet the needs of the families and children, we require a minimum of 50% of teachers and support staff to be bilingual in English-Spanish. We currently employ eight positions that require staff to be bilingual in English-Spanish, both written and verbal and will grow this to include ten positions. These staff members are compensated with a shift differential of \$1.00 for this additional and critical skill set. Offering a more competitive wage allows us to attract and retain the most qualified staff. Additionally, this allows our program to provide the most culturally competent service model possible for our community. It is imperative that our team both reflects the community we serve both culturally and linguistically.

We are applying the 2020 2% COLA increase to assist us in the following way:

- Retaining qualified staff is a priority for VOA-ECEC Head Start. In order to do this, we seek to offer a more competitive wage to program staff. We will apply the \$12,785.00 COLA, with the \$23,196.25 match requirement, a total of \$15,530.96 to increase base wages at least 2% for any new staff starting employment after March 1, 2020 and to give the teachers and staff who were employed before March 1, 2020 a 2.5% salary increase. The 2% COLA increase will be a permanent increase for all staff.

**Quality Improvement:**

Volunteers of America received \$49,338.83 federal operating Quality Improvement funds to serve 80 children with Head Start Center Based services and 16 Head Start Home Based Services. VOA's required non-federal share is \$15,418.38. The total budget for VOA Head Start Quality Improvement fund is \$ 77,091.91, Funds will be used to increase salaries as well as to enhance programming for families and children.

A portion of the funding will support individual staff Professional Development goals to ensure all staff members are engaged in continual professional development and able to provide culturally and linguistically competent services to our community.

A portion of the funding will be allocated to support Trauma Informed Practice (TIP). We recognize many of our staff have experienced similar Adverse Childhood Experiences as the families we serve. Many continue to experience the same toxic stress in their own homes and communities. To provide the highest quality educational and family engagement program model to our families, we must reduce the Toxic Stress experienced by staff, increase wellness practices and resiliency to reduce compassion fatigue, increase attendance and reduce turnover. We utilized a small grant from the City and County of Denver to apply a multi prong approach to Trauma Informed Practice through staff wellness activities in 2019 and experienced great success. We observed 100% teacher retention and a 79% reduction in unexpected absences and tardiness during the duration of the grant. We seek to continue this approach by supporting Head Start staff and students through a parallel process and expend it to include parents/caregivers for family engagement and support. We will continue to offer trainings, experiential wellness and self-care exercises to staff members to help model trauma informed practice through staff wellness from administration so that staff can offer this to their students and families in our school. This

## Exhibit A-2

approach parallels both our Conscious Discipline Curriculum as well as TIP introduced by our Trauma Informed Practice Coach. We engage in daily reflections as well as monthly hour long group sessions with our coach to solidify newly learned skills and apply in them in classrooms and during parent engagement events. We introduce new self-care techniques and wellness practices, affording staff a menu of options to select from during the paid work day. We intentionally seek providers from our community to both further support the community in which we reside and serve but also to reduce barriers for staff and families to access and engage in personally outside of the school day.

### Attach

- A budget and budget narrative of the COLA/Quality funds.

### Summer Head Start Program

VOAC-ECEC provided Center Based Extended Day **Summer Head Start** programming to 26 students, 6 more than originally intended, via 3 classrooms. Students were prioritized for enrollment in Summer programming based on students who had IEP's and were entering kindergarten, Kinder bound students, returning students with IEP's, returning students, and students/families with known vulnerabilities. The program ran June 1,2020- July 24, 2020. Classrooms operated Monday through Thursday, 8:30 am - 3:30pm.

VOAC-ECEC utilized the **Summer Head Start Funds COVID19 one-time funding** to support:

Volunteers of America requested \$60,022 in federal operating funds to serve 20 children with Head Start services. VOA's required non-federal share is \$20,007. The total operating budget for VOA Head Start is \$80,029. Personnel costs reflect 10%(Division) Director hazard pay; 80% Director of early Childhood Services hazard pay; ECE Manager Hazard Pay; Education and Disabilities Specialist Hazard Pay; 4 FTE Lead Teachers' salaries plus hazard pay; 1 FTE Teacher Associates salary plus hazard pay; 1 PTE Teacher Associates salary plus hazard pay, 1 PTE Teach Assistant salary plus hazard pay; 3 FTE Family Service Workers hazard pay; and 3 PTE Lunch Coordinator, cook and driver salaries plus hazard pay.

**COVID19 one-time funding** to support:

VOAC-ECEC received funding in the amount of \$61,787.57 in one-time one- COVID-19 Program Improvement funds. We will utilize this funding to help offset the anticipated costs to support the physical and mental safety of our community and deliver high quality programming in new ways. The one time COVID19 program improvement funding will target three areas: physical safety, social emotional support in trauma informed practice, and technology.

- a. **Physical Safety:** To ensure we create a safe physical environment in response to the pandemic and help to create needed behavioral change, we seek **\$15,000.00** to support these efforts. We will add additional staff to support self-isolated classrooms and purchase and Electrostatic disinfectant sprayer, the disinfectant tabs for a year, allowing us to routinely disinfect our site. We will purchase signs, barriers and partitions to provide visual cues for social distancing to aid with curb side drop off and pick up, as well as outdoor banners for recruitment as typical recruitment

## Exhibit A-2

practices are no longer possible. We will purchase medical scrubs and T-shirts for the team to ensure personal barriers and a reduction of exposure/spread.

- b. Social Emotional/Trauma Informed Care: Throughout the world we experience collective grief. The impact of the pandemic has touched every family and heart in different ways, but everyone has been changed. Families experience increased stressors related to food and housing insecurity, domestic violence, substance abuse, mental health concerns, child abuse, loneliness related to isolation, and community violence. Head Start staff members may experience the same and carry the additional responsibility of creating a safe space to hold the trauma as they care for, support and educate children and families going forward. We will partner with our Trauma Informed coach for additional staff support, training, and supplies to ensure we can best meet our children and family's needs. **(\$7,000.00)**
  - c. Technology support: We will seek and purchase evidence based distance learning platform through TS Gold/Creative curriculum Cloud/Rosie Ready to fully engage students and parents in both onsite classroom experiences and virtual learning. This will position us to continue with high quality evidence based curriculum should we again experience a stay at home order related to the pandemic. We desperately require technology to support this effort. We wish to purchase recommended camera for classroom support for coaching and observations. Additionally, we seek to purchase laptops and protective cases for our team, tablets and protective cases to distribute to families who have an identified need for technology to access online learning platforms. **(\$39,787.57)**
2. Estimated budget
- a. Physical Safety; staff and supplies: \$15,00.00
  - b. Social Emotional Support/Trauma Informed Practice: \$7000.00
  - c. Technology; staff and family technology: \$39,787.57

**Estimated Basic Need: \$61,787.57**

**We continue to identify needs as guidance related to COVID-19 evolves. Our response is ever changing to ensure full compliance and best practice.**

**Volunteers of America Head Start  
Budget Narrative 2020-2021 QUALITY IMPROVEMENT Increase  
8/31/2020**

Volunteers of America requests Quality Improvement funds of \$49,338.83 and COLA funds of \$12,785 to serve 80 children with Center based Head Start services and 16 children with Home Based Head Start services. Total federal funds requested = \$62,123.83 and VOA's required non-federal share is \$15,531.00. The total budget for VOA Head Start Quality Improvement/COLA fund is \$77,654.83 Funds will be used to increase salaries as well as enhancing programming for families and children.

## Exhibit A-2

Current personnel hired before March 1, 2020 will receive a 2.5% salary increase. There will be a 1.9% permanent increase for all other Head Start employees.

	\$
i. Federal Funds Requested:	37,906.83
	\$
ii. VOA Non Federal Match funds:	<u>9,476.00</u>
	\$
iii. Total Cost, this category:	47,382.83

**B. FRINGE BENEFITS**

**Fringe benefits** include FICA at 7.65% of total payroll, unemployment ins. at 1%, worker's comp at 2%, pension and retirement @ 9.5%, and health insurance at \$5,172/annual per employee

	\$
i. Federal Funds Requested:	4,303.00
	\$
ii. VOA Non Federal Match funds:	<u>1,076.00</u>
	\$
iii. Total Cost, this category:	5,379.00

**C. TRAVEL**

	\$
i. Federal Funds Requested:	-
	\$
ii. VOA Non Federal Match funds:	-
	\$
iii. Total Cost, this category:	-

**D. EQUIPMENT**

	\$
i. Federal Funds Requested:	-
	\$
ii. VOA Non Federal Match funds:	-
	\$
iii. Total Cost, this category:	-

**E. SUPPLIES**

	\$
i. Federal Funds Requested:	8,100.00
	\$
ii. VOA Non Federal Match funds:	<u>2,025.00</u>
	\$
	10,125.0
iii. Total Cost, this category:	0

**F. CONTRACTUAL**



Exhibit A-2

	\$
i. Federal Funds Requested:	4,820.00
	\$
ii. VOA Non Federal Match funds:	<u>1,205.00</u>
	\$
iii. Total Cost, this category:	6,025.00

**G. CONSTRUCTION**

No **construction funds** are requested

**H. OTHER COSTS**

Other costs include training for staff and parents; environment enhancements; family services funds; mental health consultation; etc.

	\$
i. Federal Funds Requested:	6,994.00
	\$
ii. VOA Non Federal Match funds:	<u>1,749.00</u>
	\$
iii. Total Cost, this category:	8,743.00

**I. T and TA**

i. Federal Funds Requested:	\$
ii. VOA Non Federal Match funds:	<u>-</u>
	\$
iii. Total Cost, this category:	-

	\$
	<b>62,123.8</b>
<b>TOTAL FED FUNDS</b>	<b>3</b>
	\$
	<b>15,531.0</b>
<b>TOTAL MATCH</b>	<b>0</b>
	\$
	<b>77,654.8</b>
<b>TOTAL BUDGET</b>	<b>3</b>

NOTE: A federal indirect cost rate agreement is not used for VOA Head Start.

**MATCH SOURCES**

Exhibit A-2

Colorado Preschool Program	\$ 15,531.00
	\$ <b>15,531.00</b>