

## AMENDATORY AGREEMENT

**THIS AMENDATORY AGREEMENT** is made and entered into by and between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado, hereinafter referred to as the "City", and **BAYAUD ENTERPRISES, INC.** , a non-profit corporation, with an address of **333 West Bayaud Avenue, Denver, CO 80223** (the "Contractor"), collectively "the parties".

### RECITALS:

**WHEREAS**, the City and Contractor entered into an Agreement dated August 7, 2013, to provide comprehensive employment and training services (the "Agreement"); and

**WHEREAS**, the City and the Contractor wish to amend the Agreement to increase the total amount of compensation to be paid to the Contractor;

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

1. Paragraph E. (1) of Article 5 is hereby deleted and restated to read as follows:

" (1) Notwithstanding any other provision of the Agreement, the City's maximum payment obligation will not exceed **Six Hundred Fourteen Thousand Three Hundred Sixty Nine and 00/100 Dollars (\$614,369.00)** 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. Effective as of the date of execution of this Amendatory Agreement as written on the City signature page below, the budget under the Agreement, as amended herein will be the budget set forth in the revised budget marked as "Exhibit B-1" attached hereto and incorporated herein by this reference. Any references to "...Exhibit B..." in the Agreement shall be amended to read "...Exhibit B and Exhibit B-1..." as applicable. Effective as of the date of execution of this Amendatory Agreement as

written on the City signature page below, Exhibit B-1 hereby supersedes and replaces Exhibit B in its entirety and Exhibit B will have no further force or effect.

3. Article 35 of the Agreement, entitled "**CONTRACT DOCUMENTS; ORDER OF PRECEDENCE**", is hereby deleted and restated to read as follows:

**"35. CONTRACT DOCUMENTS; ORDER OF PRECEDENCE:**

This Agreement consists of Articles 1 through 37, which precede the signature page, and the following attachments which are incorporated herein and made a part hereof by reference:

- A. General Terms and Conditions – Exhibit C
- B. Work Statement – Exhibit A
- C. Budget – Exhibit B; Exhibit B-1
- D. Certificate of Insurance – Exhibit D

In the event of an irreconcilable conflict between a provision of Paragraphs 1 through 37, and any of the listed attachments or between provisions of any attachments, such that it is impossible to give effect to both, the order of precedence to determine which document shall control to resolve such conflict, is as follows, in descending order:

- Articles 1 through 37 (Agreement)
- Exhibit C (unless the City specifically notifies the Contractor in writing that provision of Exhibit C prevails over this Agreement)
- Work Statement – Exhibit A
- Budget – Exhibit B; Exhibit B-1
- Certificate of Insurance, Exhibit D"

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

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

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

**END  
SIGNATURE PAGES AND EXHIBIT B-1 FOLLOW THIS PAGE**

**Contract Control Number:** OEDEV-201311715-01

**Contractor Name:** BAYAUD ENTERPRISES INC

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:

D. Scott Martinez, Attorney for the  
City and County of Denver

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_



Contract Control Number: OEDEV-201311715-01

Contractor Name: BAYAUD ENTERPRISES INC

By: David A. De Ley

Name: David A. De Ley  
(please print)

Title: Director of Rehabilitation Services  
(please print)

ATTEST: [if required]

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

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

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



**Program Budget and Cost Allocation Plan Summary**

Contractor Name: Bayaud Enterprises — Amended as of 2.1.2014 Exhibit B-1

Program Year: 2013-2014

TANF Navigator and Workplace Fundamentals

July 1, 2013 to June 30, 2014

Contract Dates: July 1, 2013 to June 30, 2014

July 1, 2013 to June 30, 2014

Budget Category	Agency Total (All Funding Sources)		Project Costs OED Funding 1 OEDDEV-201311715-00		Project Costs OED Funding 2 OEDDEV		Amendment For Funding 2 OEDDEV-201311715-01		Total Amended Project Costs OED Funding 2 201311715-01		Total Amended Project Costs requested from OED		Other City & County of Denver Funding (Add applicable funding as necessary)		Other Federal Funding		Other Non-Federal Funding		Agency Total	
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount	%
<b>PERSONNEL COSTS</b>																				
Total Salaries	\$494,978.00	36.46%	301,761.00	60.97%	12,714.00	63.94%	314,465.00	63.94%	314,465.00	100.00%	684,978.00	100.00%	0.00%	0.00%	494,978.00	0.00%	0.00%	0.00%	494,978.00	100.00%
Total Fringe Benefits	\$71,426.00	27.32%	40,768.00	57.08%	11,141.00	72.88%	51,909.00	72.88%	51,909.00	100.00%	71,426.00	100.00%	0.00%	0.00%	71,426.00	0.00%	0.00%	0.00%	71,426.00	100.00%
Total Personnel Costs	566,404.00	35.31%	342,549.00	60.48%	23,855.00	64.06%	366,404.00	64.06%	366,404.00	100.00%	566,404.00	100.00%	0.00%	0.00%	566,404.00	0.00%	0.00%	0.00%	566,404.00	100.00%
<b>NON-PERSONNEL</b>																				
Participant Direct Costs	\$10,649.00	0.00%	9,649.00	90.61%	1,000.00	100.00%	10,649.00	100.00%	10,649.00	100.00%	10,649.00	100.00%	0.00%	0.00%	10,649.00	0.00%	0.00%	0.00%	10,649.00	100.00%
Subcontractor Costs (specify subcontractor)																				
Subcontractor Costs (specify subcontractor)																				
Subcontractor Costs (specify subcontractor)																				
Other Direct Costs	\$6,968.00	0.00%	8,800.00	126.29%	(1,832.00)	100.00%	6,968.00	100.00%	6,968.00	100.00%	6,968.00	100.00%	0.00%	0.00%	6,968.00	0.00%	0.00%	0.00%	6,968.00	100.00%
Facility Costs	\$30,348.00	0.00%	30,348.00	100.00%		100.00%	30,348.00	100.00%	30,348.00	100.00%	30,348.00	100.00%	0.00%	0.00%	30,348.00	0.00%	0.00%	0.00%	30,348.00	100.00%
Indirect Cost Allocation																				
Total Non-Personnel Costs	47,985.00	0.00%	48,797.00	101.73%	(832.00)	100.00%	47,985.00	100.00%	47,985.00	100.00%	47,985.00	100.00%	0.00%	0.00%	47,985.00	0.00%	0.00%	0.00%	47,985.00	100.00%
Total Project Cost	614,389.00		391,346.00	63.70%	23,023.00	67.45%	414,369.00	67.45%	414,369.00	100.00%	614,369.00	100.00%	0.00%	0.00%	614,369.00	0.00%	0.00%	0.00%	614,369.00	100.00%
<b>Program Income (through funded activities)</b>																				
Non-Project:																				
Personnel Costs	6,459,433.00	0.00%		0.00%		0.00%		0.00%		0.00%		0.00%	6,459,433.00	1.46%	84,296.00	1.46%	5,984,603.00	92.54%	6,459,433.00	100.00%
Non-Personnel Costs	1,000,199.00	0.00%		0.00%		0.00%		0.00%		0.00%		0.00%	104,740.00	10.47%	82,374.00	8.24%	833,065.00	83.20%	1,000,199.00	100.00%
Total Non-Project Costs	7,459,632.00												595,274.00	6.77%	156,670.00	2.10%	6,787,688.00	91.13%	7,459,632.00	100.00%
<b>Grand Total</b>	8,074,021.00		391,346.00	4.85%	23,023.00	5.13%	414,369.00	5.13%	414,369.00	7.61%	814,359.00	7.61%	595,274.00	6.26%	156,670.00	1.94%	6,787,688.00	84.19%	8,074,021.00	100.00%

**Amendment as 2.1.14 Exhibit B-1  
Budget Narrative for Work Experience and Navigator Services**

**Original Total Contract Amount as of 7/1/13 for Work Experience and Navigator Services Program = \$591,346.00**  
**Amended Total Contract Amount as of 2/1/14 for Work Experience and Navigator Services Program = \$614,369.00**

Purpose for Amendment: Bayaud's Navigator Program contract has been amended to add funds to cover costs for temporary new Navigator FTE and increasing the records fees for Social Security Insurance (SSI)/Social Security Disability Insurance (SSDI) records beginning 2/1/2014 - 6/30/2014.

**Contractor: Bayaud Enterprises**  
**Total Contract Amount for Work Experience: \$200,000**

**PERSONNEL BUDGET CATEGORIES**

**Salary**

**Position Computation Cost**

**Position 1 TANF Contract Manager \$71,070 x 85% of time spent on project = \$60,409**  
*Hands on working manager who provides direct supervision to program staff, maintains community training sites, and coordinates all aspects of day to day activity. Eighty percent of this position's time is spent on the OED TANF grant and twenty percent of her time is spent on other non -federally funded projects.*

**Position2 Work Adjustment Specialist/Case Manager \$44,713x100% of time spent on project= \$44,713**  
*The work adjustment specialist provides work performance feedback to participants who are training in actual worksites. This unique model of teaching soft skills is what has made our training so effective. In addition, this position assists with case management. This position is supervised by the contract manager with one hundred percent of her time spent on the OED TANF grant.*

**Position 3 Work Adjustment Specialist/Case Manager \$45,168x100 % of time spent on project = \$45,168**  
*The work adjustment specialist provides work performance feedback to participants who are training in actual worksites. This unique model of teaching soft skills is what has made our training so effective. In addition, this position assists with case management. This position is supervised by the contract manager with one hundred percent of her time spent on the OED TANF grant.*

**Position 4 General Office Skills Training Manager**

This position will provide assessments and work adjustment training as well as teaching introductory computer competencies in basic software applications. The computer classes will be an "in-house" work adjustment site. This position is supervised by the director of rehabilitation services and we anticipate forty percent of her time will be spent on the OED TANF grant and sixty percent on other non-federally funded projects. \$43,758x40 % of time spent on project = **\$17,503**

**Position 5 Director of Rehabilitation Services**

This position includes supervision of the TANF contract manager and the general office skills manager, rehabilitation management of our internal community training sites, weekly meetings with TANF staff, and budget preparation and monitoring. \$84,600x15% of time spent on project = **\$12,690**

**Total Salary Cost: \$ 180,483**

**Fringe Benefits**

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits expenses are only for the personnel listed in budget category (A) and only for the percentage of time devoted to the project as described above in the Budget Spreadsheet. Below is a list of common benefit expenses. Include all benefits your agency provides employees if more are offered than those listed below.

- FICA @.0765
- Health Insurance None taken
- Workers' Compensation @ .00545
- Unemployment Compensation @.0332 of first \$10,000 of calendar year
- 403(b) @ match employee contribution up to 3% of salary

**Name/Position Computation Cost**

Position 1			
Employers FICA	\$60,409 x 7.65%		\$ 4,621
Health Insurance	None taken		
Workers' Compensation	\$60,409 x .002851		\$ 172
Unemployment Compensation	\$10,000 x .02229 x 85%salary		\$ n/c
403(b)	\$60,409 x .03		<u>\$ 1,812</u>
			<b>\$ 6,605</b>
Position 2			
Employers FICA	\$44,713 x 7.65%		\$ 3,421
Health Insurance	None taken		

Workers' Compensation	\$44,713 x .002851	\$ 127
Unemployment Compensation 403(b)	\$10,000 x .0229 \$44,713 x .03	\$ n/c <u>\$ 1,341</u> <b>\$ 4,889</b>
Position 3		
Employers FICA	\$45,168 x 7.65%	\$ 3,455
Health Insurance	None taken	
Workers' Compensation	\$45,168 x .002851	\$ 129
Unemployment Compensation 403(b)	\$10,000 x .0229 \$45,168 x .03	\$ n/c <u>\$ 1,355</u> <b>\$ 4,939</b>
Position 4		
Employers FICA	\$17,503 x 7.65%	\$ 1,339
Health Insurance	None taken	
Workers' Compensation	\$17,503 x .002851	\$ 50
Unemployment Compensation 403(b)	\$10,000 x .0229 x 40% salary \$17,503 x .03	\$ n/c <u>\$ 525</u> <b>\$ 1,974</b>
Position 5		
Employers FICA	\$12,690 x 7.65%	\$ 971
Health Insurance	None taken	
Workers' Compensation	\$12,690 x .002851	\$ 36
Unemployment Compensation 403(b)	\$10,000 x .0229 x 15% salary \$12,690 x .03	\$ n/c <u>\$ 103 (partial)</u> <b>\$ 1,110</b>

Total Fringe Benefits Cost: \$ 19,517

**TOTAL PERSONNEL COST: \$ 200,000**



**Budget Narrative for Navigator Services (Amendment as 2.1.14)**

**Contractor:** Bayaud Enterprises

**Total Contract Amount:** \$394,346 \$414,369

**JUSTIFICATION:** AMENDMENT TO INCREASE CONTRACT AMOUNT BY \$23,023 to reflect temporary new hire beginning 2/1/2014. This amount reflects the prorated cost of this new position for the remainder of the contract year. This temporary hire is to assist with the volume of referrals to the Navigator Program.

**PERSONNEL BUDGET CATEGORIES**

**Salary**

**JUSTIFICATION:** \*INCREASE SALARY COST BY \$12,714 to reflect decrease in Benefit and Manager time spent on project from seventy percent to fifty-five percent. This savings will be shifted into Fringe Benefits Costs to account for actual fringe based on health insurance elected by staff and increase to cost of health insurance. Also, this change includes the new temporary hire.

**Position Computation Cost**

**Position 1                      Director of Contracts: Carole**                      \$82,920 x 18% of time spent on project = **\$14,925**  
*Provides support and supervision of overall programming. Eighteen percent of time spent on OED TANF grant and eighty-two percent of time on other contracts.*

**Position 2                      Benefit and Resource Manager: Dani**                      \$63,225 x 55% of time spent on project=~~\$44,257~~ **\$40,306**  
*Provides supervision of program staff. Seventy percent of time spent on OED TANF grant. Thirty percent of time on other foundation funding.*

*Decrease time spent on grant from 70% to 55%.*

*07/01/2013 -- 1/31/2014 \$63,225 x 70% of TANF = \$44,257 (44,257/12 = 3,688 mo)                      \$3,688x7 = \$25,816*  
*02/01/2014 -- 06/30/2014 \$63,225 x 55% of TANF = \$34,774 (34,774/12 = 2,898 mo)                      \$2,898x5 = \$14,490*  
*New Projected salary 7/1/2012 -- 6/30-2013                      \$40,306*

*Decrease of \$3,951 for a new salary total of \$40,306*

Position 3                    **Benefit Acquisition Specialist(1) Mary**                    \$41,600 x 100% of time spent on project = **\$41,600**  
 Provides assistance in applying for SSI/SSDI benefits using best practice model. One hundred percent of this positions' time is spent on the OED TANF grant.

Position 4                    **Benefit Acquisition Specialist(2) Nancy**                    \$41,600 x 100% of time spent on project = **\$41,600**  
 Provides assistance in applying for SSI/SSDI benefits using best practice model. One hundred percent of this positions' time is spent on the OED TANF grant.

Position 5                    **Benefit Acquisition Specialist(3) Shawn**                    \$41,600 x 100% of time spent on project = **\$41,600**  
 Provides assistance in applying for SSI/SSDI benefits using best practice model. One hundred percent of this positions' time is spent on the OED TANF grant.

Position 6                    **Community Resource Navigator(1) Lauren**                    \$41,600 x 100% of time spent on project = **\$41,600**  
 Provides screening for resource needs and referral to community resources and assists in extension requests. One hundred percent of this positions' time is spent on the OED TANF grant.

Position 7                    **Community Resource Navigator(2) Christina**                    \$44,999 x 100% of time spent on project = **\$44,999**  
 Provides screening for resource needs and referral to community resources and assists in extension requests. One hundred percent of this positions' time is spent on the OED TANF grant.

Position 8                    **Administrative Assistant: Latoya**                    \$31,200x100% of time spent on project=**\$31,200**  
 Administrative support such as billing and grant response. One hundred percent of this positions' time is spent on the OED TANF grant.

Position 9                    **Benefit Acquisition Specialist (Temporary Hire)** \$40,000 x 100% of time spent on project = **\$16,665**  
 Prorated 2/1/2014 through 06/30/2014. Provides screening for resource needs and referral to community resources and assists in extension requests. In addition provides assistance in applying for SSI/SSDI benefits. One hundred percent of this positions' time is spent on the OED TANF grant.

**Total Salary Cost: \$304,784**

Total Amended/Modified Salary Cost based on updated actual amounts shown above as of 2.1.2014: \$314,495.00

**Fringe Benefits:**

Bayaud/ TANF / STA  
 Contract Number OEDEV-201311715-01  
 07/01/2013 – 06/30/2014  
 Template Rev. Date: 5/28/2013

JUSTIFICATION: INCREASE FRINGE BENEFITS COST BY \$11,141 to reflect actual fringe based on health insurance elected by staff and increase to cost of health insurance.

**Name/Position Computation Cost**

**Director of Contracts: Carole**

Employers FICA	\$14,925 x 7.65%	\$1,142
Health Insurance	\$0 x 18% salary	\$0
Worker's Compensation	\$14,925 x .002869	\$43
Unemployment Compensation	\$11,300 x .0235 x 18% salary	\$44
403(b) contribution	\$14,925 x .03	\$448
		<b><u>\$4,674 - \$1,681</u></b>

Updated Unemployment Compensation Rate \$41 to \$48 (+\$7)  
New fringe total of \$1,681

**Benefit and Resource Manager: Dani**

7 months at 70% of time spent on grant

Employers FICA	\$44,257 x 7.65%	\$3,386
Health Insurance	\$0 x 70% salary	\$0
Worker's Compensation	\$44,257 x .002869	\$126
Unemployment Compensation	\$10,000 x .0332 x 70% salary	\$160
403(b) contribution	\$44,257 x .03	\$1,328
		<b><u>\$5,000/42 = 417/mo x 7 mo = \$2,919</u></b>

5 months at 55% of time spent on grant

Employers FICA	\$34,774 x 7.65%	\$2,660
Health Insurance	\$0 x 55% salary	\$0
Worker's Compensation	\$34,774 x .002869	\$100
Unemployment Compensation	\$11,300 x .0235 x 55% salary	\$146
403(b) contribution	\$34,774 x .03	\$1,043
		<b><u>\$3,949/12 = 329/mo x 5 mo = \$1,645</u></b>

Decrease time spent on grant from 70% to 55%.

\$5,000/12 = 417/mo x 7 mo = \$2,919  
\$3,949/12 = 329/mo x 5 mo = \$1,645  
New fringe total of \$4,564

Bayaud/ TANF / STA

Contract Number OEDEV-201311715-01

07/01/2013 - 06/30/2014

Template Rev. Date: 5/28/2013

**Benefits Acquisition Specialist (1) Mary**

Employers FICA	\$41,600 x 7.65%	\$3,182
Health Insurance	\$3,963 x 100% salary	\$2,074
Worker's Compensation	\$41,600 x .002869	\$119
Unemployment Compensation	\$11,300 x .0235	\$266
403(b) contribution	\$41,600 x .00	\$0
		<u>\$6,323</u>
		\$7,530

Health Insurance increase \$2,794 to \$3,963 (+\$1,169)

Updated Unemployment Compensation Rate \$229 to \$266 (+\$37)

New fringe total of \$7,530

**Benefits Acquisition Specialist (2) Nancy**

Employers FICA	\$41,600 x 7.65%	\$3,182
Health Insurance	\$4,037 x 100% salary	\$4,037
Worker's Compensation	\$41,600 x .002869	\$119
Unemployment Compensation	\$11,300 x .0235	\$266
403(b) contribution	\$102/mo x 12 months	\$0
		<u>\$7,567</u>
		\$8,828

403(b) increase \$0 to \$1,224 (+\$1,169)

Updated Unemployment Compensation Rate \$229 to \$266 (+\$37)

New fringe total of \$8,828

**Benefits Acquisition Specialist (3) Shawn**

Employers FICA	\$41,600 x 7.65%	\$3,182
Health Insurance	\$3,963 x 100% salary	\$2,794
Worker's Compensation	\$41,600 x .002869	\$119
Unemployment Compensation	\$11,300 x .0235	\$266
403(b) contribution	\$41,600 x .03	\$1,248
		<u>\$7,572</u>
		\$8,778

Health Insurance increase \$2,794 to \$3,963 (+\$1,169)

Updated Unemployment Compensation Rate \$229 to \$266 (+\$37)

New fringe total of \$8,778

**Community Resource Navigator(1) Amanda**

Employers FICA	\$41,600 x 7.65%	\$3,182
Health Insurance	\$330 x 10 months x 100% salary	\$0
Worker's Compensation	\$41,600 x .002869	\$ 119
Unemployment Compensation	\$11,300 x .0235	\$ 266
403(b) contribution	\$41,600 x .03	<u>\$1,248</u>
		<b>\$4,778</b>
		<b>\$8,115</b>

Health Insurance (elected 9/1/13) \$0 to \$3,300 (+\$3,300)  
Updated Unemployment Compensation Rate \$229 to \$266 (+\$37)  
New fringe total of \$8,115

**Community Resource Navigator (2) Christina**

Employers FICA	\$44,999 x 7.65%	\$3,442
Health Insurance	\$0 x 100% salary	\$0
Worker's Compensation	\$44,999 x .002869	\$ 129
Unemployment Compensation	\$11,300 x .0235 x	\$ 266
403(b) contribution	\$44,999 x .03	<u>\$1,350</u>
		<b>\$5,266</b>
		<b>\$5,187</b>

Updated Unemployment Compensation Rate \$229 to \$266 (+\$37)  
New fringe total of \$5,187

**Administrative Assistant- Lafoya**

Employers FICA	\$31,200 x 7.65%	\$2,387
Health Insurance	\$0 x 100% salary	\$0
Worker's Compensation	\$31,200 x .002869	\$ 90
Unemployment Compensation	\$11,300 x .0235	\$ 266
403(b) contribution	\$31,200 x .03	<u>\$0</u>
		<b>\$2,743</b>

**Community Resource Navigator (Temporary Hire)**

Employers FICA	\$16,665 x 7.65%	\$1,275
Health Insurance	\$330.24 x 5 months @ 100%	\$1,651
Worker's Compensation	\$16,665 x .00545	\$91
Unemployment Compensation	\$11,300 x .0235	\$266

403(b) contribution

\$16,665 x .03

\$1,200  
**\$4,483**

**Total Fringe Benefits Cost: \$-40,768**

Total Amended/Modified Fringe Benefits Cost based on updated actual amounts shown above as of 2.1.2014: \$51,909.00

**TOTAL PERSONNEL COST: as 7.1.2013 \$-342,549**

**TOTAL MOD PERSONNEL COST based on updated actual amounts shown as 2.1.2014: \$366,404.00**

**NON PERSONNEL BUDGET CATEGORIES:**

**Participant Direct Cost**

**JUSTIFICATION: \*INCREASE PARTICIPANT DIRECT COSTS BY \$1,000 to cover the cost of medical record fees that will be incurred by the new temporary hire. Medical and education records are requested to assist in SSDI/SSI application as well as expedite the SSA information gathering process for initial decision. Copies of these records will often have a fee to process. The dollar amount of these fees can vary greatly between participants depending on the number of medical and educational entities and amount of records. The amount listed below is an average estimate of cost of participants to be served by the new hire.**

**Participant Travel**

**Total Participant Travel Cost: \$1,159**

Itemize participant travel expenses of project by type and purpose (e.g., bus tokens, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., ten people travel to and from counseling sessions at \$X bus tokens). Include a justification for all Travel Participants.

Bus Tickets to and from initial Navigator screening appointment for 150 individuals at \$2 per one way fare.

- This appointment is required in person to screen for eligibility \$300

Bus Tickets to and from SSA appointments for 159 individuals at \$2 per one way fare.

- An in person appointment is required by SSA to establish identity \$319

Bus Tickets to and from necessary medical appointments for 120 individuals at \$2 per one way fare.

- Medical assessment and documentation is critical to benefits acquisition \$240

Bus Tickets to and from appointments for community resources for 150 individuals at \$2 per one way fare.

-Appointments necessary for successful completion of IHWP

\$300  
\$1,159

Records Request Fees

**Total Records Request Cost: \$8,490** \$9,490

Medical and education records are requested to assist in SSDI/SSI application as well as expedite the SSA information gathering process for initial decision. Copies of these records will often have a fee to process. The dollar amount of these fees can vary greatly between participants depending on the number of medical and educational entities and amount of records. The amount listed below is an average estimate of cost per participant.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Records	382 individuals	<del>\$8,490</del> \$9,490

**Total Participant Direct Cost: \$-9,649**

Total Amended/Modified Participant Cost based on updated amounts above as of 2.1.2014: \$10,649.00

**Other Direct Costs**

**JUSTIFICATION: \*DECREASE OTHER DIRECT COSTS BY \$1,832** to reflect decrease in office supplies and equipment. This savings will be shifted into Fringe Benefits Costs to account for actual fringe based on health insurance elected by staff and increase to cost of health insurance. Also, this total includes computer and mileage for the new temporary hire.

Staff Training

**Total Staff Training Cost: \$600**

Every Navigator Staff may attend training relevant to their work within the Social Services/Human Services field of up to \$150 for the contract year. **\$600**

Consumable Supplies

**Total Consumable Supplies Cost: \$-3,300** \$2,193

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies (paper, pens, etc.)	\$123/month x 12 months	<del>\$2,700-</del> \$1,593
Postage	\$50 month x 12 months	<b>\$600</b>

These consumable supplies outlined above are required to purchase materials for and maintain client files. There is a large quantity of paper consumed to print assessments, worksheets, and applications necessary as part of benefits acquisition. Also, many medical records come in electronic format that Bayaud will print to provide to SSA as part of the expedited application process.

Staff Travel

**Total Staff Travel Cost: \$900 \$975**

Purpose of Travel:

Local Mileage to attend client appointments with SSA and other agencies

Provide estimated number of miles, cost per mile, and total.

mileage for 6 Navigator staff @ \$0.43 per mile \$75.00/month x 12 months **\$900 \$975**

Equipment:

**Total Equipment Cost: \$4,000 \$3,200**

New Staff members must be provided with appropriate equipment and technology in order to effectively provide services

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Computer	2 used computers need replaced with new	<b>\$1,600 \$0</b>
Computer	1 new computer for new hire	\$800
Copy Machine	\$200/month x 12 months	<b>\$2,400</b>

**Total Other Direct Cost: \$8,800**

Total Amended/Modified Other Direct Cost as of 2.1.2014: \$6,968.00

Facilities Cost

Rent

This facility will house the entire Community Resource Navigator Program. This location will only be used for Navigator Services. The rental agreement for this office space is renewable annually. All utilities (excluding phone/internet) and janitorial services are included as part of the rent.

Broadway Facility

Description: 1 Broadway, Suite #222B

Total Square Footage of Facility: 1200

Square Footage Used by Grant: 1200

Monthly Rent/Lease Amount: \$1,865 phone/internet not included

Bayaud/ TANF / STA

Contract Number OEDEV-201311715-01

07/01/2013 – 06/30/2014

Template Rev. Date: 5/28/2013



<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Broadway Facility	\$1,865/month x 12 months	\$22,380

**Total Rent Cost: \$22,380**

Communication

Telephone and internet service are required to carry out daily functions of the contract.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Telephone System	\$484/month x 12 months	\$5,808
Internet Service	\$180/month x 12 months	\$2,160

**Total Communication Cost: \$7,968**

**Total Facilities Costs: \$30,348**

**TOTAL NON PERSONNEL COST: \$48,795**

**TOTAL AMENDED/MODIFIED NON PERSONNEL COST AS OF 2.1.2014: \$47,965.00**

**Original Total Contract Amount as of 7/1/13 for Work Experience and Navigator Services Program = \$591,346.00**  
**Amended Total Contract Amount as of 2/1/14 for Work Experience and Navigator Services Program = \$614,369.00**