

AMENDATORY AGREEMENT

THIS AMENDATORY AGREEMENT is made by and between the **CITY AND COUNTY OF DENVER**, a home rule municipal corporation of the State of Colorado (hereinafter, the "**City**"), and **ABILITY CONNECTION COLORADO, INC.**, a Colorado nonprofit corporation with a principal place of business address of 801 Yosemite Street, Denver, CO 80230 (hereinafter, "**Contractor**"). The City and Contractor are referred to, collectively, as "the Parties."

WHEREAS, the Parties entered into that certain agreement dated **June 23, 2021** regarding, among others, the provision of a range of youth services under the Workforce Innovation and Opportunity Act (the "Agreement");

WHEREAS, rather than enter into a new contract, the Parties desire to revise and amend the term of the Agreement;

NOW, THEREFORE, in consideration of the premises and the mutual covenants and obligations herein set forth, the Parties agree as follows:

1. Article 2 of the Agreement entitled "**TERM**" is hereby amended in its entirety by deleting it and replacing it with the following:

"**2. TERM:** The Agreement will commence on **July 1, 2021** and will expire on **August 31, 2022** (the "Term"). Subject to the Director's (as defined in Paragraph 3, below) 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."

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

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

[SIGNATURE PAGES FOLLOW]

Contract Control Number: OEDEV-202263578-01/Jaggaer:202158706-01
Contractor Name: ABILITY CONNECTION COLORADO 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:

Attorney for the City and County of Denver

By:

By:

By:

Contract Control Number:
Contractor Name:

OEDEV-202263578-01/Jaggaer:202158706-01
ABILITY CONNECTION COLORADO INC

By: DocuSigned by:
Judith Ham
1800F8AD38BA457...

Name: Judith Ham
(please print)

Title: Pres/CEO
(please print)

ATTEST: [if required]

By: DocuSigned by:
Tracie Hammons
3B4B9FF7B0DC434...

Name: Tracie Hammons
(please print)

Title: Employment works Director
(please print)

**Ability Connection Colorado, Inc.
Workforce Innovation and Opportunity Act (WIOA)
Scope of Services for Youth Services Provider
July 1, 2021 through August 31, 2022
Amendment-01 Effective July 1, 2022
No cost amendment**

Federal Award ID (FAIN) #:	AA-36361-E-10
Federal Award Date:	07/01/2021
Federal Awarding Agency:	U.S. Department of Labor / ETA Division of Federal Assistance 200 Constitution Avenue NW-Room N-4716 Washington DC 20210
Pass-Through Entity:	City & County of Denver Economic Development & Opportunity (DEDO) 101 W. Colfax Ave Suite 850 Denver CO 80202
Awarding Official:	State of Colorado – Division of Employment & Training 633 17 th Street, 7 th Floor, Denver CO 80202-3627
Pass-Through UEI #:	WP3QXJ87RYH3
Subrecipient UEI #:	E2WNPKAW4PW9
CFDA:	WIOA Youth 17.259
Total Federal funds obligated to subrecipient	\$550,000.00
Total amount of Federal Award	\$1,185,361.00

1.0 Introduction

1.1 This scope of service outlines Program, Administrative, and other requirements that must be satisfied by Ability Connection Colorado, Inc., the Out of School Youth (OSY) Services Provider, hereinafter referred to as the “Sub-recipient”, receiving funds from the City and County of Denver Economic Development & Opportunity (DEDO) on behalf of the Denver Workforce Services (DWS) to operate programs as prescribed by the Workforce Innovation and Opportunity Act (WIOA). This contract is not for research and development.

1.1 As policies and/or procedures are revised or updated, DEDO-DWS will release formal notification and policies electronically. DEDO-DWS will develop policies in alignment with state and federal requirements and will work with sub-recipient to develop procedures. It is expected that the sub-recipient will provide procedure drafts or input within specified timeframe as requested by DEDO-DWS.

1.3 The Sub-recipient shall be prepared to expand or reduce the delivery of services to businesses and youth job seekers if there are increases or reductions and/or changes in project services or scale are required due to actual funding allocations throughout the contract’s term.

1.4 For the purposes of this agreement, this Service Provider is considered a “Sub-recipient” and the following reference from the Uniform Guidance Circular is applicable:

- 1.4.1 The non-Federal entity may concurrently receive Federal awards as a recipient, a sub-recipient, and a contractor, depending on the substance of its agreements with Federal awarding agencies and pass-through entities.
- 1.4.2 Subaward means an award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. 2 CFR §200.92
- 1.4.3 Characteristics that support the classification of the non-Federal entity as a sub-recipient include when the non-Federal entity:
 - a. Determines who is eligible to receive what Federal assistance;
 - b. Has its performance measured in relation to whether objectives of a Federal program were met;
 - c. Has responsibility for programmatic decision making;
 - d. Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
 - e. In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.
- 1.4.4 Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward 2CFR §200.22
- 1.4.5 Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the contractor:
 - a. Provides the goods and services within normal business operations;
 - b. Provides similar goods or services to many different purchasers;
 - c. Normally operates in a competitive environment;
 - d. Provides goods or services that are ancillary to the operation of the Federal program; and
 - e. Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirement may apply for other reasons. 2CFR §200.330

The sub-recipient will adhere to the WIOA outcomes as listed below:

	Carry- in	Q1	Q2	Q3	Q4	New OSY Sub-Total	Total
WIOA OSY	24	29	97	164	193	193	217

Quarterly benchmark numbers are cumulative, and numbers are final.
All new enrollments must be completed by June 30, 2022. The contractor will refer any potential enrollments after this date to Eckerd Connects identified point of contact to be shared with the contractor.

2.0 Youth Provider Roles and Responsibilities

2.1 Responsibilities and Requirements for Sub-recipient Financial Monitoring

- 2.1.1 Federal guidelines require that all recipients of federal funds authorized under the Workforce Innovation and Opportunity Act (WIOA) be subject to financial monitoring to ensure that adequate financial controls are in place. When certain criteria are met, the contracted party is considered a “Sub-recipient” and must comply with all WIOA federal and state laws, rules and regulations that the LWDA is subject to (2 CFR §200.330).
- 2.1.2 The Sub-recipient is responsible for oversight of the operations of the Federal award supported activities. The Sub-recipient must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring by the Sub-recipient must cover each program, function, or activity.
- 2.1.3 Additionally, the Sub-recipient will be monitored by DEDO-DWS to ensure that the sub award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the sub award; and that the sub award performance goals are achieved.
- 2.1.4 At a minimum, the Sub-recipient monitoring shall include:
 - a. Reviewing financial and performance reports required by the pass-through entity.
 - b. Following-up and ensuring that the Sub-recipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the Sub-recipient from the pass-through entity detected through audits, on-site reviews, and other means.
 - c. Issuing a management decision for audit findings pertaining to the Federal award provided to the Sub-recipient from the pass-through entity as required by §200.521 Management decision.

3.0 Relationship with the DEDO-DWS

To ensure the best possible performance of the Denver Workforce system in Denver County, and to derive a maximum return on public investment, the DEDO-DWS intends to support the Sub-recipient by providing certain services and supports.

3.1 The DEDO-DWS shall provide the Sub-recipient with the following:

- a. Orientation to federal, state and local WIOA policies and procedures;
- b. Ongoing training on the Connecting Colorado data collection procedures as needed;
- c. Training regarding DEDO policies/procedures related to WIOA as determined necessary by DEDO and/or requested by sub-recipient;
- d. Technical assistance, including information on best practices, and assistance in implementing effective management practices, customer service practices, etc.;
- e. Support from DEDO-DWS Employer Services team which can include technical assistance, job fairs, customized recruitments, incumbent worker training and other services as deemed necessary.
- f. Labor market information (LMI);
- g. Support from DEDO-DWS Education services team including Career Pathways Information and workshops, information and evaluation of training program providers, and assistance with the Eligible Training Provider list;
- h. Ongoing responsive support;
- i. Opportunities to share successful practices and discuss issues with other WIOA contracted service providers and partners; and
- j. The Sub-recipient shall be required to participate in technical assistance and training as designated by DEDO-DWS throughout the term of this contract.

4.0 Relationship with Required Partners and Denver Workforce System Integration

The Sub-recipient shall work in collaboration with DEDO-DWS and the One-Stop Operator to coordinate the delivery of workforce services among the various mandated partner agencies and designated service providers to support the integration of partners into one cohesive system within 60 days of contract execution.

4.1 To achieve the goal of seamless service delivery to all youth job seekers and businesses, the Sub-recipient may be required to work in coordination with the Denver Workforce system network and its mandated partners, which include:

- a. Programs under Title I of WIOA including Adults, Dislocated Workers, Youth, Job Corp, YouthBuild, Native American programs and migrant and seasonal farmworker programs;
- b. Employment services under the Wagner-Peyser Act;
- c. Adult education and literacy services under Title II of WIOA;
- d. Vocational Rehabilitation program authorized under Title I of the Rehabilitation Act of 1973;
- e. Career and Technical Education Programs at the post-secondary level authorized under the Carl Perkins Career and Technical Education Act of 2006;
- f. Jobs for Veterans State grant programs;
- g. Employment and training activities carried out under the Community Service Block Grant;
- h. Employment and training activities carried out by the Department of Housing and Urban Development;

- i. Programs authorized under State unemployment compensation laws;
- j. Programs under the Second Chance Act of 2007; and
- k. Temporary Assistance for Needy Families (TANF) authorized under part A of the Social Security Act

4.2 Cooperative Agreements

In collaboration with the DEDO-DWS, the Sub-recipient shall establish a cooperative agreement with the One Stop Operator and other essential community based organizations (CBOs) that formalizes the relationship and includes at a minimum: co-location schedules at AJCs and CBO's as needed and deemed beneficial to facilitate full access to customers, referral processes and points of contact, regular meetings with and between partners as needed and deemed necessary to coordinate the most effective and efficient service delivery to job seekers. In collaboration with the DEDO-DWS, ACCO shall maintain cooperative agreements with each of the following:

- Safe City Helping Youth Achieve Excellence (HYPE) program
- Mercy Housing

As well as some of the WIOA-mandated partners and other required organizations with which the DEDO-DWS has MOU's with to provide services.

4.3 Subaward Agreements

The Sub-recipient shall enter into agreements with the following partners included in its proposal to provide supplemental services in compliance with Article 15 of the Agreement. The Sub-recipient shall conduct fiscal and performance monitoring of all subcontractors to ensure compliance to all terms of the contract and federal regulations. Partner includes:

Mile High Youth Corps (MHYC)
1801 Federal
Denver, CO 80204

- All participant services must be completed by 6/30/2022
- Payment of stipends must be completed by 7/31/2022
- Participant case files to be inventoried and submitted to contractor by 6/30/2022

4.4 Adult Education, English Language Acquisition and Basic Skills Tutoring

4.4.1 Under WIOA, Title II (Adult Education) is a mandated partner of Title I (WIOA). As a Title I agency, the Service Provider shall refer individuals in need of Title II services, as appropriate.

4.4.2 The Contractor is required to facilitate any referrals made to a Title II program and to track and monitor customer progress throughout the referral, ensuring that the customer has the appropriate amount of guidance and support to successfully complete the Title II service and continue to achieve the employment goals established in the ISS. The Contractor shall make support services available to customers enrolled in Title II programs to ensure their successful completion. The Contractor

shall remain in contact with the customer and continue to provide career counseling concurrently with Title II services.

5.0 Relationship with the Community

The Sub-recipient shall ensure that all WIOA youth program services are accessible to job seekers and businesses throughout Denver County through a variety of means, including but not limited to the following:

5.1 Hours:

Sub-recipient's service locations must be consistently open Monday-Friday between 8 a.m. - 5 p.m. MST unless a City and County of Denver holiday is observed. Additionally, the Sub-recipient must coordinate alternate hours beyond traditional 8 a.m. to 5 p.m. system-wide to determine adequate access, unless precluded by external factors approved by DEDO-DWS. This alternate hours' schedule should be submitted to DEDO-DWS prior to September 30, 2021, to which it will be posted to DEDO's webpage, www.denvergov.org/economicdevelopment, as appropriate.

5.2 Service Location(s):

The Sub-recipient will provide services at the following locations between 7/1/2021 and 6/30/2022:

Ability Connection Colorado
801 Yosemite Street
Denver, CO 80230

Arie P Taylor
4685 Peoria Street
Denver, CO 80239

5.3 Community Outreach:

5.3.1 The Sub-recipient must conduct regular outreach activities and develop recruitment strategies to inform the community of services available and ensure a steady pipeline of participants coming through the program. The Sub-recipient is expected to network and outreach with other DEDO-DWS vendors, local community and faith-based organizations, libraries, other government agencies, schools and other WIOA mandated partners. The Sub-recipient shall ensure that outreach activities are coordinated in all communities of Denver County in order to recruit youth and businesses that can benefit from WIOA Youth program, particularly the targeted neighborhoods as determined by DEDO-DWS.

5.3.2 Sub-recipient conducts regular recruitment events and will conduct orientation sessions upon request that are open to the public and describe the services available OR have orientation materials available virtually. Efforts must be made to promote and direct participants to the orientation.

6.0 Denver Workforce System Coordination

6.1 The Denver Workforce System consists of the AJCs, the DEDO-DWS funded workforce service providers and the WIOA mandated partners. The AJC's serve as the high-volume central locations for the City's workforce system while the youth agencies provide services to special/targeted populations and serve as a feeder into the larger system.

6.2 The Sub-recipient shall coordinate services across the system and with partner agencies; such services include the following:

6.2.1 Special Projects

- a. The Sub-recipient must act as a fast responder or lead facilitator in staffing special outreach and recruitment events as assigned by DEDO-DWS. These may include job fairs, service fairs, large scale hiring events, hosting tables at conferences or other public events, and participating in other Denver County sponsored projects and activities.

6.2.2 Coordinate System-wide Talent Recruitment

- a. The Sub-recipient shall share and/or coordinate job leads, if unable to fill a job order or in handling a large hiring need, with the other DEDO-DWS service providers and coordinate resume collection, screening, and eventual referral to the employer. This sharing of job leads is done with the goal of making the best possible fit between job opening and job candidate and to ensure that all job ready candidates in the Denver Workforce System have full access to open job opportunities. All job orders should be posted on the Connecting Colorado job portal system for WIOA programs.

6.2.3 Collaborative Partnership

- a. The Sub-recipient must actively participate in work teams organized by the One-Stop Operator and/or DEDO-DWS with vendors, and other required partners as well as center level meetings with co-located partners. These partnerships may also include collaboration with other Colorado Workforce Development Boards and other discretionary grants and local/regional partnerships. These partnerships are designed to provide coordinated responses to businesses and jobseekers and improve overall services to customers.

6.2.4 Referrals

- a. The Sub-recipient shall make referrals to other DEDO-DWS grant recipients across the Denver Workforce System and/or other qualified agencies or mandated WIOA partners deemed necessary for the job-seekers' development.

7.0 Youth Program Service Delivery and Customer Flow

7.1 The Sub-recipient shall continue to enhance Denver’s workforce development system by focusing on a fully coordinated and integrated customer service strategy, which utilizes a strengths-based engagement approach. This model requires integration of the Customer Pool to ensure that all jobseekers flow seamlessly into the workforce system with a single point of entry and share a standardized common service flow.

7.2 WIOA Youth Program Components (to be provided between 7/1/2021 and 6/30/2022, as applicable)

7.2.1 Outreach and Recruitment

The Sub-recipient shall conduct outreach and recruitment efforts throughout Denver County to generate quality enrollments of all WIOA eligible youth participants. Outreach shall be conducted in conjunction with the AJC, as needed, and will include other service providers, programs, and educational institutions

7.2.2 Participant Eligibility

The Sub-recipient will determine and verify program eligibility prior to program enrollment in accordance with the DEDO WIOA Eligibility Determination and Documentation policy. Documentation verifying eligibility for all programs must be collected within the timeframes required by State and local requirements. Eligibility documentation must be obtained and retained electronically in the state system, Connecting Colorado.

7.2.3 Orientation, Assessment, and Suitability

- a. A comprehensive orientation will be provided to all youth, regardless of entry point. Orientation should include sharing information and services available through the workforce system, including partner services and any other pertinent resources to ensure successful completion of the youth’s education and employment goals. Suitability for the programs and services offered through the program will be determined through an initial assessment of the customer’s needs and barriers that includes, but is not limited to: assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), supportive service needs, motivation, desire, and availability for work. Completion of individual service codes to be captured and documented in Connecting Colorado.

7.2.4 WIOA 14 Program Elements

The Sub-recipient must ensure that the fourteen WIOA mandated youth program elements are made available to participants and DEDO-DWS shall require confirmation of associated entities performing said elements as described in USDOL Training and Employment Guidance Letter

(TEGL) 21-16 or any subsequent revisions. DEDO-DWS encourages that services can be provided through collaborative partnerships. These program elements include:

- a. Tutoring, study skills training, instruction, and dropout prevention;
- b. Alternative secondary school services or dropout recovery services;
- c. Paid and unpaid work experience;
- d. Occupational skills training;
- e. Education offered concurrently with workforce preparation and training for a specific occupation;
- f. Leadership development opportunities;
- g. Supportive services;
- h. Adult mentoring;
- i. Follow-up services;
- j. Comprehensive guidance and counseling;
- k. Financial literacy education;
- l. Entrepreneurial skills training;
- m. Services that provide labor market information; and
- n. Postsecondary preparation and transition activities.

7.2.5 **Work Experience (Work-Based Learning Options)**

The Sub-recipient will be solely responsible for administering payroll services as either the **Employer of Record or through a third-party payroll provider and will follow work experience policy.**

- a. The Sub-recipient shall develop partnerships with employers and other entities in order to broker and facilitate the development of industry specific work-based learning service models that provide an understanding of career options within a given industry, develop industry-relevant work-based readiness skills, employment competencies, and connect youth with next steps resulting in post-secondary education, training, and/or employment. Whenever youth under the age of 18 are placed in work-based trainings, the service provider(s) is required to conduct a criminal background check and adhere to the DEDO-DWSs Use of Background Checks for DEDO Youth Service Providers and Employers.
- b. A minimum of 20 percent of local WIOA Title I youth funds must be used for work-based learning. The Sub-recipient is responsible for developing a plan to meet this requirement, as well as documenting and reporting work-based learning specific expenditures on a monthly basis. Contractor will share this plan with DEDO upon request.
- c. The Sub-recipient shall be able to provide Work-based Training Options as outlined in WIOA Title I Work Experience Policy.

7.2.6 Career Pathways

The Sub-recipient shall work collaboratively with the DEDO-DWS in order to develop clear, articulate, and timely information that informs jobseekers about middle skilled occupations within demand driven industries, including the delivery of informative workshops. WIOA places a strong emphasis on Career Pathways as defined as, “a combination of rigorous and high-quality education, training, and other services that:

- a. Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- b. Prepares an individual to be successful in any of a full range of secondary or postsecondary education options;
- c. Includes counseling to support an individual in achieving the individual’s education and career goals;
- d. Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- e. Organizes education, training, and other services to meet particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- f. Enables an individual to attain secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- g. Helps an individual enter or advance within a specific occupation or occupational “cluster”.

7.2.7 Follow-up Services

- a. Sub-recipient will provide follow up services in alignment with the Guidance on Data Integrity and Customer Participation cycle.

b. Retention/Advancement Services

- a. Maintaining regular contact
- b. Additional career planning and counseling
- c. Working with the customer to identify emerging problems
- d. Helping the customer gain job/educational coping skills
- e. Peer support groups
- f. Information about additional educational opportunities
- g. Helping the customer to access needed support services

c. Re-Employment Services

- a. Counseling with the customer about reasons for his/her job loss
- b. Utilization of the menu of career services and supportive services to address reasons for job loss and implement appropriate solutions to secure re-employment

8.0 Performance Management and Outcomes

8.1 Performance Outcomes and Benchmarks

- 8.1.1 The Sub-recipient will be evaluated on outcomes for services provided to out of school youth and employers, program compliance audits, actual to planned enrollments, capacity level, actual to planned placements in unsubsidized employment, quality review assessment, case notes, and successful execution of assigned special projects, as well as, additional information on the number of referrals to training, and the negotiated loading plan.
- 8.1.2 Because most WIOA performance measures are based on exits from the program, the DEDO-DWS developed other key point in time benchmarks that will provide the most accurate picture possible of how agencies are meeting the Denver Workforce Systems goals.
- 8.1.3 In addition, the following benchmarks will be monitored and evaluated as part of future funding recommendations:
 - a. Expenditure rates
 - b. Three Part Program Cost Breakdown
 - i. Direct cost to customer
 - ii. Admin/Oversight (management)
 - iii. Program Delivery (case managers)
 - c. Programmatic compliance

8.2 WIOA Youth Performance Measures

- 8.2.1 The DEDO-DWS reports WIOA performance outcomes to CDLE/USDOL as part of the terms of its WIOA allocation. The Sub-recipient will be required to meet the prevailing rates on these measures based on the rates the DEDO-DWS negotiates with CDLE annually. Measures listed below reflect the current PY20 measures; upon Colorado Department of Labor's determination of performance measures the contractor will be notified of PY20 no later than November 30, 2021. A contract modification illustrating the federally mandated performance measures will be executed by December 31, 2021.
- 8.2.2 The sub-recipient will work with the DEDO-DWS to outline at a minimum 90% of the deliverable numbers of the following benchmarks:

		Denver Youth Goal
Education and Employment Rate – 2nd Quarter After Exit	The percentage of participants who are placed in education or training activities, or in unsubsidized employment, during the second quarter after exit	69.00%
Education and Employment Rate – 4th Quarter After Exit	The percentage of participants who are placed in education or training activities, or in unsubsidized employment, during the fourth quarter after exit	70.50%
Median Earnings	The median earnings of participants who are in unsubsidized employment during the second quarter after exit	\$3,650 quarterly
Credential Attainment	The percentage of participants enrolled in an education or training program who attained a recognized post-secondary credential or a secondary school diploma or equivalent during participation or within 1 year after exit	65.00%
Measurable Skill Gains	The percentage of participants who, during a program year, are in an education or training program that leads to a recognized post-secondary credential or employment and who are achieving documented academic, technical, occupational, or other forms of progress, towards such a credential or employment Measured in real time.	62.00%
Indicators of effectiveness in serving employers	Effectiveness of servicing business (TBD)	**

****Federal or State performance indicators for Effectiveness in Serving Employers have not been determined. The Sub-recipient will not be held accountable for these metrics should guidance be received in this program year. At minimum, the Sub-recipient will document both job seeker and employer services in Connecting Colorado which will allow this data to be pulled/baselined for future program year performance**

8.3 Periodic Reporting and Meetings

- a) The Sub-recipient must comply with all Local, State and Federal reporting requirements.
- b) As required by the DEDO-DWS, the Sub-recipient shall document, record, and report actual outcomes on a monthly basis and provide timely and accurate monthly reports in the format designated by the DEDO-DWS. The Sub-recipient is required to complete a quarterly report with success stories and will be required to assist in the completion of other reports as designated by the DEDO-DWS, CDLE or CWDC.

- c) The Sub-recipient is also required to have staff representation at all administrative meetings and staff training workshops as determined by the DEDO-DWS.
- d) The DEDO-DWS will hold monthly/quarterly review meetings with the Sub-recipient to review progress toward planned versus actual benchmarks.
- e) Ad hoc and periodic reports will be required and should be anticipated.
- f) The Sub-recipient must have skilled and/or trained staff who will design and/or maintain an information system that will provide data on who is served (i.e. customer demographic information), when and how they are served (i.e. service delivery information) and the outcomes achieved (i.e. performance data).
- g) The Sub-recipient will be continually evaluated based on their performance on the CDLE performance measures and the DEDO-DWS benchmarks. This progress will be reviewed at Monthly TA meetings. In the event that the Sub-recipient is failing to meet benchmarks they shall submit corrective action plans or participate in training or technical assistance meetings. The Sub-recipient will present progress toward benchmarks at select Workforce Development Board meetings.
- h) Sub-recipient contract renewals will be largely based on achievement of benchmarks. The DEDO-DWS also reserves the right to impose additional conditions and/or restrictions on the contract award, implement probationary periods, undertake any other corrective action, reduce funding or end contracts based on poor performance on any of the benchmarks.
- i) Where required or permitted by law or regulations, the DEDO-DWS reserves the right to add, remove or change measures, targets, conditions, or restrictions as it deems reasonable.

9.0 Program Staffing

9.1 Career Planner/Career Coach Roles and Responsibilities

- 9.1.1 The career advising/coaching function is a critical piece to effective service delivery. Career planning is the process by which career coaches perform ongoing counseling, career development, implementation of the Individual employment plan, intervention support and tracking of customers. The Sub-recipient should provide continuous career coaching and planning services to registered job-seekers.
- 9.1.2 DEDO-DWS has set up minimum skill and duties for career coach within the WIOA system as noted below:
 - a) The development of an Individual Service Strategy (ISS) should be in collaboration with the participant, resulting from a strengths-based engagement model.
 - b) Ongoing regular contact with the customer on all aspects of their workforce development needs. This should be documented in the participant tracking system of record. A printed and signed copy of the Individual Service Strategy must be in each participant case file and/or electronic imaging system.
 - c) Active participation must be documented and supported with appropriate services.

- d) Customer contact must be completed on a regular basis and case notes must be written at every point of contact relating to the participant's goals and services provided.
- e) Comprehensive knowledge, utilization, and interpretation by members of the service provider's staff of assessment tools approved by the Department of Labor and Employment.
- f) Coordination of services for each participant with mandated WIOA partners, including referrals to other workforce development system partners or other youth service providers and mentoring and counseling programs. The coordination of service delivery by all providers involved shall be documented in the participant's case file.
- g) Provision of educational, job development, job placement and job retention services.
- h) Quality referrals for job order; including professionally prepared resumes and materials.
- i) Workforce development technology systems to track services used by the participant and to provide the participant with information on growth industries in the Denver metro area and training provider performance. These technologies will include Connecting Colorado and/or any other DEDO-DWS system of record.
- j) Refer participants for ancillary services as appropriate.
- k) Follow-up services must be made available for a minimum of twelve months as outlined in the Data Integrity policy.

9.2 Career Coach/ Career Planner Knowledge and Skills

9.2.1 As mentioned above, in order to effectively provide the range of services that will be required of career coaches under the WIOA program model, career coaches or other appropriate staff at each service provider should develop certain additional skill sets and knowledge.

9.2.2 These skills and knowledge include, but are not limited to:

- a) Knowledge of all DEDO-DWS policies and procedures;
- b) Knowledge of the WIOA program, mandated and community-based partners, the services each partner provides, and the eligibility requirements for each program as well as the ability to forge successful relationships with the partner programs in order to facilitate and expedite customer referrals to those programs;
- c) A high level of command over caseload composition, status, and entry/exit needs;
- d) Knowledge of the various barriers to employment that job-seekers may face and of the services available within and outside the WIOA system to assist job-seekers in overcoming those barriers, including supportive services;
- e) The ability to navigate the respective system of record and any other technology required for successful program management;
- f) The ability to use all available resources to achieve the employment and employment-related outcomes set in each customer's employment plan;
- g) Knowledge of local labor market data and/or knowledge of resources informing local labor market data;

- h) The ability to use all available resources to achieve the educational and educational-related outcomes set in each customer's employment plan;
- i) Knowledge of community resources and the ability to refer and link participants with necessary services;
- j) Clear understanding of the customer's right to confidentiality; that all information provided remains confidential and should not be released to employers or other service providers without consent from the customer or his/her legal guardian; and
- k) A clear understanding of the roles of business intermediaries and the coaches' role in making high quality referrals in a timely and focused manner.

9.3 Business Development

Another critical component to moving participants to unsubsidized employment is placement support. The Sub-recipient should establish a clear placement plan to effectively market program participants to local businesses. Minimally, this should include dedicated staff and strategic employer outreach and engagement and will need to attend coordination meetings with DEDO-DWS and other mandated partners in order to ensure business services are consistent with the Core business services provided throughout the state.

9.4 Average Case Loads

- 9.4.1 The average caseload size is to be negotiated with DEDO-DWS.
- 9.4.2 An active participant is one that is actively engaged in WIOA services and is further defined in Data Integrity and Customer Participation Cycle for WIOA Title I Programs Policy.
- 9.4.3 In order to determine caseload levels, The Sub-recipient shall conduct an assessment of their WIOA caseloads monthly and discuss with DEDO-DWS's Program Liaison. This assessment will help to track and improve the performance metrics. In this assessment process, the Sub-recipient will determine the number of customers that are in long-term training and are not in immediate need of services by the career coach.

9.5 Staff Training and Professional Development Plan

- 9.5.1 The Sub-recipient may provide different methods of professional development and ongoing training for their staff. The Sub-recipient is expected to provide staff with opportunities for continuous development of skills related to WIOA services. The format may be third-party training, in-house training provided by the agency, training provided by the DEDO-DWS or any combination; the specific skills focused on, the curriculum and delivery methods are choices of the agency. The Sub-recipient must participate in the DEDO-DWS sponsored professional development activities. The DEDO-DWS also encourages the attainment of the Certified Workforce Development Professional (CWDP) credential offered through the National Association of Workforce Development Professionals.

9.6 Staff Orientation and Onboarding

9.6.1 The Sub-recipient is expected to provide orientation for those newly hired to deliver WIOA services. Such orientation should include overview of WIOA policies and processes/procedures; overview of relationship between the Sub-recipient, the DEDO-DWS, WIOA mandated partners and other WIOA funded service providers; basic skills and best practices for service delivery; and other topics as indicated at any point by the DEDO-DWS.

9.7 Staff Retention

9.7.1 Since staff quality has a significant impact on the quality of service delivery, and since agencies will be devoting effort to hiring and training good staff, agencies are expected to take effective steps to ensure the retention of quality staff.

9.8 Salary and Wage Requirements

9.8.1 In accordance with its values, the DEDO-DWS seeks to provide high quality services to our customers. We believe in the increased professionalization of the workforce development field and strive to ensure that our system reflects the dignity of work. Consequently, the DEDO-DWS is requiring that all full-time positions receive a minimum salary that is in line with similar positions in the Denver metro area. The DEDO-DWS also strongly encourages the Sub-recipient to pay professional staff a competitive wage for their level of effort and expertise.

9.8.2 Salary and Bonus Limitations

"In compliance with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading 'Employment and Training' that are available for expenditure on or after June 15, 2006, shall be used by a recipient or sub recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II." This new requirement includes all WIOA grant funded projects. The PY21 amount for Executive Level II is \$197,300. The Sub-recipient must comply with this requirement. (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>)

10.0 Administrative Responsibilities

10.1 Compliance, Reporting and Recordkeeping

10.1.1 The Sub-recipient must comply with all Local, State and Federal reporting requirements. Specifically, the Sub-recipient will be required to document, record, and report actual outcomes, as required by DEDO-DWS, on a monthly basis. Timely, detailed, and accurate information on operations and performance is crucial to effective management of Denver's workforce development system. Therefore, funded agencies must capture and track (and enter to the respective system(s) of record) such information as requested by DEDO-DWS, and supply reports of such data in requested formats, in a professional manner, at requested intervals. All WIOA registrant data must be entered into the Connecting Colorado System

(Connecting Colorado), which is the data tracking and case management system used by WIOA programs in Colorado.

- 10.1.2 In addition to Connecting Colorado, DEDO-DWS may require use of specific reporting or tracking systems, forms or other data management tools, and agencies are expected to have staff capable of executing against such requirements.

10.2 Customer Tracking Systems

- 10.2.1 The Sub-recipient shall use Connecting Colorado for WIOA customers. The system shall be used, to track all WIOA job seeker and employer clients, including contact information, demographic information, program eligibility, services provided, outcomes and case notes. This data system must be used in accordance with the DEDO-DWS's written policies or State PGLs, as may be amended from time to time. Upon request by the Sub-recipient, the DEDO-DWS will provide a unique user name for each Agency staff person that requires access to the data system to perform the Agency's duties under this Contract. Each staff person will be given the minimum access required to perform their specific role under the Contract. The user names and their associated passwords are confidential and must not be shared. Agency agrees to abide by and cause all staff users to abide by the City and County of Denver Data Confidentiality and Security Agreement.

10.3 Language Assistance

- 10.3.1 The Sub-recipient must have sufficient Spanish-speaking staff to serve the Counties' significant Spanish-speaking populations. Other language capacity appropriate to the potential youth job-seeker customer population will also be required. Additionally, key materials must be provided in Spanish and other appropriate languages in accordance with the DEDO-DWS WIOA Language Assistance plan.

10.4 Accessibility to People with Disabilities

- 10.4.1 Title III of the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in "places of public accommodation" (businesses and non-profit agencies that serve the public) and "commercial facilities" (other businesses). Agencies who are not fully compliant with ADA are required to submit an "accessibility plan" outlining steps that need be taken by the leaseholder to become both programmatically and physically accessible and the planned implementation dates. This accessibility plan must meet the criteria set forth in the ADA. All WIOA program services and facilities are expected to be accessible to persons with disabilities. For the ADA Title III Technical Assistance Manual please visit: <http://www.usdoj.gov/crt/ada/taman3.html>

10.5 Equal Opportunity and Non-Discrimination

10.5.1 As a condition to this award of financial assistance from the Department of Labor under Title I of WIOA, the Sub-recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- a) Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA) Title I, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity;
- b) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;
- c) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- d) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- e) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs. Page 6 of 10 The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. The assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program and activity, and to all agreements the grant application makes to carry out the WIOA Title I-financially assisted program or activity. The Sub-recipient understands that the United States has the right to seek judicial enforcement of this assurance

10.5.2 Additionally, the Sub-recipient agrees to be in full compliance at all times with the Denver Workforce Services Equal Opportunity and Non-Discrimination policy.

10.6 Customer Complaint Procedures

10.6.1 DEDO-DWS believes that customer complaints are opportunities to improve services. The primary goal of this complaint process is to address specific participant concerns, resolve the issues at hand in the most expedient manner, learn from the complaint and implement solutions throughout the entire system. The Sub-recipient must inform customers of the formal complaint process and work to resolve customer complaints in a timely fashion, as outlined in DEDO-DWS's Complaints policy.

10.7 Quality Control/Continuous Quality Improvement

10.7.1 The Sub-recipient is required to work with DEDO-DWS to develop a coordinated Monitoring and Review process or quality control plan that ensures that 100% of new WIOA OSY participant case files are reviewed on a quarterly basis. Annual plan is due to DEDO-DWS by September 30, 2020.

- a. The Sub-recipient's quality control plan shall include, but not be limited to, the following:
 - I. the elements of work performance to be monitored, either on a scheduled or unscheduled basis;
 - II. the methods to be used;
 - III. frequency of monitoring;
 - IV. the format and content of records and reports to be generated;
 - V. the title(s) of the individual(s) who will perform the monitoring;
 - VI. the method for identifying and preventing deficiencies in the quality of contractor services performed before the level of performance can become unsatisfactory; and
 - VII. the administrative procedures to be followed for reporting to DEDO-DWS and for responding to operational problems or complaints concerning work performance, qualifications, or other complaints about the sub-recipient personnel details on all corrective action(s) taken.

10.7.2 The Sub-recipient is required to respond to all QA requests and error reports in a timely manner and ensure that all identified errors are corrected, if possible within the designated timeframe. Overall, the Sub-recipient shall ensure that all WIOA enrollments are in full compliance with Federal, State and Local regulations and policies.

10.7.3 The DEDO-DWS strives to deliver high quality services throughout the system. The Sub-recipient is expected to solicit customer feedback, analyze results, and identify areas for quality improvement. The DEDO-DWS will be exploring ways to improve services and solicit feedback from its job seeker and business customers

10.7.4 The Sub-recipient shall participate in associated trainings, evaluation processes, and activities and implement processes that improve the quality of services provided to customers.

10.8 Meetings and Trainings

10.8.1 The Sub-recipient shall ensure appropriate staff representation at a variety of meetings and training sessions. These include, but are not limited to, monthly and quarterly meetings that require director or manager participation, and trainings likely to include many, if not all, of the staff. The Sub-recipient shall meet monthly with the DEDO-DWS to review progress toward planned versus actual benchmarks.

10.9 Payroll and Wage Rate Policy

10.9.1 The Sub-recipient will be solely responsible for administering payroll services as either the **Employer of Record or through a third-party payroll provider and will follow work experience policy**; responsibilities to include the enforcement of all process and procedure in place for payroll, taxes, and worker's compensation coverage for program participants. Therefore, if the Sub-recipient plans to provide paid internships, work experiences, or other allowable compensated activities, these costs must be included as part of the contract budget. All participants enrolled in wage-paid activities shall not be paid less than the highest minimum wage under the Fair Labor Standard Act and Article XVIII, Section 15, of the Colorado Constitution or as specified in local policy

10.10 Participation in Studies and Initiatives

10.10.1 The Sub-recipient shall participate in studies and initiatives as determined by DOL, CDLE or the DEDO-DWS. This may include participation in aspects such as strategic planning sessions and other evaluation technical assistance provided by DEDO-DWS or external evaluation entities.

10.11 Communications and Signage

10.11.1 The Sub-recipient and the AJCs are considered arms of Denver's workforce development system, much like branches or franchises of a corporation. As such, the Sub-recipient must adhere to all requirements and standards related to physical signage where WIOA services are provided including EO information, logos, publications, standard language in WIOA-related communications, and any other signage or communications requirements established by the DEDO-DWS. The Sub-recipient must also adhere to all requirements and standards related to physical and electronic marketing, per the guidelines of the DEDO-DWS Marketing Division.

- a. Specifically, all print or electronic collateral that promotes any programs/services provided under this contract must adhere to the following:
 - I. Include the Denver Workforce Services logo as the primary and most prominent entity responsible for the program/service;
 - II. Include the wording, [Sub-recipient] is a Sub-recipient for the City and County of Denver," regardless of whether the Sub-recipient's name appears in the collateral;
 - III. Include the American Job Center logo;
 - IV. Include the required funding disclosure information as defined by DEDO Public Communications Policy Series #2020-FIN-01.
 - V. Include the required EO language: {Insert Program/Service Name here}is an Equal Opportunity employer/program. *Auxiliary aids and*

services are available upon request to individuals with disabilities. Please dial 7-1-1 or 1-800-659-2656 to use the TTY service Relay Colorado.

- b. Further details regarding these three requirements, as well as important guidelines regarding branding and messaging, will be provided by Denver Workforce Services, both in writing and electronically.
- c. All collateral and external communications which shall be used with the public or any community partners must be submitted to Denver Workforce Services in advance for approval prior to display or distribution.
- d. Social media postings may be exempt from the above logo requirements but must be approved in advance by Denver Workforce Services.

10.12 Technology Requirements

The Sub-recipient will need to match their organization's technological capacity to DEDO-DWS's minimal requirements. Any contractor connecting with Denver City IT must also comply with Denver's requirements that at minimum include VPN and background checks and annual Cyber Security Training.

10.12.1 All Computers at a minimum must have high speed internet access, Window 7 Professional (SP1) or higher, Internet Explorer v 11 or higher, a graphics card that can support 1024x768. Security specifications must include: 1) automatic operating system upgrades, 2) firewall protection, 3) automatic virus upgrades, and 4) anti-spyware software.

10.12.2 The Service Provider agrees to purchase or otherwise obtain appropriate and applicable software to ensure appropriate level of data security to obtain documents and data with high levels of Personally Identifiable Information (PII) that is needed for program compliance within the Colorado Workforce System, as well as capturing digital or electronic signatures on programmatic documentation in compliance with applicable DEDO-DWS policies, to the extent that Service Provider has not already purchased or otherwise obtained such software.

- a. Such software may be obtained as a Software as a Service (SaaS) Service Level Agreement (SLA) or other type of agreement at the discretion of Service Provider, and shall be used as a means to sufficiently meet all of Service Provider's obligations described in this Agreement through its reference here.
- b. Service Provider shall purchase subscription services for such software, including, without limitation, software/hardware updates and related technical support services for such software/hardware,

pursuant to this Agreement commencing at the onset of this Agreement.

- c. Service Provider shall ensure that all software conforms to minimum technology requirements set forth within this Agreement, and all software obtained by Service Provider as described herein shall be subject to review and approval by the City to ensure such conformance.
- d. Service Provider agrees:
 - I. that it will continue to utilize the software described herein throughout the term of the Agreement, including any extensions of time,
 - II. that the CITY has rights to all data captured within this system that is related to the services provided by Service Provider pursuant to this Agreement, and
 - III. such data will be sufficiently retained to ensure compliance with the more stringent of:
 - the then-current Data Retention Policy of the City and County of Denver, or
 - the then-current data retention policy of the funding organization(s) that has/have provided funding for Service Provider services contemplated pursuant to the Agreement, as applicable.

10.13 Privacy and Confidentiality

10.13.1 The Sub-recipient One-Stop Sub-recipient must adhere to the DEDO Personally Identifiable Information policy to ensure the proper use of data and demonstrate that controls are sufficient to prevent identity theft, fraud and abuse as well as maintain a sophisticated and secure technology structure. These requirements must cover, at a minimum, the following:

- a. Participant eligibility documentation;
- b. Program participant records, including all services provided, and costs expended per participant;
- c. Customers' records, including participant data forms, verification/documentation items, assessments tests and results, and documentation of outcomes;
- d. Protection of personal and confidential customer information, including protected health information (HIPAA); and
- e. Memoranda of Understanding (MOUs) between partner programs to share program, participant, and financial data that adhere to federal, state, and local privacy standards.

10.13.2 In addition, the Sub-recipient will require all program participants to sign a release of information that includes an explanation of the level and type of access, as well as restrictions on the use of the participant's data.

10.13.3 The Sub-recipient must provide DEDO with one of the following security control certifications on an annual basis: SSAE18, SOC2,ISO 27001 or other certification as agreed upon.

10.13.4 The Service Provider must provide DEDO with a copy of data breach process and incident response policy at time of execution of contract and as modifications are made throughout the contract period. Policy must be in accordance with DEDO-DWS policies, as well as other local, State and Federal requirements.

- a. The Sub-recipient must notify DEDO of any data breaches or security incidents within 24 hours of identifying any breach or incident and mediate within 30 days, in accordance with DEDO-DWS policies, as well as other local, State, and Federal requirements

10.13.5 The Sub-recipient must agree that DEDO and the City and County of Denver has the right to audit security and data handling measures at any time during the contract.

10.14 Documentation Management and Retention

10.14.1 DEDO-DWS is moving toward a paperless documentation system. Until that time, the Sub-recipient will maintain both hard and electronic copies of customer files in compliance with applicable regulations.

10.14.2 The Sub-recipient will be responsible for working with DEDO-DWS to fully implement paperless record keeping for all WIOA participants.

10.14.3 The Sub-recipient must ensure documents are legibly imaged to a prescribed file management and document imaging system.

10.14.4 The Sub-recipient must maintain program, participant, and financial records for seven years from completion of services in accordance with the City and County of Denver file retention policy.

10.14.5 The Sub-recipient shall develop procedures that ensure the proper use of data and demonstrate that controls are sufficient to prevent identity theft, fraud and abuse as well as maintain a sophisticated and secure technology structure.

11.0 Transition

11.1 Participant Services

- a. All new enrollments must be completed prior to 6/30/2022 to ensure that all services have been delivered. For participants enrolled in a paid work experience, all wages must be paid prior to 7/31/2022.
- b. Any participant that the sub-recipient is unable to serve that is requesting services must be referred to Eckerd Connects Out of School Youth program.

- c. All I-9 documents must be uploaded to the appropriate Connecting Colorado scanning menu by 7/31/2022
- d. Sub-recipient is required to work with DEDO-DWS Continuous Quality Assurance (CQA) team to complete 100% of active, follow-up and carry-in participant file reviews from PY19- PY22 including data reconciliation following the established plan provided by DWS CQA team.
- e. Staff will update the system of record as identified in the 100% case reviews and will document a summary of the program and services the youth received while enrolled.
- f. Staff will inform youth in writing of the transition and provide the name of the receiving case manager along with their contact information.
- g. Staff will participate in a warm handoff between themselves, the youth, and the receiving case manager.
- h. The Sub-recipient will work with the receiving out-of-school youth provider to ensure a seamless transition of youth from their program to the new program.

11.2 Fiscal Transition Services

- a. The sub-recipient will utilize the transition time to prepare and submit final invoices and required documentation to receive payment by August 31, 2022
- b. The sub-recipient will complete a contract close out package.

12.0 CARRY-IN PROGRAM TRANSITION

12.1 The sub-recipient in partnership with DEDO-Denver Workforce Services (“DWS”) will be responsible for transitioning all active, carry-in and follow-up participants for Workforce Innovation and Opportunity Act (“WIOA”) Youth (“YT”). This will include reviewing carry-in case file documentation, conducting follow-up phone calls as needed and scheduling any necessary meetings.

12.2 The sub-recipient in partnership with DEDO-DWB will utilize the transition time period to conduct outreach and communication to job seekers, businesses, mandated partners and other community services providers to ensure that services are delivered seamlessly to all customers. The sub-recipient will be responsible for meeting with all current Youth contracted service providers to understand their service models and integrate them into the new models as needed.



**CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
WORKFORCE INNOVATION AND OPPORTUNITY ACT
PROGRAM YEAR 2021
BUDGET SUMMARY**

A. Respondent:	Ability Connection Colorado	D. Contract Number:	202158706-01/202263578-01
B. Project:	OSY Program	E. Contract Period:	July 1, 2021-August 31,2022
C. Program Year:	2021	F. Requested Amount:	\$550,000.00

Budget Summary for Workforce Innovation And Opportunity Act

(1) Item of Expenditure	(2) Total Project Cost requested from DEDO		(3) Other Federal Funding		(4) Other Non-Federal Funding		(5) Other City and County of Denver Funding		(6) Agency Total (All Funding Sources)	
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Personnel	\$ 323,030	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 323,030	100.00%
Fringe	52,686	100.00%	-	0.00%	-	0.00%	-	0.00%	52,686	100.00%
Travel	2,000	100.00%	-	0.00%	-	0.00%	-	0.00%	2,000	100.00%
Supplies	1,616	100.00%	-	0.00%	-	0.00%	-	0.00%	1,616	100.00%
Contractual	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Participant Direct - Training Costs	129,119	100.00%	-	0.00%	-	0.00%	-	0.00%	129,119	100.00%
Other Direct Costs - Professional Services	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Indirect Costs	41,549	100.00%	-	0.00%	-	0.00%	-	0.00%	41,549	100.00%
	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
TOTAL	\$ 550,000	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 550,000	100.00%

I: Respondent Authorization

Signature of Respondent Official	Date
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Name (Type or print)

Title (Type or print)

J: City and County of Denver Authorization

Signature	Date
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Name (Type or print)

Title (Type or print)



**CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
WORKFORCE INNOVATION AND OPPORTUNITY ACT
PROGRAM YEAR 2021
AMOUNT REQUESTED FROM DEDO SUMMARY**

A. Respondent: Ability Connection Colorado
B. Project: OSY Program
C. Program Year: 2021

D. Contract Number: 202158706-01/202263578-01
E. Contract Period: July 1, 2021-August 31,2022
F. Requested Amount: \$550,000.00

Budget Summary for Amount Requested from Denver Economic Development & Opportunity

(1) Item of Expenditure	(2) WIOA Youth		(3)		(4)		(5)		(6)		(7)		(8) Total Project Cost requested from DEDO	
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Personnel	\$ 323,030	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 323,030	100.00%
Fringe	52,686	100.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	52,686	100.00%
Travel	2,000	100.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	2,000	100.00%
Supplies	1,616	100.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	1,616	100.00%
Contractual	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Participant Direct - Training Costs	129,119	100.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	129,119	100.00%
Other Direct Costs - Professional Services	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Indirect Costs	41,549	100.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%	41,549	100.00%
	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
TOTAL	\$ 550,000	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 550,000	100.00%

I: Respondent Authorization

Signature of Respondent Official **Date**

Name (Type or print)

Title (Type or print)

J: City and County of Denver Authorization

Signature **Date**

Name (Type or print)

Title (Type or print)

Make sure DEDO Summary is included with Budget Summary



**CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
WORKFORCE INNOVATION AND OPPORTUNITY ACT
PROGRAM YEAR 2021
BUDGET MODIFICATION**

A. Respondent:	Ability Connection Colorado	D. Contract Number:	202158706-01/202263578-01
B. Program:	WIOA Youth	E. Contract Period:	July 1, 2021-August 31, 2022
C. Program Year:	2021	F. Award Allocation:	\$550,000.00

(1) Item of Expenditure	(2) Current Approved Budget (\$)	(3) Increases / (Decreases) (\$)	(4) Modified Budget (\$)	Original	Mod 1	Mod 2	Mod 3
Personnel	\$323,030	\$0	\$323,030	323,030.00	323,030.00		
Fringe	\$52,686	\$0	\$52,686	52,686.00	52,686.00		
Travel	\$2,000	\$0	\$2,000	3,000.00	2,000.00		
Supplies	\$1,616	\$0	\$1,616	1,616.00	1,616.00		
Contractual	\$0	\$0	\$0	-			
Participant Direct - Training Costs	\$129,119	\$0	\$129,119	127,831.00	129,119.00		
Other Direct Costs - Professional Services	\$0	\$0	\$0	-			
Indirect Costs	\$41,549	\$0	\$41,549	41,837.00	41,549.00		
	\$0	\$0	\$0	-			
TOTAL	\$550,000	\$0	\$550,000	550,000.00	550,000.00	-	-

I: Respondent Authorization

Signature of Respondent Official Date

Name (Type or print)

Title (Type or print)

J: City and County of Denver Authorization

Signature Date

Name (Type or print)

Title (Type or print)

Note: This form must accompany all contract modification requests.



CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
WORKFORCE INNOVATION AND OPPORTUNITY ACT
PROGRAM YEAR 2021
PERSONNEL & FRINGE BUDGET MODIFICATION

A. Respondent: _____ Ability Connection Colorado _____

C. Contract Number: _____ 202158706-01/202263578-01 _____

B. Program: _____ WIOA Youth _____

D. Contract Period: _____ July 1, 2021-August 31,2022 _____

(1) Position/Title	(2) Employee(s) Name	(3) No. Employees	(4) Annual Salary (\$)	(5) Full-time Equivalent (FTE)	(6) Total Program Cost (\$)	(7) DEDO Share (\$)	(8) Brief Summary of Job Responsibilities (If not enough room include separate sheet).
CQA Lead Case Manager	Gabriella Hinojosa	1	\$54,000	1.00	\$54,000	\$54,000	Provides internal CQA for the OSY team, directs staff with regard to quality control with paper files and Connecting Colorado, identifies staff training
Case Manager/Outreach&Marketing	Sandra Lopez	1	\$52,000	1.00	\$52,000	\$52,000	Performs outreach/marekting along with program director, carries youth case load,
Case Manager	Anthony Dumas	1	\$51,500	1.00	\$51,500	\$51,500	Provides case management services to OSY youth
Case Manager	Dashawna Jackson	1	\$50,000	1.00	\$50,000	\$50,000	Provides case management services to OSY youth
Case Manager	Tina Naylor	1	\$51,500	1.00	\$51,500	\$51,500	Provides case management services to OSY youth
Case Manager	Jason Due	1	\$50,000	1.00	\$50,000	\$50,000	Provides case management services to OSY youth
Program Director	Tracie Hammons	1	\$70,151	0.20	\$14,030	\$14,030	Provides overall supervision of the project
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
(9) Totals					\$323,030	\$323,030	

F. Fringe Benefits and Total Personnel Cost

Type of Fringe Benefits	Total Cost (\$)	DEDO Share (\$)	Please Show Calculations Below:
(10) a. Social Security & Medicare (FICA)	\$15,538	\$15,538	= 4.81% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$4,749	\$4,749	= 1.47% x Line 9
(12) State Unemployment Insurance (SUI)	\$4,942	\$4,942	= 1.53% x Line 9
(13) Workers Compensation	\$2,907	\$2,907	= 0.90% x Line 9
(14) Other (Please List) Medical	\$24,227	\$24,227	= 7.50% x Line 9
(15) Other Please List) Pension Benefits	\$323	\$323	= 0.10% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$52,686	\$52,686	
(17) Total Personnel Costs (Line 9 plus Line 16)	\$375,716	\$375,716	



**CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
WORKFORCE INNOVATION AND OPPORTUNITY ACT
PROGRAM YEAR 2021
NON-PERSONNEL BUDGET MODIFICATION**

A. Respondent: Ability Connection Colorado **C. Contract Number:** 202158706-01/202263578-01
B. Program: WIOA Youth **D. Contract Period:** July 1, 2021-August 31,2022

(1)	(2)	(3)	(4)
Item of Expenditure	Total Program Cost (\$)	DEDO Share of Cost (\$)	Brief Line Item Description & Justification (Please show justification for Total Cost in the Budget Narrative)
TRAVEL TOTAL	\$2,000	\$2,000	Includes the following, but not limited to:
TRAVEL	\$2,000	\$2,000	Travel represents the approx. Staff travel to provided OSY services to youth. At approx. \$166.7 % 6 staff per month over a 12 month period(travel has been limited due to Covid. Also includes travel cost to conferences or training if applicable.
Other Relocation Expense	\$0	\$0	
SUPPLIES TOTAL	\$0	\$0	Includes the following, but not limited to:
Other	\$0	\$0	
CONTRACTUAL TOTAL	\$0	\$0	Includes the following, but not limited to:
	\$0	\$0	
PARTICIPANT COSTS TOTAL	\$129,119	\$129,119	Includes the following, but not limited to:
Work Experience	\$110,000	\$110,000	Providing paid, unpaid work experience support for youth includes sub-contract with MHYC to provide WE services to youth in Health Career Track or Construction The amount is in addition to the amount ACCO will provide below. which will account for the 20% WE requirement.
Supportive Services	\$7,834	\$7,834	Supportive services includes services in line with DEDO supportive services matrix if 30 youth used the maximum allowable cost during the contract year
Youth Education and Support	\$8,000	\$8,000	This cost represents providing youth training and education service in a variety of industry sectors
Other	\$3,285	\$3,285	Financial Literacy classes, tutoring, ESL classes,GED prep classes,Adult basic education classes and other short-term training that falls outside of ITA and Occupational Skills Training (entrepreneurial training, OSHA, CPR, ServSafe, etc. – typically do not result in a “WIOA-recognized post-secondary credential” and are not allowable under ITAs or occupational
Other	\$0	\$0	
OTHER DIRECT COSTS TOTAL	\$0	\$0	Includes the following, but not limited to:
Other	\$0	\$0	
INDIRECT COSTS TOTAL	\$41,549	\$41,549	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method
	\$41,549	\$41,549	
	\$0	\$0	
(5) TOTAL NON-PERSONNEL COSTS	\$172,668	\$172,668	