

## AMENDATORY AGREEMENT

This **AMENDATORY AGREEMENT** is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”), and **COLORADO CENTER ON LAW AND POLICY, INC.**, a Colorado nonprofit corporation, whose address is 789 N. Sherman St., Suite 300, Denver, CO 80203 (the “Contractor”), jointly “the parties”.

### RECITALS:

**A.** The parties entered into an Agreement dated August 30, 2022 (the “Agreement”), to provide technical assistance to small businesses.

**B.** The parties wish to amend the Agreement to extend the term, increase the Maximum Contract Amount and to make such other Amendments as are herein set forth.

**NOW THEREFORE**, in consideration of the premises and the parties’ mutual covenants and obligations, the parties agree as follows:

1. All references to “...Exhibit A” in the existing Agreement shall be amended to read: “...Exhibit A and A-1...” as applicable. Exhibit A-1 is attached.

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

“3. **TERM:** This Agreement will commence on June 1, 2022, and will expire on June 1, 2024 (the “Term”). Subject to the Executive Director’s prior written authorization, the Contractor shall complete any work in progress as of the expiration date and the Term will extend until the work is completed or earlier terminated by the Executive Director.”

3. Section 4 of the Agreement, entitled “**COMPENSATION AND PAYMENT:**”, Subsection d., entitled “**Maximum Contract Amount:**”, paragraph (1) is hereby deleted in its entirety and replaced with:

“**d. Maximum Contract Amount:** (1) Notwithstanding any other provision of this Agreement, the City's maximum payment obligation will not exceed **ONE MILLION TWO HUNDRED THOUSAND DOLLARS AND NO CENTS (\$1,200,000.00)** (the “Maximum Contract Amount”). The City is not obligated to execute an agreement or any amendments for any further services, including any services performed by the Contractor beyond that specifically described in **Exhibit A-1**. Any

services performed beyond those in **Exhibit A-1** are performed at the Contractor's risk and without authorization under this Agreement.”

4. Section 19 of the Agreement, entitled “**NO EMPLOYMENT OF A WORKER WITHOUT AUTHORIZATION TO PERFORM WORK UNDER THE AGREEMENT:**”, is hereby deleted in its entirety.

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

6. 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.

**[THE BALANCE OF THIS PAGE IS INTENTIONALLY LEFT BLANK:  
SIGNATURE PAGES FOLLOW.]**

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

OEDEV-202368051-01[202263934]  
COLORADO CENTER ON LAW AND POLICY, 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:**  
  
Attorney for the City and County of Denver  
  
By: \_\_\_\_\_

**REGISTERED AND COUNTERSIGNED:**  
  
By: \_\_\_\_\_  
  
By: \_\_\_\_\_

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

OEDEV-202368051-01[202263934]  
COLORADO CENTER ON LAW AND POLICY, INC.

By:  71013E7BA28C4EA...

Name: Lydia McCoy  
(please print)

Title: Executive Director  
(please print)

ATTEST: [if required]

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

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

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

## EXHIBIT A-1

## AMENDED SCOPE OF SERVICES

DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
DIVISION of NEIGHBORHOOD EQUITY and STABILIZATION TEAMPROJECT NAME: Business Navigation; Colorado Center of Law and Policy (CCLP)  
2022-23 American Rescue Plan Act (ARPA) Subaward

**Federal Award ID (FAIN) #:** SLFRP4316  
**Federal Award Date:** 3/3/2021  
**Federal Awarding Agency:** U.S Department of the Treasury  
**Pass-Through Entity:** City and County of Denver  
**Awarding Official:** Department of the Treasury  
 American Rescue Plan Act

## I. INTRODUCTION

**Subaward Period of Performance Start and End Dates:** June 1, 2022 – December 31, 2023  
 Amend: June 1, 2022 – June 1, 2024

**Federal Subaward Project Description:**

The purpose of this contract agreement is to provide a ARPA **Subaward** for \$600,000 through the Denver Economic Development & Opportunity's (DEDO) Division of Neighborhood Equity and Stabilization Team (NEST). These funds will be provided to the CCLP to be utilized for Business Navigation. This award is not for Research and Development (R&D).

**AMENDED Federal Subaward Project Description:**

The purpose of this contract agreement is to provide an ARPA **Subaward** for an additional \$600,000 for a total of \$1,200,000 through the Denver Economic Development & Opportunity's (DEDO) Division of Neighborhood Equity and Stabilization Team (NEST). These funds will be provided to the CCLP to be utilized for Business Navigation. This award is not for Research and Development (R&D).

<b>Funding Source:</b>	<b>Amount:</b>	<b>CFDA # and Name:</b>
<input type="checkbox"/> CDBG	\$	<b>CFDA # and Name:</b>
<input type="checkbox"/> HOME	\$	<b>CFDA # and Name:</b>
<input type="checkbox"/> HOPWA	\$	<b>CFDA # and Name:</b>
<input checked="" type="checkbox"/> ARPA	\$ 1,200,000	<b>CFDA # and Name:</b> 21.027

**Sub-awardee Organization:** Colorado Center on Law and Policy**EIN#:** 84-1264154**DUNS#:** JS11GLLL7CX9**SAM.gov Expiration Date:** N/A**Address:** 789 N Sherman Street, Ste 300, Denver CO 80203-3531**Contact Person:** Morgan Turner**Phone:** 303.996.6495**Email:** mturner@cclponline.org**Organization Type:**

☒ Non-Profit ☐ For-Profit ☐ Individual ☐ Partnership ☐ Corporation ☐ Publicly Owned ☐ Other

**EXHIBIT A-1**

**Council District(s):** 1, 3, 5, **Neighborhood(s):** Globeville, Elyria/Swansea,  
7, 8, East Colfax, Montbello, West  
9& 11 Colfax, NE Park Hill, Sun  
Valley, Valverde, Villa Park, &  
Westwood

Project/activity located in a Target Area: ☒ Yes ☐ No  
If yes, indicate type: ☒ Local Target Area ☐ Strategy Area (NRSA) ☐ CDFI ☐ Other

**The Federal Funding Accountability and Transparency Act (FFATA)**

1. In the business or organization's preceding completed fiscal year, the business or organization (the legal entity to which this specific SAM.gov record, represented by a DUNS number, belongs) received: (1) 80 percent or more of annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements:  
☐ Yes ☒ No

**If YES, continue to statement 2.**

2. The public has access to information about the compensation of the executives in the business or organization (the legal entity to which this specific SAM.gov record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986:  
☐ Yes ☒ No

**If YES, stop here. If NO, continue to statement 3.**

3. Provide the names and amounts of the five most highly compensated officers or executives:  
\_\_\_\_\_

**II. ACTIVITY DESCRIPTION****A. Description**

Although Denver was growing rapidly prior to the COVID-19 pandemic, this economic burst was not benefitting everyone. The historic inequities faced by Denver's Black, Indigenous, and people of color (BIPOC) communities have only been exacerbated by the pandemic. BIPOC communities have suffered the most in terms of loss of employment and the number of small businesses open and operating in Denver. This program targets outreach efforts to Denver's hardest to reach communities with navigators who will provide one-on-one support for small businesses. Business navigators will take a holistic look at the needs of these small businesses and will work to connect them to services available from the City and/or our partners.

CCLP will act as the program administrator who will lead the program in:

- Work with DEDO to identify and create system to provide business navigation & services
- Supporting and managing subcontractors of program to implement programs to meet goals and objectives.
- Disbursing funds to navigators under the subcontractors to deliver objectives of program
- Assist in developing a navigation ecosystem in areas where this support does not currently exist.
- Report and abide by the guidelines and reporting requirements of ARPA.
- Provide local, state, and federal compliance and reporting technical assistance for awardees as required.
- Collaboration and communication with DEDO staff for methodology through a project working document.
- Provide documentation with justification of procurement process including how CCLP competitively selected subcontractors.

**EXHIBIT A-1****B. Target Areas**

The priority areas for this scope of work are NEST neighborhoods and their surrounding areas. For example, *East Colfax, Elyria-Swansea, Globeville, Montbello, Northeast Park Hill, Sun Valley, Valverde, Villa Park, West Colfax, Westwood.*

**C. Business Navigators Responsibilities** (Primary Navigation Area Assigned to One Partner):

The business navigators will be a combination of both recruited positions under the partnered organizations or positioned housed already within the partner organization to hold shared responsibilities with their day-to-day roles.

**Amend: The navigators will implement the 5 navigation areas service components (in 10 NEST neighborhoods).**

The navigators will implement the three navigation areas (in the 10 NEST neighborhoods). Navigation area and services are organized by ten neighborhoods in three groups: West, North, and East Denver. The three groups hold the neighborhoods as follows:

<b>West Denver</b>	Zip code
Sun Valley, Valverde, Villa Park, West Colfax	80204
Villa Park	80214
Westwood, Valverde	80129
Valverde	80223
<b>North Denver</b>	Zip code
Globeville, Elyria Swansea, Northeast Park Hill	80216
Northeast Park Hill	80205
<b>East Denver</b>	Zip code
East Colfax, Northeast Park Hill	80207
East Colfax	80220
Montbello	80239

Navigator area of focus and tasks listed below:

**Amend:**

Primary Navigation Area	Definition	Service Component Examples
Outreach and Canvassing	General outreach and canvassing focus on direct contact with individual businesses with the goal of increasing exposure of specific programs. This includes the distribution of pre-approved marketing materials and collateral to businesses. Outreach to new or idea phase entrepreneurs is not allowable under the business technical assistance navigator program. (Include Covid-19 recovery assistance). Navigators are limited to 12 outreach/canvassing events (or units).	<ul style="list-style-type: none"> <li>• Leaflet dropping</li> <li>• Cold calling</li> <li>• Door to door outreach (without lengthy discussion)</li> </ul>
Navigation	Services rendered include triaging existing businesses and entrepreneurs needs and	<ul style="list-style-type: none"> <li>• Directing a business to city website to learn about available programs</li> </ul>

## EXHIBIT A-1

	<p>directing/referring businesses to the appropriate resource/service based on the information shared.</p> <p>Navigators are encouraged to use the Small Business service database, which outlines a variety of local and state assistance programs and small business training programs.</p> <p>Navigators may self-navigate to technical assistance services provided by their organization; these technical assistance services may be subject to additional documentation and may not be eligible for the ARPA navigator program reimbursement.</p>	<ul style="list-style-type: none"> <li>• Directing a business to state website (such as OEDIT) to learn about available programs</li> <li>• Referring a business to another navigator, program/training, or different business serving entity based on business need or location</li> <li>• Closure Contact with Navigator Contact Information</li> <li>• Add-Reporting Specifics such as: Navigators Technical Assistance, DEDO services (Loans, Bio, workforce, DSBO, etc.), and state programs</li> </ul> <p>Include an end date for this update on reporting form</p>
Technical Assistance: One-on-One	<p>Services rendered include individualized subject matter or industry level coaching or consultation to existing businesses and entrepreneurs. One-on-one technical assistance can be provided by visiting the business, via email, or in person at the navigator's office site. Navigators must have an intake process that ensures service delivery is consistently applied. All intake and service delivery information must be entered into the Initial Business Questionnaire and Reporting Form.</p> <p>Navigators may provide up to 8 hours of one-on-one virtual and/or in-person assistance per service recipient. Please request CCLP approval to continue services beyond 8 hours per service recipient.</p>	<ul style="list-style-type: none"> <li>• Business Advising/Planning</li> <li>• Accounting</li> <li>• Marketing</li> <li>• Financial Literacy</li> <li>• Website Development</li> </ul> <p>Etc.</p>
Technical Assistance: Workshops/Classes	<p>Offered online, in-person, or in hybrid manner, where entrepreneurs explore a specific issue area.</p> <p>Workshops should focus on topics that are timely and relevant &amp; may include existing courses that the organization provides over the course of the contract period.</p> <p>Navigators are limited to 5 classes (or units) for the entire contract period* per navigator organization.</p> <p>Process: A workshop calendar must be submitted to the CCLP Navigator Program Lead monthly.</p> <p>Navigators are encouraged to</p>	<ul style="list-style-type: none"> <li>• Procurement</li> <li>• Social media</li> <li>• Marketing</li> <li>• Navigating New City Policies &amp; Programs</li> <li>• Financials</li> <li>• Access to Capital</li> </ul>



## EXHIBIT A-1

	promote attendance at partner workshops.	
Application Assistance	Services rendered included providing an entrepreneur/business with direct support in applying to a city business support program or process. This can be coupled with technical assistance; this technical assistance service may be subject to additional documentation and may not be eligible for the ARPA navigator program reimbursement.	<ul style="list-style-type: none"> <li>Gathering and/or preparing the necessary primary and supporting documents</li> <li>Analyzing required information and attachments for accuracy, clarity, and completeness</li> <li>Following-up with the resource provider to determine improvements that can be made to denied/rejected applications.</li> <li>Revising and resubmitting unsuccessful applications for reconsideration as appropriate</li> </ul>

Primary Navigation Area	Areas of Focus	Tasks
General Outreach & Engagement	General Outreach & Entrepreneur Engagement	<ul style="list-style-type: none"> <li>Build initial relationships with entrepreneurs</li> <li>Provide 1:1 mentorship to service recipients</li> <li>Serve as liaison and referral source for business navigation services</li> <li>Provide community outreach and engagement at public events, meetings, workshops, and other community engagement efforts</li> </ul>
Technical Supports	Training & Technical Assistance	<ul style="list-style-type: none"> <li>Provide 1:1 technical assistance to service recipients</li> <li>Host group training workshops at least once a month</li> <li>Topics for 1:1 assistance and training workshops</li> </ul>
Technical Supports (Cont.)	Subject or Industry Expertise	<ul style="list-style-type: none"> <li>Provide comprehensive information sharing, coaching and strategies related to cooperative development, neighborhood development, real estate development, employment opportunities, employment stock ownership plan</li> </ul>
	Workforce Supports	<ul style="list-style-type: none"> <li>Provide relevant support in professional services, administration, and human resources</li> </ul>

**EXHIBIT A-1**

<b>Application Assistance</b>	<b>Financial Supports</b>	<ul style="list-style-type: none"> <li>• Provide updates and information related to opportunities to access capital resources</li> <li>• Assist in navigating and applying for City and Federal Grant opportunities</li> <li>• Provide comprehensive and effective strategies for market access</li> </ul>
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**D. Data Collection and Reporting**

- Monthly reporting through Zengine on all information and reporting required from sub awardees listed on the project working document mentioned above and in addition:
  - List of groups funded for projects
  - Award number, date, type, amount, description
  - Award payment method (reimbursable or lump sum payment(s))
  - Related project identification number(s) (created by the recipient)
  - Quarterly obligation amount
  - Quarterly expenditure amount
  - And any other federal requirements

**III. Funds will be used to:**

CCLP will be funded as the program administrator who will lead the business navigator program and also who will fund subcontractors that meet the program's main purpose of strengthening the current business ecosystem, empowering the entrepreneur, and providing business owners awareness of opportunities, technical assistance and/or direct connection to additional resources from partners.

**Implementation Plan and Timeline [June 1, 2022 – December 31, 2023] Amend: June 1, 2022- June 1, 2024**

The following table outlines the implementation plan and timelines for this contract.

<b>Task</b>	<b>Projected Beginning &amp; End Dates</b>
<b>Subcontract Agreements Establishment</b>	<b>June 1, 2022 – July 30, 2022</b>
Request for Applications released to previously identified partners as priority applications, reviewed, and awarded/declined	July 30, 2022
Sub-contract agreements established between CCLP and navigation partners (awardees)	August 15, 2022
Release Request for Applications to address additional services required (if necessary)	June 30, 2022
Establish and implement monthly reporting cadence among navigation partners	July 8, 2022
<b>Ecosystem Development</b>	<b>June 1, 2022 – December 31, 2023 Amend: June 1, 2022- June 1, 2024</b>
Identify, map, and assess immediate navigation & business service strategies used by partners	June 1, 2022 – December 31, 2023 Amend: June 1, 2022- June 1, 2024
Organize and facilitate planning session(s) with selected partners <ul style="list-style-type: none"> <li>- Develop joint program calendar</li> <li>- Co-create workshops if needed</li> <li>- Develop and share joint communications plan</li> <li>- Implement centralized meeting and resource document library</li> <li>- Establish monthly small business navigator cohort meetings. DEDO staff will be invited to participate and provide additional support and information.</li> </ul>	September 2022
Implement initial training on navigation strategies with cohort	August 2022
Develop a “living” directory of services and events & distribute to navigation cohort partners	August- September 2022

## EXHIBIT A-1

<b>Communications</b>	<b>June 1, 2022 – December 31, 2022</b> <b>Amend: June 1, 2022- June 1, 2024</b>
Host Public Launch Event	September 2022
Establish and coordinate quarterly event cadence	September- December 2022
Evaluate public events to determine emerging needs	September- December 2022
<b>Amend: Public Canvassing/Outreach Events (Total 3)</b>	<b>June 1, 2023- June 1, 2024</b>
<b>Reporting</b>	<b>June 15, 2022- December 31, 2023</b> <b>Amend: June 15, 2022- June 1, 2024</b>
Monthly reporting plan determined and implemented with navigation partners	August 2022- December 2022
Work with DEDO staff to implement Zengine reporting processes	August 1, 2022- August 15, 2022
CCLP to submit monthly reports on business navigation outcome metrics	August 2022- December 2022
CCLP will monitor & assess monthly reports for adjustments in program delivery	August 2022- December 2022
CCLP to submit all final grant report documents	December 2022 – December 2023
<b>Program Evaluation</b>	<b>October 1, 2022 – February 28, 2023</b> <b>Amend: June 1, 2022- June 1, 2024</b>
Convene Business navigation partners to share and document lessons learned, challenges, and successes of existing business navigation program	October 1, 2023- February 28, 2023
Refine business navigation program, tasks, services, etc. based on partner feedback and establish strategy for continued collaboration	October 1, 2023- February 28, 2023
Implement updated program areas, tasks, services	January 1, 2023- February 28, 2023
<b>Community Service Mapping</b>	<b>October 1, 2022 – March 31, 2023</b> <b>Amend: June 1, 2022- June 1, 2024</b>
Leverage internal research expertise to identify and map existing resources, small businesses, and additional stakeholders	October 1, 2022 – March 31, 2023
Work with navigator partners to determine longer term strategies for support	January 1, 2023- March 31, 2023

**Objective**

Increase economic recovery in the NEST neighborhoods by providing tools like relevant information for funding/programming opportunities, such as the BIO Fund; technical assistance to apply; connection to direct service support from business serving organizations; develop a two-way system of communication between business owners and service providers/DEDO; collect and analyze business data information to better guide future programming support; and where applicable, support the development of business navigator programming.

**NEST Outcomes (To be reported on the Zengine Platform)**

CCLP is responsible for tracking and completing the metrics listed below. CCLP will add all subcontractors' staff metrics into one report.

Timeframe: June 1, 2022 – December 31, 2023

**Amend: June 1, 2022- June, 1 2024**

**Ecosystem Management**

- Establish and implement monthly reporting cadence among partners
  - Monthly partner reports will be compiled by CCLP and submitted to DEDO (end of the month)
- Convene at least 6 small business navigator cohort meetings in 2022; additional 11 meetings in 2023.

**Amend: additional 4 meetings in 2024**

**EXHIBIT A-1**

- Maintain meeting minutes & outcomes for all convenings held
- Compile lessons learned, challenges, and successes report related to the business navigator program
- Identify and map existing business navigation resources, small businesses and entrepreneurs reached, and stakeholders
- Determine priority business navigation gaps, recommendations for long term solutions, and create a preliminary action plan to address ecosystem gaps

**Navigation Areas: West Denver, East Denver, North Denver**

- Program Administration – fund subcontracts between \$30,000-\$100,000 to subcontractors. CCLP will manage the fiscal invoices from the subcontractors. CCLP will determine contract award amount based on services, geography served, and alignment with program goals. All proposals will be reviewed based on 6 key criteria: Experience, Partnership, Collaboration with Peers, Business Services, Workplan (including intended outcomes and list of deliverables), and Budget & Narrative.
- Monthly data collection and reporting – implement output/outcome tracking mechanism using Excel and begin collecting data from participants, using surveys, meeting objectives, trainings, and Community Mapping (as necessary).
- Complete an initial Small Business Eco-System report, identifying solutions and action plan to address ecosystem gaps
- Businesses; Initial Contact and Info Collection: **5,000- 7,500**

**Amend: General Outreach: 1,500**

**Navigation: 800**

- Technical Assistance Hours Completed: **10,000**; CCLP will provide navigators with a spreadsheet template for tracking and reporting technical assistance hours.

**Amend 1: 1800 Technical Hours**

**Amend 2:**

**One on One: (1500 Hours)**

**15 Workshops/Classes: (45-60 Hours)**

**Application Assistance: (200 Hours)**

- Information documented from Businesses are:
  1. Name of Business
  2. Address of Business
  3. Type of Navigation Supports provide
  4. Demographics of Business Owner (race, gender, and ethnicity)
  5. Size of Business (Revenue and employee count)
  6. Industry of Business (6 Digit NAICS)
  7. FEIN/SSN; federal tax id
  8. Eligibility of Business (recovery index or NAICS), proof of this eligibility check before providing services is necessary.
  9. Outcome of support (awarded support, program acceptance, language support, tax break, registration, etc.)
  10. Outcome of support (awarded support, program acceptance, language support, tax break, registration, etc.)

EXHIBIT A-1

**Communications**

- Deploy communications support (media outreach, information meetings, and other activities) to enhance community participation
- Implement bi-directional communications between sub-contractor cohort and DEDO staff.

**IV. Budget**

Please refer to the Exhibit A Part II Program Year Budget Forms a detailed estimated description and allocation of funds. Organization receives income from operations.

☐ Yes ☒ No If Yes, describe:  
☒ Yes ☐ No

Non-personnel costs are being funded.



**CITY AND COUNTY OF DENVER**  
**DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY**  
**American Rescue Plan Act (ARPA)**  
**PROGRAM YEAR 2023**  
**BUDGET MODIFICATION**

<b>A. Respondent:</b>	Colorado Center on Law and Policy	<b>D. Contract Number:</b>	202368051
<b>B. Program:</b>	Business Technical Assistance Navigator	<b>E. Contract Period:</b>	June 1, 2022-June 1, 2024
<b>C. Program Year:</b>	2022-2023	<b>F. Award Allocation:</b>	\$1,200,000.00

(1) Item of Expenditure	(2) Current Approved Budget (\$)	(3) Increases / (Decreases) (\$)	(4) Modified Budget (\$)
Personnel	\$66,720	\$130,730	\$197,450
Fringe	\$13,324	\$26,107	\$39,431
Office Expenses, Supplies, & Equipment	\$0	\$750	\$750
Communication	\$13,500	\$750	\$14,250
Insurance	\$10,000	\$8,000	\$18,000
Professional Services	\$225,000	\$0	\$225,000
Other Direct Costs	\$0	\$500	\$500
Indirect Costs	\$26,456	\$23,163	\$49,619
Direct Costs excluded from MTDC	\$245,000	\$410,000	\$655,000
<b>TOTAL</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$1,200,000</b>

**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 2023**  
**PERSONNEL & FRINGE BUDGET MODIFICATION**

**A. Respondent:** Colorado Center on Law and Policy

**C. Contract Number:** 202368051

**B. Program:** Business Technical Assistance Navigator

**D. Contract Period:** June 1, 2022-June 1, 2024

(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).
	Morgan Turner	1	\$57,000	0.6	\$34,200	\$34,200	Oversee navigator ecosystem, facilitating relationships with partners, overseeing documentation
Interim Director of Strategic Initiatives	Deyanira Zavala	1	\$67,000	0.5	\$33,500	\$33,500	Oversee disbursement process, project management, oversee collaboration with DEDO on emerging opportunities to support work
Community & Development Director	Bruce Barnum	1	\$75,000	0.16	\$12,000	\$12,000	Support with grant reporting and metrics management
Deputy Director of Research	Charles Brennan	1	\$70,000	0.14	\$9,800	\$9,800	Support with data analysis, research, and community service mapping
Community Impact Lead	Morgan Turner	1	\$69,000	0.75	\$51,750	\$51,750	Amend 1 Oversee navigator ecosystem, facilitating relationships with partners, overseeing documentation
Community & Development Director	Bruce Barnum	1	\$100,000	0.05	\$5,000	\$5,000	Amend 1 Support with grant reporting and metrics management
Deputy Director of Research	Charles Brennan	1	\$85,000	0.4	\$34,000	\$34,000	Amend 1 Support with data analysis, research, and community service mapping. Supervise Community Impact Lead.
Operations Director	Kesi Relyea	1	\$101,000	0.1	\$10,100	\$10,100	Amend 1 Support with metrics management and preparing CCLP reimbursement packages and grant financials.
Office Manager	Sha'Von Davis	1	\$59,000	0.05	\$2,950	\$2,950	Amend 1 Support in preparing CCLP reimbursement packages and paying navigators via CCLP's billing system.
Senior Development Manager	Angelita Vazquez	1	\$83,000	0.05	\$4,150	\$4,150	Amend 1 Support with grant reporting and metrics management
					\$0	\$0	
					\$0	\$0	
<b>(9) Totals</b>					<b>\$197,450</b>	<b>\$197,450</b>	

**F. Fringe Benefits and Total Personnel Cost**

Type of Fringe Benefits, includes the following, but not limited to:	Total Cost (\$)	DEDO Share (\$)	Please Show Calculations Below:
(10) a. Social Security & Medicare (FICA)	\$15,105	\$15,105	= 7.65% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$5,924	\$5,924	= 3.00% x Line 9
(12) State Unemployment Insurance (SUI)	\$5,943	\$5,943	= 3.01% x Line 9
(13) Workers Compensation	\$5,943	\$5,943	= 3.01% x Line 9
(14) Other (Please List) <b>Medical</b>	\$829	\$829	0.42%
(15) Other Please List) <b>Pension Benefits</b>	\$5,687	\$5,687	= 2.88% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$39,431	\$39,431	
<b>(17) Total Personnel Costs (Line 9 plus Line 16)</b>	<b>\$236,881</b>	<b>\$236,881</b>	



**CITY AND COUNTY OF DENVER**  
**DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY**  
**WORKFORCE INNOVATION AND OPPORTUNITY ACT**  
**PROGRAM YEAR 2023**  
**NON-PERSONNEL BUDGET MODIFICATION**

**A. Respondent:** Colorado Center on Law and Policy **C. Contract Number:** 202368051  
**B. Program:** Business Technical Assistance Navigator **D. Contract Period:** June 1, 2022-June 1, 2024

(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)
<b>OFFICE EXPENSES, SUPPLIES, &amp; EQUIPMENT TOTAL</b>	<b>\$1,500</b>	<b>\$750</b>	<b>Includes the following, but not limited to:</b>
Office Expenses (Adobe, DocuSign, etc)	\$1,500	\$750	Amend 1 Administrative materials used for program documents, reimbursements, navigator proof of payment and invoices
Test 2	\$0	\$0	
Test 3	\$0	\$0	
Test 4	\$0	\$0	
Test 5	\$0	\$0	
<b>COMMUNICATION TOTAL</b>	<b>\$14,250</b>	<b>\$14,250</b>	<b>Includes the following, but not limited to:</b>
Marketing and Communications	\$13,500	\$13,500	Printed marketing materials; advertisement of the program; creation of common curriculum materials; Associated printing costs for outreach materials
Marketing and Communications	\$750	\$750	Amend 1 Printed marketing materials; advertisement of the program; creation of common curriculum materials; Associated printing/communication costs for outreach
Test 2	\$0	\$0	
Test 3	\$0	\$0	
Test 4	\$0	\$0	
Test 5	\$0	\$0	
<b>INSURANCE TOTAL</b>	<b>\$18,000</b>	<b>\$18,000</b>	<b>Includes the following, but not limited to:</b>
CCLP - Umbrella Coverage	\$10,000	\$10,000	Additional coverage through Pinnacle for umbrella insurance coverage
CCLP - Umbrella Coverage	\$8,000	\$8,000	Amend 1 Additional coverage through Pinnacle for umbrella insurance coverage
Test 1	\$0	\$0	
Test 3	\$0	\$0	
Test 4	\$0	\$0	
Test 5	\$0	\$0	
<b>PROFESSIONAL SERVICES TOTAL</b>	<b>\$225,000</b>	<b>\$225,000</b>	<b>Includes the following, but not limited to:</b>
Montbello Organizing Committee	\$25,000	\$25,000	Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of North Denver
The Fax Partnership	\$25,000	\$25,000	Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of East Denver
East Colfax Community Collective	\$25,000	\$25,000	1st Contract Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of West Denver
Mi Casa Resource Center	\$25,000	\$25,000	1st Contract Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of West Denver
Una Mano Una Esperanza	\$25,000	\$25,000	Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of West and North Denver





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**A. Respondent:** Colorado Center on Law and Policy **C. Contract Number:** 202368051

**B. Program:** Business Technical Assistance Navigator **D. Contract Period:** June 1, 2022-June 1, 2024

(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)
East Colfax Community Collective	\$25,000	\$25,000	Amended Contract Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of West Denver
Good Business Colorado	\$25,000	\$25,000	Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target NEST neighborhoods.
Metro DEEP	\$25,000	\$25,000	Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target NEST neighborhoods.
RMMFI	\$25,000	\$25,000	Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target NEST neighborhoods.
<b>OTHER DIRECT COSTS TOTAL</b>	<b>\$500</b>	<b>\$500</b>	<b>Includes the following, but not limited to:</b>
Translation & interpretation	\$500	\$500	Amend 1 - Translation and interpretation for program documents (statement of work, contract) and event materials as needed
Test 2	\$0	\$0	
Test 3	\$0	\$0	
Test 4	\$0	\$0	
Test 5	\$0	\$0	
<b>INDIRECT COSTS TOTAL</b>	<b>\$49,619</b>	<b>\$49,619</b>	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method
Indirect Cost - CCLP	\$49,619	\$49,619	
<b>DIRECT COSTS EXCLUDED FROM MTDC TOTAL</b>	<b>\$655,000</b>	<b>\$655,000</b>	<b>Includes the following, but not limited to:</b>
Montbello Organizing Committee	\$25,000	\$25,000	Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of North Denver
The Fax Partnership	\$25,000	\$25,000	Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of East Denver
East Colfax Community Collective	\$25,000	\$25,000	Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of East Denver
Mi Casa Resource Center	\$50,000	\$50,000	Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of West Denver
Una Mano Una Esperanza	\$25,000	\$25,000	Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of West and North Denver
Black Business Initiative	\$45,000	\$45,000	Amend 1, Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target NEST neighborhoods
Good Business Colorado	\$25,000	\$25,000	Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target NEST neighborhoods.
Metro DEEP	\$25,000	\$25,000	Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of North Denver
Montbello Organizing Committee	\$40,000	\$40,000	Amend 1, Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of North Denver
The Fax Partnership	\$70,000	\$70,000	Amend 1, Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of East Denver
East Colfax Community Collective	\$70,000	\$70,000	Amend 1, Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of East Denver
Mi Casa Resource Center	\$40,000	\$40,000	Amend 1, Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of West Denver
Una Mano Una Esperanza	\$70,000	\$70,000	Amend 1, Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of West Denver



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(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)
RMMFI	\$40,000	\$40,000	Amend 1 Sub-contractor agreement to provide ongoing business navigation services through the end of the contract period in the target NEST neighborhoods
Metro DEEP	\$40,000	\$40,000	Amend 1 Sub-Contractor agreement to provide ongoing business navigation services through the end of the contract period in the target neighborhoods of North Denver
Navigator 1	\$40,000	\$40,000	Amend 1 - TBD vendor based on procurement process; selection will be from existing navigation providers
Test 9	\$0	\$0	
<b>(5) TOTAL NON-PERSONNEL COSTS</b>	<b>\$963,869</b>	<b>\$963,119</b>	