

## SECOND REVIVAL AND AMENDATORY AGREEMENT

**THIS SECOND REVIVAL AND AMENDATORY AGREEMENT** is entered into by and among the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado, and **CENTRO HUMANITARIO PARA LOS TRABAJADORES**, a Colorado non-profit corporation whose address is 2830 Lawrence St., Suite Centro Humanitario, Denver, Colorado 80205.

### RECITALS:

**WHEREAS**, the Parties entered into an Agreement dated May 14, 2024, and a Revival and Amendatory Agreement dated September 12, 2025 (collectively, the “Agreement”).

**WHEREAS**, the Agreement expired by its terms on December 31, 2025, and rather than enter into a new agreement, the Parties wish to revive and reinstate all terms and conditions of the Agreement as they existed prior to the expiration of the term and to amend the Agreement to extend the Term, amend Exhibits A and B, and as further set forth below.

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

1. Capitalized terms used but not defined herein shall have the meanings given them in the Agreement.

2. **Exhibit A-1** of the Agreement, entitled "Scope of Services", is hereby replaced with **Exhibit A-2** attached hereto and incorporated herein by this reference. All references to “**Exhibit A**” or “**Exhibit A-1**” in the Agreement shall be amended to read: “**Exhibit A, Exhibit A-1, and Exhibit A-2**”, as applicable.

3. **Exhibit B-1** of the Agreement, “Budget”, is hereby replaced with **Exhibit B-2** attached hereto and incorporated herein by this reference. All references to “**Exhibit B**” or “**Exhibit B-1**” in the Agreement shall be amended to read: “**Exhibit B, Exhibit B-1, and Exhibit B-2**”, as applicable.

4. Section 3 of the Agreement, entitled “**TERM:**”, is deleted in its entirety and replaced with the following:

“3. **TERM:** This Agreement will commence on May 1, 2024, and will expire at 11:59:59 p.m. on March 31, 2026 (the “Term”). The Term may be extended by the City under the same terms and conditions by a written amendment to this Agreement. 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.”

5. In Section 4 of the Agreement, entitled “**COMPENSATION AND PAYMENT:**”, Subsection e., entitled “**Maximum Contract Amount:**”, Subsection (1) is deleted in its entirety and replaced with the following:

“(1) Notwithstanding any other provision of this Agreement, the City’s maximum payment obligation will not exceed **TWO MILLION FIVE HUNDRED FIFTY THOUSAND DOLLARS (\$2,550,000.00)** (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**. Any services performed beyond those in **Exhibit A** are performed at the Contractor’s risk and without authorization under this Agreement.”

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

7. This Second Revival and 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 REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK;  
SIGNATURE PAGES FOLLOW.]**

**Contract Control Number:** OEDEV-202683634-02[202473370-00/ 202580050-01]  
**Contractor Name:** CENTRO HUMANITARIO PARA LOS TRABAJADORES

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-202683634-00[202473370-00/ 202580050-01]  
CENTRO HUMANITARIO PARA LOS  
TRABAJADORES

By: Signed by:  
*Mayra Juárez-Denis*  
2006137DBD5D401...

Name: Mayra Juárez-Denis  
(please print)

Title: Executive Director  
(please print)

ATTEST: [if required]

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

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

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

## EXHIBIT A-2

**Centro Humanitario Para Los Trabajadores  
WorkReady Program  
Scope of Services  
May 1, 2024 through March 31, 2026  
Amendment Effective October 1, 2025**

### **1.0 Introduction**

- 1.1** This scope of service outlines Program, Administrative, and other requirements that must be satisfied by Centro Humanitario Para Los Trabajadores, hereinafter referred to as the “Contractor”, receiving funds from the City and County Denver Economic Development & Opportunity (DEDO) on behalf of the Denver Workforce Development (DEDO-DWD) to operate programs as prescribed by the WorkReady Program.
- 1.2** The purpose of this contract is to build a pipeline of talent into jobs that are experiencing significant labor shortages by providing Denver Newcomers and residents with the opportunity to connect to education, training and employment opportunities. WorkReady will provide workforce services to Denver Newcomers who are on the path to legal work status including, but not limited to, former participants of the Denver Asylum Seeker Program (DASP).
- 1.3** Contractor acknowledges that Program participants (“Participants”) working in the United States of America (U.S.) without proper work authorization from the federal government poses significant consequences for the Participants, and that engaging in unauthorized employment, including self-employment, could adversely impact a Participants’ ability to adjust their immigration status at a later time and could also subject Participants to removal proceedings or bar their re-entry into the U.S. The Contractor shall implement and administer the Program in a manner that does not result in Participants working in the U.S. without proper employment authorization from the federal government.
- 1.4** As policies and/or procedures are revised or updated, DEDO-DWD will release formal notification and policies electronically. DEDO-DWD will develop policies and procedures in alignment with local, state, and federal requirements. DEDO-DWD may request that the sub-recipient provide input on policy and/or procedure drafts; the sub-recipient is expected to provide input on the policy and/or procedure draft(s) to DEDO-DWD within specified timeframes.
- 1.5** The Sub-recipient shall be prepared to expand or reduce the delivery of services to businesses and 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.

## **2.0 Contractor Fiscal Responsibilities**

### **2.1 Responsibilities and Requirements for Contractor Financial Monitoring**

- 2.1.1** DEDO-DWD requires that all recipients of funds authorized under this award 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 federal and state laws, rules, and regulations that the City and County of Denver is subject to (2 CFR §200.330).
- 2.1.2** The Sub-recipient is responsible for oversight of the operations of award supported activities. The Sub-recipient must monitor its activities under this award to assure compliance with applicable City and County of Denver 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-DWD to ensure that the sub-award is used for authorized purposes, in compliance with City and County of Denver policies, 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:
  - Reviewing financial and performance reports required.
  - Following-up and ensuring that the Sub-recipient takes timely and appropriate action on all deficiencies pertaining to the City and County of Denver award provided to the Sub-recipient detected through audits, on-site reviews, and other means.
  - Issuing a management decision for audit findings pertaining to the City and County of Denver award provided to the Sub-recipient from the pass-through entity as the City and County of Denver follows 2 CFR 200.

## **3.0 Relationship with the DEDO-DWD**

- 3.1** 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-DWD intends to support the Contractor by providing certain services and supports.
- 3.2** The DEDO-DWD shall provide the Contractor with the following at minimum but not limited to:
  - Orientation to federal, state, and local policies and procedures, as applicable;
  - Ongoing training on the data collection procedures and system of record, as needed;
  - Training regarding DEDO policies/procedures related the award as determined necessary by DEDO;
  - Technical assistance, including information on best practices, and assistance in implementing effective management practices, customer service practices, etc.;

- Collaboration with DEDO-DWD Employer Services team which can include technical assistance, job fairs, customized recruitments, incumbent worker training, labor market information (LMI), and other information and services as deemed necessary;
- Ongoing responsive support;
- Opportunities to share successful practices and discuss issues with other contracted service providers and partners; and
- The Contractor shall be required to participate in technical assistance and training as designated by DEDO-DWD throughout the term of this contract.

#### **4.0 Contractor Roles and Responsibilities**

**4.1** The Contractor will administer the WorkReady Denver program in a manner that meets the qualifications of a trainee program under both Fair Labor Standards Act (FLSA) and Colorado wage and hour laws, and will provide the following to Participants):

- Intake, assessment and enrollment of Denver Newcomer participants.
- Individual education and employment plans tailored to the needs of each Participant
- Connection to education and “soft skills” training including but not limited to:
  - English as a Second Language (ESL) Proficiency
  - Financial literacy and work readiness training
  - Career pathways information
  - DEDO approved industry-recognized credentialing programs
  - Access to supportive services including transportation, childcare, PPE, tools, etc.
  - Direct connection to employment after Federal work-authorization
  - Follow up services to support employment retention

#### **5.0 Program Service Delivery**

**5.1** Contractor shall provide the following services as part of the WorkReady program

##### **5.1.1 Participant Recruitment, Referrals and Outreach**

- Recruiting eligible participants for the WorkReady program
- Making referrals to additional resources, or alternative programming, when appropriate.
- Provide worker’s rights, job skills training, leadership development and employment placement.

##### **5.2 Case Management**

**5.2.1** One-on-one case management and comprehensive workforce development support

Individualized education and employment plans

**5.2.2** Access to supportive services (transportation, childcare, needs-based payments, language

assistance, etc.)

**5.2.3** Post-employment follow up and retention services

- Follow-up tracking support at 30, 60, and 90 days post employment.

**5.3 Assessment**

**5.3.1** Contractor shall assess Participants upon enrollment and throughout the program, as necessary. Assessments may include:

**5.3.2** Basic literacy

**5.3.3** English Language proficiency

**5.3.4** Education and work history (e.g. previous work experience, current/relevant credentials)

**5.3.5** Career interests (desired industry/occupation)

**5.3.6** Pre- and post- program job readiness

**5.4 Training**

**5.4.1** Contractor shall provide foundational skills training to participants in-house and is expected to partner with outside entities to provide occupational training and any other relevant training that cannot be provided in-house. Training may include:

**5.4.2** ESL and Workplace ESL

**5.4.3** Soft Skills Training

- Occupational training for targeted industries, such as:

**5.4.3..1** Construction

**5.4.3..2** Transportation/Logistics

**5.4.3..3** Early Childhood Education

**5.4.3..4** Healthcare

**5.4.3..5** Food & Beverage Services

**5.4.3..6** Hospitality

- Training must be pre-approved by DEDO-DWD.

**5.5 Post Work-Authorization Services**

**5.5.1** Contractor shall

- Provide employment support to participants. This includes job development, job readiness training, and post-employment support.
- Have the ability to provide direct employment pathways in the targeted industries outlined in section 5.4.3.1.

**5.5.2** Leverage employer and organizational partnerships to achieve employment and retention outcomes.

**6.0 Participant Eligibility**

**6.1 For participants enrolled prior to December 31, 2024:**

- Participants must have been enrolled in the Denver Asylum Seeker Program (DASP);
- Participants will have already completed asylum application prior to enrollment in WorkReady.

- Participants will have been referred to WorkReady from DEDO-DWD and/or approved organizations through an accepted and agreed upon process.

**6.2 For participants enrolled after December 31, 2024:**

- Participant must be a Denver resident
- Participant must be age 18 or older;
- Participant must be able and willing to work;
- Participant must live in a household that meets at least one the following low-income requirements (adjusted for family size)
  - at or below 200% of the [Federal Poverty Guidelines](#);
  - 70% of the [Lower Living Standard Income Level \(LLSIL\)](#) for the Denver metro area
  - 40% of Area Median Income (AMI) using the [U.S. Treasury's Income Threshold Tool](#).
- Participant must be experiencing a barrier to employment.
- Priority should be given to participants that are English Language Learners.
- Participants must be newly work-authorized, within no more than one year prior to the date of their WorkReady application, to work in the United States of America or on a legal pathway to receiving work authorization.

**7.0 Performance Outcomes**

**7.1 Contractor shall achieve the following measurable outcomes for participants who were enrolled prior to December 31, 2024:**

- 7.1.1** No less than 350 individuals served through the WorkReady program, including:
- Intake, assessment and program enrollment
  - Individual education and employment plan developed
  - Of the total individuals served, at least 90% completing ESL and soft-skill training
  - Of the total individuals served, at least 70% completing industry/occupational skills training, including earning industry-recognized credentials
  - Of the total individuals served that have secured federal work authorization
    - 7.1.1..1** at least 70% employed after receiving services.
    - 7.1.1..2** Of those who become employed, the average wage is \$20.00 per hour.

**7.2 Contractor shall achieve the following measurable outcomes for participants who are enrolled after December 31, 2024:**

- 7.2.1** No less than 500 individuals served through WorkReady;
- 7.2.2** Of the total served that are job ready, at least 70% of the participants will have become employed after receiving services;
- 7.2.3** Of those who become employed, the average wage is at least \$20.00 per hour.

## 8.0 Reporting

8.1 Contractor shall report the following data in the identified system of record. Source documentation will need to be cited for each piece of data being reported and is listed below.

The City and County of Denver reserves the right to audit documentation for verification.

8.1.1 Enrollments

8.1.2 Training participation and completions

8.1.3 Employment Status

8.2 Contractor must comply with all Local, State and Federal reporting requirements. Specifically, the Contractor will be required to document, record, and report services and outcomes, as required by DEDO-DWD. Timely, detailed, and accurate information on operations and performance is crucial to effective management of Denver's workforce development system. Therefore, the funded contractor must capture and track (and enter to the respective system(s) of record) such information as requested by DEDO-DWD, and supply reports of such data in requested formats, in a professional manner, at requested intervals. All participant data must be entered into the designated system(s) of record.

8.3 The contractor must ensure documents are legibly imaged to a prescribed system of record, file management and document imaging system.

8.4 The contractor must maintain program, participant, and financial records in accordance with the City and County of Denver file retention policy.

8.5 DEDO-DWD shall provide guidance on the reporting process and frequency.

## 9.0 Administrative Requirements

### 9.1 Documentation/File Management

9.1.1 Contractor is responsible for maintaining electronic files utilizing DEDO's System of Record documenting enrollment, assessment, progress, and services provided in accordance to DEDO-DWD data and file management procedures and timelines for each enrolled participant.

9.1.2 All electronic participant and employer files shall follow the guidance provided by DEDO-DWD.

**9.2 Language Assistance:** The contractor will be in accordance with The City of Denver's Executive Order 150 and the DEDO-DWD Language Assistance plan by having the capacity to provide language assistance services to potential and enrolled participants with limited Spanish or English Proficiency to ensure meaningful access to the WorkReady program. This may include providing written language assistance services, and/or oral language assistance services, as needed.

### 9.3 Accessibility to People with Disabilities:

9.3.1 All entities under contract with the City and County of Denver are required to fully comply with Title III of the Americans with Disabilities Act (ADA) and all other applicable federal, state, and local disability rights laws.

As per Title III, contracted agencies, when functioning as "public accommodations" or "commercial facilities," must:

- Ensure that individuals with disabilities are not excluded, segregated, or treated unequally while receiving your goods, services, and facilities.
- Provide auxiliary aids and services to ensure effective communication for individuals with hearing, vision, or speech disabilities, if doing so does not cause an “undue burden”.
- Make reasonable modifications to policies, practices, and procedures to ensure individuals with disabilities have an equal opportunity to enjoy goods and services, unless doing so would fundamentally alter the nature of the business.
- Remove architectural and structural barriers in existing facilities where it is “readily achievable,” meaning it can be done without much difficulty or expense.

If any aspect of the Contractor’s programs, services, or facilities is found to be out of compliance, the Contractor agrees to take prompt and appropriate corrective action at no additional cost to the Client.

**9.4 Equal Opportunity and Non-Discrimination:** As a condition to this award, the Contractor assures

that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- 9.4.1** Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;
- 9.4.2** Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- 9.4.3** The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- 9.4.4** Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs. The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

**9.5 Customer Complaint Procedures:** DEDO-DWD 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 contractor must inform customers of the formal complaint process and work to resolve customer complaints in a timely fashion, as outlined in DEDO-DWD’s Complaints policy.

**9.6 Quality Control/Continuous Quality Improvement:**

- 9.6.1** The Contractor is required to work with DEDO-DWD to ensure that the overall grant activities, deliverables, expenditures, and performance outcomes are in compliance with federal, state, city and county requirements. The contractor shall submit to DEDO-DWD its plan to ensure, but not limited to the following:

WORKREADY/GF/SP  
OEDEV:202473370-00/  
202580050-01/202683634-02  
05/01/2024-03/31/2026

- 9.6.1..1 The elements of work performance to be monitored, either on a scheduled or unscheduled basis;
- 9.6.1..2 The methods to be used;
- 9.6.1..3 The title(s) of the individuals(s) who will perform the monitoring;
- 9.6.1..4 The method for identifying and preventing deficiencies in the quality of services performed before the level of performance can become unsatisfactory. The contractor is required to respond to all DEDO requests and error reports in a timely manner and ensure that all identified errors are corrected, if possible, within the designated timeframe. Overall, the contractor shall ensure that all DCCP IWT program enrollments are in full compliance with DEDO-DWD policies.
- 9.6.1..5 DEDO-DWD strives to deliver high quality services throughout the system. The contractor is expected to solicit customer feedback, analyze results, and identify areas for quality improvement.
- 9.6.1..6 The contractor shall participate in associated trainings, evaluation processes, and activities and implement processes that improve the quality of services provided to customers.

**9.7 Meetings and Trainings:** The contractor 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 contractor shall meet no less than monthly with DEDO-DWD to review progress toward planned versus actual benchmarks.

**9.8 Communications and Signage:** The contractor must adhere to all requirements and standards related to physical signage where services are provided including Equal Opportunity language, logos, publications, standard language in related communications, and any other signage or communications requirements established by DEDO-DWD. The contractor must also adhere to all requirements and standards related to physical and electronic marketing, per the guidelines of the DEDO Marketing Division.

- 9.8.1 Specifically, all print or electronic collateral that promotes any programs/services provided under this contract must adhere to the following:
  - Include the Denver Workforce Development logo as the primary and most prominent entity responsible for the program/service;
  - Include the wording, [contractor] is a Sub-recipient for the City and County of Denver,” regardless of whether the contractor’s name appears in the collateral; and

- Include the required EO language: [Contractor] 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.
- 9.8.2** Further details regarding these three requirements, as well as important guidelines regarding branding and messaging, will be provided by Denver Workforce Development.
- 9.8.3** All collateral and external communications which shall be used with the public or any community partners must be submitted to Denver Workforce Development in advance for approval prior to display or distribution.
- 9.8.4** Social media postings may be exempt from the above logo requirements but must be approved in advance by Denver Workforce Development.

### **9.9 Compensation and Methods of Payment**

- 9.9.1** Contractor must submit expenses to DEDO-DWD on the last day of the month for the previous month's activity.
- 9.9.2** Records Retention: Contractor must provide original files to DEDO-DWD upon request for audit and review. If requested by DEDO-DWD, Contractor must provide original files to DEDO-DWD after this Agreement has expired including a File Checklist form. Contractor shall make arrangements to transfer all documentation to DEDO-DWD. If DEDO-DWD does not request the files from Contractor, Contractor must retain the files for six (6) years after submittal of the final report or until resolution of any pending audit and shall permit access thereto at no cost to the City. In the event that the Contractor cannot continue to maintain and store this documentation, original participant files will be submitted to DEDO-DWD in accordance with DEDO-DWD policy.

**9.10 Technology Requirements:** The Contractor shall match its technological capacity DEDO-DWD's minimal requirements. In order to connect to Denver City information technology, Contractor must comply with the City's requirements that at minimum include VPN and background checks and annual Cyber Security Training.

- 9.10.1** All Contractor computers at a minimum must have high speed internet access, Window 10 Enterprise Version 1909 and above, Current Release Google Chrome or Microsoft Edge, 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.

### **9.11 Privacy and Confidentiality:**

- 9.11.1** The Contractor must adhere to the DEDO Personally Identifiable Information policy and 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. These requirements must cover, at a minimum, the following:
- Participant eligibility documentation;
  - Participant records, including all services provided and cost expended per Participant;

- Participant records, including participant data forms, verification/documentation items, assessments tests and results, and documentation of outcomes;
- Protection of personal and confidential customer information, including protected health information (HIPAA); and
- Memoranda of Understanding (MOUs) between partner programs to share program, participant, and financial data that adhere to federal, state, and local privacy standards. All MOUs must be approved by DEDO-DWD.

**9.11.2** The Contractor must follow City and County of Denver Executive Order 143 – Information Governance, House Bill 18-1128 – Personally Identifiable Information, NIST Privacy Framework and applicable laws including but not limited to Family Educational Rights and Privacy Act (FERPA), Criminal Justice Information Services (CJIS), Health Insurance Portability and Accountability Act (HIPAA), et al.

**9.11.3** In addition, the Contractor 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.

**9.11.4** The Contractor 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.

- The Contractor 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.
- The Contractor must provide DEDO with a copy of its data breach process and incident response policy in effect at the time of contract execution. Contractor will provide DEDO with any updates to the policy as such updates are completed, and shall keep the policy in compliance with DEDO-DWD policies, as well as other local, State and Federal requirements, as such local, State and Federal requirement are amended.
- The Contractor 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-DWD policies, as well as other local, State, and Federal requirements.





**CITY AND COUNTY OF DENVER  
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY  
WorkReady Program  
PROGRAM YEAR 2004-2025  
BUDGET MODIFICATION**

<b>A. Respondent:</b>	Centro De Los Trabajadores	<b>D. Contract Number:</b>	202473370-00/202580050-01/202683634-02
<b>B. Program:</b>	WorkReady	<b>E. Contract Period:</b>	05/01/2024-3/31/2026
<b>C. Program Year:</b>	2024-2026	<b>F. Award Allocation:</b>	\$2,550,000.00

(1) Item of Expenditure	(2) Current Approved Budget (\$)	(3) Increases / (Decreases) (\$)	(4) Modified Budget (\$)	Original	Mod 1	Mod 2	Mod 3
Personnel	\$799,600	\$254,350	\$1,053,950	810,150.00	799,600.00		
Fringe	\$223,968	\$27,683	\$251,651	226,922.00	223,968.00		
Office Expenses, Supplies, & Equipment	\$50,027	-\$2,405	\$47,622	29,110.00	50,027.00		
Communication	\$0	\$0	\$0	20,000.00	-		
Insurance	\$2,016	\$0	\$2,016	24,000.00	2,016.00		
Subcontractor	\$84,600	\$0	\$84,600	-	84,600.00		
Other Direct Costs	\$531,862	-\$20,133	\$511,729	871,298.00	531,862.00		
Indirect Costs	\$169,579	\$25,581	\$195,160	198,520.00	169,579.00		
Direct Costs excluded from MTDC	\$388,348	\$14,924	\$403,272	70,000.00	388,348.00		
<b>TOTAL</b>	<b>\$2,250,000</b>	<b>\$300,000</b>	<b>\$2,550,000</b>	<b>2,250,000.00</b>	<b>2,250,000.00</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**  
**WorkReady Program**  
**PROGRAM YEAR 2004-2025**  
**PERSONNEL & FRINGE BUDGET MODIFICATION**

**A. Respondent:** Centro De Los Trabajadores

**C. Contract Number:** 202473370-00/202580050-01/202683634-02

**B. Program:** WorkReady

**D. Contract Period:** 05/01/2024-3/31/2026

(1) Position/Title	(2) Employee(s) Name	(3) No. Employees	(4) Annual Salary (\$)	(5) Full-time Equivalent (FTE)	(6) Total Program Cost (\$)	(7) DED0 Share (\$)	(8) Brief Summary of Job Responsibilities (If not enough room include separate sheet).
Strategic Partnerships Liaison	Alexandra Beatovic	1	\$60,000	1.10	\$66,000	\$66,000	Serve as a liaison between El Centro and DED0. They are responsible for promotion and recruitment of the program, and to be a liaison between partners and El Centro.
Coordinator Community Economic Dev	Norys T. Castillo	1	\$70,000	1.75	\$122,500	\$122,500	Supervises the case managers and economic development projects
Curriculum Instructor	Daniel S. Gilden	1	\$60,000	1.22	\$73,200	\$73,200	Case Manager phase 3 -helps prepare participants for employment during training and job search
Case manager	Ninoskarina G. Caceres Mezones	1	\$55,000	1.75	\$96,250	\$96,250	Case Managers are in charge of a case load of at least 50 participants assigned: intake and navigating every step from first intake to job placement, as well as resource
Case manager	Sandra P. Cardoza	1	\$55,000	1.75	\$96,250	\$96,250	Case Managers are in charge of a case load of at least 50 participants assigned: intake and navigating every step from first intake to job placement, as well as resource
Case manager	Stephanie Corrales	1	\$55,000	1.75	\$96,250	\$96,250	Case Managers are in charge of a case load of at least 50 participants assigned: intake and navigating every step from first intake to job placement, as well as resource
Case manager	Jorge B. Flores	1	\$55,000	1.75	\$96,250	\$96,250	Case Managers are in charge of a case load of at least 50 participants assigned: intake and navigating every step from first intake to job placement, as well as resource
Case manager	Gloria C. Galvan Palomares	1	\$55,000	1.75	\$96,250	\$96,250	Case Managers are in charge of a case load of at least 50 participants assigned: intake and navigating every step from first intake to job placement, as well as resource
Case manager	Esau Salinas	1	\$55,000	1.10	\$60,500	\$60,500	Case Managers are in charge of a case load of at least 50 participants assigned: intake and navigating every step from first intake to job placement, as well as resource
Case manager	Ramona Uribe	1	\$55,000	1.75	\$96,250	\$96,250	Case Managers are in charge of a case load of at least 50 participants assigned: intake and navigating every step from first intake to job placement, as well as resource
Case manager	Anna K. Vaine	1	\$55,000	1.10	\$60,500	\$60,500	Case Managers are in charge of a case load of at least 50 participants assigned: intake and navigating every step from first intake to job placement, as well as resource
Executive Director	Mayra Juarez	1	\$125,000	0.75	\$93,750	\$93,750	Supervisor will oversee
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
<b>(9) Totals</b>					\$1,053,950	\$1,053,950	

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

Type of Fringe Benefits, includes the following, but not limited to:	Total Cost (\$)	DED0 Share (\$)	Please Show Calculations Below:
(10) a. Social Security & Medicare (FICA)	\$80,627	\$80,627	= 7.65% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$0	\$0	= 0.00% x Line 9
(12) State Unemployment Insurance (SUI)	\$88,922	\$88,922	= 8.44% x Line 9
(13) Workers Compensation	\$0	\$0	= 0.00% x Line 9
(14) Other (Please List) <b>Health and Dental (up to \$6120 per employee)</b>	\$77,465	\$77,465	= 7.35% x Line 9
(15) Other Please List <b>Occupational Privilege + FAMILI</b>	\$4,637	\$4,637	= 0.44% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$251,651	\$251,651	
<b>(17) Total Personnel Costs (Line 9 plus Line 16)</b>	<b>\$1,305,601</b>	<b>\$1,305,601</b>	



**CITY AND COUNTY OF DENVER**  
**DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY**  
**WorkReady Program**  
**PROGRAM YEAR 2004-2025**  
**NON-PERSONNEL BUDGET MODIFICATION**

(6)  
**Contract Amount:** 2,550,000  
**Indirect Rate:** 10.00%

**A. Respondent:** Centro De Los Trabajadores **C. Contract Number:** 202473370-00/202580050-01/202683634-02  
**B. Program:** WorkReady **D. Contract Period:** 05/01/2024-3/31/2026

(1)	(2)	(3)	(4)	Variable #1	Variable #2	DEDO Share
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>\$47,622</b>	<b>\$47,622</b>	<b>Includes the following,</b>			
	\$0	\$0				100%
Computers	\$16,972	\$16,972	1 Computer per employee at approximately \$1211.47 for hardware and software	#####	1.00	100%
Phones	\$6,093	\$6,093	13 phone lines with phone. This averages out to \$37 per month per employee- spending from 6/2024-2/2025	6,092.58	1.00	100%
Printing, Copying, and Advertizing material	\$24,557	\$24,557	Printing, Copying, and Advertizing material for 20 months (\$24,563 spent between 5/2024-4/2025)	#####	1.00	100%
	\$0	\$0				
<b>COMMUNICATION TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>Includes the following,</b>			
	\$0	\$0				
<b>INSURANCE TOTAL</b>	<b>\$2,016</b>	<b>\$2,016</b>	<b>Includes the following,</b>			
Cybersecurity	\$2,016	\$2,016	Insurance for cybersecurity of program (estimate of \$2000 per month)	2,016.00	1.00	100%
<b>SUBCONTRACTOR TOTAL</b>	<b>\$84,600</b>	<b>\$84,600</b>	<b>Includes the following,</b>			
MSU	\$25,000	\$25,000	MSU Denver's School of Hospitality will deliver a professional pathway program that will prepare participants for highdemand hospitality positions by providing 4 cohorts of 10-week in person training programs	#####	1.00	100%
CO School of English	\$9,600	\$9,600	1 group class, 12 weeks of lessons for max of 25 students	9,600.00	1.00	100%
CO Bldg and Construction Trades Council	\$25,000	\$25,000	train up to 100 students in Multi Craft Core Curriculum Apprenticeship Readiness Program	#####	1.00	100%
Jewish Family Services	\$25,000	\$25,000	Train up to 68 students in Foundations of Digital Literacy training in Spanish	#####	1.00	100%
	\$0	\$0				
<b>OTHER DIRECT COSTS TOTAL</b>	<b>\$511,729</b>	<b>\$511,729</b>	<b>Includes the following,</b>			
Events	\$7,479	\$7,479	12 monthly events at \$12.50 per meal for 100 attendees	7,478.95	1.00	100%
Training	\$249,845	\$249,845	11 training services, include English language learning, GED, industry Trainingbased on individual needs (estimate cost of roughly \$50,000 per cohort)	#####	1.00	100%
Supportive Services	\$254,405	\$254,405	Supportive services include transportation, child care, additional training completion and employment attainment assistance (\$500 per participant based on need) \$233,504.77 spent 5/2024-4/2025 + \$44,336.23 for bus	#####	1.00	100%
	\$0	\$0				100%
<b>INDIRECT COSTS TOTAL</b>	<b>\$195,160</b>	<b>\$195,160</b>	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method	3.00	Rounding (Up to \$5)	100%
	\$195,160	\$195,160				
<b>DIRECT COSTS EXCLUDED FROM MTDC TOTAL</b>	<b>\$403,272</b>	<b>\$403,272</b>	<b>Includes the following,</b>			
Rent	\$91,467	\$91,467	Rent estimation of 7,797.20 per month x 12 months (5/2024-4/2025), increased amount from \$5,000/mo from the original contract.	#####	1.00	100%
MSU	\$162,496	\$162,496	MSU Denver's School of Hospitality will deliver a professional pathway program that will prepare participants for highdemand hospitality positions by providing 4 cohorts of 10-week in person training programs	#####	1.00	100%
CO Bldg and Construction Trades Council	\$120,309	\$120,309	train up to 100 students in Multi Craft Core Curriculum Apprenticeship Readiness Program	#####	1.00	100%
Jewish Family Services	\$29,000	\$29,000	Train up to 68 students in Foundations of Digital Literacy training in Spanish	#####	1.00	100%
	\$0	\$0				100%
<b>(5) TOTAL NON-PERSONNEL COSTS</b>	<b>\$1,244,399</b>	<b>\$1,244,399</b>				