

REVIVAL AND AMENDATORY AGREEMENT

This **REVIVAL AND AMENDATORY AGREEMENT** is made and entered by and between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”), and **COLORADO WOMEN’S EMPLOYMENT AND EDUCATION, INC.**, a Colorado nonprofit corporation whose address is 1175 Osage Street Suite 300, Denver, Colorado 80204(the “Contractor”), jointly (“the Parties”).

WITNESSETH:

WHEREAS, the Parties entered into an Agreement dated August 25, 2021 (the “Agreement”), to provide funds for youth and adult services focused on increasing self-sufficiency, including literacy, independent living skills and job training in order to prevent, prepare for, and respond to COVID-19; and

WHEREAS, the Agreement expired by its terms on June 30, 2022; and

WHEREAS, the Parties wish to amend the Agreement to revive and reinstate all of the terms and conditions of the agreement, to extend the Term, amend the Scope of Services, and to make such other amendments 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 Agreement shall be amended to read: “...Exhibit A and A-1...” as applicable. The Scope of Services marked as **Exhibit A-1** attached to this Amendatory Agreement is hereby incorporated by reference.

2. Section 2 of the Agreement, entitled “**TIME OF PERFORMANCE:**”, is amended to read as follows:

“**2. TIME OF PERFORMANCE:** This Agreement shall begin on July 1, 2021, and end on June 30, 2023, unless such time is extended by written agreement of the parties, executed in the same manner as this Agreement. The term of this Agreement and the provisions herein shall automatically be extended to cover any additional time period during which the Contractor remains in control of Community Development Block Grant (“CDBG”) funds or other CDBG assets, including program income.”

3. Section 3 of the Agreement, entitled "**COMPENSATION:**", is amended to read as follows:

"3. **COMPENSATION:** The amount to be paid by the City to the Contractor shall no exceed **Five Hundred Thirty-One Thousand Nine Hundred Thirty-Eight and No/100 Dollars (\$531,938.00)**. The obligation of the City for payments under this Agreement is limited to monies appropriated by the U.S. Congress and the City Council, and paid into the City Treasury as an applicable cost under the CDBG Agreements referred to below. Funds will be released to the Contractor in accordance with the budget and other requirements set forth in Exhibits A-1 and B. The parties agree that (i) the City does not by this Agreement irrevocable pledge present cash reserves for payment or performance in future fiscal years, and (ii) this Agreement is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of the City."

4. Section 5 of the Agreement, entitled "**NO DISCRIMINATION IN EMPLOYMENT:**", is hereby deleted in its entirety and replaced with:

"5. **NO DISCRIMINATION IN EMPLOYMENT:** In connection with the performance of work under the Agreement, the Contractor may not refuse to hire, discharge, promote, demote, or discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, ethnicity, citizenship, immigration status, gender, age, sexual orientation, gender identity, gender expression, marital status, source of income, military status, protective hairstyle, or disability. The Contractor shall insert the foregoing provision in all subcontracts."

5. Section 24 of the Agreement, entitled "**NO EMPLOYMENT OF ILLEGAL ALIENS TO PERFORM WORK UNDER THE AGREEMENT:**", is hereby deleted in its entirety and replaced with:

"24. **NO EMPLOYMENT OF A WORKER WITHOUT AUTHORIZATION TO PERFORM WORK UNDER THE AGREEMENT:**

"a. This Agreement is subject to Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Code, and any amendments (the "Certification Ordinance").

"b. The Contractor certifies that:

"(1) At the time of its execution of this Agreement, it does not knowingly employ or contract with a worker without authorization who will perform work under this Agreement, nor will it

knowingly employ or contract with a worker without authorization to perform work under this Agreement in the future.

"(2) It will participate in the E-Verify Program, as defined in § 8-17.5-101(3.7), C.R.S., and confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.

"(3) It shall not enter into a contract with a subconsultant or subcontractor that fails to certify to the Contractor that it shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement.

"(4) It is prohibited from using either the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligations under the Agreement, and it is required to comply with any and all federal requirements related to use of the E-Verify Program including, by way of example, all program requirements related to employee notification and preservation of employee rights.

"(5) If it obtains actual knowledge that a subconsultant or subcontractor performing work under this Agreement knowingly employs or contracts with a worker without authorization, it will notify such subconsultant or subcontractor and the City within three (3) days. The Contractor shall also terminate such subconsultant or subcontractor if within three (3) days after such notice the subconsultant or subcontractor does not stop employing or contracting with the worker without authorization, unless during such three-day period the subconsultant or subcontractor provides information to establish that the subconsultant or subcontractor has not knowingly employed or contracted with a worker without authorization.

"(6) It will comply with any reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S., or the City Auditor, under authority of D.R.M.C. 20-90.3.

"c. The Contractor is liable for any violations as provided in the Certification Ordinance. If Contractor violates any provision of this section or the Certification Ordinance, the City may terminate this Agreement for a breach of the Agreement. If this Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the City. Any such termination of a contract due to a violation of this section or the Certification Ordinance may also, at the discretion of the City, constitute grounds for disqualifying the Contractor from submitting bids or proposals for future contracts with the City."

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

7. This 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 BALANCE OF THIS PAGE IS INTENTIONALLY LEFT BLANK;
SIGNATURE PAGES FOLLOW.]**

Contract Control Number: OEDEV-202263923-01
Contractor Name: Colorado Women’s Employment and Education,
Incorporated

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-202263923-01
Colorado Women's Employment and Education,
Incorporated

By:  _____
C4F6F910339C4BC...

Name: Katy Hamilton
(please print)

Title: President & CEO
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

**AMENDED SCOPE OF SERVICES
SCOPE OF SERVICES**

**DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
DIVISION of NEIGHBORHOOD EQUITY and STABILIZATION TEAM**

**PROJECT NAME: Colorado Women's Employment and Education [CPS No. & Title]
ACTIVITY NAME: Guiding Low-Income Families towards Self- Sufficiency
2021 CDBG-CV Services Subaward
2021 – 2023 CDBG Services Subaward**

Federal Award ID (FAIN) #: B-20-MW-08-0005
Federal Award Date: 06/10/2020
Federal Awarding Agency: U.S. Housing and Urban Development (HUD)
Pass-Through Entity: City and County of Denver
Awarding Official: Dept. of Housing and Urban Development (HUD)
 Community Planning and Development
 Region VIII
 1670 Broadway Street
 Denver CO 80202-4801

I. INTRODUCTION

Subaward Period of Performance Start and End Dates: July 1, 2021 – June 30,2022

Amended Subaward Period of Performance Start and End Dates: July 1, 2021 – June 30, 2023

Federal Subaward Project Description:

The purpose of this contract agreement is to provide a Community Development Block Grant **Subaward** for \$225,685.00 through the Denver Economic Development & Opportunity's (DEDO) Division of Workforce Development. These funds will be provided to the Colorado Women's Employment and Education (CWEE) to be utilized for youth and adult services focused on increasing self-sufficiency, including literacy, independent living skills and job training. This award is not for Research and Development (R&D).

Amended Federal Subaward Project Description:

An additional \$ 306,253 has been added to this contract agreement to provide a Community Development Block Grant (CDBG) **Subaward** for a new total of \$531,938. These funds will be provided to the Colorado Women's Employment and Education (CWEE) to be utilized for youth and adult services focused on increasing self-sufficiency, including literacy, independent living skills and job training. The award is not for Research and Development (R&D).

Funding Source:	Amount:	CFDA # and Name:
<input checked="" type="checkbox"/> CDBG	\$ 225,685.00	14.218-CDBG-Entitlement
<input type="checkbox"/> HOME	\$	CFDA # and Name:
<input type="checkbox"/> HOPWA	\$	CFDA # and Name:

Amended Funding Source:	Amount:	CFDA # and Name:
CDBG	\$531,938.00	14.218-CDBG-Entitlement

CDBG HUD Matrix Code:	<u>05H- Employment and Training</u>
HUD Eligible Activity:	<u>PUBLIC SERVICES 570.201 (e) Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, childcare, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the</u>

provision of income payments identified under § 570.207(b)(4)), homebuyer down payment assistance, or recreational needs.

Accomplishment Code: 01- People
Proposed Number: 170 Unique Individuals Served
Amended Proposed Number: 180 Unique Individuals Served

CDBG HUD National Objective (include brief excerpt from regulation):

570.208(a)(2) Low/mod limited clientele, at least 51% of which are low/mod income.

Sub-awardee Organization: Colorado Women’s Employment and Education, INC.
EIN#: 74-220-2303
DUNS#: 167205780
SAM.gov Expiration Date: 10/19/2021
Address: 1175 Osage Street, Suite 300 Denver, CO 80204-3443
Contact Person: Katy Hamilton
Phone: 303.892.8444 x 313
Email: khamilton@cwee.org
Amended Unique Entity ID#: FRL5PMGANC85
Amended SAM.gov Expiration Date: 11/01/2022

Organization Type:

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

CDBG Contractor Relationship:

Unit of Government Public Agency Sub-awardee/Subrecipient Vendor Beneficiary
 Community Based Development Organization (CBDO)

Council District(s) **Neighborhood(s):** East Colfax
Westwood
Sun Valley
Globeville
Elyria-Swansea
Northeast Park
Hill
Montbello
Valverde
Villa Park
West Colfax
Census Block(s):
(only required for Low Mod Area)

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:

Program income (of any type, e.g., fees) will be generated by this activity.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Contract will be funding architectural, engineering or other project soft cost.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, final project be completed within 24 months.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Purpose of this activity is to:		
Help prevent homelessness	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Help the homeless	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Help those with HIV/AIDS	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Primarily help persons with disabilities	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

II. ACTIVITY DESCRIPTION

Description of Activity (2 CFR 200.311(a)(2):

CWEE will serve multiple priority populations who have been disproportionately affected by COVID-19, providing essential skills-building, with a heavy focus on improving digital literacy, designed to enable individuals to attain quality employment with advancement potential with an emphasis on creating access to career pathways in high-growth, in-demand industries that leads to **getting off public benefits and self-sufficiency**. CWEE will recruit, enroll, and serve 170 low-income participants through its comprehensive workforce development programming. Participants receive case management and wraparound support that assist in barrier reduction to making progress on employment and education goals, including taking courses that build skills needed to attain, retain, and advance in quality employment. Participants will first take CWEE Basics, which teaches essential digital literacy, including “digital soft-skills,” and increasing their confidence with using technology. Participants then opt into one of three Pathways:

- (1) Employment Pathway, receiving customized support around job search and placement
- (2) Career Essentials Pathway, composed of five project-based units that further workplace develops Workplace Skills, Technical Skills, and Personal Skills, or
- (3) Education Pathway, receiving instruction on math and reading skills needed to attain their High School Equivalency (HSE) or support pursuing post-secondary education. Advanced Computing courses are also available for all participants.

Program Requirements and Responsibilities:

- 18+
- Low-income, Non-TANF (30% of AMI or less) ** non TANF
- Unemployed/Under-employed
- Have one or more barrier to employment
- Authorized to work in the United States
- English language and reading proficiency
- Denver resident or experiencing homelessness

Amended Description of Activity (2 CFR 200.312(a)(2):

CWEE will serve multiple priority Denver residents who have been disproportionately affected by COVID-19, providing essential skills-building, with a heavy focus on improving digital literacy, designed to enable individuals to attain quality employment with advancement potential with an emphasis on creating access to career pathways in high-growth, in-demand industries that leads to getting off public benefits and self-sufficiency. CWEE will recruit, enroll, and serve 180 Denver residents through its comprehensive workforce development programming. Participants receive case management and wraparound support that assist in barrier reduction to making progress on employment and education goals, including taking courses that build skills needed to attain, retain, and advance in quality employment. Participants will first take CWEE Basics, which teaches essential digital literacy, including “digital soft-skills,” and increasing their confidence with using technology. Participants then opt into one of three Pathways:

- (1) Employment Pathway, customized support around job search and placement
- (2) Workforce Readiness Pathway, workplace readiness modules to develop communication, self-management, working with others, and pre-employment skills
- (3) Education Pathway, receiving instruction on math and reading skills needed to attain their High School Equivalency (HSE) or support pursuing post-secondary education. Advanced Computing courses are also available for all participants.

Program Requirements and Responsibilities:

- 18+
- Unemployed/Under-employed
- Have one or more barrier to employment
- Authorized to work in the United States
- English language and reading proficiency
- Denver County Residents impacted by COVID 19 experiencing homelessness or job loss

Background Check Policy working with Children

Contractor must have a written Background Check Policy that will be available to DEDO for review upon request. Contractor shall be responsible for conducting national background investigations on all new and current staff employed by Contractor who has direct contact with youth or the possibility of direct contact with youth. A copy of the background check must be kept in the employee’s personnel file and available to DEDO for review during the monitoring process. Contractor must inform DEDO of any changes in employee background information related to any arrests or charges since the employee hire date. Contractor shall conduct subsequent national background investigations on a yearly basis. The following convictions/pending charges will automatically preclude any such employee to be employed under this grant:

- Any type of felony conviction.
- Misdemeanor convictions related to crimes against a child including, but not limited to child abuse or sex abuse.
- Drug convictions within the last three (3) years.
- Any type of violent offenses.

2. Funds will be used to:

Support continued refinement of CWEE’s virtual model and digital skills-building, and provision of customized job search, placement, and retention support. Funding will also support the development and roll-out of a new hybrid place-based/virtual program model that combines the tested benefits of its in-person model with the increased flexibility of its virtual model. Specifically, a portion of funding will assist CWEE in digitizing its classrooms, providing more onsite computer access for participants to engage in digital and other skills coursework, job search and application activities, and more.

Amended Funds will be used to:

Provide CWEE’s coaching-based case management, skills-building curriculum, and customized job search, placement, and retention support. Funding will also support refining the program model to combine the tested benefits of its in-person model with the increased flexibility of its virtual model.

3. Implementation Plan and Timeline *July 1, 2021 – June 30,2022*

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

Task	Projected Beginning & End Dates
Develop and Distribute Marketing Materials	July 1, 2021 – June 30,2022
Meet with Community Partners and Employers	July 1, 2021 – June 30,2022
Enroll program participants	July 1, 2021 – June 30,2022
Design participant and employer informed hybrid program	July 1, 2021 – December 31,2021
Purchase classroom computers	October 1,2021 – December 31,2021
Digitize CWEE’s classrooms	October 1,2021 – December 31,2021
Launch Hybrid Program	January 1,2022 – March 31,2022
Employment Retention Outreach	July 1, 2021 – June 30,2022
Participant Survey	July 1, 2021 – June 30,2022
Hire for vacancies (Virtual Program Supervisor, Program Specialist)	October 1,2021 – December 31,2021

Amended Implementation Plan and Timeline *July 1, 2021 – June 30,2023*

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

Task	Projected Beginning & End Dates
Develop and Distribute Marketing Materials	July 1, 2021 – June 30,2022
Meet with Community Partners and Employers	July 1, 2021 – June 30,2022
Enroll program participants	July 1, 2021 – April 30,2023
Evaluate feasibility of participant- and employer- informed hybrid program	July 1, 2021 – December 31,2022
Purchase classroom computers	October 1,2021 – December 31,2021
Digitize CWEE’s classrooms	October 1,2021 – December 31,2021
Test in-person services	January 1,2022 – June 30,2023
Employment Retention Outreach	July 1, 2021 – June 30,2023
Participant Survey	July 1, 2021 – June 30,2023
Hire for vacancies (Virtual Program Supervisor, Program Specialist)	October 1,2021 – December 31,2021
Hire for vacancy (Career Advisor)	April 1,2022 – June 30, 2022
Participant technology distribution	July 1, 2021 – June 30, 2023

4. Objective & Outcome and Indicators

Objective (select one)

- Enhance Suitable Living Environment
- Create Decent Housing
- Promote Economic Activity

Outcomes (select one)

- Availability/Accessibility
- Affordability
- Sustainability

Indicators

The following indicators will be used to measure the success of the contract/activity.

Indicators – must be measurable
HUD Indicators:
<p>Money Leveraged -N/A Number of proposed outcomes: 170 individuals Income Levels of people/family: 51% at or below 80% AMI as defined by HUD 24 CFR Part 5 Race and Ethnicity: Based on the current race and ethnicity breakdown of participants, CWEE anticipates serving the following:</p> <ul style="list-style-type: none"> • 33% Black • 28% Hispanic and Latino • 17% White • 16% Multiracial • 2% American Indian and Alaska Native (AIAN) • 1% Asian • 3% Unknown
Specific Indicators: Specific to this particular scope of work
<p>CWEE will provide essential skills building, with a heavy focus on digital literacy, designed to enable individuals to attain quality employment with advancement potential that leads to getting off public benefits and self-sufficiency.</p>

Workforce Outcomes (To be reported on the Outcome and Performance Measurement Report OPMR):
<p>Through this funding, the primary output is to serve 170 non-TANF participants. CWEE has set the following outcomes for its services: Comprehensive Skill- and Asset-Building</p> <ul style="list-style-type: none"> ○ 100% of participants will improve their digital literacy and job skills. ○ 100% of participants will receive resources to address one or more barrier(s) to long-term employment. Reducing the Digital Divide and Increasing Digital Literacy ○ 90% of CWEE Basics participants will gain or improve technology skills to effectively communicate digitally. ○ 90% of participants in the Employment Pathway will have technology skills to find and apply to quality employment opportunities. <p>Employee Placement</p> <ul style="list-style-type: none"> ○ 55% of current and new participants who complete the Employment Pathway will be placed into quality employment*. ○ 50% of participants who gain employment will maintain employment for at least six months. <p>* CWEE defines quality employment as positions that are 30 or more hours per week, pay a competitive above-minimum-wage salary, provide access to health and other benefits, are located less than one mile from public transit and/or can be conducted remotely, and offer on-the-job supports and career-advancement opportunities</p> <p>CWEE uses CiviCore, Colorado Benefits Management System (CMBS), Qualtrics, the Canvass distance learning platform, Aztec GED Software, the SkillsUSA Career Essentials built-in assessments, and other tools to record, monitor, and evaluate individual participant progress, aggregate outcomes, and assess program efficiency and timeliness.</p> <p>Performance metrics measured and used in evaluation activities include:</p> <ul style="list-style-type: none"> ○ Progress in skill development (i.e. digital literacy reading, select soft skills, etc.) ○ Credentials attained ○ Number and percent of participants who attain employment ○ Type of employment attained

- o Starting salary upon employment.
- CWEE conducts follow up calls to participants placed to track employment retention, promotions, and wage increases. In July, CWEE will also be implementing a new participant survey to monitor and assess resource referral and barrier reduction. Front-line staff collaboratively review progress towards goals every two weeks.

Amended Indicators

The following indicators will be used to measure the success of the contract/activity.

Indicators – must be measurable
HUD Indicators:
<p>Money Leveraged -N/A</p> <p>Number of proposed outcomes: 180 individuals</p> <p>Income Levels of people/family: 51% at or below 80% AMI as defined by HUD 24 CFR Part 5</p> <p>Race and Ethnicity: Based on the current race and ethnicity breakdown of participants, CWEE anticipates serving the following:</p> <ul style="list-style-type: none"> • Black • Hispanic and Latino • White • Multiracial • American Indian and Alaska Native (AIAN) • Asian • Unknown

Workforce Outcomes (To be reported on the Outcome and Performance Measurement Report OPMR):

Through this funding, the primary output is to serve 180 participants

CWEE has set the following outcomes for its services:

Comprehensive Skill- and Asset-Building

- o 85% of participants will improve their digital literacy and job skills
- o 85% of participants will receive resources to address one or more barrier(s) to long-term employment

Reducing the Digital Divide and Increasing Digital Literacy

- o 80% of CWEE Basics participants will gain or improve technology skills to effectively communicate digitally
- o 80% of participants in the Employment Pathway will have technology skills to find and apply to employment opportunities

Employee Placement

- o 55% of current and new participants who complete the Employment Pathway will be placed into employment
- o 50% of participants who gain employment will maintain employment for at least six months

CWEE uses CiviCore, Colorado Benefits Management System (CMBS), Qualtrics, the Canvass distance learning platform, Aztec Software, and other tools to record, monitor, and evaluate individual participant progress, aggregate outcomes, and assess program efficiency and timeliness.

Performance metrics measured and used in evaluation activities include:

- o Progress in skill development (i.e. digital literacy reading, select soft skills, etc.)
- o Credentials attained
- o Number and percent of participants who attain employment

III. Budget

Please refer to the Cost Allocation Plan and budget narrative for a detailed estimated description and allocation of funds. Organization receives income from operations Yes No If Yes, describe:
Non-personnel costs are being funded. Yes No

IV. Reporting –

Data collection is required and must be completed demonstrating income eligibility and progress toward meeting the indicators contained in this Scope of Services. Disbursement of funds is contingent based on the ability to collect the required information.

Regardless of when the executed contract was received by the Contractor, Contractor is responsible for submitting a report from the start date of the contract, **even if no activity was conducted or expensed. Contractor should report “No Activity” or outline those activities reimbursed with grant funds. If the Contractor completes the project and all money is drawn, a final report will be submitted indicating “final report” and no further reports are required.**

Contractor will email the following report to the Program Specialist, and copy the Contract Administrator and IDIS Coordinator, Data Specialist:

Outcome Performance Measurement Report
Frequency:

Monthly by the 15th day Quarterly: 15 days after the end of the quarter Other:

Business Support Office Outcome Performance Measurement Report
Frequency:

Monthly by the 15th day Quarterly: 15 days after the end of the quarter Other:

Program Income Report
Frequency:

Monthly by the 15th day Quarterly: 15days after the end of the quarter

IDIS Coordinator or Data Specialist will provide the format of the performance report to the Contractor. The information reported must include progress on the indicators included in this Scope of Services. The report includes current and cumulative (year-to-date) indicator information. Information on the overall progress of the program and/or project should be reported in the narrative section of the report. If the project is not being performed in a timely manner, an explanation must be included in the narrative section of the report.

Income and Demographic Reporting Requirements

For programs that must fulfill the limited clientele activities, income data must be collected to verify that at least 51 percent of program participants are low- or moderate-income persons. The income limitations are set by HUD annually and can be obtained from the *HUD Exchange* website.

CDBG funded contracts:

Select what method of income verification will be used to demonstrate income compliance:

Self-Certification Verification with supporting income documentation Census block verified Participant

Youth – Guardian

DEDO has a form entitled “STATEMENT OF HOUSEHOLD INCOME/DEMOGRAPHICS” that may be used to collect income and demographic information. Contractor’s intake form may be used if it collects the same

information required in the “STATEMENT OF HOUSEHOLD INCOME/DEMOGRAPHICS” form, including date and signature of the client or applicant and a *current program* year application. This information must be retained and made available to DEDO staff or designee when on-site file reviews are conducted to determine client eligibility.

V. Participant File Records

Ensure the following documents from each participant are secured, signed, and dated. In the case of minor aged participants, signed and dated by the parent or guardian. The vendor will ensure complete versions will be available upon request.

1. Release of Information
 - a. identifying any potential parties/agencies that could be given permission to view the information
 - b. Specifically documenting a photographic release section or have the Photographic Release as a separate document
2. Participation Agreement or individualized plan
 - a. Specifically identifying the activities and expectation of participation in the program to which they are agreeing
 - b. When they would be considered withdrawn or exited from the program
3. Grievance or Complaint Procedure
 - a. Outline the process for which a complaint is received, documented, parties involved and timeline for resolution
4. Employment Verification
 - a. If this is an employment and training service, the employment must be verified
 - b. At minimum, location, type of job, wage and supervisor identification with contact information
5. Narrative or Case Note Services
 - a. The services that a provider offers in accordance with this Scope and that a participant receives should be documented beginning with their entrance into the program; culminating with the exit from the program and documenting follow up with a prescribed regularity.
 - b. These notes should be initialed (handwritten not typed) by the author as verification
 - c. The entries should be dated
 - d. Author should ensure that if there is follow up identified, the results of that follow up is documented.



**CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2022
BUDGET SUMMARY**

A. Respondent: CWEE
B. Project: CDBG-CV
C. Program Year: 2021-2023

D. Contract Number: 202159489-00/202263923-01
E. Contract Period: July 1, 2021 - June 30, 2023
F. Requested Amount: \$531,938.00

Budget Summary for Community Development Block Grant

(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	\$ 381,500	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 381,500	100.00%
Fringe	98,809	100.00%	-	0.00%	-	0.00%	-	0.00%	98,809	100.00%
Office Expenses, Supplies, & Equipment	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Communication	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Insurance	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Professional Services	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Other Direct Costs	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Indirect Costs	45,629	100.00%	-	0.00%	-	0.00%	-	0.00%	45,629	100.00%
Direct Costs excluded from MTDC	6,000	100.00%	-	0.00%	-	0.00%	-	0.00%	6,000	100.00%
TOTAL	\$ 531,938	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 531,938	100.00%

I: Respondent Authorization

Signature of Respondent Official **Date**
Katy Hamilton
Name (Type or print)
Chief Executive Officer
Title (Type or print)

J: City and County of Denver Authorization

Signature **Date**

Name (Type or print)

Title (Type or print)



CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2022
PERSONNEL & FRINGE BUDGET

A. Respondent: CWEE **C: Contract Number:** 202159489-00/202263923-01

B. Program: CDBG-CV **D: Contract Period:** July 1, 2021 - June 30, 2023

(1) Position/Title	(2) Employee(s) Name	(3) No. Employee(s)	(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).
Career Advisor	Kylie Fredrickson	1	\$59,211	0.75	\$44,409	\$44,409	See "Job Responsibilities" on separate sheet
Program Specialist	Anesha Henningham	1	\$53,040	0.75	\$39,780	\$39,780	See "Job Responsibilities" on separate sheet
Manager, Employment Services	Joe Scancarello	1	\$67,686	0.25	\$16,922	\$16,922	See "Job Responsibilities" on separate sheet
Manager, Engagement	Kate Redweik	1	\$63,994	0.30	\$19,198	\$19,198	See "Job Responsibilities" on separate sheet
Virtual Programs Specialist	Novella Leslie	1	\$45,969	0.10	\$4,597	\$4,597	See "Job Responsibilities" on separate sheet
Virtual Programs Supervisor	Sue Huffer	1	\$63,032	0.10	\$6,303	\$6,303	See "Job Responsibilities" on separate sheet
VP, External Affairs	Stephanie Davidson	1	\$128,960	0.22	\$28,371	\$28,371	See "Job Responsibilities" on separate sheet
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
					\$0	\$0	
(9) Totals					\$159,580	\$159,580	

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) Social Security & Medicare (FICA)	\$12,208	\$12,208	= 7.65% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$0	\$0	= 0.00% x Line 9
(12) State Unemployment Insurance (SUI)	\$1,436	\$1,436	= 0.90% x Line 9
(13) Workers Compensation	\$957	\$957	= 0.60% x Line 9
(14) Other (Please List) Medical, Dental, Vision, HSA Contr, Ins Waiver Stipend, Life, STD, LTD	\$23,139	\$23,139	= 14.50% x Line 9
(15) Other Please List Pension Benefits	\$2,394	\$2,394	= 1.50% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$40,134	\$40,134	
(17) Total Personnel Costs (Line 9 plus Line 16)	\$199,714	\$199,714	



CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2022
NON-PERSONNEL BUDGET

A. Respondent: CWEE C: Contract Number: 202159489-00/202263923-01

B. Program: CDBG-CV D: Contract Period: July 1, 2021 - June 30, 2023

(1)	(2)	(3)	(4)
Item of Expenditure	Total Program Cost (\$)	DEDU Share of Cost (\$)	Brief Line Item Description & Justification (Please show justification for Total Cost in the Budget Narrative)
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
INDIRECT COSTS TOTAL	\$19,971	\$19,971	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method
	\$19,971	\$19,971	
DIRECT COSTS EXCLUDED FROM MTDC TOTAL	\$6,000	\$6,000	Includes the following, but not limited to:
Classroom 1 computer equipment	\$3,000	\$3,000	To digitize classrooms: 3 computers for 1 classroom (classroom 1)- including other hardware, software, licenses, etc.
Classroom 2 computer equipment	\$3,000	\$3,000	To digitize classrooms: 3 computers for 1 classroom (classroom 2) - including other hardware, software, licenses, etc.
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
(5) TOTAL NON-PERSONNEL COSTS	\$25,971	\$25,971	



**CITY AND COUNTY OF DENVER
DENVER ECONOMIC DEVELOPMENT & OPPORTUNITY
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2022
BUDGET MODIFICATION**

A. Respondent:	CWEE	D. Contract Number:	202159489-00/202263923-01
B. Program:	CDBG-CV	E. Contract Period:	July 1, 2021 - June 30, 2023
C. Program Year:	2021-2023	F. Award Allocation:	\$531,938.00

(1) Item of Expenditure	(2) Current Approved Budget (\$)	(3) Increases / (Decreases) (\$)	(4) Modified Budget (\$)
Personnel	\$159,580	\$221,920	\$381,500
Fringe	\$40,134	\$58,675	\$98,809
Office Expenses, Supplies, & Equipment	\$0	\$0	\$0
Communication	\$0	\$0	\$0
Insurance	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0
Other Direct Costs	\$0	\$0	\$0
Indirect Costs	\$19,971	\$25,658	\$45,629
Direct Costs excluded from MTDC	\$6,000	\$0	\$6,000
TOTAL	\$225,685	\$306,253	\$531,938

I: Respondent Authorization**J: City and County of Denver Authorization**

 Signature of Respondent Official

 Date

 Signature

 Date

 Name (Type or print)

 Name (Type or print)

 Title (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: CWEE **C. Contract Number:** 202159489-00/202263923-01

B. Program: CDBG-CV **D. Contract Period:** July 1, 2021 - June 30, 2023

(1) Position/Title	(2) Employee(s) Name	(3) No. Employees	(4) Annual Salary (\$)	(5) Full-time Equivalent (FTE)	(6) Total Program Cost (\$)	(7) DEDU Share (\$)	(8) Brief Summary of Job Responsibilities (If not enough room include separate sheet).
Career Advisor Lead	Jacqueline Bond	1	\$72,000	1.00	\$72,000	\$72,000	Annual Salary is for a 12 months. See "Job Responsibilities" on separate sheet
Career Advisor	Elizabeth McKeon	1	\$60,000	1.00	\$60,000	\$60,000	Annual Salary is for a 12 months. See "Job Responsibilities" on separate sheet
Manager, Employment Services	Michelle Tenorio	1	\$125,000	0.25	\$31,250	\$31,250	Annual Salary is for a 24 months with an increase in year two. See "Job Responsibilities" on separate sheet
Manager, Engagement	Kate Redweik	1	\$155,000	0.30	\$46,500	\$46,500	Annual salary is for a 24 months with an increase in year two. See "Job Responsibilities" on separate sheet
Virtual Programs Specialist	Novella Leslie	1	\$144,000	0.10	\$14,400	\$14,400	Annual salary is for a 24 months with an increase in year two. See "Job Responsibilities" on separate sheet
Program Director	Joseph Scancarello	1	\$120,500	0.10	\$12,050	\$12,050	For reimbursement of 17 months for contract. New position created. See "Job Responsibilities" on separate sheet
VP, External Affairs	Stephanie Davidson	1	\$250,000	0.22	\$55,000	\$55,000	Annual salary is for a 24 months with an increase in year two. See "Job Responsibilities" on separate sheet
Program Specialist	Anesha Henningham	1	\$53,000	0.75	\$39,750	\$39,750	For reimbursement of 12 months for PY 21 - 22. See "Job Responsibilities" on separate sheet
Virtual Program Supervisor	Sue Huffer	1	\$63,000	0.10	\$6,300	\$6,300	For reimbursement of 12 months for PY 21 - 22. See "Job Responsibilities" on separate sheet
Career Advisor	Kylie Fredrickson	1	\$59,000	0.75	\$44,250	\$44,250	For reimbursement of 12 months for PY 21 - 22. See "Job Responsibilities" on separate sheet
					\$0	\$0	
(9) Totals					\$381,500	\$381,500	

F. Fringe Benefits and Total Personnel Cost

Type of Fringe Benefits, includes the following, but not limited to:	Total Cost (\$)	DEDU Share (\$)	Please Show Calculations Below:
(10) a. Social Security & Medicare (FICA)	\$29,185	\$29,185	= 7.65% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$0	\$0	= 0.00% x Line 9
(12) State Unemployment Insurance (SUI)	\$2,861	\$2,861	= 0.75% x Line 9
(13) Workers Compensation	\$1,908	\$1,908	= 0.50% x Line 9
(14) Other (Please List) Medical	\$49,595	\$49,595	= 13.00% x Line 9
(15) Other Please List Pension Benefits	\$15,260	\$15,260	= 4.00% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$98,809	\$98,809	
(17) Total Personnel Costs (Line 9 plus Line 16)	\$480,309	\$480,309	



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

A. Respondent: CWEE **C. Contract Number:** 202159489-00/202263923-01

B. Program: CDBG-CV **D. Contract Period:** July 1, 2021 - June 30, 2023

(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)
OTHER DIRECT COSTS TOTAL	\$0	\$0	Includes the following, but not limited to:
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
INDIRECT COSTS TOTAL	\$45,629	\$45,629	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method
	\$45,629	\$45,629	Indirect rate is 9.51%
DIRECT COSTS EXCLUDED FROM MTDC TOTAL	\$0	\$0	Includes the following, but not limited to:
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
(5) TOTAL NON-PERSONNEL COSTS	\$45,629	\$45,629	

CWEE
Job Responsibilities by Position

Position	Job Responsibilities
Career Advisor	Provide strengths-based case management services, goal setting and tracking, resources and referrals, and conduct the transition and follow-up components of the participants' program plans.
Manager, Employment Services	Provide program supervision and direct services for employment services to meet program goals and outcomes.
Manager, Engagement	Provide program engagement services for lead generation, referrals to education training providers and events to increase social capital for participants to connect with employers and support program completion and employment retention.
Virtual Programs Specialist	Provide support to adult learners by teaching the technical computer skills needed to prepare for and find quality employment in an increasingly digital world. Through individualized instruction and coaching, this role supports participants as they advance through CWEE's programming.
Program Director	Provide supervision to all case management and program staff supporting adult learners to prepare for and find quality employment.
VP, External Affairs	Provide targeted outreach to the community for program referrals and work with participants and employers to build pipelines and events to support job placement services with quality employers.