

AMENDATORY AGREEMENT

THIS **AMENDATORY AGREEMENT** is by and between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (hereinafter, the "**City**"), and **WORK OPTIONS FOR WOMEN**, a Colorado nonprofit corporation with its principal place of business address of 1200 Federal Blvd., Denver, CO 80204 (hereinafter, the "**Contractor**"). The City and Contractor are collectively referred to as the "Parties."

WITNESSETH:

WHEREAS, the Parties entered into that certain agreement dated **August 13, 2021**, regarding, among others, the provision of hands on culinary training with employment barrier focused barrier resolutions (the "Agreement");

WHEREAS, rather than enter into a new contract, the Parties desire to revise and amend the term of the Agreement, amend the amount payable under the Agreement, as well as add and/or revise certain other provisions in the Agreement;

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

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

"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.”

2. Article 3 of the Agreement entitled “**COMPENSATION**” is hereby amended by deleting it in its entirety and replacing it with the following:

“**3. COMPENSATION:** The amount to be paid by the City to the Contractor shall not exceed **SIX HUNDRED NINETY THOUSAND NINE HUNDRED NINETY-TWO DOLLARS AND NO CENTS (\$690,992.00)**. 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 irrevocably 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.

3. Article 5 of the Agreement entitled “**NO DISCRIMINATION IN EMPLOYMENT**” is hereby amended in its entirety by deleting it and replacing it with the following:

“**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.”

4. Article 24 of the Agreement entitled "**NO EMPLOYMENT OF ILLEGAL ALIENS TO PERFORM WORK UNDER THE AGREEMENT**" is hereby amended in its entirety by deleting and replacing it with the following:

"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 will 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 the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligations under this 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 the 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 a 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 the 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 Contractor from submitting bids or proposals for future contracts with the City.”

5. Effective upon execution, all references to Exhibit A in the Agreement shall be amended henceforth to read as **Exhibit A-1** as applicable.

6. **Exhibit A-1** is attached and incorporated herein by reference.

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

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

[SIGNATURE PAGES FOLLOW]

Contract Control Number: OEDEV-202263920-01
Contractor Name: WORK OPTIONS FOR WOMEN

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-202263920-01
WORK OPTIONS FOR WOMEN

By:  _____
BA0D3B826E3945D...

Name: Julie Stone
(please print)

Title: Executive Director
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

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

Accomplishment Code: 01 People
Proposed Number: 120 Unduplicated Individuals Served
Amended Proposed Number: 160 Unduplicated 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: Work Options for Women
EIN#: 84-1364292
DUNS#: 046900556
SAM.gov Expiration Date: August 18,2021
Address: 1200 Federal Blvd. Denver, CO 80402-3221
Contact Person: Julie Stone
Phone: 720-601-8032
Email: Julie@workoptions.org
Amended Unique Entity ID#: PJ9LXJDT9GQ1
Amended SAM.gov Expiration Date: June 6, 2023

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, NE 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 checked="" type="checkbox"/> No
Purpose of this activity is to:		
Help prevent homelessness	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Help the homeless	<input checked="" type="checkbox"/> Yes	<input 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

1. Description of Activity:

Program Requirements and Responsibilities (2 CFR 200.331(a)(2))

WOW will provide hands on culinary training with employment focused barrier resolution to include:

- Culinary skills-based training by professional chefs in a commercial kitchen
- Attainment of the following certificates: ServSafe Food Handlers Certificate, Allergen Training Certificate, 4 COVID ServSafe Certificates, Work Options Training Completion Certificate and National Restaurant Association’s Restaurant Ready Certificate also the possibility of a ACF Prep Cook Certification for qualified students who complete the initial training and have excellent attendance
- A weekly financial incentive for display of employable behaviors
- Individualized Employment focused case plan created with a case manager to reduce and or resolve barriers to employment which will include resource referrals and support
- Job Readiness classes including resume writing and interview prep
- Mind Over Matter Cognitive Behavioral classes
- Financial Stress Managements classes taught twice weekly by The Financial Health Institute
- Employment support until a student becomes employed
- 12 month follow up support once a student is employed

Amended ACTIVITY DESCRIPTION

2. Description of Activity:

Program Requirements and Responsibilities (2 CFR 200.332(a)(2))

WOW will provide hands on culinary training with employment focused barrier resolution to include:

- Culinary skills-based training by professional chefs in a commercial kitchen
- Attainment of the following certificates: ServSafe Food Handlers Certificate, Allergen Training Certificate, 2 COVID ServSafe Certificates, Work Options Training Completion Certificate, the National Restaurant Association’s Restaurant Ready Certificate, the possibility of a ACF Prep Cook Certification for qualified students who complete the initial training and have excellent attendance
- A weekly financial incentive for display of employable behaviors
- Individualized Employment focused case plan created with a case manager to reduce and or resolve barriers to employment which will include resource referrals and support
- Job Readiness classes including resume writing and interview prep

- Mind Over Matter Cognitive Behavioral classes
- Financial Stress Managements classes taught by The Financial Health Institute
- Employment support until a student becomes employed
- 12 month follow up support once a student is employed

2. **Funds will be used to:** Reimburse staff salaries for recruiting, training, job attainment and retention activities

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
24 or more students will be recruited, trained in culinary skills including job readiness and Financial health classes, post tracking's	7/1/2021-9/30/2021
32 or more students will be recruited, trained in culinary skills including job readiness and Financial health classes, post-employment tracking for each student for 12 months	10/1/2021-12/31/2021
32 or more students will be recruited, trained in culinary skills including job readiness and Financial health classes	1/1/2022-3/30/2022
32 or more students will be recruited, trained in culinary skills including job readiness and Financial health classes	4/1/2022-6/30/2022

Amended Implementation Plan and Timeline **July 1, 2021 – June 30,2023**
 The following table outlines the implementation plan and timelines for this contract.

24 or more students will be recruited, trained in culinary skills including job readiness and financial health classes, post tracking's	7/1/2021-9/30/2021
20 or more students will be recruited, trained in culinary skills including job readiness and financial health classes, post-employment tracking for each student for 12 months	10/1/2021-12/31/2021
15 or more students will be recruited, trained in culinary skills including job readiness and financial health classes	1/1/2022-3/30/2022
10 or more students will be recruited, trained in culinary skills including job readiness and financial health classes	4/1/2022-6/30/2022

Task	Projected Beginning & End Dates
35 or more students will be recruited, trained in culinary skills including job readiness and financial health classes, post tracking's	7/1/2022-9/30/2022
20 or more students will be recruited, trained in culinary skills including job readiness and financial health classes, post-employment tracking for each student for 12 months	10/1/2022-12/31/2022
25 or more students will be recruited, trained in culinary skills including job readiness and financial health classes	1/1/2023-3/30/2023
11 or more students will be recruited, trained in culinary skills including job readiness and financial health classes	6/30/2023

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:
Money Leveraged – N/A Number of proposed outcomes [enter number from 1 st page] - 120 Individuals Income Levels of people/family: 51% at or below 80% AMI as defined by HUD 24 CFR Part 5; required to be reported on OPMR Race and Ethnicity: required to be reported on OPMR
Specific Indicators: Specific to this particular scope of work
Work Options for Women will provide hands on culinary instruction, job training and employment support in the culinary field.

Neighborhood Outcomes (To be reported on the Outcome and Performance Measurement Report OPMR):
<p>WOW anticipates that program graduates will have the skills and support they need to obtain and retain sustainable employment in the food service sector. Specifically, WOW anticipates achieving the following outcomes with DEDO funding:</p> <ul style="list-style-type: none"> • 120 hard-to-employ Denver residents will enter training (funded by DEDO) • 54% will complete training • 93% of completers will obtain employment • Average entry-wage for all graduates will be \$15.50 • Average entry-wage for graduates with a felony conviction will be \$14.79 • 75% of graduates will remain employed for 6-months • 70% of graduates will remain employed for 12-months <p>Throughout the project period, WOW will continue to train additional students with funds from other sources outside of DEDO funding. During calendar year 2021, WOW anticipates that it will serve a total of 220 students (this number includes 60 DEDO-funded students or 1/2 of the total number of students to be funded by DEDO during the project period).</p> <p>WOW measures the impact of culinary job skills training by evaluating the progress made by WOW students. To evaluate program impact, WOW tracks: pre/post self-esteem testing via the Rosenberg Self Esteem Scale; student demographic information and barriers faced by students; number of students who enter training; number who complete training program; and number who obtain and retain employment for 6-months/12-months. WOW monitors student progress towards employability by reviewing case notes and monitoring progress made on individual case plans. Culinary instructors assess each student’s culinary skills, scores on certification exams, and scores on online skills/technique exams. Following completion of training, WOW contacts students by phone to track employment and wages, and offer additional services as needed, each month for one year and thereafter, once per year for the next two years. WOW verifies employment and wages with each employer at 6-months and 12-months.</p>

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 Number of proposed outcomes - 160 Denver County Residents effected by COVID-19 Income Levels of people/family: 51% at or below 80% AMI as defined by HUD 24 CFR Part 5; required to be reported on OPMR Race and Ethnicity: required to be reported on OPMR</p>
Specific Indicators: Specific to this particular scope of work
<p>Work Options for Women will provide hands on culinary instruction, job training and employment support in the culinary field.</p>

Neighborhood Outcomes (To be reported on the Outcome and Performance Measurement Report OPMR):
<p>WOW anticipates that program graduates will have the skills and support they need to obtain and retain sustainable employment in the food service sector. Specifically, WOW anticipates achieving the following outcomes with DEDO funding:</p> <ul style="list-style-type: none"> • 160 Denver residents effected by COVID-19 will enter training (funded by DEDO) • 54% will complete training • 85% of completers will obtain employment • Average entry-wage for all graduates will be \$15.50 • Average entry-wage for graduates with a felony conviction will be \$14.79 • 75% of graduates will remain employed for 6-months • 70% of graduates will remain employed for 12-months <p>Throughout the project period, WOW will continue to train additional students with funds from other sources outside of DEDO funding.</p> <p>WOW measures the impact of culinary job skills training by evaluating the progress made by WOW students. To evaluate program impact, WOW tracks: pre/post self-esteem testing via the Rosenberg Self Esteem Scale; student demographic information and barriers faced by students; number of students who enter training; number who complete training program; and number who obtain and retain employment for 6-months/12-months. WOW monitors student progress towards employability by reviewing case notes and monitoring progress made on individual case plans. Culinary instructors assess each student’s culinary skills, scores on certification exams, and scores on online skills/technique exams. Following completion of training, WOW contacts students by phone and or email to track employment and wages, and offer additional services as needed, each month for one year and thereafter, once per year for the next two years. WOW verifies employment and wages with each employer at 6-months and 12-months.</p>

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 expended. 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:

Outcome Performance Measurement Report

Frequency:

Monthly by the 15th day Quarterly: 15 days after the end of the quarter Other: **Monthly by 20th**

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: 15 days after the end of the quarter

IDIS Coordinator 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

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 NEST 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
WORKFORCE INNOVATION AND OPPORTUNITY ACT
PROGRAM YEAR 2021
BUDGET SUMMARY**

A. Respondent: Work Options for Women
B. Project: CDBG-CV
C. Program Year: 2021-2023

D. Contract Number: 202159488-00/202263920-01
E. Contract Period: July 1, 2021- June 30, 2023
F. Requested Amount: \$690,992.00

Budget Summary for Workforce Innovation And Opportunity Act

(1) Item of Expenditure	(2) Total Project Cost requested from DEDO		(3) Other Federal Funding		(4) Other Non-Federal Funding		(5) Other City and County of Denver Funding		(6) Agency Total (All Funding Sources)	
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Personnel	\$ 573,492	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 573,492	100.00%
Fringe	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	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	117,500	100.00%	-	0.00%	-	0.00%	-	0.00%	117,500	100.00%
Indirect Costs	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
Direct Costs excluded from MTDC	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	100.00%
TOTAL	\$ 690,992	100.00%	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	\$ 690,992	100.00%

I: Respondent Authorization

Signature of Respondent Official _____ **Date** _____
Julie Stone
Name (Type or print) _____
Executive Director
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
WORKFORCE INNOVATION AND OPPORTUNITY ACT
PROGRAM YEAR 2021
PERSONNEL & FRINGE BUDGET

A. Respondent: Work Options for Women **C: Contract Number:** 202159488-00/202263920-01

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).
Director of Operations	Angela O'Leary	1	\$78,000	0.50	\$39,000	\$39,000	Teaches classes, hire and train staff, monitor student weekly progress, over see program
Executive Chef Instructor	Joe Beggs	1	\$60,000	0.50	\$30,000	\$30,000	Manage Culinary team, provide daily individualized in Kitchen instruction, manages daily kitchen operators
Manager of Student Services	Yoselin Corrales	1	\$60,000	0.50	\$30,000	\$30,000	Teaches classes, provide case management and barrier reduction and employment assistance and follow up services, directs Employment Specialist
Education Coordinator	Tamika Simmons	1	\$50,000	0.50	\$25,000	\$25,000	Tracks and manages each students progress, teaches job readiness and food safety classes provides follow up services
Sous Chef Instructor	Anne Carver	1	\$47,000	0.50	\$23,500	\$23,500	At station- individual and small class culinary instruction to all students while in the kitchen
Customer Service Instructor	Open June 15 2021	1	\$41,000	0.50	\$20,500	\$20,500	At station individualized and small class customer service trainer, also teaches cashiering
Employment Specialist	Open June 15 2021	1	\$50,000	0.50	\$25,000	\$25,000	Case Manager, individualized barrier reduction, teaches classes and provide employment assistance and follow up service
Grill Cook Instructor	Open July 1 2021	1	\$40,000	0.50	\$20,000	\$20,000	At station individualized and small class grill cook trainer
Assistant Recruiter	Open July 1	1	\$47,000	0.50	\$23,500	\$23,500	Assists with recruiting and preparing students for enrollment
Employment Specialist	Open July 1	1	\$50,000	0.50	\$25,000	\$25,000	Assits with recruitment with a focus on justice involved individuals
Recruiter	Kristi Hornick	1	\$65,000	0.50	\$32,500	\$32,500	Recruits from over 60 commuity parthers each quarter, holds weekly info sessions, contacts and preps students for enrollment
Line Cook Instructor	Open June 15	1	\$40,000	0.50	\$20,000	\$20,000	
(9) Totals					\$314,000	\$314,000	

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)	\$0	\$0	= 0.00% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$0	\$0	= 0.00% x Line 9
(12) State Unemployment Insurance (SUI)	\$0	\$0	= 0.00% x Line 9
(13) Workers Compensation	\$0	\$0	= 0.00% x Line 9
(14) Other (Please List)	\$0	\$0	= 0.00% x Line 9
(15) Other Please List	\$0	\$0	= 0.00% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$0	\$0	
(17) Total Personnel Costs (Line 9 plus Line 16)	\$314,000	\$314,000	



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

A. Respondent: Work Options for Women **C: Contract Number:** 202159488-00/202263920-01
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)
OFFICE EXPENSES, SUPPLIES, & EQUIPMENT TOTAL	\$0	\$0	Includes the following, but not limited to:
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
COMMUNICATION TOTAL	\$0	\$0	Includes the following, but not limited to:
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
INSURANCE TOTAL	\$0	\$0	Includes the following, but not limited to:
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
PROFESSIONAL SERVICES TOTAL	\$0	\$0	Includes the following, but not limited to:
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
OTHER DIRECT COSTS TOTAL	\$57,500	\$57,500	Includes the following, but not limited to:
Financial Health Institute	\$57,500	\$57,500	Financial Health Classes taught twice weekly over 50 weeks



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

A. Respondent: Work Options for Women **C: Contract Number:** 202159488-00/202263920-01
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)
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
INDIRECT COSTS TOTAL	\$0	\$0	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method
	\$0	\$0	
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	\$57,500	\$57,500	



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

A. Respondent:	<u>Work Options for Women</u>	D. Contract Number:	<u>202159488-00/202263920-01</u>
B. Program:	<u>CDBG-CV</u>	E. Contract Period:	<u>July 1, 2021- June 30, 2023</u>
C. Program Year:	<u>2021-2023</u>	F. Award Allocation:	<u>\$690,992.00</u>

(1) Item of Expenditure	(2) Current Approved Budget (\$)	(3) Increases / (Decreases) (\$)	(4) Modified Budget (\$)	Original	Mod 1	Mod 2	Mod 3
Personnel	\$314,000	\$259,492	\$573,492	314,000.00			
Fringe	\$0	\$0	\$0	-			
Office Expenses, Supplies, & Equipment	\$0	\$0	\$0	-			
Communication	\$0	\$0	\$0	-			
Insurance	\$0	\$0	\$0	-			
Professional Services	\$0	\$0	\$0	-			
Other Direct Costs	\$57,500	\$60,000	\$117,500	57,500.00			
Indirect Costs	\$0	\$0	\$0	-			
Direct Costs excluded from MTDC	\$0	\$0	\$0	-			
TOTAL	\$371,500	\$319,492	\$690,992	371,500.00	-	-	-

I: Respondent Authorization

Signature of Respondent Official Date

Name (Type or print)

Title (Type or print)

J: City and County of Denver Authorization

Signature Date

Name (Type or print)

Title (Type or print)

Note: This form must accompany all contract modification requests.



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

A. Respondent: Work Options for Women

C. Contract Number: 202159488-00/202263920-01

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).
Director of Operations	Angela O'Leary	1	\$158,340	0.50	\$79,170	\$79,170	Annual salary is for a 24 month period with an increase for year two. Teaches classes, hire and train staff, monitor student weekly progress, over
Executive Chef Instructor	Joe Beggs	1	\$121,800	0.50	\$60,900	\$60,900	Annual salary is for a 24 month period with an increase for year two. Manage Culinary team, provide daily individualized in Kitchen
Recruitment Specialist	Christine Gertz	1	\$121,800	0.50	\$60,900	\$60,900	Annual salary is for a 24 month period with an increase for year two. Teaches classes, provide case management and barrier reduction and
Training and Data Manager	Tamika Simmons	1	\$101,500	0.50	\$50,750	\$50,750	Annual salary is for a 24 month period with an increase for year two. Tracks and manages each students progress, teaches job readiness and food
Sous Chef Instructor	Bryan Machesky	1	\$71,559	0.50	\$35,780	\$35,780	Annual salary is for an 18 month period with an increase for year two. At station- individual and small class culinary instruction to all students while
Customer Service Instructor	Cindy Vasquez	1	\$65,910	0.50	\$32,955	\$32,955	Annual salary is for a 19 month period with an increase for year two. At station individualized and small class customer service trainer, also teaches
Employment Specialist	Open position	1	\$100,000	0.50	\$50,000	\$50,000	Annual salary is for a 24 month period with an increase for year two. Case Manager, individualized barrier reduction, teaches classes and provide
Grill Cook Instructor	James Jones	1	\$71,064	0.50	\$35,532	\$35,532	Annual salary is for a 21 monthperiod with an increase for year two. At station individualized and small class grill cook trainer
WORC Recruiter		1	\$50,000	0.50	\$25,000	\$25,000	Annual salary is for a 12 month period. Assists with recruiting and preparing students for enrollment
Employment Specialist	Taylor Cuttingham	1	\$93,060	0.50	\$46,530	\$46,530	Annual salary is for a 22 month year period with an increase for year two. Assits with recruitment with a focus on justice involved individuals
Director of Recruitment	Kristi Hornick	1	\$131,950	0.50	\$65,975	\$65,975	Annual salary is for a 24 month period with an increase for year two. Recruits from over 60 commuity parthers each quarter, holds weekly info
Line Cook Instructor		1	\$60,000	0.50	\$30,000	\$30,000	Annual salary is for an 18 month period with an increase for year two. At station individualized and small class grill cook trainer and manages line
(9) Totals					\$573,492	\$573,492	

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)	\$0	\$0	= 0.00% x Line 9
(11) Federal Unemployment Tax (FUTA)	\$0	\$0	= 0.00% x Line 9
(12) State Unemployment Insurance (SUI)	\$0	\$0	= 0.00% x Line 9
(13) Workers Compensation	\$0	\$0	= 0.00% x Line 9
(14) Other (Please List) Medical	\$0	\$0	= 0.00% x Line 9
(15) Other Please List Pension Benefits	\$0	\$0	= 0.00% x Line 9
(16) Total Fringe Benefits (Add Lines 10-15)	\$0	\$0	
(17) Total Personnel Costs (Line 9 plus Line 16)	\$573,492	\$573,492	



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

A. Respondent: Work Options for Women **C. Contract Number:** 202159488-00/202263920-01
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)
OFFICE EXPENSES, SUPPLIES, & EQUIPMENT TOTAL	\$0	\$0	Includes the following, but not limited to:
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
COMMUNICATION TOTAL	\$0	\$0	Includes the following, but not limited to:
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
INSURANCE TOTAL	\$0	\$0	Includes the following, but not limited to:
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
PROFESSIONAL SERVICES TOTAL	\$0	\$0	Includes the following, but not limited to:
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
	\$0	\$0	
OTHER DIRECT COSTS TOTAL	\$117,500	\$117,500	Includes the following, but not limited to:
Financial Health Institute	\$117,500	\$117,500	This subcontract total is \$117,500 and we have a copy of the signed agreement



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

A. Respondent: Work Options for Women **C. Contract Number:** 202159488-00/202263920-01
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	\$0	\$0	Represents the common costs associated with the efforts of operations and is estimated using the Modified Total Direct Method
	\$0	\$0	
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	\$117,500	\$117,500	