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AMENDATORY AGREEMENT

THIS AMENDATORY AGREEMENT is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the "City"), and **COLORADO WOMEN'S EMPLOYMENT AND EDUCATION, INCORPORATED,** a Colorado nonprofit corporation, whose address is 1175 Osage Street, Suite 300, Denver, Colorado 80204 (the "Subrecipient"), individually a "Party" and collectively the "Parties."

WHEREAS, the Parties entered into an Agreement on August 28, 2024, for the Subrecipient to utilize funds from the Temporary Assistance for Needy Families program to provide ongoing workforce supplemental services to program participants (the "Agreement"); and

WHEREAS, the Agreement expired by its terms on June 30, 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 as set forth below.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties incorporate the recitals set forth above and amend the Agreement as follows:

1. Effective July 1, 2025, all references to "Exhibit A" in the Agreement shall now refer to "Exhibits A and A-1," as applicable to the context. Exhibit A-1, attached hereto and incorporated herein by reference, shall govern with respect to its specific subject matter. In the event of any conflict between Exhibit A and Exhibit A-1, Exhibit A-1 shall control.

2. Section 4 of the Agreement, titled "**TERM**," is amended to read as follows:

"**4. TERM**: The term of the Agreement ("Term") shall commence on July 1, 2024, and expire, unless sooner terminated, on June 30, 2026. Subject to the Director's prior written authorization, the Subrecipient shall complete any work in progress as of the then current expiration date and the Term will extend until the work is completed or earlier terminated."

3. Subsection 5.5.1 of the Agreement, titled "**Maximum Contract Amount**," is amended to read as follows:

"**5.5.1.** Notwithstanding any other provision of the Agreement, the City's maximum payment obligation will not exceed Two Million Three Hundred Seventy-One Thousand Nine Hundred Thirteen Dollars ($2,371,913.00) (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 Subrecipient beyond that specifically described in **Exhibits A** and **A-1**. Any services performed beyond those in **Exhibits A** and **A-1** or performed outside the Term are performed at the Subrecipient's risk and without authorization under the Agreement."

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

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

6. The following attached exhibits are hereby incorporated into and made a material part of this Agreement: **Exhibit A-1**, Scope of Work.

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Contract Control Number: SOCSV-202580417-01/SOCSV-202473265-01
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:

Attorney for the City and County of Denver

By: _____

REGISTERED AND COUNTERSIGNED:

By: _____

By: _____

Docusign Envelope ID: C9F18001-7FC6-431E-A475-060142B4B6E6

Contract Control Number: SOCSV-202580417-01/SOCSV-202473265-01
Contractor Name: Colorado Women's Employment and Education Incorporated

By: Signed by: Catherine E. Horle 840D8FCA705A457... _____

Name: Catherine E. Horle _____
(please print)

Title: CEO _____
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

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DENVER HUMAN SERVICES

Colorado Women's Employment and Education, Incorporated d/b/a Center for Work Education and Employment

EXHIBIT A-1
SCOPE OF WORK
SOCSV-202580417-01

I. OVERVIEW

Contractor Name	Colorado Women's Employment and Education, Incorporated d/b/a Center for Work Education and Employment
Business Address	1175 Osage Street, Suite 300 Denver, CO 80204
Website	www.cwee.org
Services Summary	Provide ongoing case management and supplemental services to Colorado Works (CW)/Temporary Assistance for Needy Families (TANF) participants.
Contract Term	7/1/2024 – 6/30/2026
Fiscal Term(s)	7/1/2025 – 6/30/2026
Fiscal Budget Total	$1,273,805
Division	Economic Resilience (ER)
Program	CW/TANF
Funding	TANF (federal funds), distributed via Colorado Department of Human Services (CDHS)
CCD Legacy #	SOCSV-202473265-01

II. BACKGROUND AND PURPOSE

a. In 1996, Congress explicitly envisioned the Temporary Assistance for Needy Families (TANF) program as a critical support for families to gain the needed skills and knowledge to care for children in their own home and to promote job preparation and access to work. TANF is also often the only source of financial support for families and can be a portal to other critical safety net programs, including Supplemental Security Income (SSI), the Supplemental Nutrition Assistance Program (SNAP) (previously known as food stamps), Child Care Assistance Program (CCAP), and Medicaid. States can use TANF creatively and provide supports and services directly responsive to the needs of underserved families.

   In response to this need and with the flexibility afforded under the TANF legislation, the City is seeking to improve adult and child outcomes for the most vulnerable families entrusted in our care. The goal of the Colorado Works (CW)/TANF Program in Denver is to promote the long-term economic well-being of our community, through preparation for and attachment to employment for those who are able to work. The City's CW/TANF Program is designed to engage individual participants with the services, opportunities, resources, and tools needed to successfully move toward stability and self-sufficiency. Denver Human Services (DHS) facilitates robust community gains by partnering with

local businesses, educational institutions, and other service providers in the area, and advocating for participants as a vital part of the DHS support network. For those who are not readily able to work, Denver's CW/TANF program offers supports and services intended to increase employability and promote family safety and stability.

Science tells us that it is never too late to help adults build up their core capabilities, and that we can have a life-long impact if adults support the development of these skills in childhood. When adults have opportunities to build the core skills that are needed to be productive participants in the workforce and to provide stable, responsive environments for the children in their care, our economy will be stronger, and the next generation of citizens, workers, and parents will thrive. We also know that programs that provide support and "bridging" by crossing barriers of race, gender, socioeconomic status as well as "bonding" by tying participants and staff into a supportive community has positive long-term impact. The City realizes the importance of these services and supports and is seeking them for those most in need in our community, including the link to social capital and its effectiveness in supporting low-income persons through the transition to employment.

b. DHS is responsible for administering eligibility for CW/TANF pursuant to Colorado Revised Statutes (CRS) at section 24-4-103 (11) CRS, and Colorado Code of Regulations (CCR), 9-CCR-2503-6. DHS and contractor shall share responsibility for workforce case management and/or supplemental services, depending on participants' circumstances.

c. Colorado Women's Employment and Education, Incorporated d/b/a Center for Work Education and Employment (CWEE) is identified as a subrecipient for the purposes of this agreement and is therefore subject to all terms, conditions and regulatory requirements required of federal funding subrecipients per 2 CFR Part 200, as well as specific rules and regulations for CW/TANF.

III. FOCUS POPULATION(S)

a. General CW/TANF eligibility criteria:

   i. Pregnant or taking care of a child under 18 years old.

   ii. Resident of Colorado.

   iii. Citizen of the United States, a legal alien, a refugee, or a permanent resident.

   iv. Family income is less than $75,000 a year.

b. Participants referred for workforce case management services and supplemental services have been determined as eligible for CW/TANF and are currently receiving TANF Basic Cash Assistance (BCA).

c. Adult members of the CW/TANF receiving family are limited to 60 months of CW/TANF BCA during their lifetime. Services provided will need to be achievable within this 60-month limit with the understanding that many CW/TANF participants have already used a portion of their lifetime limit.

d. Geographic Service Areas

    i. Contractor shall engage focus populations Citywide.

e. DHS has developed service lanes to provide specific services based on the participants assessment criteria. The services lanes are:

Service Lane 1 - Job Ready. Participants in this lane have the required marketable vocational skills, commitment, and experience to gain and maintain entry level employment. They may have minimal barriers that will not supersede their ability to become employed. Participants are ready to engage in work experience or on the job training, intern and externships, interview and resume preparation and practice, and active, supported job searching. Long-term family income is anticipated to be through employment earnings.
Service Lane 2 - Short to long-term barrier resolution. Participants in this lane have at least some of the marketable vocational skills, commitment and/or work experience to gain or maintain employment. Long-term family income is anticipated to be through employment earnings. Some participants may have time-limited barriers to employment as documented by a qualified professional such as education and soft skills/professionalism.
Service Lane 3 - Employment alternatives. Participants in this lane have permanent or long-term barriers to employment as documented by a qualified professional. These individuals have disabilities or significant barriers that likely prevent them from becoming employed and will be supported in applying for other programs such as federal Social Security Administration (SSA) disability programs.
Service Lane 4 - Longer-term barrier to employment with employment being the long-term goal. Participants in this lane require intensive case management due to either major barriers such as homelessness, mental/physical health, etc., that must be mitigated before employment may be addressed or time-limited eligibility for services while they receive a TANF 60-month extension.

Service Lane 5 - Self-directed activity (maternity, long-term education, etc.). Participants in this lane require only minimal case management while their situation remains largely unchanged and stable over long periods of time.

IV. SERVICES

a. CWEE's service model is designed to provide participants coming to CWEE with services to help them overcome short- to long-term barriers to job readiness. Thus, CWEE shall provide its comprehensive workforce development services to CW/TANF **Service Lanes 1, 2 and 4** through both supplemental services and case management services.

b. CWEE shall provide three service levels based on participant needs and engagement: standard, moderate-intense, and reduced services. Participants shall be placed in the appropriate service level based upon assessed need and billed monthly in accordance with fee schedule below. Participants may move from one level to another as needs and opportunities change.

Service Levels	General Characteristics (not eligibility criteria, but proxies for identifying participants who might fit into these categories)
Standard services	Coaching, Case Management, Career Readiness, Employment Services, and Mental Health Services
Moderate-intense services	Coaching, Case Management, Career Readiness, Supported Basic/GED Education, Employment Services, and Mental Health Services
Reduced services	Light Coaching, Light Case Management, Supported Vocational/Trade Training, Supported Higher Education, Reengagement activities, and Job Retention Monitoring/Services

c. CWEE's program model comprises tiered and scaffolded phases, as follows:

   i. Phase 1: Intake & Stabilization – Upon intake and enrollment, participants connect with their assigned Program Advisor who assesses their immediate barriers to employment and ability to meet their basic needs. The strengths-based approach to assessment provides a full perspective of information about participant needs and strengths that can be leveraged. CWEE uses findings from its various baseline assessments around assets economic and personal challenges, and the participants' own short- and long-term goals to develop individualized plans and objectives that inform its work with participants and helps them, and their families find some stability so they can participate in CWEE programming and ultimately prepare for employment.

   ii. Phase 2: Career Readiness –Career Readiness is a comprehensive curriculum that includes programming that will help participants increase social/emotional skills and self-care, increase digital literacy skills, and gain knowledge and skills to successfully obtain employment. This includes resume writing, practice interviews, how to talk through backgrounds checks and justice involvement, foundational work skills training and overall confidence building to enter the workforce.

   iii. Phase 3: Job Search and/or Education – Once finished with Career Readiness, participants have the option to get support with job search and/or work on their GED in the education pathway. Both options have dedicated team members to help support work toward the participants individual plan and work in these pathways can take place onsite at CWEE with some virtual options.

d. <u>CASE MANAGEMENT SERVICES</u>

   i. Case Management – Contractor shall provide intensive services to families eligible for (CW) according to program rules outlined in the Code of Colorado Regulations and the Work Verification Plan, together with DHS policies and procedures. Consistent with holistic case management, quality service delivery, accurate data entry, and timely and suitable activities.

   ii. Assessments – TANF participants shall require ongoing assessments to determine basic skill levels, current employment status, employment history, employability, educational level, health issues and other relevant strengths and barriers to employment success.

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iii. Creating/Maintaining Individualized Plan/Roadmap – The plan shall include the duties and responsibilities of the participant, the duties and responsibilities of the serving agency, specific and detailed assignment to work activities, including timeframes, as well as appropriate supplemental services and/or referrals.

iv. Colorado Benefits Management System (CBMS) – As case manager of record, Contractor shall work with DHS to gain access to CBMS, perform data entry duties in accordance with DHS and CO State policies and procedures, and maintain accurate case files.

v. Alternates to Employment – Contractor shall provide support to individuals/households whose long-term goal is not employment but rather require alternative paths to income.

vi. Long-term Barrier Reduction – Contractor shall provide support to individuals/households experiencing long-term barriers such as learning disabilities, substance abuse, disability accommodation to establish supportive employment. Households may also experience chronic instability through homelessness, Child Welfare involvement, domestic violence or other generational challenges leading to inconsistent or insufficient engagement.

vii. Contractor shall, as necessary, refer participants to another provider within the network of TANF providers for needed Supplemental Services outside of Contractor's scope.

viii. Contractor shall review all current clients nearing their sixty months for extensions beyond the client's sixty-month lifetime limit. If case manager or client would like to be considered for an extension, the client can request through the Colorado Program Eligibility and Application Kit (PEAK) website, or the case manager can complete extension request form, and both the client & case manager will need to identify all hardship and good cause criteria as outlined in State program rules. If the extension is approved or denied by the 60-month extension committee, both the client and case manager shall be notified of the decision. If approval is received, the case manager shall follow the regular re-engagement process with timelines defined in 9 CCR 2503-6, Income Maintenance, 3.608.3. An Individual Plan (IP), shall also be completed with the client, outlining the plan with the time frame.

ix. Secondary Stage Supervisory Case File Reviews: In accordance with 45 CFR 261.63 – Colorado's Work Verification Plan requirements, CWEE shall be required to review a random sample of cases (5% & 2% reviews) each month with an approved review tool. The number of cases vary and are based upon Denver's share of the monthly statewide sample of work-eligible individuals. All case reviews shall be completed via DHS technology (WMS) or other designated tools and adhere to all applicable timeframes for completion and 2 reviews per case manager/per month is recommended. The Secondary Stage Supervisory Review shall be conducted by a CWEE case management supervisor or their designee. At minimum, the following shall be subject to verifications through this process:

- Proper work activity utilization based on federal regulatory definitions and per Colorado's approved Work Verification Plan and data entry into CBMS.
- Monthly timesheet or other allowable work hour documentation included in the case record.
- Excused absences and holidays are applied per state and county policy.
- The Fair Labor Standards Act is properly applied to community service and community work experience.

e. SUPPLEMENTAL SERVICES

i. Domestic Violence Services:

To address this barrier, CWEE shall provide counseling services and referrals through CWEE's licensed mental health counselor. Participants may receive counseling directly through a CWEE counselor or be referred to one of CWEE's community partners.

ii. Life Skills Curriculum Services:

- Soft skills / Social Emotional Learning: This curriculum supports participants to gain confidence, identify and develop their strengths, and acquire new skills. This training focuses on encouraging healthy behaviors and attitudes that support success in the workplace. These include building skills related to accountability, communication, conflict resolution, professional demeanor, time management, money management, and more.

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- Social media usage: Other life skills addressed in CWEE's Career Readiness curriculum include social media etiquette and understanding the participant's digital footprint. A digital assessment shall include these topics with supplemental instruction for those who need it. CWEE's Career Readiness facilitators help participants understand how social media usage may impact a participant's job search or job retention. CWEE staff shall work with participants to develop a professional social media presence (ex: LinkedIn).
- Financial literacy (budgeting, tax preparation and filing support, credit and debt support, etc.): CWEE program advisors shall work with participants to help them understand their personal budgeting and financial needs. Additionally, CWEE shall work closely with Denver's Financial Empowerment Division (DFED)to deliver quality financial coaching to participants. During tax season, CWEE shall refer participants to TaxHelp Colorado for free tax preparation and help. Lastly, as part of the case management process, CWEE program advisors are trained to help participants understand what benefits they may be eligible for and the most appropriate referral to obtain those benefits.
- Basic Technology Usage: CWEE's Career Readiness coursework is front-loaded and scaffolded, ranging from the most basic computer skills needed to participate in virtual learning to more advanced, career-specific skills. CWEE shall provide computers and/or internet bill support for those in need. Virtual courses are available 24 hours per day, seven days per week, providing flexibility in a time when childcare and other demands on participants' time are increased. Topics include computer skills, email specifics, digital etiquette, protecting themselves and their families from scams and dangerous sites, using Microsoft Office programs, navigating the internet, and conducting research online.

iii. Education and Training Services:

- General Education Development (GED) obtainment: Once finished with Career Readiness, participants have the option to work on their GED in the education pathway. CWEE shall provide support to help participants prepare for and pass the tests required to earn the GED. CWEE offers an online learning program (Essential Education) that allows participants to study on their own schedule. Participants can log on to the learning system at any time to complete their lessons. CWEE also offers virtual and in-person GED prep classes. CWEE offers sessions targeting each of the four GED exams, with additional sessions for general language arts and math instruction. CWEE's GED Instructor offers individual or small-group tutoring, as well as materials to help with practice at home. All GED participants are expected to engage at least 12 hours per month with the software and/or CWEE programming.
- Higher education counseling: CWEE provides support to explore vocational training opportunities and career pathways, CWEE helps participants review the educational programs available in their area, including community college programs and trade schools such as Emily Griffith Technical College. Participants are supported with individualized research regarding available training programs, assistance in understanding the costs and requirements, and comparing their best options. For career seekers interested in the trades, including healthcare, electrical, carpentry, water treatment, HVAC, and more, CWEE provides assistance exploring career opportunities, internships, pay-as-you-go training programs, apprenticeships and funding resources. CWEE also helps participants through the process of applying for financial aid and completing the Free Application for Federal Student Aid (FAFSA) paperwork. In some cases, CWEE provides direct assistance for tuition-based programs for career seekers earning professional certificates or other qualifications.

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- Career counseling: Career exploration classes enable participants to map out their educational and professional goals as they learn about career pathways and employment opportunities. CWEE staff utilize assessment tools like My Colorado Journey and the Career Cluster Survey to help participants identify their career interests and goals. CWEE helps participants explore the qualifications and training needed for individual career paths while also discussing timelines and likely barriers. CWEE helps participants understand the wages and growth opportunities in different job sectors and how to identify quality employers.
- Resume building, interview coaching, and workplace professionalism: CWEE helps participants prepare for success with workplace interviews and workplace professionalism. Participants may engage in the Career Readiness program, which includes multiple workshops during a four-week period including crafting resumes, writing cover letters and letters of explanation about gaps in work history or other challenges, job interview skills, and professional communication. Participants are also taught how to identify phony job postings and handle rejections during their search. Additionally, participants can receive assistance tailoring their resume and cover letters to fit specific job opportunities or to address gaps in work history due to medical factors or involvement with the justice system.
- Connections with community employers: CWEE maintains quality relationships with many community employers to facilitate community internships and job placements for participants. CWEE currently has a network of 30 employer partners and consistently works to connect participants to quality employment opportunities within this network.
- Computer skills (beginner through advanced): CWEE offers classes to improve computer skills, from the most basic computer skills required for virtual learning, to more advanced, career-specific life skills, such as understanding how to use social media, troubleshooting, and when/how to use Microsoft office software. Participants interested in advanced computer skills are offered to take additional courses through the platform and take proctored exams to earn additional certifications.

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iv. Non-English Services:

- Help navigating available services for non-English speakers: To meet the needs of non-English participants, CWEE has two bilingual program advisors and one bilingual program advisor lead who communicate in the participants' preferred language. For speakers of other languages, CWEE partners with the Spring Institute to provide interpretation services and assistance.
- Language access plans: CWEE utilizes on-site and on-call interpretation services through both staff members and contracted services to ensure those with limited English proficiency may access CWEE's comprehensive services. CWEE also has a bilingual program team that provides case management services and career coaching in both English and Spanish. Additionally, CWEE provides technology assistance to participants using their preferred language, which includes supporting the participant with enabling automatic translation on their computer translating to their language of choice, as well as offering Career Readiness programming in a variety of languages.
- Additional interpretation and translation support through PockeTalk devices for an array of languages. These will be especially useful for walk-in clients and multilingual phone calls. CWEE is expanding our interpretation and translation services through our onsite programming, case management, and general service provision.
- Hands-on resource and benefits navigation: CWEE provides hands-on resource and benefits navigation through coaching sessions offering the CWEE participant direct contact information for resources ranging from re-location support, legal counsel, car repairs, and furniture costs. Participants are able to meet one-on-one with CWEE staff to walk through eligibility options and a plan for contacting additional resources. CWEE staff coach with a motivation-driven approach that allows participants to breakdown resource navigation into an actionable plan rather than a list of numbers. CWEE's team also supports participants in obtaining the necessary documentation to be eligible for resources including identification documents, payment history, financial counseling, and resource navigation, CWEE provides

direct resources for children's clothing (infant to 5T), diapers, food, and other hygiene products. CWEE also provides direct support with applications to Goodwill's Flat Tire Fund and Energy Outreach Colorado to qualify for additional funds to cover a variety of costs including certification programs, car repairs, and utility bills. Further, CWEE staff offer benefit navigation to help support participants in submitting necessary verifications and contacts to the county in which they are receiving TANF. Finally, CWEE staff counsel participants about the submission information needed to qualify for benefits and educates participants about the requirements and expectations of the CW/TANF program.

v. Childcare Placement Navigation:

CWEE staff provides information, via the Colorado Shines website and childcare navigators, for participants to begin the search for childcare providers that accept the Colorado Childcare Assistance Program (CCCAP) allowing participants to secure low or no cost childcare. Along with the information shared about what providers may be available, CWEE staff coach participants about qualities to look for in a reliable childcare provider, the emotions that are associated with leaving children in the care of someone else, and the benefits that are associated with childcare. CWEE staff also coach participants about how to contact childcare providers, follow up with wait lists, and submit the CCCAP application on the participant's behalf. Referrals to CCCAP will be made by CWEE staff as permitted by available CCCAP funds.

vi. Affordable Housing Navigation:

CWEE staff provides information on affordable housing lists, organizations that support affordable housing searches, and prepare participants for opportunities to access affordable housing. CWEE staff encourage participants to look at employment as a way to access affordable housing and to focus on attainable goals while navigating a housing search. Along with direct support and coaching for participants, CWEE staff are trained in making regular contact with housing providers and supports in the community such as Denver Housing Authority and the Community Economic Defense project.

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- Homelessness support: CWEE provides several resources for navigating the housing search and information on emergency shelters and transitional programs for housing. Additionally, CWEE staff provide direct referrals to Comitis Crisis Center in Aurora, Colorado, GOALS Housing in Aurora, Colorado, and Marisol Homes in Denver, Colorado. CWEE provides readily available supplies including children's clothing (infant to 5T), diapers, food, and other hygiene products to support families while navigating homelessness. Additionally, participants are invited to spend time in CWEE's physical space and use CWEE's mailing address. Further, CWEE provides secure storage for participants and kitchen facilities for use during the day. Additionally, CWEE staff coach participants to view employment as an important step to accessing housing and to focus on attainable goals while navigating a housing search. CWEE also provides support with prevention of potential homelessness through supportive service payments, rental assistance navigation, and eviction support with the help of the Community Economic Defense Project.

vii. Accessing Mental Health Services and Addiction Support:

- Licensed therapists: CWEE's staff clinicians specialize in trauma-informed counseling and provide individuals or families therapy for those who express a need. The staff clinicians also make referrals for more specialized mental health needs/diagnoses as needed. CWEE leveraged a three-year grant from an external source beginning in 2023 to expand its provision of mental health services within its wraparound support offerings. Expanded mental health services addressed recent needs expressed by participants, responding to barriers to employment and quality of life outcomes which are created by the lack of access to trauma-informed and culturally competent mental health services. Through this funding CWEE have expanded the number of therapists to three.

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- Referrals to necessary specialists: Participants may be referred to WellPower, Aurora Mental Health and Recovery, and/or community-based Medicaid providers (private practice) Additionally, CWEE may also refer participants to the following organizations: Rose Andom Center, Safehouse Denver, Gateway Domestic Violence Services, Servicios de la Raza, I Matter, Denver Children's Advocacy Center, Therapists of Color Collective, Judi's House, Mile High Psychiatry, Maria Droste Counseling Center and Denver Indian Health & Family Services.
- CWEE shall make efforts to refer to Medicaid approved providers as much as possible and fitting for the participant.

f. Cultural Responsiveness and Trauma-informed Services

i. Contractor shall provide all services as described in this Agreement in a manner culturally appropriate and consistent with the City's commitment to equity values, which encompass inclusion, engagement, equitable programming, accountability, transparency, and the promotion of intersectional, inclusive, and accessible programs and strategies.

ii. Contractor shall ensure all staff provide services through a trauma-informed approach with an emphasis on harm reduction. Staff shall be trained and continually coached to better understand trauma so they can be sensitive and responsive to focus population(s) receiving services.

V. CITY RESPONSIBILITIES

a. The City shall be responsible for providing or securing the following:

i. Administer eligibility for CW/TANF pursuant to Colorado Revised Statutes (CRS) at section 24-4-103 (11) CRS, and Colorado Code of Regulations (CCR), 9-CCR-2503-6.

ii. Share any CW/TANF programmatic changes and provide necessary training contingent on DHS training and/or resource availability. To be scheduled on mutually agreed upon date(s)/time(s) based on shared availability.

iii. Coordinate with both Denver DHS CBMS Help Desk and CO State on CBMS security access setup and controls for Contractor staff.

VI. COMMUNICATION AND COLLABORATION

a. Contractor shall:

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i. Attend and participate in recurring meetings as requested by the DHS program contact.

ii. Agree to use City/DHS issued email addresses for all CW/TANF related communication with DHS staff and contractors regarding participants. This includes complying with all City prescribed privacy requirements related to communication and information sharing.

iii. Ensure all electronic communication referencing CW/TANF participants will follow all privacy requirements, including but not limited to, encrypting emails to recipients outside of the City network.

b. DHS shall:

i. Facilitate recurring meetings with Contractor to review contracted services and performance and troubleshoot any barriers (i.e. City/State systems access, invoice/payment, etc.).

ii. Provide and maintain City issued email to Contractor staff for mutual communications containing participant information.

VII. KEY PERFORMANCE INDICATORS

a. Output/Process Measures

i. CWEE shall continuously serve and support approximately 250 participants each month. Participants may transition between any of the three service levels (Standard, Moderate – Intense, or Reduced Service Levels) depending on the need of the participants with guidance from DHS and CWEE Program Advisors. This caseload shall be made up of current DHS CW/TANF participants as well as new CW/TANF referrals. The number of participants served can be adjusted based upon the current month's budget balance and DHS's overall caseload size.

ii. Through a combination of enhanced pre-employment skills, improved education levels, individualized support, and job search services, CWEE's primary goal is for participants to develop and advance in their long-term career goals, obtain quality employment, and achieve greater self-sufficiency. CWEE shall achieve this goal through meeting the following objectives:

- 90% of referred participants will be assigned to an Integrated Services Team and receive support addressing one or more barriers (i.e. housing, childcare, mental health, etc.).
- 80% of participants will have access to technology and connectivity at home, supported by CWEE's distribution of computers and/or assistance with internet bills, as needed.

- 80% of participants who complete Career Readiness will report confidence in various job skills.
- 55% of current and new participants in the Employment Pathway will be placed into jobs.
- 60% of participants who gain employment will maintain employment for at least six months.
- The average starting wage for those placed in employment will be $18.81/hour.

b. Outcome Measures

CWEE anticipates the achievement of the following outcomes during the contract year, specific to Denver CW/TANF participants:

i. 55% of participants in the employment pathway will obtain employment.

ii. 60% of participants who enter the workforce will retain employment for at least six months.

iii. Participants' average wage upon placement will be at least $18.81/hour.

iv. 50% of GED participants will engage in onsite or virtual classes, practice tests, and/or pass tests each month.

v. 50% of participants who start CWEE's career readiness curriculum finish within six weeks of beginning it.

vi. 80% of participants who complete Career Readiness will report confidence in various job skills.

c. CWEE shall be responsive to City feedback regarding monthly metrics and will track performance specific to funding-required outcomes and key performance indicators (KPIs) as communicated by City.

VIII. REPORTS

a. The following reports shall be developed and delivered to the City as stated in this section.

Report Name	Description	Frequency	Reports to be sent to:
1. Monthly Report	A monthly report demonstrating progress in meeting program's goals and KPIs.	Due the 15th of the month following the month services were provided, throughout the contract term.	CW/TANF Program Manager or designee

2. Outcomes Report	Qualitative and Quantitative - demonstrating how services provided met the overall outcome and budget goals of this agreement. Data requested for services performed 7/1/25-3/31/26.	By April 15, 2026	CW/TANF Program Manager or designee
3. Language Access Plan	This one-time report establishes an effective plan and protocol for the organization to follow when providing services to, or interacting with, individuals who have limited English proficiency.	Due 90 days after contract execution *Completed during base agreement term*	CW/TANF Program Manager or designee

b. Contractor shall submit reports timely to the DHS program contact.

c. Contractor shall request report due date extensions in writing prior to a report deadline and the extension must be approved by City personnel.

IX. ADMINISTRATIVE REQUIREMENTS

a. Policies and Procedures

i. Contractor shall establish and maintain written policies and procedures to operationalize the services identified within this Agreement and demonstrate compliance with federal, state, and local regulations.

ii. All current policies and procedures shall be made available to the City program contact in electronic form.

iii. All policies and procedures, including any revisions, shall be subject to the approval of the City program contact.

iv. Contractor shall maintain an inventory of all implemented policies and procedures, including past versions that were at one time in effect.

b. Language Access Plan

i. A Language Access Plan (LAP) is a management document that outlines how Contractor's program defines tasks to achieve language access and maintain compliance with federal law requirements for Title VI Language Access and corresponding Executive Orders from the Federal government (Executive Order No. 13166) and the City and County of Denver (Executive Order No. 150).

- Contractor shall conduct an individualized assessment that examines the four factors of Language Access Planning.
- Contractor shall develop a documented Language Access Plan to support language access for participants.
- Contractor shall collect data that identifies the language needs of the population served.

c. Grievance Process

i. A grievance procedure is a formal way for an individual or a family to raise a problem or complaint to the Contractor.

ii. Contractor shall develop and implement a public-facing grievance process which clearly outlines the steps involved in reviewing, addressing, resolving, and documenting grievances which may occur for Services as defined in this Agreement during the term of the contract.

iii. Contractor shall document this procedure and must receive approval in writing from the DHS program contact for the proposed grievance procedure before it is implemented. This should be prioritized within the first 30 days of beginning services.

iv. Individuals and families receiving services must be properly notified of the grievance procedure once it is approved. This can be done through the Contractor's website, distribution of printed materials at time of service, or in other ways not yet contemplated, so long as it is accessible to the focus population(s) defined in this Agreement.

v. Contractor shall promptly address grievances. The DHS program contact shall be consulted and notified of any grievances that cannot be resolved by the Contractor.

d. Performance Management

i. Contractor shall permit the City to carry out reasonable activities to review, monitor, and evaluate any of the procedures used by Contractor in providing or supplying services and make available for inspection all notes and other documents used in performing the services as described in this Agreement.

ii. Monitoring shall be performed as necessary by the program area and other designated DHS staff throughout the term of the agreement. As a subrecipient, monitoring is required per 2 CFR Part 200 Subpart D 200.331 and DHS policy 1809-506. Subrecipient monitoring includes but is not limited to the following:

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- *Program or Managerial Monitoring* - The quality of the services being provided and the effectiveness of those services addressing the needs of the program.
- *Contract Monitoring* - Review and analysis of current program information to determine the extent to which contractors are achieving established contractual goals. Financial Services, in conjunction with the DHS program area and other designated DHS staff, shall provide performance monitoring and reporting reviews. DHS staff shall manage any performance issues and shall develop interventions to resolve concerns.
- *Compliance Monitoring* – Contractor shall ensure that the terms of the contract document are met, as well as Federal, State and City legal requirements, standards, and policies to include sub recipient requirements.
- *Financial Monitoring* – Contractor shall ensure that costs are allocated and expended in accordance with the terms of this Agreement. Contractor is required to provide all invoicing documents for the satisfaction of Financial Services. Financial Services shall review the quality of the submitted invoice monthly. Financial Services shall manage invoicing issues through site visits and review of invoicing procedures.

iii. If, as a result of an audit or review relating to the fiscal performance of the Contractor including those performed by a DHS internal auditor, the City receives notice of any irregularities or deficiencies in said audits, the Contractor shall correct all identified irregularities or deficiencies within the time frames designated in the City's written notice of irregularities or deficiencies. If the identified irregularities or deficiencies cannot be corrected by the date designated by the City, then the Contractor shall so notify the City in writing and shall identify a date that the Contractor expects to correct the irregularities or deficiencies; provided, however, that the irregularities or deficiencies shall be corrected no later than ninety (90) days from the date of the City's notice.

- DHS will notify Contractor in advance of every CW/TANF related audit and Contractor will have a representative present at such audit. Contractor will participate in all audit coordination as appropriate, including meeting all DHS timeline requirements.

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e. Subcontractors

i. Contractor shall, prior to entering an agreement with any approved service providers, subcontractors, consultants, or any other entity approved to supply the services described in this Agreement, ensure the adequacy of their accounting system and financial records to accurately account for the funds awarded them and to be able to allocate costs appropriately between two or more projects and/or agreements.

ii. Each approved service provider, subcontractor, subconsultant, or other approved person or entity engaged by the Contractor to provide services and supports under this Agreement will be subject to and will comply with City standards, policies and procedures for contract performance review and audits.

iii. Contractor shall comply with all requests from the City to obtain information from and conduct reviews or financial audits of approved service providers, subcontractors, subconsultants, and other approved persons or entities supplying services under the Agreement.

iv. Contractor shall provide copies of audits and performance reviews, if any, of approved service providers, subcontractors, subconsultants, and all other approved persons or entities supplying services and supports prepared by any entity, other than the City Auditor or a DHS internal auditor, to the City program contact within thirty (30) days of the Contractor's receipt.

f. Record-Keeping

i. Contractor and DHS will work collaboratively to collect and retain all CW/TANF program information necessary to ensure compliance with the requirements of any applicable state or federal law and program regulations. This includes all case management records (paper and automated), which includes, but is not limited to, all assessments, Individual Plans (IPs), workforce development activities, participation tracking sheets, contracted services, and workforce counseling administered by Contractor.

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ii. Contactor shall establish and maintain record-keeping policies in accordance with the requirements established by applicable state law or as reasonably required by the City, including the City Auditor, concerning the provision of services and expenditure of City Funds, including, but not limited to, establishing and maintaining financial and performance records with respect to all matters covered by this Agreement in sufficient detail and in a manner sufficient to conform to generally accepted accounting principles so as to allow audit of the expenditure of City funds received by the Contractor.

- Contractor shall retain such financial and performance records for a period of six (6) years from the date of final payment to the Contractor under this Agreement.

iii. Contractor shall utilize the designated data systems, including but not limited to, CBMS for CW/TANF participants. CBMS must be used in accordance with the DHS and CDHS written policies and procedures. Each staff person will be given the minimum access required to perform their specific role under the Contract.

- DHS and the State will coordinate CBMS security access setup and controls.
- All requests should be routed through the DHS CBMS Help Desk to ensure that State and internal processes are followed.
- DHS will provide contractor access to the Work Management System (WMS) so contractor can upload all documents/documentation to the participants case file.

X. BUDGET

a. Funding Information/Requirements

i. Program Name: Colorado Works/Temporary Assistance for Needy Families.

ii. Funding Source: Temporary Assistance for Needy Families Block Grant

iii. Funding Type: Federal

b. Per Uniform Guidance CFR 200.331 DHS clearly identifies to the subrecipient the following federal funding information:

i. Program Name: Colorado Works/Temporary Assistance for Needy Families

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ii. Name of Federal Awarding Agency: Department of Health and Human Services (HHS)

iii. Federal Award Date: 10/17/2024

iv. Federal Funding Amount: $117,328,780

v. Amount of Federal Funds by this action: $4,906,712

vi. Subaward Period of Performance: 7/1/2025 – 6/30/2026

vii. Assistance Listing# (a.k.a. CFDA#): 93.558

viii. Federal Award Identification Number (FAIN): 2501COTANF

ix. Subrecipient UEI#: FRL5PMGANC85

x. Amount awarded to subrecipient: $1,273,805

xi. Indirect cost rate: N/A (fee-for-service)

xii. Additional sub awards by subrecipient: __ Yes _X_ No

xiii. Names of subcontractors or sub awardees: N/A

c. Use of Government Funds

i. Contractor shall spend funds provided under this Agreement in a way that serves the public interest, honors the public trust, and is consistent with services as described in this Agreement.

ii. Contractor shall use funds provided under this Agreement for the purposes of effectuating the purposes of City law as this Agreement contemplates and as set forth in the scope of work.

iii. If requested, Contractor shall establish and submit to the City an inventory list, in such format as designated by the City program contact and within thirty days of said request, of all Equipment and Controlled Assets purchased under this Agreement.

iv. Contractor shall update said inventory list as necessary on a timely basis. The inventory shall specify the location of all Equipment and Controlled Assets purchased to supply the Services.

v. Upon the expiration or earlier termination of this Agreement, unless the Agreement is extended by a written amendment executed by the Parties in the same manner as this Agreement, all Equipment and Controlled Assets purchased to supply the Services shall either be returned to the City or disposed of as the City shall direct.

d. Invoicing

i. Contractor shall submit invoices on or before the 15th of the month following when services were provided.

ii. Contractor shall use an invoice format or template approved by the City.

iii. Invoice supporting documentation must be provided with each invoice and must meet DHS /City documentation requirements.

iv. Unless otherwise instructed, invoices shall be submitted to DHS_Contractor_Invoices@denvergov.org.

e. Budget Modifications

i. Budget line items may only be modified in accordance with the DHS budget modification policies and procedures. Modification shall not take effect until approved in writing.

ii. Any proposed modifications that require an increase in the maximum contract amount shall be evidenced by a written amendment prepared and executed by Contractor and the City in the same manner as this Agreement.

f. Payment Method

i. Contractor shall be reimbursed for services provided under this Agreement according to the fee schedule below.

g. Fee Schedule

Contractor Name	Program	Fiscal Term
Colorado Women's Employment and Education, Incorporated DBA Center for Work Education and Employment (CWEE)	Colorado Works/Temporary Assistance for Needy Families	7/1/2025 – 6/30/2026

Fee Schedule		
Service Level	Service Detail	Rate
Standard services	Coaching, Case Management, Career Readiness, Employment Services, and Mental Health Services	$470 per participant per month
Moderate-intense services	Coaching, Case Management, Career Readiness, Supported GED Education, Employment Services, and Mental Health Services	$535 per participant per month
Reduced services	Light Coaching, Light Case Management, Supported Vocational/Trade Training, Supported Higher Education, Reengagement activities, and Job Retention Monitoring/Services	$250 per participant per month

Total Fiscal Budget	$1,273,805

h. Language Access Costs

i. Costs related to providing appropriate language access for clients receiving services under this Agreement shall be included in the Contractor's Rate(s) or borne solely by the Contractor.

XI. CONTRACT LIFE CYCLE

a. The table below summarizes the history of the contract to date, providing the context on the life of the contract for the current scope of work.

Contract Version	Contract Term	Fiscal Term	Current Budget	Additional Amount	Contract Maximum
Base	7/1/2024 – 6/30/2025	7/1/2024 – 6/30/2025	N/A	$1,098,108	$1,098,108
1st Amendment	7/1/2024 – 6/30/2026	7/1/2025 – 6/30/2026	$1,098,108	$1,273,805	$2,371,913