Docusign Envelope ID: A801A254-02F6-4A96-8C4F-5CB9B69D4DEC

AMENDATORY AGREEMENT

THIS AMENDATORY AGREEMENT is made between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the "City"), **GOODWILL OF COLORADO**, a Colorado nonprofit, whose address is 1460 Garden of the Gods Road, Colorado Springs, Colorado 80907 (the "Subrecipient"), individually a "Party" and collectively the "Parties."

WHEREAS, the Parties entered into an Agreement dated August 19, 2024, to provide case management and supplemental services to Colorado Works and TANF 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 Sixty-Eight Thousand Seventy-Four Dollars ($2,368,074.00) (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-202580420-01 / SOCSV-202473266-01
Contractor Name: GOODWILL OF COLORADO

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: _____

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Contract Control Number: SOCSV-202580420-01 / SOCSV-202473266-01
Contractor Name: GOODWILL OF COLORADO

By: Signed by: Gary Smith 6F8E1535A8ED4E7...

Name: Gary Smith
(please print)

Title: Chief Mission Officer
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)

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DENVER HUMAN SERVICES

Goodwill of Colorado

EXHIBIT A-1

SCOPE OF WORK

SOCSV-202580420-01

I. OVERVIEW

Contractor Name	Goodwill of Colorado
Business Address	1460 Garden of the Gods Rd Colorado Springs, CO 80907
Website	www.Goodwillcolorado.org
Services Summary	Provide ongoing case management and supplemental services to Colorado Works (CW)/Temporary Assistance for Needy Families (TANF) participants to complete HSE, gain job experience, develop skills and find employment.
Contract Term	7/1/2024 – 6/30/2026
Contract Budget Total	$2,368,074
Fiscal Term(s)	7/1/2025 – 6/30/2026
Fiscal Budget Total	$1,261,497
Division	Economic Resilience (ER)
Program	CW/TANF
Funding	TANF (federal funds), distributed via Colorado Department of Human Services (CDHS)
CCD Legacy #	SOCSV-202473266-01

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/TANF Program in Denver is to promote the long-term economic well-

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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.

b. 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.

c. 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.

d. Goodwill of Colorado is identified as a subrecipient for the purposes of this agreement and is therefore subject to all terms, conditions and regulatory requirement 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.

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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.

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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. Goodwill shall deliver a personalized and comprehensive service to CW/TANF Participants in **Service Lanes 1 & 2** that enhances family economic well-being by employing a combination of supplementary measures and case management strategies.

b. Case Management Services

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 will 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.

iii. Creating/Maintaining Individualized Plan/Roadmap – The plan will include the duties and responsibilities of the participant, the duties and responsibilities of the serving agency, specific and detailed

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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 60 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 will be notified of the decision. If approval is received, the case manager will follow the regular re-engagement process with timelines defined in 9 CCR 2503-6, Income Maintenance, 3.608.3. An Individual Plan (IP), will also be completed with the client outlining plan with time frame.

ix. Secondary Stage Supervisory Case File Reviews: In accordance with 45 CFR 261.63 – Colorado's Work Verification Plan requirements, Goodwill will be required to review a random sample of cases (5% & 2% reviews) each month with an approved review tool. The number

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of cases vary and are based upon Denver's share of the monthly statewide sample of work-eligible individuals. All case reviews will 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 will be conducted by a Goodwill 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.

c. Supplemental Service Activities and Timeline

i. Service Lane 1 - Job Ready: The activities shall center around motivational interviewing, career assessments, resume construction, mock interviews, and targeted job leads facilitated by Employment Specialists. A particular emphasis shall be placed on subsidized employment, where Goodwill assumes the role of the employer of record without seeking reimbursement for participant wages. These wages shall be supplemented through other contracts held by Goodwill. Additionally, Goodwill shall incorporate work-building and career pathway-oriented learning experiences through Community Work Experience Program (CWEP), Alternative Work Experience Program (AWEP), and Community Service site placements.

Goodwill shall provide occupationally focused upskilling credential opportunities (Vocational Educational Training) in high-demand fields for CW/TANF participants. These opportunities shall align with participants' work experience, addressing their specific needs and long-term career plans.

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Recognizing the skills gap hindering the employment prospects of many CW/TANF participants in in-demand industries, Goodwill introduced Micro-Credentials training opportunities in January 2022. These brief programs, requiring 20 hours or less to complete, enable participants to earn industry-recognized credentials in sought-after fields.

ii. Service Lane 2 – Short to long-term barrier resolution: The Goodwill Works curriculum, developed by Goodwill Industries International (GII), shall be implemented in a hybrid classroom format, offering daily classes to provide participants with alternative options for meeting monthly work participation requirements.

Goodwill Works is a comprehensive life and employment skills curriculum, with a specific focus on personal skills modules such as self-esteem, self-motivation, personal responsibility, reliability, cultural diversity, and acceptance. The flexible curriculum structure allows participants to join the class at any point.

Goodwill shall supply both the curriculum and instruction for a work participation countable classroom-based education program, incorporating Executive Functioning skills. The class curriculum spans eight weeks, covering topics such as Strengths, Weaknesses, and Skills Development; Values and Ethics; Communication; Stress Management; Teamwork; Positive and Professional Attitude; and Conflict Resolution. This online-enabled curriculum aims to enhance employment readiness, particularly for participants facing greater challenges. Completion of the program earns participants a credential.
The class shall also cover Basic Microsoft Office, Resume Development, and Mock Interviewing.

In this Service Lane, participants may be placed into a CWEP, AWEP, or Community Service site, with Employment Specialists collaborating with businesses to assess and provide feedback.

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iii. Timeline Table

Activity	Staff/Program	Approximate time
Referral received	Case Manager	Contacted within 48 hours by case manager and assessment scheduled within 1 week
Program Orientation	Case Manager	Day 1
Progress Update	Case Manager	Every 60 - 90 days
Work Experience (CWEP/AWEP/CS)	Employment Specialist	Up to 6 months
Subsidized Employment	CW STEP Program	11 weeks to 9 months
GoodWorks Class	Employment Specialist	8 Weeks
Vocational Educational Training	Goodwill Micro-Credential Program	30 hours
Job Search	Employment Specialist	On-Going
Employment	Case Manager	On-Going
Retention Services Intensive/Job Coaching	Case Manager	90 Days

iv. Upon receiving referrals, all individuals shall be contacted within 48 hours (approximately 2 days), and assessments shall be scheduled within one week of successful contact. Subsequently, participants shall be assigned to an activity aligned with their service lane, receiving updates every 60 to 90 days from their Case Manager.

Case Managers shall offer continuous support, including ongoing assessments, collaborative development of Individualized Plans (IP) with participants, and facilitation of engagement in workforce development activities leading to employment during each progress update. The duration of participants' activities shall vary, and those who do not secure employment within the specified period shall transition to a new activity. Employment Specialists shall guide job search activities, incorporating career assessments, resume building, mock interviews,

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and targeted job leads. For participants successfully transitioning to competitive employment, employment retention services shall be extended for up to 90 days post-program.

d. 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:
    i. Attend and participate in monthly 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.

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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 monthly 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 communication containing participant information.

VII. KEY PERFORMANCE INDICATORS

a. Output/Process Measures
   i. Goodwill shall provide ongoing assistance and support to a caseload of up to 625 TANF/CW participants through its role as the designated case manager in the specified service lanes.

b. Outcome Measures
   i. High School Equivalency (HSE) Program Graduation:
      - Goal: 18% of the average annual student enrollment in Goodwill's Excel Center will graduate.
      - Achieved through referrals, monthly follow-ups, and check-ins to monitor progress and address barriers.
   ii. Work Experience and Subsidized Employment Programs:
      - Goal: 80% success rate in completing the program within 9 months.
      - Attained through referrals to CWEP, AWEP, CW STEP, and/or ReHire Colorado Transitional Jobs programs, with regular follow-ups to ensure progress and address barriers.
      - Expectation of hiring if participants are a good fit and there is a current job opening.
   iii. Skill Development Classes:
      - Goal: 50% of students demonstrate skill improvement.
      - Achieved through completion of Goodwill Works on CSU Online Essential Soft Skills for Employment.
   iv. Work Participation and Employment Placement:
      - Minimum 60% Average Work Participation rate for cases managed by Goodwill.
      - 40% Annual Employment Placement Entry rate for Goodwill caseload.

- Participants securing employment with benefits, paid time off, and development opportunities.
- Average reported employment wage of $19.00 per hour.

v. Engagement in Countable Activity:
- Goal: 80% of participants engaged in a countable activity.

vi. Quality Accuracy Rate:
- Goal: 90% utilizing CO State case audit metrics.

c. Contractor shall be responsive to City feedback on monthly metrics and 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 containing 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

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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

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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:

- *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.

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- *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.

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.

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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.
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.

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- 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
   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

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ix. Subrecipient UEI#: FRL5PMGANC85
x. Amount awarded to subrecipient: $1,261,497
xi. Indirect cost rate: 15%
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 approved line-item reimbursement budget.

g. Budget Table

Contractor Name	Program			Fiscal Term
Goodwill of Colorado	Colorado Works/Temporary Assistance for Needy Families			7/1/2025 – 6/30/2026
Personnel				
Position Title	Annual Salary & Wages	Annual Fringe Benefits	FTE	Annual Contract Budget
Director	$99,526	$27,867	0.35	$44,588
Manager	$70,960	$19,869	1.00	$90,829
Supervisor	$62,400	$17,472	2.00	$159,744
Case Managers	$53,040	$14,851	8.00	$543,128
Employment Specialists	$55,120	$15,434	3.00	$211,662
			Personnel Subtotal	$1,049,951

Fringe Benefit Rate: 28%

Direct Costs		
Type of Expense	Cost Detail	Annual Contract Budget
Materials & Supplies	*Office Supplies* - program-related materials and/or office supplies including, but not limited to, business cards, professional folders, tissues, printer paper, postage, clip boards, organization supplies, resume and interview necessities, printer ink, etc.	$34,370
	Technology Supplies including, but not limited to, cell phones with data plans, software (Microsoft TEAMS, etc.), scanners, printers, computer network,	

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	desktop/laptop computers, docking station, monitors, keyboard, mouse, other items to support virtual communication, cost to rent or purchase equipment or service existing equipment (including warranties), cost of maintenance or repair, and printer rental as a result of events held for participants.	
	Printing/Promotional Items including, but not limited to, printing of brochures, handouts, instructions.	
	Postage costs for mailing notifications to participants and partners.	
Travel	*Travel/Meeting/Conferences* costs for meeting and trainings for staff (need pre-approval from DHS TANF Program Manager) to include room/board, parking, conference fees, travel fees, and meals.	$8,178
	Mileage – reimbursement for costs of staff travel within Denver Metro area for program needs.	
Other Direct Services	*Background checks and drug screening* costs to support the participants effort to acquire employment.	$4,455
	Dues & Subscriptions such as, but not limited to Community Business Journals, STAR 12 (professional development training), subscriptions to local newspapers/magazines, Career Scope, and platforms like Prezi and Adobe Pro empower dynamic.	
	Direct Costs Subtotal	$47,003

Total Direct Cost	$1,096,954
Modified Total Direct Cost	$1,096,954

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Indirect Costs			
Type of Expense	Cost Detail		Contract Budget
Administrative/ Indirect Costs	Indirect Method: Negotiated 15% Indirect Base: Modified Total Direct Cost	15%	$164,543

Total Fiscal Budget	**$1,261,497**

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 Indirect Cost Rate or borne solely by the Contractor.

i. Budget Definitions
   i. Salaries and Wages. Staff assigned to work specifically on the contracted activities. Funds may be used to reimburse staff salary and wages and for the prorated share of leave costs (PTO, vacation, sick, holidays, etc.). Funds may not be used to reimburse bonuses, severances, payouts of leave when an employee separated from job, or for staff who are on pre-disciplinary or disciplinary leave.
   ii. Fringe Benefits. Any monetary benefit an employer offers in exchange for an employee's service that does not include their salary. Funds may be used for the prorated share of payroll taxes (i.e., Social Security, Medicare, federal unemployment, state unemployment), insurance (i.e., medical, dental, vision, life, ADD/LTD, workers comp), and retirement plans.
   iii. Prorated Share. Salaries, wages, and fringe benefits that are based on records that accurately reflect the work performed and comply with the established policies and practices of a contractor's organization. Positions that do not work 100% of their time on the contracted activities, must keep documentation that supports a reasonable allocation or distribution of costs among specific activities or cost objectives.
   iv. Direct Costs. Costs that can be identified specifically with the contracted program, project or activities and can be assigned relatively easily with a high degree of accuracy.
   v. Materials and Supplies. Tangible personal property to be used by contractor during the contract term that are not defined as equipment (useful life of over a year and over $10,000/unit).

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vi. Equipment. Tangible personal property to be used by program personnel during the course of the contract that have a useful life of more than one year and costs $10,000 or more per unit.

vii. Travel. Costs for employees who travel on official business related to the contracted activities. The costs may only be reimbursed at federal uniform rates and mileage reimbursement may not exceed the approved federal (IRS) / U.S. General Services Administration (GSA) rates.

viii. Subcontracts/Consultants. Includes all services performed by an independent contractor who is not affiliated or part of the organization. Subcontractors are any supplier, distributor, vendor, or firm that furnishes supplies or services to Contractor. A consultant is an individual retained to provide professional advice or services for a fee. Compensation for consultant services must be reasonable and consistent with that paid for similar services in the marketplace.

ix. Client Services. Costs directly benefiting a participant, through subsidy or purchase of services or supplies (i.e., rent/mortgage assistance, bus passes, food boxes, etc.).

x. Other Direct Costs. Any other allowable costs that provide direct support to the program, project or activities and cannot be easily included into the other categories.

xi. Administrative/Indirect Cost Rate. Allocable portion of necessary and reasonable costs that benefit multiple programs or functions of an organization that cannot be readily identified as a direct cost (i.e., rent, utilities, general supplies, administrative expenses).

xii. Modified Total Direct Cost (MTDC). All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subcontractor cost up to the first $50,000 of each subcontract. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subcontract in excess of $50,000.

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XI. CONTRACT LIFECYCLE SUMMARY

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

Contract Version	Contract Term	Fiscal Term	Current Budget	Additional Funds	Contract Maximum
Base	7/1/2024 – 6/30/2025	7/1/2024 – 6/30/2025	$0	$1,106,577	$1,106,577
1st Amendment	7/1/2024 - 6/30/2026	7/1/2025 - 6/30/2026	$1,106,577	$1,261,497	$2,368,074