

## **AMENDATORY AGREEMENT**

**THIS AMENDATORY AGREEMENT** is made and entered into by and between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado (the “City”), and **SCHOOL DISTRICT NO. 1 IN THE CITY AND COUNTY OF DENVER AND THE STATE OF COLORADO**, with an address of 1860 Lincoln Street, Denver, CO 80203 (the “Contractor”), jointly “the parties”.

### **RECITALS:**

**A.** The parties entered into an Agreement dated November 1, 2018, under which the Contractor provides employment opportunity services for youth in accordance with the Workforce Innovation and Opportunity Act, (“WIOA”), Public Law 113-129 (July 22, 2014), 29 U.S.C. 3101, et seq., (WIOA Youth 17.259) (the “Agreement”).

**B.** The parties wish to amend the Agreement to revise the scope of work and budget and extend the term of the Agreement for an additional month.

**THEREFORE**, the parties agree as follows:

**1.** All references to “Exhibit A” in the existing Agreement shall be amended to read: “Exhibits A and A-1, as applicable”. The scope of work marked as Exhibit A-1 is attached and incorporated by reference. Effective as of February 1, 2019, Exhibit A-1 will replace and supersede Exhibit A and Exhibit A-1 will govern and control the services to be provided from February 1, 2019, until July 31, 2019.

**2.** All references to “Exhibit B” in the existing Agreement shall be amended to read: “Exhibits B and B-1, as applicable”. The budget marked as Exhibit B-1 is attached and incorporated by reference. Effective as of February 1, 2019, Exhibit B-1 will replace and supersede Exhibit B and Exhibit B-1 will govern and control the services to be provided from February 1, 2019, until July 31, 2019.

3. Article 2 of the Agreement, entitled “**TERM**,” is amended by deleting and replacing it with the following:

“**2. TERM:** The Agreement will commence on July 1, 2018, and will expire on July 31, 2019 (the “Term”). Subject to the Director’s prior written authorization, Contractor shall complete any work in progress as of the expiration date and the Term will extend until the work is completed or earlier terminated by the Director.”

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

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

**End.**

**Signature pages and Exhibits follow this page.**

**Contract Control Number:**  
**Contractor Name:**  
State of Colorado

OEDEV-201950005-00/Alfresco: 201842412-01  
School District No. 1 in the City and County of Denver

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:

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**APPROVED AS TO FORM:**

**REGISTERED AND COUNTERSIGNED:**

Attorney for the City and County of Denver

By:

By:

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By:

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**Contract Control Number:**  
**Contractor Name:**  
State of Colorado

OEDEV-201950005-00/Alfresco: 201842412-01  
School District No. 1 in the City and County of Denver

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

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

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

ATTEST: [if required]

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

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

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

**Contract Control Number:**  
**Contractor Name:**  
State of Colorado

OEDEV-201950005-00/Alfresco: 201842412-01  
School District No. 1 in the City and County of Denver

By: 

Name: Theresa Becker  
(please print)

Title: Executive Director  
(please print)


ATTEST: [if required]

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

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

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

**APPROVED AS TO FORM:**

By:   
Office of the General Counsel

**Denver Public Schools  
Workforce Innovation and Opportunity Act (WIOA)  
Scope of Services for Youth Services Provider  
July 1, 2018 through ~~June 30~~ July 31, 2019**

***Amendment A-1 Effective 7.1.18***

***Extending term end date and updating outcomes and performance measure.***

**Federal Award ID (FAIN) #:** AA-30734-17-55-A-8  
**Federal Award Date:** 8/10/2017  
**Federal Awarding Agency:** U.S. Department of Labor / ETA  
Division of Federal Assistance  
200 Constitution Avenue NW-Room N-4716  
Washington DC 20210  
**Pass-Through Entity:** City & County of Denver  
Office of Economic Development  
201 W. Colfax Ave., Dept. 204 Denver CO 80202  
**Awarding Official:** State of Colorado – Division of Employment & Training  
633 17<sup>th</sup> Street, 7<sup>th</sup> Floor, Denver CO 80202-3627  
**DUNS #:** 037547882

## **1.0 Introduction**

- 1.1** This scope of service outlines Program, Administrative, and other requirements that must be satisfied by Denver Public Schools, the In-School Youth (ISY) and Out of School Youth (OSY) Services Provider, hereinafter referred to as the “Subrecipient”, receiving funds from the City and County of Denver Office of Economic Development (OED) on behalf of the Denver Workforce Development Board (OED/WDB) to operate programs as prescribed by the Workforce Innovation and Opportunity Act (WIOA).
- 1.2** As policies and/or procedures are revised or updated, OED/WDB will release formal instructions and policy letters or procedures wherever they differ from this Scope of Service which will be understood to replace those elements of this Scope of Service with which they differ. OED/WDB’s Operations Manual and any future policy letters or procedures that are released are to be considered addenda to this Scope of Service and therefore part of the agency’s contract with the Subrecipient as they are updated or revised.
- 1.3** The Subrecipient shall be prepared to expand or reduce the delivery of services to businesses and job seekers if reductions and/or changes in project services or scale are required due to actual funding allocations throughout the contract’s term.
- 1.4** For the purposes of this agreement, this Service Provider is considered a “Subrecipient” and the following reference from the Uniform Guidance Circular is applicable:
- 1.4.1** The non-Federal entity may concurrently receive Federal awards as a recipient, a subrecipient, and a contractor, depending on the substance of its agreements with Federal awarding agencies and pass-through entities.

- 1.4.2 Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. 2 CFR §200.92
- 1.4.3 Characteristics that support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:
1. Determines who is eligible to receive what Federal assistance;
  2. Has its performance measured in relation to whether objectives of a Federal program were met;
  3. Has responsibility for programmatic decision making;
  4. Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
  5. In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.
- 1.4.4 Contract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or sub-award 2CFR §200.22
- 1.4.5 Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the contractor:
1. Provides the goods and services within normal business operations;
  2. Provides similar goods or services to many different purchasers;
  3. Normally operates in a competitive environment;
  4. Provides goods or services that are ancillary to the operation of the Federal program; and
  5. Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirement may apply for other reasons. 2CFR §200.330

The subrecipient will adhere to the WIOA outcomes as listed below:

	Estimated Carry- in	Q1	Q2	Q3	Q4	New <del>OSY</del> Sub-Total	Total
<b>WIOA OSY</b>	<del>480</del> 138	<del>45</del> 146	<del>85</del> 229	<del>455</del> 306	<del>470</del> 313	<del>470</del> 175	<b>350</b> <b>313</b>
<b>WIOA ISY</b>	<del>35</del> 2	<del>45</del> 17	<del>35</del> 49	<del>70</del> 98	<del>85</del> 120	<del>85</del> 118	<b>120</b>

Quarterly benchmark numbers are cumulative ~~and includes carry-in and new enrollments.~~  
Carry-in numbers ~~are estimated, and the final~~ enrollment numbers listed above ~~will be determined by September 30<sup>th</sup>, 2018~~ **are final.** ~~A contract memorandum illustrating final numbers will be placed in file by October 1<sup>st</sup>, 2018.~~  
**Amendment A-1: Final Carry-In and Enrollment numbers effective July 1, 2018**

## **2.0 Youth Provider Roles and Responsibilities**

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

- 2.1.1 Federal guidelines require that all recipients of federal funds authorized under the Workforce Innovation and Opportunity Act (WIOA) be subject to financial monitoring to ensure that adequate financial controls are in place. When certain criteria are met, the contracted party is considered a "Subrecipient" and must comply with all WIOA federal and state laws, rules and regulations that the LWDA is subject to (2 CFR §200.330).
- 2.1.2 The Subrecipient is responsible for oversight of the operations of the Federal award supported activities. The Subrecipient must monitor its activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved. Monitoring by the Subrecipient must cover each program, function, or activity.
- 2.1.3 Additionally, the Subrecipient will be monitored by OED/WDB to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that the subaward performance goals are achieved.
- 2.1.4 At a minimum, the Subrecipient monitoring shall include:
  - a. Reviewing financial and performance reports required by the pass-through entity.
  - b. Following-up and ensuring that the Subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the Subrecipient from the pass-through entity detected through audits, on-site reviews, and other means.
  - c. Issuing a management decision for audit findings pertaining to the Federal award provided to the Subrecipient from the pass-through entity as required by §200.521 Management decision.

## **3.0 Relationship with the OED/WDB**

To ensure the best possible performance of the Denver Workforce system in Denver County, and to derive a maximum return on public investment, the OED/WDB intends to support the Subrecipient by providing certain services and supports.

### **3.1 The OED/WDB shall provide the Subrecipient with the following:**

- a. Orientation to federal, state and local WIOA policies and procedures;
- b. Training on the Connecting Colorado data collection procedures within first 30 days of execution and ongoing, as needed;

- c. Training regarding Office of Economic Development policies/procedures related to WIOA;
- d. Technical assistance, including information on best practices, and assistance in implementing effective management practices, customer service practices, etc.;
- e. Support from OED/WDB Business Services team which can include technical assistance, job fairs, customized recruitments, incumbent worker training and other services as deemed necessary.
- f. Labor market information (LMI);
- g. Support from OED/WDB Education services team including Career Pathways Information and workshops, information and evaluation of training program providers, oversight of the Denver Eligible Training Provider list.
- h. Ongoing responsive support; and
- i. Opportunities to share successful practices and discuss issues with other WIOA contracted service providers and partners.
- j. The Subrecipient shall be required to participate in technical assistance and training as designated by OED/WDB throughout the term of this contract.

#### **4.0 Relationship with Required Partners and Denver Workforce System Integration**

The Subrecipient shall work in collaboration with OED/WDB and the One-Stop Operator to coordinate the delivery of workforce services among the various mandated partner agencies and designated service providers to support the integration of partners into one cohesive system within 60 days of contract execution.

**4.1** To achieve the goal of seamless service delivery to all youth job seekers and businesses, the Subrecipient shall work in coordination with the Denver Workforce system network and its mandated partners including:

- a. Programs under Title I of WIOA including Adults, Dislocated Workers, Youth, Job Corp, YouthBuild, Native American programs and migrant and seasonal farmworker programs;
- b. Employment services under Wagner Peyser Act;
- c. Adult education and literacy services under Title II of WIOA;
- d. Vocational Rehabilitation program authorized under Title I of the Rehabilitation Act of 1973;
- e. Career and Technical Education Programs at the post-secondary level authorized under the Carl Perkins Career and Technical Education Act of 2006;
- f. Jobs for Veterans State grant programs;
- g. Employment and training activities carried out under the Community Service Block Grant;
- h. Employment and training activities carried out by the Department of Housing and Urban Development;
- i. Programs authorized under State unemployment compensation laws;
- j. Programs under the Second Chance Act of 2007;
- k. Temporary Assistance for Needy Families (TANF) authorized under part A of the Social Security Act

#### **4.2 Cooperative Agreements**

In collaboration with the OED/WDB, the Subrecipient shall establish a cooperative agreement with the One Stop Operator and other essential community based organizations (CBOs) that formalizes the relationship and includes at a minimum: co-location schedules at AJCs and CBO's as needed and deemed beneficial to facilitate

full access to customers, referral processes and points of contact, regular meetings with and between partners as needed and deemed necessary to coordinate the most effective and efficient service delivery to job seekers. This will include WIOA-mandated partners listed above and other required organizations with which the OED/WDB has MOU's with to provide services.

#### **4.3 Subaward Agreements**

The Subrecipient shall enter into agreements with the following partners included in its proposal to provide supplemental services in compliance with Article 15 of the Agreement. The Subrecipient shall conduct fiscal and performance monitoring of all subcontractors to ensure compliance to all terms of the contract and federal regulations.

Subcontractor partners include:

- Urban Peak
- Colorado Youth for a Change
- Lutheran Family Services
- Goodwill Industries
- Denver Inner City Parish
- Life Line

Vendor partners include:

- Emily Griffith Tech College

#### **4.4 Adult Education, English Language Acquisition and Basic Skills Tutoring**

4.4.1 Under WIOA, Title II (Adult Education) is a mandated partner of Title I (WIOA). As a Title I agency, the Contractor shall refer any WIOA registered customer deemed to be 1) not proficient in English, 2) lacking a high school diploma, or 3) basic skills deficient, to the appropriate Title II program, or other entity/service provider to address the skills deficiency. Priority for referrals to Title II services should start with the OED/WDB required partners, based on the Cooperative Agreements established with Emily Griffith Technical College and Spring Institute for Intercultural Learning. If their capacity is full, referrals can be made to other Title II programs as needed. The directory of adult education initiatives is located here: <https://www.cde.state.co.us/cdeadult/aefldirectory>

4.4.2 The Contractor is required to facilitate any referrals made to a Title II program and to track and monitor customer progress throughout the referral, ensuring that the customer has the appropriate amount of guidance and support to successfully complete the Title II service and continue to achieve the employment goals established in the ISS/IEP. The Contractor shall make support services available to customers enrolled in Title II programs to ensure their successful completion. The Contractor shall remain in contact with the customer and continue to provide career counseling concurrently with Title II services.

#### **5.0 Relationship with the Community**

The Subrecipient shall ensure that all Out of School youth program services are accessible to job seekers and businesses throughout Denver County through a variety of means, including but not limited to the following:

**5.1 Hours:**

Subrecipient's service locations must be consistently open Monday-Friday between 8 a.m. - 5 p.m. MST unless a City and County of Denver holiday is observed. Additionally, the Subrecipient must coordinate alternate hours beyond traditional 8 a.m. to 5 p.m. system-wide to determine adequate access, unless precluded by external factors approved by OED/WDB. This alternate hours' schedule should be submitted to OED/WDB prior to September 30, 2018, to which it will be posted to OED's webpage, as appropriate.

**5.2 Community Outreach:**

5.2.1 The Subrecipient must conduct regular outreach activities and develop recruitment strategies to inform the community of services available and ensure a steady pipeline of participants coming through the program. The Subrecipient is expected to network and outreach with other OED/WDB vendors, local community and faith based organizations, libraries, other government agencies, schools and other WIOA mandated partners. The Subrecipient shall ensure that outreach activities are coordinated in all communities of Denver County in order to recruit youth and businesses that can benefit from WIOA Out of School Youth program, particularly the targeted neighborhoods which include: Montbello, Northeast Park Hill, Five-Points, Globeville, Elyria-Swansea, Sun Valley, and Westwood.

5.2.2 Subrecipient conducts regular recruitment events and will conduct orientation sessions upon request that are open to the public and describe the services available.

**6.0 Denver Workforce System Coordination**

**6.1** The Denver Workforce System consists of: the AJCs, the OED/WDB funded workforce service providers and the WIOA mandated partners. The AJC's serve as the high volume central locations for the City's workforce system while the youth agencies provide services to special/targeted populations and serve as a feeder into the larger system.

**6.2** The Subrecipient shall coordinate services across the system and with partner agencies; such services include the following:

**6.2.1 Special Projects**

6.2.1.1 The Subrecipient must act as a fast responder or lead facilitator in staffing special outreach and recruitment events as assigned by OED/WDB. These may include job fairs, service fairs, large scale hiring events, hosting tables at

conferences or other public events, and participating in other Denver County sponsored projects and activities.

## **6.2.2 Coordinate System-wide Talent Recruitment**

- 6.2.2.1 The Subrecipient shall share and/or coordinate job leads, if unable to fill a job order or in handling a large hiring need, with the other OED/WDB service providers and coordinate resume collection, screening, and eventual referral to the employer. This sharing of job leads is done with the goal of making the best possible fit between job opening and job candidate and to ensure that all job ready candidates in the Denver Workforce System have full access to open job opportunities. All job orders should be posted on the Connecting Colorado job portal system for WIOA programs.

## **6.2.3 Community Linkages and Collaborations**

### **6.2.4 Collaborative Partnership**

- 6.2.4.1 The Subrecipient must actively participate in work teams organized by the One-Stop Operator and/or OED/WDB with vendors, and other required partners as well as center level meetings with co-located partners. These partnerships may also include collaboration with other Colorado Workforce Development Boards and other discretionary grants and local/regional partnerships. These partnerships are designed to provide coordinated responses to businesses and job-seekers and improve overall services to customers.

### **6.2.5 Referrals**

- 6.2.5.1 The Subrecipient shall make referrals to other OED/WDB grant recipients across the Denver Workforce System and/or other qualified agencies or mandated WIOA partners deemed necessary for the job-seekers' development. In the event a referral is made, supporting documentation should be maintained in the customer's file. It is the sole responsibility of the referring agency to track and monitor customer progress throughout the referral, ensuring that the customer has the appropriate amount of guidance and support to successfully complete the service and continue to achieve the employment goals established in the ISS/IEP. Progress will be documented in the appropriate system of record case notes. Confidentiality must be maintained between the agencies involved in the referral with regard to participant information provided during a

referral. Copies of all documentation resulting from the referral should be collected and maintained as part of the participant's file.

## **7.0 Youth Program Service Delivery and Customer Flow**

**7.1** The Subrecipient shall continue to enhance Denver's workforce development system by focusing on a fully coordinated and integrated customer service strategy, which utilizes a strengths-based engagement approach. This model requires integration of the Customer Pool to ensure that all job-seekers flow seamlessly into the workforce system with a single point of entry and share a standardized common service flow.

### **7.2 WIOA Youth Program Components**

#### **7.2.1 Outreach and Recruitment**

The Subrecipient shall conduct outreach and recruitment efforts throughout Denver County to generate quality enrollments of out of school youth participants. Outreach shall be conducted in conjunction with the AJC, as needed, and will include other service providers, programs, and educational institutions

#### **7.2.2 Participant Eligibility**

The Subrecipient will determine and verify program eligibility prior to program enrollment in accordance with the OED WIOA Eligibility Determination and Documentation policy. Documentation verifying eligibility for all programs must be collected within the timeframes required by program law and regulations. Eligibility documentation must be obtained and retained electronically in the state system, Connecting Colorado.

#### **7.2.3 Orientation, Assessment, and Suitability**

**7.2.3.1** A comprehensive orientation will be provided to all youth, regardless of entry point. Orientation should include sharing information and services available through the workforce system, including partner services and any other pertinent resources to ensure successful completion of the youth's education and employment goals. Suitability for the programs and services offered through the program will be determined through an initial assessment of the customer's needs and barriers that includes, but is not limited to: assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gaps), supportive service needs, motivation, desire, and availability for work. Completion of individual orientation to be captured and documented in Connecting Colorado

#### 7.2.4 WIOA 14 Program Elements

- a. The Subrecipient must ensure that the fourteen WIOA mandated youth program elements are made available to participants and OED/WDB shall require confirmation of associated entities performing said elements as described in USDOL Training and Employment Guidance Letter (TEGL) 21,16 or any subsequent revisions. These program elements include: Tutoring, study skills training, instruction, and dropout prevention
- b. Alternative secondary school services or dropout recovery services
- c. Paid and unpaid work experience
- d. Occupational skills training
- e. Education offered concurrently with workforce preparation and training for a specific occupation
- f. Leadership development opportunities
- g. Supportive services
- h. Adult mentoring
- i. Follow-up services
- j. Comprehensive guidance and counseling
- k. Financial literacy education
- l. Entrepreneurial skills training
- m. Services that provide labor market information
- n. Postsecondary preparation and transition activities

#### 7.2.5 Work Experience (Work-Based Learning Options)

7.2.5.1 The Subrecipient shall subcontract with third party vendor who will be solely responsible for administering payroll services as the **Employer of Record** with responsible to include the following:

- a. Subrecipient will have an employer of record process and procedure in place for payroll, taxes, and worker's compensation coverage.
- b. Payroll reporting and tax responsibilities include the following:
  - 1. W-4
  - 2. I-9
  - 3. IRS Form 941, IRS 940 and IRS W-3
  - 4. Workers Comp insurance to ensure coverage for participants receiving stipends and paid or

unpaid work experiences will be obtained and maintained.

5. Workers Compensation premium report
6. State unemployment tax report

7.2.5.2 The Subrecipient shall develop partnerships with employers and other entities in order to broker and facilitate the development of industry specific work-based learning service models that provide an understanding of career options within a given industry, develop industry-relevant work-based readiness skills, employment competencies, and connect youth with next steps resulting in post-secondary education, training, and/or employment. Whenever youth are placed in work-based trainings, the service provider(s) is required to conduct a criminal background check and adhere to the City and County of Denver Executive Order No. 135 and other city and county background check policies to ensure background checks are conducted prior to placing a volunteer, an adult or youth program participant, or other position type at a Denver Human Services location or other locations as applicable.

7.2.5.3 A minimum of 20 percent of local WIOA Title I youth funds must be used for work-based learning. The Subrecipient is responsible for developing a plan to meet this requirement, as well as documenting and reporting work-based learning specific expenditures on a monthly basis.

7.2.5.4 The Subrecipient shall be able to provide the following types of Work-based Training Options as outlined below

**a. Registered Apprenticeship (RA)**

RA is an important component of potential training and employment services that the workforce system can provide to its customers. This training model should be used more often as a career pathway for job seekers and as a job-driven strategy for employers and industries. Information on RA programs is available through the Department of Labor Office of Apprenticeships (OA): (303)844-6362.

**b. Internships and Work Experience**

Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Fair Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. The Subrecipient shall have in place an

employer of record process (including internal or securing a vendor) and procedure for wages and worker's compensation coverage for Internships (including SYEP), and Work Experience participants.

**c. Pre-Apprentice Training**

Pre-apprenticeship programs provide training to increase math, literacy, and other vocational skills needed to gain entry to a registered apprenticeship program. A pre-apprenticeship program funded with an ITA must have at least one registered partner; such pre-apprenticeship programs must possess or develop a strong record of enrolling their pre-apprenticeship graduates into a registered apprenticeship program.

**d. On the Job Training (OJT)**

OJT services typically involve 'hands on' training in occupational skills for a specific occupation located at an employer's place of business. Training is provided by a private or public sector employer for an individual who lack skills for a specific job. The participant is an employee of the company and in order to offset the cost of the training, the employer can be reimbursed up to 75% of wages, based on criteria provided by the OED/WDB, during the training period. AJCs and Subrecipients are encouraged to develop OJT agreements with employers for their eligible job-seekers and are required to have staff knowledgeable of the OJT forms and procedures.

**e. Transitional Jobs**

Transitional jobs are time-limited work experiences that are subsidized and are in the public, private, or nonprofit sectors for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history, and are combined with comprehensive career and supportive services. The goal of transitional jobs is to establish a work history for the individual that demonstrates success in the workplace, and develops the skills that lead to entry into and retention in unsubsidized employment. Unlike OJT, there is no assumption that the individual will be retained in their transitional job after the experience is over, though that would be a successful experience and outcome. Under section 134(d)(5) of WIOA, local boards may use up to 10 percent of their adult and dislocated worker funds to provide transitional jobs to individuals.

## **7.2.6 Career Pathways**

7.2.6.1 The Subrecipient shall work collaboratively with the OED/WDB in order to develop clear, articulate, and timely information that informs job-seekers about middle skilled occupations within in demand industries, including the delivery of informative workshops. WIOA places a strong emphasis on Career Pathways as defined as, “a combination of rigorous and high-quality education, training, and other services that:

- a. Aligns with the skill needs of industries in the economy of the State or regional economy involved;
- b. Prepares an individual to be successful in any of a full range of secondary or postsecondary education options;
- c. Includes counseling to support an individual in achieving the individual's education and career goals;
- d. Includes, as appropriate, education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
- e. Organizes education, training, and other services to meet particular needs of an individual in a manner that accelerates the educational and career advancement of the individual to the extent practicable;
- f. Enables an individual to attain secondary school diploma or its recognized equivalent, and at least one recognized postsecondary credential; and
- g. Helps an individual enter or advance within a specific occupation or occupational “cluster”.

## **7.2.7 Follow-up Services**

7.2.7.1 The Subrecipient must communicate with, and monitor the progress of customers throughout enrollment in the program. In addition, follow-up activities must be provided as appropriate, including counseling regarding the workplace, for participants in workforce activities who are placed in unsubsidized employment for up to 12 months after the first day of employment. Follow-up services tend to be of two major types: retention and advancement services for employed customers; and reemployment services for customers who lose their jobs.

### **7.2.7.2 Retention/Advancement Services**

- a. Maintaining regular contact
- b. Additional career planning and counseling

- c. Working with the customer to identify emerging problems
- d. Helping the customer gain job/educational coping skills
- e. Peer support groups
- f. Information about additional educational opportunities
- g. Helping the customer to access needed support services

#### **7.2.7.3 Re-Employment Services**

- a. Counseling with the customer about reasons for his/her job loss
- b. Utilization of the menu of career services and supportive services to address reasons for job loss and implement appropriate solutions to secure re-employment

### **8.0 Performance Management and Outcomes**

#### **8.1 Performance Outcomes and Benchmarks**

- 8.1.1 The Subrecipient will be evaluated on outcomes for services provided to out of school youth and employers, program compliance audits, actual to planned enrollments, capacity level, actual to planned placements in unsubsidized employment, quality review assessment, case notes, percentage of positive exits, and successful execution of assigned special projects, as well as, additional information on the number of referrals to training, and the negotiated loading plan.
- 8.1.2 Because the WIOA performance measures are based on exits from the program, the OED/WDB developed other key point in time benchmarks that will provide the most accurate picture possible of how agencies are meeting the Denver Workforce Systems goals.
- 8.1.3 In addition, the following benchmarks will be monitored and evaluated as part of future funding recommendations:
  - a. Expenditure rates
  - b. Three Part Program Cost Breakdown
    - i. Direct cost to customer
    - ii. Admin/Oversight (management)
    - iii. Program Delivery (case managers)
  - c. Programmatic compliance

#### **8.2 WIOA Youth Performance Measures**

- 8.2.1 Once an individual is registered into WIOA, the customer will be counted in the federal WIOA performance measures. The OED/WDB reports the outcomes on the measures to CDLE/DOL as part of the terms of its WIOA allocation. The Subrecipient will be required to meet the prevailing rates on these measures based on the rates the OED/WDB negotiates with CDLE annually. Measures listed below reflect the current PY17 measures; upon Colorado Department of Labor's determination of performance measures the contractor will be notified of PY18 no later than November 31, 2018. A

contract memorandum illustrating the federally mandated performance measures will be placed in file by December 31, 2018.

**Amendment A-1: Final Federally mandated performance measures**

		<b>In and Out of School Youth Goal</b>
<b>Education and Employment Rate – 2<sup>nd</sup> Quarter After Exit</b>	The percentage of participants who are placed in education or training activities, or in unsubsidized employment, during the second quarter after exit	65% 70.7%
<b>Education and Employment Rate – 4<sup>th</sup> Quarter After Exit</b>	The percentage of participants who are placed in education or training activities, or in unsubsidized employment, during the fourth quarter after exit	56.8% 62.9%
<b>Median Earnings</b>	The median earnings of participants who are in unsubsidized employment during the second quarter after exit	\$12 \$3120
<b>Credential Attainment</b>	The percentage of participants enrolled in an education or training program who attained a recognized post-secondary credential or a secondary school diploma or equivalent during participation or within 1 year after exit	57.5% 52.7%
<b>Measurable Skill Gains</b>	The percentage of participants who, during a program year, are in an education or training program that leads to a recognized post-secondary credential or employment and who are achieving documented academic, technical, occupational, or other forms of progress, towards such a credential or employment Measured in real time.	**
<b>Indicators of effectiveness in serving employers</b>	Effectiveness of servicing business (TBD)	**

**\*\*Federal or State performance indicators for Skills Gains and Effectiveness in Serving Employers have not been determined. The Subrecipient will not be held accountable for these metrics should guidance be received in this program year. At minimum, the Subrecipient will document both job seeker and employer services in Connecting Colorado which will allow this data to be pulled/baselined for future program year performance**

### 8.3 Periodic Reporting and Meetings

- a) The Subrecipient must comply with all Local, State and Federal reporting requirements

- b) As required by the OED/WDB, the Subrecipient shall document, record, and report actual outcomes, on a monthly basis and provide timely and accurate monthly reports in the format designated by the OED/WDB. The Subrecipient may also be required to assist with the completion of other annual, or quarterly reports as designated by the CDLE or CWDC.
- c) The Subrecipient is also required to have staff representation at all administrative meetings and staff training workshops as determined by the OED/WDB.
- d) The OED/WDB will hold monthly/quarterly review meetings with the Subrecipient to review progress toward planned versus actual benchmarks.
- e) Ad hoc and periodic reports will be required and should be anticipated.
- f) The Subrecipient must have skilled and/or trained staff who will design and/or maintain an information system that will provide data on who is served (i.e. customer demographic information), when and how they are served (i.e. service delivery information) and the outcomes achieved (i.e. performance data).
- g) The Subrecipient will be continually evaluated based on their performance on the CDLE performance measures and the OED/WDB benchmarks. The Subrecipient will review progress toward benchmarks at quarterly meetings. In the event that the Subrecipient is failing to meet benchmarks they shall submit corrective action plans or participate in training or technical assistance meetings.
- h) Subrecipient contract renewals will be largely based on achievement of benchmarks. The OED/WDB also reserves the right to impose additional conditions and/or restrictions on the contract award, implement probationary periods, undertake any other corrective action, reduce funding or end contracts based on poor performance on any of the benchmarks.
- i) Where required or permitted by law or regulations, the OED/WDB reserves the right to add, remove or change measures, targets, conditions, or restrictions as it deems reasonable

## **9.0 Program Staffing**

### **9.1 Career Planner/Career Coach Roles and Responsibilities**

- 9.1.1 The career advising/coaching function is a critical piece to effective service delivery. Career planning is the process by which career coaches perform ongoing counseling, career development, implementation of the Individual employment plan, intervention support and tracking of customers. The Subrecipient should provide continuous career coaching and planning services to registered job-seekers.
- 9.1.2 OED/WDB has set up minimum skill and duties for career coach within the WIOA system as noted below:
  - a) The development of an ISS/IEP should be in collaboration with the participant, resulting from a strengths-based engagement model
  - b) Ongoing regular contact with the customer on all aspects of their workforce development needs. This should be documented in the participant tracking system of record. A printed and signed copy of the Individual Employment Plan signature page must be in each participant case file or electronic imaging system.

- c) Active participation must be documented and supported with appropriate services.
- d) Case notes should be written at least every thirty days from direct contact relating to the participant's goals and services provided.
- e) Comprehensive knowledge, utilization, and interpretation by members of the service provider's staff of assessment tools such as the TABE, Myers-Briggs, Career Interests Inventory, and all other acceptable tools issued by the Department of Labor and Employment.
- f) Coordination of services for each participant with mandated WIOA partners, including referrals to other workforce development system partners or other youth service providers and mentoring and counseling programs. The coordination of service delivery by all providers involved shall be documented in the participant's case file.
- g) Provision of educational, job development, job placement and job retention services.
- h) Quality referrals for job order; including professionally prepared resumes and materials.
- i) Workforce development technology systems to track services used by the participant and to provide the participant with information on growth industries in the Denver metro area and training provider performance. These technologies will include, at a minimum: Connecting Colorado, CBMS, and/or any other OED/WDB system of record.
- j) Refer participants for ancillary services as appropriate.
- k) Follow-up services must be made available for a minimum of twelve months following the first day of employment.

## **9.2 Career Coach/ Career Planner Knowledge and Skills**

9.2.1 As mentioned above, in order to effectively provide the range of services that will be required of career coaches under the WIOA program model, career coaches or other appropriate staff at each service provider should develop certain additional skill sets and knowledge.

9.2.2 These skills and knowledge include, but are not limited to:

- a) Knowledge of all OED/WDB policies and procedures;
- b) Knowledge of the WIOA program, mandated and community-based partners, the services each partner provides, and the eligibility requirements for each program as well as the ability to forge successful relationships with the partner programs in order to facilitate and expedite customer referrals to those programs;
- c) A high level of command over caseload composition, status, and entry/exit needs;
- d) Knowledge of the various barriers to employment that job-seekers may face and of the services available within and outside the WIOA system to assist job-seekers in overcoming those barriers, including supportive services;
- e) The ability to navigate the respective system of record and any other technology required for successful program management;

- f) The ability to use all available resources to achieve the employment and employment-related outcomes set in each customer's employment plan;
- g) Knowledge of local labor market data and/or knowledge of resources informing local labor market data;
- h) The ability to use all available resources to achieve the educational and educational-related outcomes set in each customer's employment plan;
- i) Knowledge of community resources and the ability to refer and link participants with necessary services;
- j) Clear understanding of the customer's right to confidentiality; that all information provided remains confidential and should not be released to employers or other service providers without consent from the customer or his/her legal guardian;
- k) A clear understanding of the roles of business intermediaries and the coaches' role in making high quality referrals in a timely and focused manner.

### **9.3 Business Development**

- 9.3.1 Another critical component to moving participants to unsubsidized employment is placement support. The Subrecipient should establish a clear placement plan to effectively market program participants to local businesses. Minimally, this should include dedicated staff and strategic employer outreach and engagement. This plan should be approved by OED/WDB and executed prior to September 30, 2018.

### **9.4 Minimum Case Loads**

- 9.4.1 The average caseload size for In School Youth Regional Coordinator is 15 youth. The average caseload size for Out of School Youth Regional Coordinator is 15-25 youth
- 9.4.2 An active customer is one that 1) has a status of registered customer (has not been exited) and 2) is actively engaged in an intensive or training service.
- 9.4.3 If an agency has customers that are in long-term training and are not in immediate need of services by the career coach, or has customers that are stable in their employment and are just waiting to exit, this will increase the agencies capacity to register additional job-seekers beyond the formula provided above. To increase their overall capacity, agencies are required to exit all customers in a timely manner and in accordance with OED/WDB policy.
- 9.4.4 In order to determine caseload levels, The Subrecipient shall conduct an assessment of their WIOA caseloads monthly and discuss with OED/WDB's Program Liaison. This assessment will help to track and improve the performance metrics. In this assessment process, the Subrecipient will:
  - a) Exit inactive customers (90 days without service) monthly;
  - b) Determine the number of customers that are in long-term training and are not in immediate need of services by the career coach; and

- c) Determine the number of customer cases that are likely to be exited positively by the end of the quarter.

## **9.5 Staff Training and Professional Development Plan**

- 9.5.1 The Subrecipient may provide different methods of professional development and ongoing training for their staff. The Subrecipient is expected to provide staff with opportunities for continuous development of skills related to WIOA services. The format may be third-party training, in-house training provided by the agency, training provided by the OED/WDB or any combination; the specific skills focused on, the curriculum and delivery methods are choices of the agency. The Subrecipient must participate in the OED/WDB sponsored professional development activities. The OED/WDB also encourages the attainment of the Certified Workforce Development Professional (CWDP) credential offered through the National Association of Workforce Development Professionals.

## **9.6 Staff Orientation and Onboarding**

- 9.6.1 The Subrecipient is expected to provide orientation for those newly hired to deliver WIOA services. Such orientation should include overview of WIOA policies and processes/procedures; overview of relationship between the Subrecipient, the OED/WDB, WIOA mandated partners and other WIOA funded service providers; basic skills and best practices for service delivery; and other topics as indicated at any point by the OED/WDB.

## **9.7 Staff Retention**

- 9.7.1 Since staff quality has a significant impact on the quality of service delivery, and since agencies will be devoting effort to hiring and training good staff, agencies are expected to take effective steps to ensure the retention of quality staff. The Subrecipient shall have a plan of retention in place and make it available to the OED/WDB upon request.

## **9.8 Salary and Wage Requirements**

- 9.8.1 In accordance with its values, the OED/WDB seeks to provide high quality services to our customers. We believe in the increased professionalization of the workforce development field and strive to ensure that our system reflects the dignity of work. Consequently, the OED/WDB is requiring that all full-time talent development specialist, talent development facilitator, talent engagement specialist, and business solutions consultant positions receive a minimum salary that is in line with similar positions in the Denver metro area. The OED/WDB also strongly encourages the Subrecipient to pay professional staff a competitive wage for their level of effort and expertise.
- 9.8.2 Salary and Bonus Limitations  
"In compliance with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading 'Employment and Training' that are available for expenditure on or after June 15, 2015, shall be used by a recipient or sub recipient of such funds to pay the salary and

bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II.” This new requirement includes all WIOA grant funded projects. The PY18 amount for Executive Level II is \$189,600. The Subrecipient must comply with this requirement. (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>)

## **10.0 Administrative Responsibilities**

### **10.1 Compliance, Reporting and Recordkeeping**

- 10.1.1 The Subrecipient must comply with all Local, State and Federal reporting requirements. Specifically, the Subrecipient will be required to document, record, and report actual outcomes, as required by OED/WDB, on a monthly basis. Timely, detailed, and accurate information on operations and performance is crucial to effective management of Denver’s workforce development system. Therefore, funded agencies must capture and track (and enter to the respective system(s) of record) such information as requested by OED/WDB, and supply reports of such data in requested formats, in a professional manner, at requested intervals. All WIOA registrant data must be entered into the Connecting Colorado System (Connecting Colorado), which is the data tracking and case management system used by WIOA programs in Colorado.
- 10.1.2 In addition to Connecting Colorado, OED/WDB may require use of specific reporting or tracking systems, forms or other data management tools, and agencies are expected to have staff capable of executing against such requirements.

### **10.2 Customer Tracking Systems**

- 10.2.1 The Subrecipient shall use Connecting Colorado for WIOA customers. The system shall be used, to track all WIOA job seeker and employer clients, including contact information, demographic information, program eligibility, services provided, outcomes and case notes. This data system must be used in accordance with the OED/WDB’s written policies, as may be amended from time to time. Upon request by the Subrecipient, the OED/WDB will provide a unique user name for each Agency staff person that requires access to the data system to perform the Agency’s duties under this Contract. Each staff person will be given the minimum access required to perform their specific role under the Contract. The user names and their associated passwords are confidential and must not be shared. Agency agrees to abide by and cause all staff users to abide by the City and County of Denver Data Confidentiality and Security Agreement.

### **10.3 Language Assistance**

- 10.3.1 The Subrecipient must have sufficient Spanish-speaking staff to serve the Counties’ significant Spanish-speaking populations. Other language capacity appropriate to each AJC’s location and potential job-seeker customer population will also be required. Additionally, key materials must

be provided in Spanish and other appropriate languages in accordance with the OED/WDB WIOA Language Assistance plan.

## **10.4 Accessibility to People with Disabilities**

10.4.1 Title III of the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in "places of public accommodation" (businesses and non-profit agencies that serve the public) and "commercial facilities" (other businesses). Agencies who are not fully compliant with ADA are required to submit an "accessibility plan" outlining steps that need be taken by the leaseholder to become both programmatically and physically accessible and the planned implementation dates. This accessibility plan must meet the criteria set forth in the ADA. All WIOA program services and facilities are expected to be accessible to persons with disabilities. For the ADA Title III Technical Assistance Manual please visit: <http://www.usdoj.gov/crt/ada/taman3.html>

## **10.5 Equal Opportunity and Non-Discrimination**

10.5.1 As a condition to this award of financial assistance from the Department of Labor under Title I of WIOA, the Subrecipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- a) Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA) Title I, which prohibits discrimination against all individuals in the United States on the basis of race, color religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity;
- b) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;
- c) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- d) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- e) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs. Page 6 of 10 The grant applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. The assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program and activity, and to all agreements the grant application makes to carry out the WIOA Title I-financially assisted program or activity. The Subrecipient understands that the United States has the right to seek judicial enforcement of this assurance

10.5.2 Additionally, the Subrecipient agrees to be in full compliance at all times with the Denver Workforce Services Equal Opportunity and Non-Discrimination policy.

## **10.6 Customer Complaint Procedures**

10.6.1 OED/WDB believes that customer complaints are opportunities to improve services. The primary goal of this complaint process is to address specific participant concerns, resolve the issues at hand in the most expedient manner, learn from the complaint and implement solutions throughout the entire system. The Subrecipient must inform customers of the formal complaint process and work to resolve customer complaints in a timely fashion, as outlined in OED/WDB's grievance policy.

## **10.7 Quality Control/Continuous Quality Improvement**

10.7.1 The Subrecipient is required to work with OED/WDB to develop a coordinated Monitoring and Review process or quality control plan that ensures that 100% of new WIOA OSY participant case files are reviewed on a quarterly basis.

10.7.1.1 The Subrecipient's quality control plan, shall include, but not be limited to, the following:

1. A monitoring system covering all the services listed in this scope of work.
2. the elements of work performance to be monitored, either on a scheduled or unscheduled basis
3. the methods to be used
4. frequency of monitoring
5. the format and content of records and reports to be generated
6. the title(s) of the individual(s) who will perform the monitoring
7. the method for identifying and preventing deficiencies in the quality of services performed before the level of performance can become unsatisfactory
8. the administrative procedures to be followed for reporting to OED/WDB and for responding to operational problems or complaints concerning work performance, qualifications, or other complaints about Operator personnel details on all corrective action(s) taken.

10.7.2 The Subrecipient is required to respond to all QA requests and error reports in a timely manner and ensure that all identified errors are corrected within the designated timeframe. Overall, the Subrecipient shall ensure that all WIOA enrollments are in full compliance with Federal, State and Local regulations and policies.

10.7.3 The OED/WDB strives to deliver high quality services throughout the

system. The Subrecipient shall solicit customer feedback on a regular basis through satisfaction surveys, focus groups and other venues to assess and improve service quality.

10.7.3.1 The Subrecipient is expected to solicit customer feedback, analyze results, and identify areas for quality improvement. The OED/WDB will be exploring ways to improve services and solicit feedback from its job seeker and business customers

10.7.4 The Subrecipient shall participate in associated trainings, evaluation processes, and activities and implement processes that improve the quality of services provided to customers.

## **10.8 Meetings and Trainings**

10.8.1 The Subrecipient shall ensure appropriate staff representation at a variety of meetings and training sessions. These include, but are not limited to, monthly and quarterly meetings that require director or manager participation, and trainings likely to include many, if not all, of the staff. The Subrecipient shall meet no less than quarterly with the OED/WDB to review progress toward planned versus actual benchmarks.

## **10.9 Payroll and Wage Rate Policy**

10.9.1 The Subrecipient shall subcontract with third party vendor who will be solely responsible for administering payroll services as the **Employer of Record**; responsibilities to include the enforcement of all process and procedure in place for payroll, taxes, and worker's compensation coverage for program participants. Therefore, if the Subrecipient plans to provide paid internships, work experiences, or other allowable compensated activities, these costs must be included as part of the contract budget. All participants enrolled in wage-paid activities shall not be paid less than the highest minimum wage under the Fair Labor Standard Act and Article XVIII, Section 15, of the Colorado Constitution.

## **10.10 Participation in Studies and Initiatives**

10.10.1 The Subrecipient shall participate in studies and initiatives as determined by DOL, CDLE or the OED/WDB. This may include participation in aspects such as strategic planning sessions and other evaluation technical assistance provided by OED/WDB or external evaluation entities

## **10.11 Communications and Signage**

10.11.1 The Subrecipient and the AJCs are considered arms of Denver's workforce development system, much like branches or franchises of a corporation. As such, the Subrecipient must adhere to all requirements and standards related to physical signage where WIOA services are provided including EEO information, logos; publications; standard language in WIOA-related communications; and any other signage or

communications requirements established by the OED/WDB. The Subrecipient must also adhere to all requirements and standards related to physical and electronic marketing, per the guidelines of the OED/WDB Marketing Division.

10.11.1.1 Specifically, all print or electronic collateral that promotes any programs/services provided under this contract must adhere to the following:

- a) Include the Denver Workforce Services logo as the primary and most prominent entity responsible for the program/service;
- b) Include the wording, [Subrecipient] is a Subrecipient for the City and County of Denver," regardless of whether the Subrecipient's name appears in the collateral; and
- c) Include the American Job Center logo.
- d) Include the required EEO language: {Insert Program/Service Name here} is an Equal Opportunity employer/program. *Auxiliary aids and services are available upon request to individuals with disabilities.* Please dial 7-1-1 or 1-800-659-2656 to use the TTY service Relay Colorado.

10.11.1.2 Further details regarding these three requirements, as well as important guidelines regarding branding and messaging, will be provided by Denver Workforce Services, both in writing and electronically.

10.11.1.3 All collateral and external communications which shall be used with the public or any community partners must be submitted to Denver Workforce Services in advance for approval prior to display or distribution.

10.11.1.4 Social media postings may be exempt from the above logo requirements, but must be approved in advance by Denver Workforce Services.

## 10.12 Technology Requirements

10.12.1 The Subrecipient will need to match their organization's technological capacity to OED/WDB's minimal requirements. All Computers at a minimum must have high speed internet access, Window 7 Professional (SP1) or higher, Internet Explorer v 11 or higher, a graphics card that can support 1024x768. Security specifications must include: 1) automatic operating system upgrades, 2) firewall protection, 3) automatic virus upgrades, and 4) anti-spyware software.

## **10.13 Privacy and Confidentiality**

10.13.1 The Subrecipient One-Stop Subrecipient must adhere to the OED Personally Identifiable Information policy to ensure the proper use of data and demonstrate that controls are sufficient to prevent identity theft, fraud and abuse as well as maintain a sophisticated and secure technology structure. These requirements must cover, at a minimum, the following: Participant eligibility documentation; Program participant records, including all services provided, and costs expended per participant; Customers' records, including participant data forms, verification/documentation items, assessments tests and results, and documentation of outcomes; Protection of personal and confidential customer information, including protected health information (HIPAA); Memoranda of Understanding (MOUs) between partner programs to share program, participant, and financial data that adhere to federal, state, and local privacy standards. In addition, the Subrecipient will require all program participants to sign a release of information that includes an explanation of the level and type of access, as well as restrictions on the use of the participant's data.

## **10.14 Documentation Management and Retention**

10.14.1 OED/WDB is moving toward a paperless documentation system. Until that time, the Subrecipient will maintain hard copies of customer files in compliance with applicable regulations. The Subrecipient will be responsible for working with OED/WDB to fully implement paperless record keeping for all WIOA participants. The Subrecipient must ensure documents are legibly imaged to a prescribed file management and document imaging system. The Subrecipient must maintain program, participant, and financial records for seven years from completion of services in accordance with the City and County of Denver file retention policy. The Subrecipient shall develop policies and procedures that ensure the proper use of data and demonstrate that controls are sufficient to prevent identity theft, fraud and abuse as well as maintain a sophisticated and secure technology structure.



Program Budget and Cost Allocation Plan Summary

Contractor Name: Denver Public Schools - Family and Community Engagement (FACE)

Project : DPS/ Collaborative Partners -Out of School Youth and Family Services

Contract Dates: 7/1/2018 to 7/31/2019

Program Year: 2018

Return to OED Project Specialist: Tony Anderson

Budget Category	Agency Total (All Funding Sources)	Project Costs OED Funding 1 201100000		Modification Amount Funding 1 201100000	Total Modified Project Costs OED Funding 1 201100000		Project Costs OED Funding 2 201100000		Modification Amount Funding 2 201100000	Total Modified Project Costs OED Funding 2 201100000		Total Project Costs requested from OED		Other City & County of Denver Funding (Add applicable funding as necessary)		Other Federal Funding		Other Non-Federal Funding		Agency Total	
Personnel: Name and Job Title	Total	Amount	%	Amount	Amount	%	Amount	%	Amount	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount	%
Director of Community Advocacy (-.66 1 FTE)	\$87,125.00	48,790	56.00%	(17,500)	31,290	35.91%		0.00%		-	0.00%	31,290	35.91%		0.00%		0.00%	55,835	64.09%	87,125	100.00%
Manger Program Services (-4.85 1 FTE)	\$77,749.00	61,156	78.66%	3,376	64,532	83.00%		0.00%		-	0.00%	64,532	83.00%		0.00%		0.00%	13,217	17.00%	77,749	100.00%
School-based Regional Coordinators (1-.8 4 FTE)	\$251,904.00	113,357	45.00%	(21,550)	91,807	36.45%		0.00%		-	0.00%	91,807	36.45%		0.00%		0.00%	160,097	140.00%	251,904	100.00%
Community-based Regional Coordinators (6+. 5 FTE)	\$271,600.00	241,072	88.76%	(48,225)	192,847	71.00%		0.00%		-	0.00%	192,847	71.00%		0.00%		0.00%	78,753	29.00%	271,600	100.00%
Director of Family and Youth Services (0.2 1 FTE)	\$98,951.00		0.00%	11,874	11,874	12.00%		0.00%				11,874	12.00%		0.00%		0.00%	87,077	88.00%	98,951	100.00%
Program Manager (0.4 1 FTE)	\$78,364.00		0.00%	7,836	7,836	10.00%		0.00%				7,836	10.00%		0.00%		0.00%	70,528	90.00%	78,364	100.00%
Project Manager (0.9- 1 FTE)	\$60,530.00		0.00%	15,000	15,000	24.78%		0.00%				15,000	24.78%		0.00%		0.00%	45,530	75.22%	60,530	100.00%
Youth and Family Advocate (0.6- 1 FTE)	\$33,976.00		0.00%		-	0.00%		0.00%		-	0.00%	-	0.00%		0.00%		0.00%	33,976	100.00%	33,976	100.00%
Social Worker (0.4 2 FTE)	\$125,218.00		0.00%	15,000	15,000	11.98%		0.00%		-	0.00%	15,000	11.98%		0.00%		0.00%	110,218	88.02%	125,218	100.00%
Training Coordinator (0.5 1 FTE)	\$47,084.00		0.00%	2,000	2,000	4.25%		0.00%		-	0.00%	2,000	4.25%		0.00%		0.00%	45,084	95.75%	47,084	100.00%
Data Specialist (1 FTE)	\$62,500.00		0.00%	15,000	15,000	24.00%		0.00%		-	0.00%	15,000	24.00%		0.00%		0.00%	47,500	76.00%	62,500	100.00%
Admin Support (0.6- 1 FTE)	\$49,713.00		0.00%		-	0.00%		0.00%		-	0.00%	-	0.00%		0.00%		0.00%	49,713	100.00%	49,713	100.00%
Mangaer Program Services (-4.85 1 FTE)	\$85,306.00		0.00%	24,739	24,739	29.00%		0.00%		-	0.00%	24,739	29.00%		0.00%		0.00%	60,567	71.00%	85,306	100.00%
			#DIV/0!		-	#DIV/0!		#DIV/0!		-	#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!	-	#DIV/0!
Total Salary:	1,330,020	464,375	34.91%	7,550	471,925	35.48%	-	0.00%	-	-	0.00%	471,925	35.48%	-	0.00%	-	0.00%	858,095	64.52%	1,330,020	100.00%
Fringes	\$219,016	117,609	53.70%	2,738	120,347	54.95%		0.00%		-	0.00%	120,347	54.95%		0.00%		0.00%	98,669	45.05%	219,016	100.00%
Personnel Total:	1,549,036	581,984	37.57%	10,288	592,272	38.23%	-	0.00%	-	-	0.00%	592,272	38.23%	-	0.00%	-	0.00%	956,764	61.77%	1,549,036	100.00%
Non-Personnel:	Total	Amount	%	Amount	Amount	%	Amount	%	Amount	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount	%
Office Expenses Supplies & Equipment	\$1,118.00	3,467	310.11%	(2,349)	1,118	100.00%		0.00%		-	0.00%	1,118	100.00%		0.00%		0.00%		0.00%	1,118	100.00%
Communication			#DIV/0!		-	#DIV/0!		#DIV/0!		-	#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Insurance			#DIV/0!		-	#DIV/0!		#DIV/0!		-	#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Travel - Staff			#DIV/0!		-	#DIV/0!		#DIV/0!		-	#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Travel - Client			#DIV/0!		-	#DIV/0!		#DIV/0!		-	#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Equipment rental			#DIV/0!		-	#DIV/0!		#DIV/0!		-	#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Facilities			#DIV/0!		-	#DIV/0!		#DIV/0!		-	#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Educational Materials - Customers			#DIV/0!		-	#DIV/0!		#DIV/0!		-	#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Meetings/Events			#DIV/0!		-	#DIV/0!		#DIV/0!		-	#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Professional Services - (specify; ie., Payroll)			#DIV/0!		-	#DIV/0!		#DIV/0!		-	#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Professional Services - (Specify; ie., Legal)			#DIV/0!		-	#DIV/0!		#DIV/0!		-	#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Subcontractor (Denver Inner City Parish / Life-Line )	\$45,000.00	45,000	100.00%		45,000	100.00%		0.00%		-	0.00%	45,000	100.00%		0.00%		0.00%		0.00%	45,000	100.00%
Subcontractor (Goodwill Industries/FNE CFO- Job Placement/	\$30,000.00	45,000	150.00%	(15,000)	30,000	100.00%		0.00%		-	0.00%	30,000	100.00%		0.00%		0.00%		0.00%	30,000	100.00%
Subrecipient (Lutheran Family Services- Youth Navigator)	\$22,000.00	50,000	227.27%	(28,000)	22,000	100.00%		0.00%		-	0.00%	22,000	100.00%		0.00%		0.00%		0.00%	22,000	100.00%
Subcontractor (Emily Griffith College and ETPL Training Providers)	\$57,244.00	44,244	77.29%	13,000	57,244	100.00%		0.00%		-	0.00%	57,244	100.00%		0.00%		0.00%		0.00%	57,244	100.00%
Subrecipient (Colorado Youth for a Change-Dropout/Navigator	\$65,000.00	65,000	100.00%		65,000	100.00%		0.00%		-	0.00%	65,000	100.00%		0.00%		0.00%		0.00%	65,000	100.00%
Subrecipient (Urban Peak)	\$50,000.00	50,000	100.00%		50,000	100.00%		0.00%		-	0.00%	50,000	100.00%		0.00%		0.00%		0.00%	50,000	100.00%
Supportive Services	\$21,262.00	10,000	47.03%	11,262	21,262	100.00%		0.00%		-	0.00%	21,262	100.00%		0.00%		0.00%		0.00%	21,262	100.00%
Paid Work Experience/Preapprenticeships/OJT	\$191,447.00	\$191,447.00	100.00%		191,447	100.00%		0.00%		-	0.00%	191,447	100.00%		0.00%		0.00%		0.00%	191,447	100.00%
Employer of Record Administrative Fees	\$10,000.00	\$10,000.00	100.00%		10,000	100.00%		0.00%		-	0.00%	10,000	100.00%		0.00%		0.00%		0.00%	10,000	100.00%
Indirect Costs (7.8%)	\$84,657.00	73,858	87.24%	10,799	84,657	100.00%		0.00%		-	0.00%	84,657	100.00%		0.00%		0.00%		0.00%	84,657	100.00%
Total Non-Personnel	577,728	588,016	101.78%	(10,288)	577,728	100.00%	-	0.00%	-	-	0.00%	577,728	100.00%	-	0.00%	-	0.00%	-	0.00%	577,728	100.00%
Total Project Cost	2,126,764	1,170,000	55.01%	-	1,170,000	55.01%	-	0.00%	-	-	0.00%	1,170,000	55.01%	-	0.00%	-	0.00%	956,764	44.99%	2,126,764	100.00%
Program Income (through funded activities)			#DIV/0!		-	#DIV/0!		#DIV/0!		-	#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Non-Project:	Total	Amount	%	Amount	Amount	%	Amount	%	Amount	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount	%
Personnel Costs:			#DIV/0!		-	#DIV/0!		#DIV/0!		-	#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Non-Personnel Costs:			#DIV/0!		-	#DIV/0!		#DIV/0!		-	#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Other			#DIV/0!		-	#DIV/0!		#DIV/0!		-	#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Total Non-Project Cost	-	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!	-	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!
Grand Total	2,126,764	1,170,000	55%	-	1,170,000	55%	-	0.00%	-	-	0.00%	1,170,000	55.01%	-	0.00%	-	0.00%	956,764	44.99%	2,126,764	100.00%

Out of School Budget Narrative  
SCHOOL DISTRICT NO. 1, IN THE CITY AND COUNTY OF DENVER  
DBA. DENVER PUBLIC SCHOOLS (DPS)

July 1, 2018 through ~~June 30, 2019~~ July 31, 2019

Amendment B-1 Effective February 1, 2019 to reallocate budget line items and extend term,  
total contract amount will remain the same.

Contractor: Denver Public Schools  
Total Out of School Contract Amount: \$1,170,000

**A. PERSONNEL BUDGET CATEGORIES**

**Salary**

List each position by title, as summarized in the Cost Allocation Plan (Budget) Spreadsheet. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization and included the total amount provided in the Budget Spreadsheet.

**Position Computation Cost**

**Director of Community Advocacy:** 1 FTE x \$87,125 x ~~56-35.91%~~ of time spent on project = ~~\$48,790~~ **\$31,290**

The key role of the Director of Community Advocacy is to strategically design and implement WIOA program services and community relationships. The director directs youth recruitment, enrollment, and services and develops partnerships, including business services partnerships, that leverage resources to effectively serve youth and families.

**Manager Program Services:** ~~4-1~~ FTE x ~~\$76,445-\$77,749~~ x ~~80-83%~~ of time spent on project = ~~\$61,156~~ **\$64,532**

The key role of the Manager of Program Services is to manage WIOA ~~in-and~~ out of school youth services. The program manager oversees youth recruitment, enrollment and program services and manages partnerships, including business services partnerships, that leverage resources to effectively serve youth and families.

**Manager Program Services:** 1 FTE x \$85,306 x ~~80-29%~~ of time spent on project = **\$24,739**

The key role of the Manager of Program Services is to manage WIOA in and out of school youth services. The program manager oversees youth recruitment, enrollment and program services and manages partnerships, including business services partnerships, that leverage resources to effectively serve youth and families.

**School-based Regional Coordinator:** 4 FTE x ~~\$62,976-\$251,904~~ x ~~45-36.45%~~ of time spent on project = ~~\$113,357~~ **\$91,807**

The key role of the Regional Coordinator (RC) is to oversee WIOA services for WIOA youth and develop business services across the WIOA program. The RC engages youth in college and career pathways and connects youth with social and emotional resources that support the whole child and empower families through a two-generation approach. The School-Based RC also engages and supports business partners with Work Experience development and coordinates youth placement and on-going worksite monitoring to promote successful outcomes.

**Community-based Regional Coordinator:** 4.5 FTE X ~~\$60,268~~ \$271,600 X ~~100-7123398~~ % of time spent on project = ~~\$241,072~~ **\$192,847**

The key role of the **Community-based** Regional Coordinator (CRC) is to oversee WIOA services for WIOA youth and develop business services across the WIOA program. The CRC engages youth in college and career pathways and connects youth with social and emotional resources that support the whole child and empower families through a two-generation approach. The Community-~~Based~~ RC also supports work experience and training placement and oversees continuous quality assurance systems across the program.

**Director of Family and Youth Services:** 1 FTE X \$98,951 X 12% of time spent on project = **\$11,874**

The key role of the Director of Family and Youth Services is to strategically design and implement FACE Center program services inclusive of WIOA program services and community relationships. The director directs staff, partnerships, including business services partnerships, that leverage resources to effectively serve youth and families.

**Program Manager:** 1 FTE X \$78,364 X 10% of time spent on project = **\$7,836**

The key role of the Program Manager is to support youth and families through with targeted multi-generation supports that enhance career and education goals and financial stability through FACE Centers. In addition, the FACE Centers manager oversees workforce development supports for community members and leverages resources and community and business partnerships to effectively serve youth and families.

**Project Manager:** 1 FTE X \$60,530 X 24.78% of time spent on project = **\$15,000**

The key role of the Project Manager is to support WIOA in and out of school youth services. The project manager oversees youth recruitment, enrollment and program services across the department specifically supporting subcontractors and vendors. This support includes partnership building, business services partnerships, and generally leverage resources to effectively serve youth and families.

**Social Worker:** 2 FTE X \$125,218 X 11.98% of time spent on project = **\$15,000**

The key role of the Social Worker is to provide intensive case management directly to WIOA youth with high needs and oversee management and implementation of the Masters of Social Work (MSW) internship program. The MSW internship program employs MSW interns from local universities to receive professional training on intensive case management. The MSW interns then provide direct case management to WIOA in school youth under the supervision of Social Workers and professional staff.

**Training Coordinator:** 1 FTE X \$47,084 X 4.25% of time spent on project = **\$2,000**

The key role of the Training Coordinator is to provide targeted and specific ongoing content training directly to staff providing direct services to WIOA youth. The Training Coordinator facilitates monthly trainings based on the needs determined by program managers. The Training Coordinator also determines training needs through data validation and assessment.

**Data Specialist** 1 FTE X \$62,500 x 24% of time spent on project = **\$15,000**

The key role of the Data Specialist is to oversee data systems for Workforce Innovation and Opportunity Act (WIOA); work in collaboration with the WIOA Program Manager to ensure data fidelity and quality control; oversee data systems related to WIOA enrollment and case management and develop systems for ongoing quality control services to ensure accuracy

Amendment B-2: Director of Community Advocacy, School and Community based Regional Coordinators salaries reallocated into Managers, Director of Youth and Family advocate, Social Worker, Training Coordinator and Data Specialist positions, total salary costs increased \$7,550 to cover staff support during transition OSY program through July 31, 2019.

Total Salary Cost: ~~464,375~~ **471,925**

## B. Fringe Benefits

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits expenses are only for the personnel listed in budget category (A) and only for the percentage of time devoted to the project as described above in the Budget Spreadsheet. Below is a list of common benefit expenses. Include all benefits your agency provides employees if more are offered than those listed below.

### Name/Position Computation Cost

#### **Director of Community Advocacy**

Flex Health	1 FTE x \$4,116 x <del>56-35.91%</del>	<del>\$2,305</del> <b>\$1,478</b>
PERA COPs	1 FTE x \$87,125 x 15.80% x <del>56-35.9156%</del>	<del>\$7,709</del> <b>\$4,943</b>
Life and Disability Insurance	1 FTE x \$87,125 x 1.22% x <del>56-35.9156%</del>	<del>\$595</del> <b>\$382</b>
Workers Comp	1 FTE x \$87,125 x 0.00% x <del>56-35.9156%</del>	<del>\$0</del>
Unemployment Compensation	1 FTE x \$87,125 x 0.22% x <del>56-35.9156%</del>	<del>\$107</del> <b>\$69</b>
Medicare Tax	1 FTE x \$87,125 x 1.45% x <del>56-35.9156%</del>	<del>\$707</del> <b>\$454</b>
Retirement Sick Leave	1 FTE x \$87,125 x 0.29% x <del>56-35.9156%</del>	<del>\$141</del> <b>\$91</b>
Total Cost		<del>\$11,564</del> <b>\$7,416</b>

#### **Manager Program Services**

Flex Health	<del>4</del> 1 FTE x \$4,116 x <del>80-83%</del>	<del>\$3,293</del> <b>\$3,416</b>
PERA COPs	<del>4</del> 1 FTE x <del>\$76,445</del> <b>\$77,749</b> x 15.80% x <del>80-83%</del>	<del>\$9,663</del> <b>\$10,196</b>
Life and Disability Insurance	<del>4</del> 1 FTE x <del>\$76,445</del> <b>\$77,749</b> x 1.22% x <del>80-8380%</del>	<del>\$746</del> <b>\$787</b>
Workers Comp	<del>4</del> 1 FTE x <del>\$76,445</del> <b>\$77,749</b> x 0.00% x <del>80-8380%</del>	<del>\$0</del>
Unemployment Compensation	<del>4</del> 1 FTE x <del>\$76,445</del> <b>\$77,749</b> x 0.22% x <del>80-8380%</del>	<del>\$135</del> <b>\$142</b>
Medicare Tax	<del>4</del> 1 FTE x <del>\$76,445</del> <b>\$77,749</b> x 1.45% x <del>80-8380%</del>	<del>\$887</del> <b>\$936</b>
Retirement Sick Leave	<del>4</del> 1 FTE x <del>\$76,445</del> <b>\$77,749</b> x 0.29% x <del>80-8380%</del>	<del>\$177</del> <b>\$187</b>
Total Cost		<del>\$14,901</del> <b>\$15,664</b>

#### **Manager Program Services**

Flex Health	<del>4</del> 1 FTE x \$4,116 x 29%	<del>\$1,194</del>
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PERA COPs	4 1 FTE x \$85,306 x 15.80% x 29%	\$3,909
Life and Disability Insurance	4 1 FTE x \$85,306 x 1.22% x 29%	\$302
Workers Comp	4 1 FTE x \$85,306 x 0.00% x 29%	\$0
Unemployment Compensation	4 1 FTE x \$85,306 x 0.22% x 29%	\$54
Medicare Tax	4 1 FTE x \$85,306 x 1.45% x 29%	\$359
Retirement Sick Leave	4 1 FTE x \$85,306 x 0.29% x 29%	\$72
Total Cost		<b>\$5,889</b>

### School-based Regional Coordinator

Flex Health	4 FTE x \$4,116 x <del>45</del> 36.45%	—	<del>\$7,409</del> \$6,001
PERA COPs	4 FTE x \$62,976 x 15.80% x <del>45</del> 36.4545%	<del>\$17,910</del>	\$14,507
Life and Disability Insurance	4 FTE x \$62,976 x 1.22% x <del>45</del> 36.4545%	<del>\$1,383</del>	\$1,120
Workers Comp	4 FTE x \$62,976 x 0.00% x <del>45</del> 36.4545%		\$0
Unemployment Compensation	4 FTE x \$62,976 x 0.22% x <del>45</del> 36.4545%	<del>\$249</del>	\$202
Medicare Tax	4 FTE x \$62,976 x 1.45% x <del>45</del> 36.4545%	<del>\$1,644</del>	\$1,331
Retirement Sick Leave	4 FTE x \$62,976 x 0.29% x <del>45</del> 36.4545%	<del>\$329</del>	\$266
Total Cost		<del>\$28,924</del>	<b>\$23,428</b>

### Community-based Regional Coordinator

Flex Health	4 5 FTE x \$4,116 x <del>100</del> 71.23398%	<del>\$16,464</del>	<del>\$15,431</del>	<del>114,886</del>	<del>14,612</del>
PERA COPs	4 5 4 FTE x <del>\$60,268</del> \$54,320 x 15.80% x <del>100</del> 71.100%	<del>\$38,089</del>	<del>\$30,468</del>	<del>4,438</del>	
Life and Disability Insurance	4 5 4 FTE x <del>\$60,268</del> \$54,320 x 1.22% x <del>100</del> 71.100%		<del>\$2,941</del>	<del>\$2,353</del>	<del>659</del>
Workers Comp	4 5 4 FTE x <del>\$60,268</del> \$54,320 x 0.00% x <del>100</del> 71.100%				\$0
Unemployment Compensation	4 5 4 FTE x <del>\$60,268</del> \$54,320 x 0.22% x <del>100</del> 71.100%		<del>\$530</del>	<del>\$424</del>	<del>80</del>
Medicare Tax	4 5 4 FTE x <del>\$60,268</del> \$54,320 x 1.45% x <del>100</del> 71.100%		<del>\$3,496</del>	<del>\$2,796</del>	<del>160</del>
Retirement Sick Leave	4 5 4 FTE x <del>\$60,268</del> \$54,320 x 0.29% x <del>100</del> 71.100%		<del>\$700</del>	<del>\$559</del>	<del>32</del>
Total Cost		<del>\$62,220</del>	<del>\$51,212</del>	<del>6,254</del>	

### Director of Family and Youth Services

Flex Health	1 FTE x \$4,116 x 12%	\$494
PERA COPs	1 FTE x \$98,951 x 15.80% x 12%	\$1,876
Life and Disability Insurance	1 FTE x \$98,951 x 1.22% x 12%	\$145
Workers Comp	1 FTE x \$98,951 x 0.00% x 12%	\$0
Unemployment Compensation	1 FTE x \$98,951 x 0.22% x 12%	\$26
Medicare Tax	1 FTE x \$98,951 x 1.45% x 12%	\$172

Retirement Sick Leave	1 FTE x \$98,951 x 0.29% x 12%	\$34
Total Cost		<b>\$2,748</b>

### **Program Manager**

Flex Health	1 FTE x \$4,116 x 10%	\$412
PERA COPs	1 FTE x \$78,364 x 15.80% x 10%	\$1,238
Life and Disability Insurance	1 FTE x \$78,364 x 1.22% x 10%	\$96
Workers Comp	1 FTE x \$78,364 x 0.00% x 10%	\$0
Unemployment Compensation	1 FTE x \$78,364 x 0.22% x 10%	\$17
Medicare Tax	1 FTE x \$78,364 x 1.45% x 10%	\$114
Retirement Sick Leave	1 FTE x \$78,364 x 0.29% x 10%	\$23
Total Cost		<b>\$1,899</b>

### **Project Manager**

Flex Health	1 FTE x \$4,116 x 24.78%	\$1,020
PERA COPs	1 FTE x \$60,530 x 15.80% x 24.78%	\$2,370
Life and Disability Insurance	1 FTE x \$60,530 x 1.22% x 24.78%	\$183
Workers Comp	1 FTE x \$60,530 x 0.00% x 24.78%	\$0
Unemployment Compensation	1 FTE x \$60,530 x 0.22% x 24.78%	\$33
Medicare Tax	1 FTE x \$60,530 x 1.45% x 24.78%	\$217
Retirement Sick Leave	1 FTE x \$60,530 x 0.29% x 24.78%	\$43
Total Cost		<b>\$3,867</b>

### **Social Workers**

Flex Health	2 FTE x \$4,116 x 11.98%	\$986
PERA COPs	2 FTE x \$62,609 x 15.80% x 11.98%	\$2,370
Life and Disability Insurance	2 FTE x \$62,609 x 1.22% x 11.98%	\$183
Workers Comp	2 FTE x \$62,609 x 0.00% x 11.98%	\$0
Unemployment Compensation	2 FTE x \$62,609 x 0.22% x 11.98%	\$33
Medicare Tax	2 FTE x \$62,609 x 1.45% x 11.98%	\$218
Retirement Sick Leave	2 FTE x \$62,609 x 0.29% x 11.98%	\$44
Total Cost		<b>\$3,833</b>

### **Training Coordinator**

Flex Health	1 FTE x \$4,116 x 4.25%	\$175
PERA COPs	1 FTE x \$47,084 x 15.80% x 4.25%	\$316
Life and Disability Insurance	1 FTE x \$47,084 x 1.22% x 4.25%	\$24
Workers Comp	1 FTE x \$47,084 x 0.00% x 4.25%	\$0
Unemployment Compensation	1 FTE x \$47,084 x 0.22% x 4.25%	\$4
Medicare Tax	1 FTE x \$47,084 x 1.45% x 4.25%	\$29
Retirement Sick Leave	1 FTE x \$47,084 x 0.29% x 4.25%	\$6
Total Cost		<b>\$555</b>

### **Data Specialist**

Flex Health	1 FTE x \$4,116 x 24%	\$988
PERA COPs	1 FTE x \$62,500 x 15.80% x 24%	\$2,370
Life and Disability Insurance	1 FTE x \$62,500 x 1.22% x 24%	\$183
Workers Comp	1 FTE x \$62,500 x 0.00% x 24%	\$0
Unemployment Compensation	1 FTE x \$62,500 x 0.22% x 24%	\$33
Medicare Tax	1 FTE x \$62,500 x 1.45% x 24%	\$218
Retirement Sick Leave	1 FTE x \$62,500 x 0.29% x 24%	\$44
Total Cost		<b>\$3,835</b>

Total Fringe Benefits Cost: ~~\$117,609~~ **\$120,347**

Amendment B-2: Director of Community Advocacy, School and Community based Regional Coordinators salaries reallocated into Managers, Director of Youth and Family advocate, Social Worker, Training Coordinator and Data Specialist positions, total fringe increased \$2,738.

**TOTAL PERSONNEL COST:** ~~\$581,984~~ **\$592,272**

Amendment B-2: Director of Community Advocacy, School and Community based Regional Coordinators salaries reallocated into Managers, Director of Youth and Family advocate, Social Worker, Training Coordinator and Data Specialist positions, total personnel costs increased \$10,288 to cover staff support during transition OSY program through July 31, 2019.

### **NON PERSONNEL BUDGET CATEGORIES**

#### **C. Office Expenses & Supplies:**

### **Office Expenses & Supplies**

Expenses and supplies will be used to support staff needs as they work with youth in achieving education and employment goals.

Calculation = 12 months X ~~\$93.16289~~/month

**Total Amount: ~~\$3,467~~ \$1,118**

~~Amendment B-1: Office Expenses and Supplies have been reduced and reallocated into Personnel Costs.~~

List each subcontractor that provides services that are supported with or provide leverage to these funds. Provide the total amount of the subcontract as well as a narrative that states what will be accomplished through the contract. A fully executed subcontract must be provided to OED.

### **Goodwill Industries: Sub-recipient**

Work in collaboration with DPS and WIOA OSY providers to ensure youth will be successful in their postsecondary education and/or develop career skills that will lead to sustained employment. Supervise one-on-one workforce development coaching and work skills workshops, including, but not limited to, resume writing interviewing, employment application skills, and citizenship classes in English and Spanish. Participate in planning sessions and meetings among all collaborative WIOA out of school youth service providers to ensure the best delivery of services to support students and families. Receive an allocation of WIOA grant funds of \$45,000.

Total Amount ~~\$45,000~~ **\$30,000**

### **Emily Griffith Technical College (EGC) & Other Eligible Training Providers List (ETPL) Training Providers: Sub-recipient**

Work in collaboration with DPS and WIOA OSY providers to ensure youth will be successful in their postsecondary education and/or develop career skills that will lead to sustained employment. DPS and EGTC and other ETPL Training Providers will have two separate contracts. 1. Training Programs and Apprenticeships: Provide training programs focusing on culinary, construction and hospitality. Provide apprenticeship opportunities for OSY participants. For this scope of work, receives work experience dollars for providing above services and opportunities to youth. Participate in planning sessions and meetings among all collaborative WIOA out of school youth service providers to ensure the best delivery of services to support students and families. Receives allocation of WIOA grant funding of ~~\$44,244~~ **\$51,244** during the fiscal year 2018-2019 for providing above services.

Total Amount ~~\$44,244~~ **\$57,244**

### **Urban Peak: Subcontractor**

Work in collaboration with DPS and WIOA OSY providers to ensure youth will be successful in their postsecondary education and/or develop career skills that will lead to sustained employment. In order to successfully outreach to and enroll OSY youth experiencing homelessness into WIOA programming, the Youth navigator will engage with at least 30 WIOA OSY and provide them with services in this program year. The Navigator will actively outreach and recruit with all Urban Peak programs in order to establish and build relationships with youth, assist them to find a stable living situation, and work with them towards the potential to benefit from enrollment in WIOA. Through these outreach

efforts, OSY will be connected with a network of resources both in-house and with our established network of collaborating service providers. Specific outreach strategies include staff working regular weekly shelter shifts in order to meet OSY and introduce them to services and WIOA programming. Team members also spend time in Urban Peak's drop-in center throughout the week in order to introduce OSY to programming available and help them access other services that will lead to stability, and, if a good fit, their successful enrollment in WIOA. Teams will routinely attend meetings held by other Urban Peak program staff (in housing, shelter, drop-in center, and outreach) in order to ensure that all Urban Peak staff are familiar with WIOA programming, facilitating introduction of OSY and helping overall with outreach and recruitment efforts to engage youth in workforce programming through these linkages. Urban Peak will participate in planning sessions and meetings among all collaborative WIOA out of school youth service providers to ensure the best delivery of services to support students and families. Receives an allocation of WIOA grant funding in the amount of \$50,000 during the fiscal year 2018-2019 for providing above services.

Total Amount **\$50,000**

#### **Colorado Youth for a Change: Sub-recipient**

Work in collaboration with DPS and WIOA OSY providers to ensure youth will be successful in their postsecondary education and/or develop career skills that will lead to sustained employment. CYC will place greater emphasis on supporting youth who have dropped out of school. Recruit, enroll and provide case management and services for WIOA out-of-school youth and meet all benchmarks and deadlines for enrollment. The agreed upon benchmark for enrollment in services is 50 WIOA OSY. Comply with all data entry requirements stipulated by WIOA into Connecting Colorado. Recruit and provide support and case management to youth participating in the Summer Youth Employment Program (SYEP). Re-engage OSY and support completion of secondary school through tutoring and academic support intervention through community partnerships. Participate in planning sessions and meetings among all collaborative WIOA out of school youth service providers to ensure the best delivery of services to support students and families. Receive an allocation of WIOA grant funds in the amount of \$65,000.

Total Amount **\$65,000**

#### **Lutheran Family Services: Sub-recipient**

Work in collaboration with DPS and WIOA OSY providers to ensure youth will be successful in their postsecondary education and/or develop career skills that will lead to sustained employment. Lutheran Family Services will place greater emphasis on supporting youth and families within refugee communities. Recruit, enroll and provide case management and services for WIOA out-of-school youth and meet all benchmarks and deadlines for enrollment. The agreed upon benchmark for enrollment in services is 30 WIO OSY. Comply with all data entry requirements stipulated by WIOA into Connecting Colorado. Recruit and provide support and case management to youth participating in the Summer Youth Employment Program (SYEP). Re-engage OSY and support completion of secondary school through tutoring and academic support intervention through community partnerships including Lutheran Family Services of Colorado workforce development services. Participate in planning sessions and meetings among all collaborative WIOA out of school youth service providers to ensure the best delivery of services to support students and families. Receive an allocation of WIOA grant funds in the amount of \$50,000.

Total Amount ~~\$50,000~~ **\$22,000**

### **Denver Inner City Parish / Life-Line: Subcontractor**

Recruit, enroll and provide case management and services for WIOA out-of-school youth and meet all benchmarks and deadlines for enrollment. Participate in planning sessions and meetings among all collaborative WIOA out of school youth service providers to ensure the best delivery of services to support students and families. Comply with all data entry requirements stipulated by WIOA into Connecting Colorado. Recruit and provide support to WIOA out-of-school youth participating in the Summer Youth Employment Program (SYEP). Provide youth access to services including Education and Youth Development, staffing, supportive services, mentoring, job placement and skills, cognitive behavioral therapy and referrals to the ~~Center for Family Opportunity (CFO)~~FACE Center. In early Fall 2018, Denver Inner City Parish closed as an organization, however Life-Line is an off-shoot of the former organization that continues to sub-contract and provides case management and services to WIOA OSY.

Total Amount **\$45,000**

Total Subcontract(s) and Sub-recipient Cost: **~~\$299,244~~ \$269,244**

**Amendment B-1: Subcontracts for Goodwill and Lutheran Family Services have been reduced by \$30,000 and reallocated into Emily Griffith sub-contract, supportive services and indirect cost rate.**

### **D. Other Direct Expenses**

#### **Paid Work Experience/ Apprenticeships:**

Youth will develop career skills that will lead to sustained employment. Work experience dollars will provide opportunities for work-based learning activities that include, but are not limited to apprenticeships, job readiness/soft skill development and industry-specific training and placement opportunities.

**Total Paid Work Experience Cost: \$191,447\***

~~\*The School-based Regional Coordinators will support work experience for 100% of the time while they work on the WIOA OSY. The budget for the School-based Regional Coordinators is \$142,281 which will bring the total amount to \$333,728 to meet/exceed the 20% requirement.~~

**The following positions will be supporting work experiences and will be devoting portions of their time towards OSY work experiences:**

**School-based Regional Coordinators**  
**Community-based Regional Coordinators**  
**Program Manager**  
**Project Manager**  
**Data Specialist**

## Social Workers

**In addition to direct-to-youth WBL funds, DPS will meet/exceed the 20% requirement. Remaining positions included in the narrative are expected to bill 25% or less of their time to work experiences and are not accounted for in the work experience calculation.**

### Employer of Record Administrative Fees:

OnePoint HR Resourcing will provide all employer of record services for paid work experience to ensure compliance with all program, local, state and federal legal requirements. This includes all onboarding processes, benefits, Worker's Compensation, timekeeping and payroll.

**Total Paid Work Experience Cost: \$10,000**

### Supportive Services:

Youth will receive supportive services to support their training and employment needs. Support service dollars will provide necessary support to youth in completing training and employment goals that include, but are not limited to transportation support, supplies needed for employment training and tools and supplies required for employment.

**Total Supportive Service Cost: ~~\$10,000~~ \$17,500 ~~\$21,262~~**

**Total Other Direct Expenses: \$ ~~211,447~~ \$222,709**

**Amendment B-1: \$11,232.00 Reallocated from sub-contract budget into supportive services increasing total direct expenses.**

### E. Indirect Cost

Indirect costs are allowed only if the applicant has a federally-approved indirect cost rate and if permitted by the grant program. A copy of the rate approval (a fully executed, negotiated agreement) must be attached as well as a full description of which direct costs are used to calculate indirect costs.

#### Example

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
7.8% of Direct Costs	<del>\$946,898</del> \$1,170,000* x Indirect Costs Rate	<del>\$73,858</del> \$84,657

~~\*Direct cost base excludes sub-award expenses exceeding \$25,000~~

**TOTAL INDIRECT COST: ~~\$73,858~~ \$84,657**

**Amendment B-1: Original budget computation of indirect cost (IDC) was not correctly calculated for the total contract amount (\$1.170k). Recalculated based on correct amount, which resulted in the increase of \$10,799.**

### F. Pay for Performance

Example

**Description**

**Computation**

**Cost**

---

**TOTAL PAY FOR PERFORMANCE:**

**G. Match Amount: \$500,000**

Please refer to the solicitation for specific program requirements on match. If you provide match voluntarily, you can discuss it in the project narrative, but should not include it in the budget or budget narrative.

**Total Amount Requested from OED: \$1,170,000**



Program Budget and Cost Allocation Plan Summary

Contractor Name: Denver Public Schools  
Project : Family and Community Engagement (FACE)  
Contract Dates: 7/1/18 to 6/30/19

Denver Public Schools Family and Community Engagement  
WIOA In School Youth Services

Program Year: 2018

7/1/2018 to 6/30/2019 Return to OED Project Specialist: Tony Anderson

Budget Category	Agency Total (All Funding Sources)	Project Costs OED Funding 1 201100000		Modification Amount Funding 1 201100000	Total Modified Project Costs OED Funding 1 201100000		Project Costs OED Funding 2 201100000		Total Project Costs requested from OED		Other City & County of Denver Funding (Add applicable funding as necessary)		Other Federal Funding		Other Non-Federal Funding		Agency Total	
		Amount	%		Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount	%
Personnel: Name and Job Title	Total	Amount	%	Amount	Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount	%
Director of Community Advocacy (-24 1 FTE)	\$87,125.00	20,910.00	24.00%	(9,012)	11,898	13.66%		0.00%	11,898	13.66%		0.00%		0.00%	75,227	86.34%	87,125	100.00%
Manager Program Services (-43 1 FTE)	\$83,396.00	36,118.00	43.31%	(1,612)	34,506	41.38%		0.00%	34,506	41.38%		0.00%		0.00%	48,890	58.62%	83,396	100.00%
School-based Regional Coordinators (-48- 4 FTE)	\$251,904.00	113,357.00	45.00%	(11,397)	101,960	40.48%		0.00%	101,960	40.48%		0.00%		0.00%	149,944	59.52%	251,904	100.00%
Social Worker (2 FTE)	\$145,168.00	72,584.00	50.00%	7,900	80,484	55.44%		0.00%	80,484	55.44%		0.00%		0.00%	64,684	44.56%	145,168	100.00%
Training Coordinator (-5- 1 FTE)	\$47,084.00		0.00%		-	0.00%		0.00%	-	0.00%		0.00%		0.00%	47,084	100.00%	47,084	100.00%
Project Manager (-2 1 FTE)	\$66,625.00		0.00%		-	0.00%		0.00%	-	0.00%		0.00%		0.00%	66,625	100.00%	66,625	100.00%
Data Specialist (-25 1 FTE)	\$55,720.00		0.00%	3,400	3,400	6.10%		0.00%	3,400	6.10%		0.00%		0.00%	52,320	93.90%	55,720	100.00%
Admin Support (-2 1 FTE)	\$49,715.00		0.00%		-	0.00%		0.00%	-	0.00%		0.00%		0.00%	49,715	100.00%	49,715	100.00%
			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!	-	#DIV/0!
Total Salary:	786,737	242,969.00	30.88%	(10,721)	232,248	29.52%	0.00	0.00%	232,248	29.52%	-	0.00%	-	0.00%	554,489	70.48%	786,737	100.00%
Fringes	\$86,696	60,399.00	69.67%	(4,853)	55,546	64.07%		0.00%	55,546	64.07%		0.00%		0.00%	31,150	35.93%	86,696	100.00%
Personnel Total:	873,433	303,368.00	34.73%	(15,574)	287,794	32.95%	0.00	0.00%	287,794	32.95%	-	0.00%	-	0.00%	585,639	67.05%	873,433	100.00%
Non-Personnel:	Total	Amount	%	Amount	Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%	Amount	%
Office Expenses, Supplies & Equipment	\$2,730.00	5,448.00	199.56%	(2,718)	2,730	100.00%		0.00%	2,730	100.00%		0.00%		0.00%	-	0.00%	2,730	100.00%
Communication			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!	-	#DIV/0!
Insurance			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!
Travel - Staff Mileage			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!	-	#DIV/0!
Travel - Client			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!	-	#DIV/0!
Equipment rental			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!	-	#DIV/0!
Facilities			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!	-	#DIV/0!
Educational Materials - Customers			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!	-	#DIV/0!
Meetings/Events			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!	-	#DIV/0!
Professional Services			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!	-	#DIV/0!
Professional Services - (Specify; ie., Legal)			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!	-	#DIV/0!
Professional Services - (Specify; ie., Accountant)			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!	-	#DIV/0!
Subcontractor (Specify)			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!	-	#DIV/0!
Supportive Services (must be included)	\$1,000.00	15,000.00	1500.00%	(14,000)	1,000	100.00%		0.00%	1,000	100.00%		0.00%		0.00%		0.00%	1,000	100.00%
Work Experiences	\$68,657.00	36,365.00	52.97%	32,292	68,657	100.00%		0.00%	68,657	100.00%		0.00%		0.00%		0.00%	68,657	100.00%
Employer of Record Administrative Fees	\$1,600.00	1,600.00	100.00%		1,600	100.00%		0.00%	1,600	100.00%		0.00%		0.00%		0.00%	1,600	100.00%
Construction Costs			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!	-	#DIV/0!
Indirect Costs	\$28,219.00	28,219.00	100.00%		28,219	100.00%		0.00%	28,219	100.00%		0.00%		0.00%		0.00%	28,219	100.00%
Total Non-Personnel	102,206	86,632.00	84.76%	15,574	102,206	100.00%	0.00	0.00%	102,206	100.00%	-	0.00%	-	0.00%	-	0.00%	102,206	100.00%
Total Project Cost	975,639	390,000.00	39.97%	-	390,000	39.97%	0.00	0.00%	390,000	39.97%	-	0.00%		0.00%	585,639	60.03%	975,639	100.00%
Program Income (through funded activities)			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Non-Project:	Total	Amount	%	Amount	Amount	%	Amount	%	Subtotal	%	Amount	%	Amount	%	Amount	%		
Personnel Costs:			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Non-Personnel Costs:			#DIV/0!		-	#DIV/0!		#DIV/0!	-	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!	-	#DIV/0!
Total Non-Project Cost	-	0.00	#DIV/0!	-	-	#DIV/0!	0.00	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!
Grand Total	975,639	390,000	40%	-	390,000	40%	0.00	0.00%	390,000	39.97%	-	0.00%	-	0.00%	585,639	60.03%	975,639	100.00%

In School Budget Narrative  
SCHOOL DISTRICT NO. 1, IN THE CITY AND COUNTY OF DENVER  
DBA. DENVER PUBLIC SCHOOLS (DPS)  
July 1, 2018 through June 30, 2019

**Amendment B-1 Effective February 1, 2019 to reallocate budget line items, total contract amount will remain the same.**

**Contractor: Denver Public Schools**

**Total In-School Youth Contract Amount: \$390,000**

**A. PERSONNEL BUDGET CATEGORIES**

**Salary**

List each position by title, as summarized in the Cost Allocation Plan (Budget) Spreadsheet. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization and included the total amount provided in the Budget Spreadsheet.

**Position Computation Cost**

**Director of Community Advocacy:** 1 FTE X \$87,125 x ~~24~~ **13.66%** of time spent on project = ~~\$20,910~~ **\$11,898**

The key role of the Director of Community Advocacy is to strategically design and implement WIOA program services and community relationships. The director directs youth recruitment, enrollment, and services and develops partnerships, including business services partnerships, that leverage resources to effectively serve youth and families.

**Manager Program Services:** 1 FTE X ~~\$83,996~~ **\$83,396** x ~~43~~ **41.38%** of time spent on project = ~~\$36,118~~ **\$34,506**

The key role of the Manager of Program Services is to manage WIOA in and out of school youth services. The program manager oversees youth recruitment, enrollment and program services and manages partnerships, including business services partnerships, that leverage resources to effectively serve youth and families.

**School-based Regional Coordinator:** 4 FTE X \$62,976 x ~~45~~ **40.48%** of time spent on project = ~~\$113,357~~ **\$101,960**

The key role of the Regional Coordinator (RC) is to oversee WIOA services for WIOA youth and develop business services across the WIOA program. The RC engages youth in college and career pathways and connects youth with social and emotional resources that support the whole child and empower families through a two-generation approach. The School-Based RC also engages and supports business partners with Work Experience development and coordinates youth placement and on-going worksite monitoring to promote successful outcomes.

**Social Worker:** ~~4~~ **2** FTE X ~~\$72,584~~ **\$145,168** X ~~100~~ **55.44%** of time spent on project = ~~\$72,584~~ **\$80,484**

The key role of the Social Worker is to provide intensive case management directly to WIOA youth with high needs and oversee management and implementation of the Masters of Social Work (MSW) internship program. The MSW internship program employs MSW interns from local universities to receive professional training on intensive case management. The MSW interns then provide direct case management to WIOA in school youth under the supervision of Social Workers and professional staff.

**Data Specialist:** 1 FTE X \$55,720 X 6.1% of time spent on project = **\$3,400**

The key role of the Data Specialist is to oversee data systems for Workforce Innovation and Opportunity Act (WIOA); work in collaboration with the WIOA Program Manager to ensure data fidelity and quality control; oversee data systems related to WIOA enrollment and case management and develop systems for ongoing quality control services to ensure accuracy

Amendment B-1: Director, Manager and School-based Regional Coordinators salaries reallocated into Social Worker, and Data Specialist positions, total salary decreased by \$10,721.

Total Salary Cost: ~~\$242,969~~ **\$232,248**

## B. Fringe Benefits

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits expenses are only for the personnel listed in budget category (A) and only for the percentage of time devoted to the project as described above in the Budget Spreadsheet. Below is a list of common benefit expenses. Include all benefits your agency provides employees if more are offered than those listed below.

### Name/Position Computation Cost

#### **Director of Community Advocacy**

Flex Health	1 FTE x \$4,116 x <del>24</del> 13.66%	= <del>\$988</del> \$562
PERA COPs	1 FTE x \$87,125 x 15.80% x <del>24</del> 13.66%	= <del>\$3,304</del> \$1,880
Life and Disability Insurance	1 FTE x \$87,125 x 1.22% x <del>24</del> 13.66%	= <del>\$255</del> \$145
Workers Comp	1 FTE x \$87,125 x 0.00% x <del>24</del> 13.66%	= \$0
Unemployment Compensation	1 FTE x \$87,125 x 0.22% x <del>24</del> 13.66%	= <del>\$46</del> \$26
Medicare Tax	1 FTE x \$87,125 x 1.45% x <del>24</del> 13.66%	= <del>\$303</del> \$173
Retirement Sick Leave	1 FTE x \$87,125 x 0.29% x <del>24</del> 13.66%	= <del>\$61</del> \$34
Total Cost		<del>\$4,957</del> <b>\$2,821</b>

#### **Manager Program Services:**

Flex Health	1 FTE x \$4,116 x <del>43</del> 38.98%	= <del>\$1,770</del> \$1,703
PERA COPs	1 FTE x \$83,3996 x 15.80% x <del>43</del> 41.38%	= <del>\$5,707</del> \$5,452
Life and Disability Insurance	1 FTE x \$83,3996 x 1.22% x <del>43</del> 41.38%	= <del>\$441</del> \$421
Workers Comp	1 FTE x \$83,3996 x 0.00% x <del>43</del> 41.38%	= \$0
Unemployment Compensation	1 FTE x \$83,3996 x 0.22% x <del>43</del> 41.38%	= <del>\$79</del> \$76
Medicare Tax	1 FTE x \$83,3996 x 1.45% x <del>43</del> 41.38%	= <del>\$524</del> \$500

Retirement Sick Leave	$1 \text{ FTE} \times \$83,3996 \times 0.29\% \times 43$	$41.38\%$	$= \$105$	$\$100$
Total Cost			<del><math>\\$8,626</math></del>	$\$8,253$

#### School-based Regional Coordinator:

Flex Health	$4 \text{ FTE} \times \$4,116 \times 45$	$40.28\%$	$= \$7,409$	$\$6,665$
PERA COPs	$4 \text{ FTE} \times \$62,976 \times 15.80\% \times 45$	$40.48\%$	$= \$17,910$	$\$16,111$
Life and Disability Insurance	$4 \text{ FTE} \times \$62,976 \times 1.22\% \times 45$	$40.48\%$	$= \$1,383$	$\$1,244$
Workers Comp	$4 \text{ FTE} \times \$62,976 \times 0.00\% \times 45$	$40.48\%$	$= \$0$	
Unemployment Compensation	$4 \text{ FTE} \times \$62,976 \times 0.22\% \times 45$	$40.48\%$	$= \$249$	$\$224$
Medicare Tax	$4 \text{ FTE} \times \$62,976 \times 1.45\% \times 45$	$40.48\%$	$= \$1,644$	$\$1,479$
Retirement Sick Leave	$4 \text{ FTE} \times \$62,976 \times 0.29\% \times 45$	$40.48\%$	$= \$329$	$\$296$
Total Cost			<del><math>\\$28,924</math></del>	$\$26,019$

#### Social Worker:

Flex Health	$4 \text{ 2 FTE} \times \$4,116 \times 100$	$55.44\%$	$= \$4,116$	$\$2282$
PERA COPs	$4 \text{ 2 FTE} \times \$72,584 \times 15.80\% \times 100$	$55.44\%$	$= \$11,468$	$\$12,716$
Life and Disability Insurance	$4 \text{ 2 FTE} \times \$145,168 \times 1.22\% \times 100$	$55.44\%$	$= \$886$	$\$982$
Workers Comp	$4 \text{ 2 FTE} \times \$145,168 \times 0.00\% \times 100$	$55.44\%$	$= \$0$	
Unemployment Compensation	$4 \text{ 2 FTE} \times \$145,168 \times 0.22\% \times 100$	$55.44\%$	$= \$160$	$\$177$
Medicare Tax	$4 \text{ 2 FTE} \times \$145,168 \times 1.45\% \times 100$	$55.44\%$	$= \$1,052$	$\$1,167$
Retirement Sick Leave	$4 \text{ 2 FTE} \times \$145,168 \times 0.29\% \times 100$	$55.44\%$	$= \$210$	$\$233$
Total Cost			<del><math>\\$47,892</math></del>	$\$17,557$

#### Data Specialist:

Flex Health	$1 \text{ FTE} \times \$4,116 \times 100\% \times 6.1\%$	$= \$251$
PERA COPs	$1 \text{ FTE} \times \$55,720 \times 15.80\% \times 6.1\%$	$= \$537$
Life and Disability Insurance	$1 \text{ FTE} \times \$55,720 \times 1.22\% \times 6.1\%$	$= \$41$
Workers Comp	$1 \text{ FTE} \times \$55,720 \times 0.00\% \times 6.1\%$	$= \$0$
Unemployment Compensation	$1 \text{ FTE} \times \$55,720 \times 0.22\% \times 6.1\%$	$= \$7$
Medicare Tax	$1 \text{ FTE} \times \$55,720 \times 1.45\% \times 6.1\%$	$= \$49$
Retirement Sick Leave	$1 \text{ FTE} \times \$55,720 \times 0.29\% \times 6.1\%$	$= \$10$
Total Cost		$\$896$

Total Fringe Benefits Cost: ~~\$60,399~~ **\$55,546**

Amendment B-1: Director, Manager and School-based Regional Coordinators fringe reallocated into Social Worker, and Data Specialist positions, total fringe decreased by \$4,853.

**TOTAL PERSONNEL COST: ~~\$ 303,368~~ **\$287,794****

Amendment B-1: Director, Manager and School-based Regional Coordinators fringe reallocated into Social Worker, and Data Specialist positions, total personnel decreased by \$15,574.00 and reallocated into direct work experiences.

## **NON PERSONNEL BUDGET CATEGORIES**

### **D. Other Direct Expenses**

<b><u>Description</u></b>	<b><u>Computation</u></b>	<b><u>Cost</u></b>
WIOA Supportive Services		<del>\$15,000</del> 1,000
Work Experience		<del>\$36,365</del> 68,657*

\*The School-based Regional Coordinator position will support work experience objectives for 25% of the time spent working on WIOA ISY. The total budgeted amount for the School-based Regional Coordinators is ~~\$145,168~~ so a forecasted amount of ~~\$36,292~~ will be counted towards the work experience target in addition to the Work Experience line.

**Employer of Record Administrative Fees: ~~\$1,600~~**

OnePoint HR Resourcing will provide all employer of record services for paid work experience to ensure compliance with all program, local, state and federal legal requirements. This includes all onboarding processes, benefits, Worker's Compensation, timekeeping and payroll.

~~**Total Paid Work Experience Cost: \$1,600**~~

**Total Other Direct Cost: ~~\$52,965~~ **\$71,257****

Amendment B-1: \$15,574.00 personnel, \$14,000 in Supportive Services and \$2,718 in Office Expenses reallocated into direct work experiences increasing direct cost \$18,292.00

### **Consumable Supplies**

List items by type (office supplies, postage, copying paper, and other expendable items such as books, handheld tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. Include a justification for all Consumable Supplies.

<b><u>Item</u></b>	<b><u>Computation</u></b>	<b><u>Cost</u></b>
Office Supplies (paper, pens, etc.)	<del>\$454</del> \$227.50 month x 12 months	<del>\$5,448</del> \$2,730

**Total Consumable Supplies Cost: ~~\$ 5,448~~ **\$2,730****

**Amendment B-1: Office Expenses, Supplies and Equipment has been reallocated into Work Experiences increasing total direct costs \$18,292.**

**E. Indirect Cost**

Indirect costs are allowed only if the applicant has a federally-approved indirect cost rate and if permitted by the grant program. A copy of the rate approval (a fully executed, negotiated agreement) must be attached as well as a full description of which direct costs are used to calculate indirect costs.

*Example*

<b><u>Description</u></b>	<b><u>Computation</u></b>	<b><u>Cost</u></b>
7.8% of Direct Costs	$\$361,781 \times \text{Indirect Costs Rate}$	\$28,219

**TOTAL INDIRECT COST: \$ 28,219**

**F. Match Amount: \$125,000**

**Total Amount Requested from OED: \$390,000**