

**ADAMS COUNTY, COLORADO
SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this October 17 2012, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and **COMMUNITY COLLEGE OF AURORA** located at 9202 East Severn Place, Denver, Colorado 80230 hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

The County and the Contractor, for the consideration herein set forth, agree as follows:

1. SCOPE OF SERVICE OF THE CONTRACTOR:

- 1.1. All work shall be in accordance with the attached **RFP 2012.159 as Exhibit A1** and the Contractor's responses as **Attachments A1-A2** to RFP 2012.159 attached hereto and incorporated herein by reference. Should there be any discrepancy between **Attachments A1-A2** and this Agreement the terms and conditions of this Agreement shall prevail.

RESPONSIBILITIES OF THE COUNTY: The County shall provide information as necessary or requested by the Contractor to enable the Contractor performance under this Agreement, as referenced in **Exhibit A1**.

2. TERM:

- 2.1. Term of Agreement: The initial term of this Agreement shall the date of execution by the Board of County Commissioners. This Agreement shall terminate on October 31, 2013, unless sooner terminated as specified elsewhere herein.

3. **PAYMENT AND PRICE SCHEDULE:** The County shall pay the Contractor for work furnished under this Agreement as outlined in **Attachments A1-A2** and the Contractor shall accept as full payment for those works, not to exceed amount of **two hundred six thousand, six hundred sixty dollars and no cents (\$206,660.00)** for the initial term of the Agreement.

A. Invoices

Invoices will be submitted to the County Project Manager by the Contractor for the previous month of service. Invoices and reports will be required to be submitted at the same time. Submitted detailed monthly invoice billing statements must include the dates, and types of services performed. Payment of the invoices by the County will be made within twenty-five (25) days of the receipt thereof.

B. Fund Availability

The County has appropriated sufficient funds for this Agreement for the current fiscal year. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.

4. **INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts, and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. **Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.**
5. **NONDISCRIMINATION:** The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause.
6. **INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.
7. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:
 - 7.1. **Commercial General Liability Insurance:** to include products liability, completed operations, contractual, broad form property damage and personal injury.

7.1.1. Each Occurrence	\$1,000,000
7.1.2. General Aggregate	\$2,000,000
 - 7.2. **Comprehensive Automobile Liability Insurance:** to include all motor vehicles owned, hired, leased, or borrowed.

- 7.1.3. Bodily Injury/Property Damage \$1,000,000 (each accident)
- 7.1.4. Personal Injury Protection Per Colorado Statutes
- 7.2. Workers' Compensation Insurance: Per Colorado Statutes
- 7.3. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services.
 - 7.3.1. Each Occurrence \$1,000,000
 - 7.3.2. This insurance requirement applies only to Contractors who are performing services or work under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.
- 7.4. Adams County as "Additional Insured": The Contractor's commercial general liability and comprehensive automobile liability, insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured," and shall include the following provisions:
 - 7.4.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so effected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
 - 7.4.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.
 - 7.4.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
- 7.5. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.
- 7.6. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

7.7. Proof of Insurance: Proof of insurance shall be provided to the County upon execution of this Agreement. Contractor shall provide the County certified copies of such policy or policies. Any payment due under this agreement shall be withheld until Contractor has provided such proof of insurance. At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage's or policies required under this Agreement.

8. **TERMINATION:**

8.1. For Cause: If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.

8.2. For Convenience: The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

8.3. Termination for Default. An Agreement may be terminated for default because of the Contractor's actual or anticipated failure to perform its contractual obligations. The County will not be liable for the Contractor's costs on undelivered work and may be entitled to the repayment of progress payments. If the Contractor's failure to progress or perform endanger performance of the Agreement, the County Purchasing Department Manager will issue a written notice to the Contractor (generally called a "Cure Notice") specifying the failure and providing a period of ten (10) days in which to "cure" the failure. After the ten (10) days, the County Purchasing Department Manager may issue a notice of termination for default, unless the failure to perform has been cured.

9. **MUTUAL UNDERSTANDINGS:**

9.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with Adams County.

9.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, and that no violation of such provisions are present. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) when exposed to or provided with any data or records under this Agreement that are considered to be "Protected Health Information."

- 9.3. Record Retention: The Contractor shall maintain records and documentation of the services or work provided under this Agreement, including fiscal records, and shall retain the records for a period of five (5) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized federal, state, or county personnel.
- 9.4. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.
- 9.5. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.
- 9.6. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.
- 9.7. Notice: Any notices given under this Agreement are deemed to have been received and to be effective: (1) three (3) days after the same shall have been mailed by certified mail, return receipt requested; (2) immediately upon hand delivery; or (3) immediately upon receipt of confirmation that a facsimile was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

County:

Sally Ten Eyck, Project Manager
 Contract Manager
 Adams County Human Services Department
 7190 Colorado Blvd
 Commerce, Colorado 80601
STenEyck@adcogov.org

and Purchasing Department, Human
 4430 South Adams County Pkwy
 4th Floor Suite C4000A
 Brighton, Colorado 80601
 Office: 303.227.2116

and Adams County Attorney's Office
 4430 South Adams County Pkwy
 Brighton, Colorado 80601

Contractor:

Diane Postell
 Director
 Community College of Aurora
 9202 East Severn Place
 North Quad Building 901, Room 200
 Denver, Colorado 80230
 Phone: 303.340.040
Diane.postell@ccaaurora.edu

Richard Maestas
 Vice President Administrator
 Community College of Aurora
 9202 East Severn Place
 North Quad Building 901, Room 200
 Denver, Colorado 80230
 303.360.4751
Richard.maestas@ccaaurora.edu

- 9.8. Integration of Understanding: This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.
- 9.9. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.
- 9.9. Authorization: Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.

10. CHANGE ORDERS OR EXTENSIONS:

- 10.1. Change Orders: The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in **Exhibit A1**, or, if no provision exists, pursuant to the terms of the Change Order.

11. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08: Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08, the Contractor shall meet the following requirements prior to signing this Agreement (agreement for service or work) and for the duration thereof:

- 11.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.
- 11.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this agreement for services or work.
- 11.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this agreement for services or work.
- 11.4. At the time of signing this agreement for services or work, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this agreement for services or work through participation in either the E-Verify Program or the Department Program

- 11.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this agreement for services or work is being performed.
- 11.6. If Contractor obtains actual knowledge that a subcontractor performing work under this agreement for services or work knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three (3) days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 11.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. §8-17.5-102(5).
- 11.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.
12. All forms that were required for **RFP 2012.159** are reference under **Attachments A** as items 1 and 2.

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CONTRACTOR'S CERTIFICATION OF COMPLIANCE

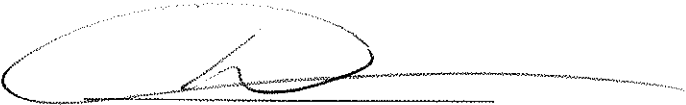
Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended 5/13/08, as a prerequisite to entering into an agreement for services or work with Adams County, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached agreement for services or work and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached agreement for services or work.

CONTRACTOR:

COMMUNITY COLLEGE OF AURORA

Richard Maest
Authorized Name (Print or Type)

10/11/12
Date


Signature

V.P. Admin Services
Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering.

Signature Page

IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto.

**CONTRACTOR
COMMUNITY COLLEGE
OF AURORA**

By: Rick I. Mueft
Name (Print or Type)

[Signature]
Authorized Signature

V.P. Admin Services
Title

Date: 10-17-12

**BOARD OF COUNTY COMMISSIONERS
ADAMS COUNTY, COLORADO**

By: [Signature]
Chair Signature

Date: 10-17-12



ATTEST:
Karen Long
Clerk and Recorder



[Signature]
Deputy Clerk Signature

APPROVED AS TO FORM:
Adams County Attorney's Office

By: [Signature]
Attorney Signature

Signed and sworn to before me on this 11th day of October, 2012

by Eugenia Parham

Eugenia Parham
Notary Public

My commission expires on: 2-12-2014

ATTACHMENT A
(Documents following this page of the Agreement)

Attachments:

1. Best and Final Offer (BAFO), dated September 10, 2012
2. Proposal, dated August 29, 2012

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Center for Workforce Development
Adams County TANF Program
Community College of Aurora – Lowry Campus
9202 East Severn Place
North Quad/Building 901/Room 200
Denver, CO 80230
Direct: 303-340-7040
Fax: 303-340-7049



September 10, 2012

Heidi Casteel, P.H.M.
Purchasing Agent
Adams County Department of Health and Human Services
4430 South Adams County Parkway
Brighton, Colorado 80601-8212

Sub: Request for Proposal 2012.159 Case Management Services for Temporary Assistance for Needy families (TANF), Colorado Works Program

Dear Ms. Casteel:

Thank you for allowing Community College of Aurora (CCA) the opportunity to clarify the following questions on the Center for Workforce Development (CFWD) Request for Proposal 2012.159 Case Management Services for Temporary Assistance for Needy Families (TANF), Colorado Works Program for Adams County Government.

Questions:

- (1) Clarify if CCA have another method to pay clients without the w9 requirement, since the TANF clients payments are public assistance and considered non-taxable.
 - Community College of Aurora (CCA) will not require TANF participants to complete and submit a W9 form when receiving supportive services issued by CCA. We fully understand that the income they receive in supportive services is Federal Funding, therefore not subject to standard tax regulations.
- (2) Please confirm the standard CCA turnaround time for check issuance to TANF clients.
 - Routinely, all check requisitions received by Thursday of each week, with exception to the week of December 24-31, are ready for disbursement to the participants by the following Tuesday. If there is an emergency and funds are required more urgently, CCA will have an impressed check written within a three-day process.

I hope this clarifies the process and the intent of CCA in working with the TANF participants. If you have any additional questions, please do not hesitate to contact me.

Sincerely,

Diane Postell
Director

Center for Workforce Development
Adams County CHOICES Program
Community College of Aurora – Lowry Campus
9202 East Severn Place
North Quad/Building 901/Room 200
Denver, CO 80230
Direct: 303-340-7040
Fax: 303-340-7049



Community College of Aurora
Go Beyond the Book

September 10, 2012

Heidi Casteel, P.H.M.
Purchasing Agent
Adams County Department of Health and Human Services
4430 South Adams County Parkway
Brighton, Colorado 80601-8212

Sub: Request for Proposal 2012.154 ¹⁵⁹ Case Management Services for Temporary Assistance for
Needy families (TANF), Aurora Choices Program Colorado Works Program HC

Dear Ms. Casteel:

Thank you for allowing Community College of Aurora (CCA) the opportunity to clarify the following questions on the Center for Workforce Development (CFWD) Request for Proposal 2012.159 Case Management Services for Temporary Assistance for Needy Families (TANF), Colorado Works Program for Adams County Government.

Questions:

- (1) Clarify if CCA have another method to pay clients without the w9 requirement, since the TANF clients payments are public assistance and considered non-taxable.
 - Community College of Aurora (CCA) will not require TANF participants to complete and submit a W9 form when receiving supportive services issued by CCA. We fully understand that the income they receive in supportive services is Federal Funding and not subject to standard tax regulations.
- (2) Please clarify your proposal budget line for tuition and books in the amount of \$322,000.00 to serve a caseload of 225 TANF clients. The RFP specifications called for a caseload of 165 TANF clients. With the two and half (2.5) case managers being assigned to this project, did you mean to propose serving a proportional caseload of 187 TANF clients?
 - Based on the number of staff allotted to perform case management duties under the proposed contract, the Center for Workforce Development will be able to serve a minimum of 187 participants. It has been our previous practice, when additional funds are available, we try and provide funding opportunities for additional participants that are eligible.

I hope this clarifies the process and the intent of the college in working with the CHOICES participants. If you have any additional questions, please do not hesitate to contact me.

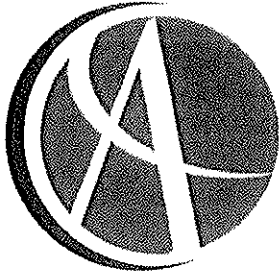
Sincerely,

A handwritten signature in cursive script, appearing to read "Diane Postell".

Diane Postell
Director

Attachment A
Adams TANF Base
Expenses
First year

Position/Base Expense	Description	(Column A) Agreement Allocation of Time/Fees	(Column B) Annual Salary	(Column C) Benefits	Total Equals Column A * (B+C)
Director	Provides supervision for all of the TANF Staff	25%	\$58,948.51	\$15,687.89	\$18,659.10
Assistant Director	Provides supervision to all JTS	50%	\$48,923.00	\$19,280.74	\$34,101.87
Job Transition Specialist	Provides direct Job Transition Services to TANF Participants	100%	\$41,651.72	\$18,090.03	\$59,742.02
Job Transition Specialist	Provides direct Job Transition Services to TANF Participants	50%	\$39,890.62	\$17,424.34	\$28,657.48
		Total of Base Expenses:			\$141,160.47
Budget Item		Description			Amount
Base Expenses		Management			\$141,160.47
Tuition for Training Courses and Materials		Funding includes Credit, Non-Credit classes, Certificate Programs, and books and other materials			\$15,000.00
Staff Transportation, Supplies, Discretionary Funds		Funding accommodates travel expenses, marketing materials, computer replacement needs, etc.			\$7,500.00
Direct Assistance to Participants		Supportive service for clients' needs i.e. Rent, Utility assistance, Clothing, Travel Expenses, etc.			\$10,000.00
Criminal Background Funding		Criminal Background Checks for all Participants			\$1,500.00
Facility Rent		Office and classroom space for TANF program			\$27,000.00
Utilities and Operating Costs		Utilities and Phone			\$4,500.00
		Total Budget			\$206,660.47



Community College of Aurora

Go Beyond the Book

**Case Management Training Services
Temporary Assistance for Needy Families (TANF)
Colorado Works Program**

Request for Proposal 2012.159

Prepared for
Adams County Human Services Department
August 30, 2012
Submitted by 4:00 p.m.

Chris Ward- Executive Director of Grants & Planning
Diane Postell- Director

Center for Workforce Development

Community College of Aurora - Lowry Campus
9202 East Severn Place
North Quad/Building 901/Room 200
Denver, CO 80230
English: 303-340-7040
Español: 303-340-7050
Fax: 303-340-7049

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1.) Qualifications:

Based on our performance over the last thirteen years, we are confident the Community College of Aurora (CCA) and its Center for Workforce Development (CFWD) can accomplish the scope of work and the required outcomes for the Adams County Case Management Training Services contract for the Temporary Assistance for Needy Families (TANF) Colorado Works program. We have unique expertise in this field. CFWD has served over 300 TANF clients in Adams County in the past seven years. Overall, working with TANF and TANF-eligible families has been the primary focal point of the work done at CFWD. We consider ourselves an “employment first” organization, and work diligently to transition clients from TANF to the workforce in a timely manner.

In the last fiscal year 2011-12 we served 119 TANF eligible participants in our TANF-Colorado Works program. We have developed a model for service and success through assessment of work skills, income and employment background. Our Job Transition Specialists (JTS) work with participants receiving basic cash assistance to develop their employment skills and goals. The CFWD is also experienced and qualified to meet other obligations of the contract including reporting, maintaining confidentiality, invoicing and providing monthly checks to clients in need of support services. CFWD offers a job readiness program to TANF (recipients in Adams County. CFWD also offers Work Readiness and GED classes.

2.) Responses:

Responses to each topic are provided below.

3.) Organizational Experience:

- **Summary of organizational budget**

The CFWD proposed budget is included as is included in the Appendices as Appendix E.

The CCA summary of financial statement is included in the Appendices as Appendix D.

**Community College of Aurora
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET
ASSETS**

Operating Revenues

Student Tuition and Fees, Net of Scholarship Allowances of - \$12,052,425.96 in Current Year and -\$10,459,657.94 in Prior Year; Including Revenues Pledged for Bonds of \$2,112,172.80 in Current Year and \$2,058,197.91 in Prior Year.	\$18,146,733.93
Federal Grants	\$797,661.01
State Grants & Contracts	\$2,320,402.69
Local Grants & Contracts	\$0.00
Non Colo State Grants	\$0.00
Private Grants & Contracts	\$127,200.03
Total Grants & Contracts	\$3,245,263.73
Fee for Service	\$736,459.00
Sales and Services Of Educational Activities	\$0.00

Auxiliary Enterprises, Net of Scholarship Allowances of -\$319.65 in Current Year and -\$320.00 in Prior Year; Including Revenues Pledged for Bonds of \$236,080.66 in Current Year and \$281,769.27 in Prior Year.	\$349,847.50
Other Operating Revenues	\$11,149.59
Total Operating Revenues	\$22,489,453.75
Operating Expenses	
Instruction	\$13,927,182.77
Research	\$0.00
Public Service	\$336.59
Academic Support	\$1,918,808.09
Student Services	\$3,631,625.14
Institutional Support	\$4,666,408.27
Subtotal of Operations and Maintenance of Plant	\$3,672,693.45
Additions to Plant	\$0.00
Total Operation and Maintenance of Plant	\$3,672,693.45
Scholarships and Fellowships	\$2,280,625.53
Auxiliary Enterprises	\$70,863.60
"Expense" transactions (debit deposits in custody)	\$0.00
Depreciation	\$668,030.91
Total Operating Expenses	\$30,836,574.35
Operating Income (Loss)	(\$8,347,120.60)
Non-operating Revenues (Expenses)	
State Appropriations	\$0.00
Fiscal Stabilization Fund	\$0.00
Federal PELL Nonoperating	\$11,935,608.00
Subtotal Federal Grants and Contracts Non-operating	\$11,935,608.00
Amendment 50	\$463,303.03
Distributions to LDC and AVS for Long Bill	\$0.00
Non-operating Gifts	\$0.00
Investment income (net of investment expense)	\$189,945.15
Interest Expense on Capital Debt	(\$15,101.73)
Total Non-operating Revenues (Expenses)	\$12,573,754.45
Other Non-operating Revenues (Expenses), Including Gain (Loss) on Disposal of Assets	
Gain/(Loss) on Disposal of Assets	(\$9,044.90)
COF stipend adjustment	(\$1,159,506.97)
Other Non-operating Revenues (Expenses), including revenues pledged for bonds of \$0.00 in Current Year and \$0.00 in Prior Year.	\$108,918.00
Total Other Non-operating Revenues (Expenses), Including Gain (Loss) on Disposal of Assets	(\$1,059,633.87)
Net Non-operating Revenues (expenses)	\$11,514,120.58
Income Before Other Revenues, Expenses, Gains, Losses or Transfers	\$3,166,999.98
Other Revenues, Expenses, Gains, Losses, or Transfers	

State Capital Contributions	\$0.00
Capital Grants	\$0.00
Capital Gifts	\$600,000.00
Internal Transfers between CCCS Colleges	(\$1,625,808.79)
Internal Transfers within a College	\$0.00
Total Internal Transfers	(\$1,625,808.79)
Total Other Revenues, Expenses, Gains, Losses, or Transfers	(\$1,025,808.79)
Increase (decrease) in Net Assets	\$2,141,191.19
Net Assets beginning of year	\$18,948,405.24
Adjustment Entries Directly to Fund Balance	\$0.00
Net Assets End of year	\$21,089,596.43
Unmapped	\$0.00

The summary of CCA's financial statement shows over twenty-one million dollars in assets for our organization. We have the ability through our Fiscal Affairs department to provide cash for supportive services payments to CHOICES participants.

The proposed budget for fiscal year 2012-2013 base services (including case management and Work Readiness instruction) is \$163,544. Base services includes salary plus 28% for benefits for one full-time Job Transition Specialist (JTS), one part-time JTS, one part-time Work Readiness Instructor, one part-time Assistant Director, and one part-time Program Director. CFWD proposes a 3.0% increase to the organizational budget for the FY/13-14, as well as FY/14-15.

The proposed tuition budget, for training courses and materials, is \$15,000, which includes credit and non-credit instruction, as well as certificate programs through the CCA. The proposed budget for staff transportation, supplies, and discretionary funding is \$7,500, which includes accommodating travel expenses, computer replacement needs, office supplies, etc. CFWD proposes a necessary increase \$500 for the FY/13-14, as well as FY/14-15.

The proposed budget for direct assistance is \$10,000, which includes supportive services for clients' needs including, but not limited to: rent, utility assistance, clothing, travel expenses, car repairs, etc. The proposed budget for criminal background funding is \$1,500, which includes criminal background checks for clients.

The proposed budget for utilities, phones and operating costs is \$4,500. CFWD proposes an increase of \$500 for utilities, phones and operating costs for FY/13-14 and FY/14-15. The proposed budget for rent is \$27,000. The total proposed budget for the 2012-2013 fiscal year is \$229,044.

- **An Introduction of your organization including mission statement, history and current organizational chart.**

The mission of CCA is to provide lifelong educational opportunities, prepare the current and future workforce, and promote excellence in teaching, learning, and service to our diverse community. Established in 1983, the college offers associate-level degrees in 36 program areas and certification for career and technical education programs. CCA's student population is over 50 percent minority and approximately 60 percent female.

CCA has two campuses. The CentreTech campus, the original permanent location of the college, is home to many general studies programs. The Lowry campus is home to many career and technical education programs and to the CFWD. Nearly 45% of the CCA population attends the Lowry campus. Because of this enrollment, the college has increased student services and staff support for financial aid, academic advising, and tutoring at Lowry. The college's commitment to the community and to student success is evident in the many innovative career and technical programs and the support services it offers at Lowry.

CCA established the CFWD in 1999. The mission of CFWD is to assist individuals in preparing for the workforce through career counseling, short-term training, and support services. The purpose of the CFWD is to assist families in overcoming employment barriers and in gaining financial stability through education, training, and case management services. For the past thirteen years, CFWD has contracted with the Adams County Human Services Department (ACSHD) to provide services for the TANF Colorado Works program. The CFWD began providing service to the Adams County CHOICES program in 2002.

The CCA/CFWD organizational chart is included in the Appendices as Appendix F. Our college President, Mr. Alton Scales, leads the college. Under our President is the Executive Director of Grants and Planning, Dr. Christopher Ward. He supervises the Director of CFWD and the Adams and Arapahoe County TANF contracts. The Director of the CFWD, Diane Postell, supervises the TANF program staff and instructors, county personnel, and cultivates positive professional relationships with community partners. The CFWD Assistant Director, Elizabeth Nelson, supervises the full-time JTS and part-time JTS for the Adams County TANF clients. The Assistant Director also supervises four full-time JTS for the Arapahoe County TANF clients. The Program Assistant works on a variety of CFWD projects and assists CFWD staff. CFWD has one full-time Employment Developer on staff, as well as three part-time Instructors. The college provides Human Resources, Information Technology, Maintenance, Fiscal, and other services to the CFWD.

- **Ability to provide services in a location that is easily accessible for participants and has sufficient capacity for staff and the program.**

CFWD TANF program is currently located on the CCA/Lowry Campus, 9202 East Severn Place, Denver CO 80230.

- The Lowry Campus is centrally and conveniently located.
- CCA offers free parking for students, clients, staff, and visitors.

RTD Accessibility

- Bus lines are conveniently located for transportation between the Adams County Service Center (3508 Peoria, Aurora) and CCA Lowry Campus.
- Line #121 connects to the #6, #10, and #105 bus.

Drive/Commute Time

- CCA/Lowry Campus is approximately 4 miles from the Adams County Human Services Building (3508 Peoria St., Aurora).

The CFWD facility is equipped with ten offices for personnel and five classrooms for participants. Of the five classrooms, one is equipped with 24 computers for the use of resume building and job searching. In addition, 12 laptops are readily available for use in the classrooms.

- **Unique organizational expertise, infrastructure and resources that will add value to the program**

CFWD has a working relationship with the ACHSD. Adams County refers TANF recipients to the CFWD. Recipients from Adams County participate in academic programs, career counseling, and work experience programs to gain job training and skills needed to transition from TANF to employment. CFWD provides Work-Readiness training, GED preparation (both English and Spanish), and basic computer classes for TANF clients. In addition, TANF recipients receive case management services to assist in the transition to employment and help promote self-sufficiency. Supportive services are provided through individual case management. We assess 100% of our clients' needs/barriers, skills, interests, and values related to employment and use these assessments to help secure and sustain employment, with the goal of transitioning the client off of TANF. Job Transition Specialists (JTS) develop Individual Responsibility Contracts (IRC) with clients that outline the expectations of our organization and program. The JTS makes every effort to transition job-ready clients into employment within six months of entry into our program. The JTS continually updates information into the Colorado Benefits Management System (CBMS), as well as Federal Work Participation Rate (FWPR) monitoring on a monthly basis. The CFWD is a structured and professional environment. Our staff provides outstanding customer service to our participants and maintains a philosophy of advocacy and mentorship. We link our participants to community services, education, and vocational opportunities that help them transition from cash assistance to employment.

When TANF clients first enter the CFWD program, they attend an orientation class. The class covers TANF laws, policies, and procedures. The orientation class also explains the code of conduct, dress code, and what participants can expect from the CFWD staff that they are assigned to work with. Clients learn about the purpose of the TANF program at CFWD, as well as the supportive services available to them. The client then meets with their assigned JTS, who assesses their barriers, ranging from low to substantial. The JTS and the client develop a target timeline for employment, ranging from two months to six months. The ultimate goal for clients entering the TANF program at the CFWD is to obtain employment within a three-to- six month timeframe.

The CFWD has produced an orientation video, in collaboration with CCA's Colorado Film School, for clients to watch outside of the weekly scheduled orientation class times. It benefits clients by allowing them to begin the program and meet with their assigned JTS, for individual assessment appointments, without waiting for the next week's orientation class.

A unique resource to our program includes the services of an Employment Developer. The Employment Developer offers outreach to employers, prepares participants for job fairs, and works on community service site development. The JTS also refers participants to the on-site Work Readiness courses, offered 15 hours per week. Courses focus on developing soft skills for employment such as, enhancing individual marketability, time management, conflict resolution, resume building, writing techniques, interview skills, as well as reinforcing positive work behaviors. CFWD is equipped with a computer lab, job board, and continuous video streaming of open positions. This information is located in the hallway and on a monitor in the job search room, which offers clients an easily accessible resource when exploring job possibilities.

Participants who wish to further their education have easy access to the on-site GED program, including weekly on-site GED testing. The GED program at CFWD involves short-term, intense preparation for the GED exam provided by small class size and one-on-one instructor/client assistance. Participants have access to books and materials, as well as computer-based GED preparation, including Core Skills Mastery (CSM), an on-line Adult Education program. GED classes are offered 20 hours per week.

CFWD's relationship with CCA and the Lowry campus location offer unique resources for our participants. We have worked closely with the Career Services Department at CCA to assist participants in finding employment. The department offers services in resume building, job clubs, and on-site employer presentations. English as a Second Language (ESL) classes are also offered on-site for beginning and intermediate level English speakers. Classes are offered five days a week including morning, evening and weekend options. CFWD's proximity to various departments at CCA, including the financial aid office, is especially helpful for clients who may have barriers with regard to transportation. The college offers a variety of short-term certificate and degree programs where clients can gain useful skills for the workforce. CCA also offers computer and technical support for the CFWD facility and staff.

In collaboration with CCA, the CFWD is implementing an employment program to begin in this year. The ten-week program consists of one week of orientation, where participants develop goals, build self-esteem, and acquire the necessary motivation to accomplish employment goals. In weeks two through four, participants focus on developing business survival skills which include: how to handle disagreements at work, effective communication, and time management. Participants then spend two weeks preparing for entry level clerical positions. In those two weeks, they become familiar with Microsoft Office software programs. Participants also learn how to operate office equipment, including, but not limited to: fax machines, copiers, and printers. They work on office etiquette, including: answering phone calls, taking messages, answering questions, and basic customer service.

In the final four weeks of the program, participants spend time shadowing the administrative assistant staff of CCA in various departments. In addition to their ability to shadow the administrative staff, participants will also have multiple opportunities to practice skills obtained in class in the office simulation room. In the final stage of the program, the JTS are responsible for making sure that the participants have appropriate interview clothing and updated resumes, and have practiced interview skills and techniques. The Employment Developer refers participants to area employers. Participants apply for appropriate vacant positions with those employers and job search for other positions.

- **Organization's knowledge of Adams County BCA participants, the community in general, employers, and other programs/organizations that can benefit Adams County BCA participants.**

CFWD services the needs of many Adams County Basic Cash Assistance (BCA) participants and our years of working with this population has helped us define the resources they need to be successful. We know that 37% of family households in Adams County have children under the age of 18. Almost a third of those are single-parent mothers. The majority of TANF clients are between the ages of 18 and 24. A good portion of them are monolingual Spanish speakers, and they have a less-than high school education. As a result, we have formed partnerships with community resources that support single parents and families.

There are a variety of services and resources available to BCA participants. CFWD works closely with various organizations:

- Aurora Mental Health Center, which serves people with a wide range of mental health needs; Tri-County Health Department, whose public health services include providing immunizations, family planning prenatal care, and improving nutrition for our BCA participants.
- The Center for Relationship Education offers risk avoidance strategies, marriage and relationship skills training, and leadership development.
- Community Credit Counseling Services offers budget classes to clients.
- The Community Reach Center is the designated mental health provider for anyone eligible for Medicaid in Adams County.
- Arapahoe House offers substance abuse treatment and mental health services to vulnerable individuals and families in metro Denver.

The JTS assists each client in identifying and overcoming obstacles to employment and determining career interests, goals, abilities and skills. The JTS also assists clients in developing an Individual Responsibility Contracts (IRC) and a Job Transition Plan (JTP), for the purpose of aiding in the continued growth and movement toward employment. BCA recipients are required to participate in activities each week. CFWD offers many of these activities on-site, including: GED classes, job readiness, and job search classes. The JTS also helps participants in connecting to community service projects and Community Work Experience Programs (CWEP). CFWD will provide resource information and connections to all TANF clients including, but not limited to:

- Housing and utility assistance
 - Child care assistance
 - Household needs (food, hygienic products, baby supplies, school supplies, etc.)
 - Domestic violence awareness programs
 - Family planning programs
 - Medical and mental health services
- **Organization's experience with Colorado Works, CBMS data entry including FWPR and supportive services, and knowledge of applicable state and federal laws and rules.**

CFWD has been working with Colorado Works and using CBMS for over 8 years, and has serviced hundreds of Adams County TANF clients during this time.

CFWD has hired two staff that previously worked with the County and they collectively have eighteen years of experience with County Administration, CBMS, Colorado Works Intake process, and Volume 3 guidelines.

Appropriate activities and case notes have been entered into the Colorado Benefits Management System (CBMS) on a consistent basis. IRC's and Non-Compliance actions have been utilized to ensure clients are meeting required monthly hours for Federal Work Participation Rate (FWPR) monitoring. Activity hours for FWPR have been entered into CBMS by the JTS, on a bi-monthly basis, to ensure hours are being monitored accurately. A minimum monthly FWPR of 55% is maintained by each JTS for all TANF clients.

CFWD will provide services to TANF clients that meet the requirements of the four Federal Purposes of TANF:

- 1.) To provide assistance to needy families so that children may be cared for in their own homes or homes of relatives.
 - a. CFWD connects clients to community resources and provides education and support systems that promote and develop the notion of family based care for children.
- 2.) To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage.
 - a. CFWD provides on-site training and support services that directly relate to the goal of job preparation and employment; clients develop and sign job transition plans (JTP) that establish a goal date to be working and to be independent of BCA.
 - b. CFWD collaborates with community partners to provide information and resources for clients to develop healthy relationships.
- 3.) To prevent and reduce out-of-wedlock pregnancies and to establish annual goals for preventing and reducing the incidence of these pregnancies.
 - a. CFWD partners with community health organizations to provide clients information about birth control, family planning through workshops, classes, clinic information, and transmitted diseases awareness.
 - b. Routinely, additional referrals are made to Tri-County Health Department when clients require more individualized medical attention/information. Mothers First helps new and expectant moms with pre and postnatal healthcare.
- 4.) To encourage the formation and maintenance of two-parent families.
 - a. From initial contact with a client, CFWD promotes healthy relationships between the biological parents and provides relationship and parenting classes
 - b. CFWD provides domestic violence education as part of the communication between the JTS and client

4.) Program Expertise and Personnel

(resumes included in the Appendices as **Appendix G**)

- **Diane Postell**, Director (CFWD) 2008-present. **Education:** M.S., Educational Counseling, B.A. Social Work. **Role/Responsibility in the Project:** Directs administration of the Adams County TANF contract. **Hours dedicated to the project:** 10+ hrs/wk.
- **Elizabeth Nelson**, Assistant Director (CFWD) 2011- present. **Education:** M.S., Human Resources and Organizational Leadership. B.A., Sociology **Role/Responsibility in the Project:** Manages the CFWD in the absence of director. Troubleshoots issues with case management and CBMS. Ensures compliance with federal, state and county welfare legislation and county contracts. Performs weekly case audits. Tracks and reports participant attendance and compliance. **Hours dedicated to the project:** 10+ hrs/wk.

- **Rodney Lanham**, Job Transition Specialist (CFWD) 2010-present. **Education:** B.S., Psychology. **Role/Responsibility in the Project:** Interprets needs and skills assessments to customize services. Develops job transition plans with clients during completion of training. Assesses and processes financial supportive service requests. Maintains monthly reports and weekly monitoring of participation rates. Tracks and addresses attendance and compliance of clients. Enters client information into the county and state database systems. **Hours dedicated to the project:** 40 hrs/wk.
- **Aldo Parra**, Job Transition Specialist (CFWD) 3/09-present. **Education:** B.A., Modern Language & History, +20 hrs. Educational Administration. **Role/Responsibility in the Project:** Interprets needs and skills assessments to customize services. Develops job transition plans with clients during completion of training. Assesses and processes financial supportive service requests. Maintains monthly reports and weekly monitoring of participation rates. Tracks and addresses attendance and compliance of clients. Enters client information into the county and state database systems. **Hours dedicated to the project:** 20 hrs/wk.

5.) Comparable Projects

CFWD has been under contract with Arapahoe County Department of Human Services since September 2007. During the first contractual year of working with Arapahoe County, CFWD served 97 TANF clients with a budget of \$356,544. In fiscal year 2011/12 fiscal year, CFWD served 309 TANF clients on a budget of \$730,102.

- Appropriate activities for Arapahoe County TANF clients have been entered into the Colorado Benefits Management System (CBMS) on a consistent basis. IRC's and Non-Compliance actions have been utilized to ensure clients are meeting required monthly hours for Federal Work Participation Rate (FWPR) monitoring. Activity hours for FWPR have been entered into CBMS by the JTS on a bi-monthly basis to ensure hours are being monitored accurately. A minimum monthly FWPR of 55% is maintained by each JTS for all TANF clients.
- Our average monthly caseload for Arapahoe TANF clients in the FY 2011/12 was 202.
- Demographics
Sample monthly report (included in the Appendices as **Appendix A**).
- Annual Outcomes:
 - Full-time job placements (for each fiscal year):
 - 07/2008 - 3 clients
 - 08/2009 - 26 clients
 - 09/2010 - 53 clients
 - 10/2011 - 41 clients
 - 11/2012 - 59 clients
 - Part-time job placements (for each fiscal year):
 - 07/2008 - 3 clients
 - 08/2009 - 21 clients
 - 09/2010 - 29 clients
 - 10/2011 - 42 clients
 - 11/2012 - 51 clients
- Average monthly FWPR for the 11/12 FY: 55%
- Percent of participants on a monthly basis in:
 - On the job training: 1%
 - Sheltered worksites: 11%

Adams County Report Card

CCA TANF REPORT CARD

New Referral Statistics	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	11-12	10-11	09-10	08-09	07-08	06-07	05-06
FWRP/ CBMS Components	New Referrals																		
	Statistics																		
New Referral Statistics	Core Activities																		
	Core Activities																		
Non-Core	Non-Core																		
	Non-Core																		
Non Coop	Non Coop																		
	Non Coop																		
Error	Error																		
	Error																		
Strike Tally	Strike Tally																		
	Strike Tally																		
FWRP Stats	FWRP Stats																		
	FWRP Stats																		
TANF CLOCK	TANF CLOCK																		
	TANF CLOCK																		
Placement Stats	Placement Stats																		
	Placement Stats																		
Demog	Demog																		
	Demog																		
Strikes	13	8	21	14	10	9	14	8	18	8	77	14	154	192	193	118	93	116	111
Participants at a Month	11	8	17	12	10	9	11	8	15	7	15	9	130	144	149	78	56	83	84
Unemployed	2	0	4	2	0	0	3	2	3	1	2	5	24	47	42	40	36	28	24
Total Case Count	12	14	12	10	12	5	10	5	5	14	14	4	119	151	112	100	73	103	65
Unsubsidized Employment (JE, PT, TT)	71	53	76	74	64	62	53	53	55	59	51	60	65	77	64	28	18	24	26
Sub-Private or Public Employment (MO)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
On-the-Job Training (OT)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Job Search & Job Readiness (6 weeks max) (JS)	2	6	13	10	3	4	3	4	6	2	2	3	5	2	2	2	0	1	2
CHEP/Work Experience (CP, PM)	1	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1
Community Service (CS)	21	19	11	14	16	12	10	13	19	7	12	11	14	26	18	3	1	2	4
Vocational Education (JT, VE)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Child Care for a Participant in Com. Serv. (CC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Assessment (AS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Job Skills Related to Employers (JT)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Eq. Related to Employers (JT)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GED Program, Basic Education, ESL (90, BE, ES)	8	10	8	7	7	9	13	9	10	8	7	5	8	15	15	5	3	0	0
TOTAL FWRP COUNTABLE ACTIVITIES	47	45	45	43	39	40	32	43	45	34	35	34	41	56	45	16	11	16	16
(Non-Countable)	0	0	1	0	2	5	6	4	2	5	3	4	3	3	6	4	2	4	4
Total County Defined Activities (CO)	0	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0
Disabled Family Member (DF)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
No IRC (CM)	5	8	13	9	15	10	5	6	5	8	10	9	9	8	5	2	2	3	3
Sanction, Child Support/Immunitization	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Denials	2	1	7	11	1	3	2	2	3	1	1	1	4	2	2	3	3	2	2
Conciliation (CN)	12	3	4	4	5	2	5	5	3	8	8	3	5	3	3	0	0	0	0
Case Manager Error Cases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Technician Error Cases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
System Error Cases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Participants at a Month Any Time in The Month	9	9	8	8	8	9	7	7	5	14	12	9	4	118	100	44	36	27	50
1st Strike	17	15	11	8	8	9	5	5	14	12	9	4	118	100	44	36	27	50	
2nd Strike	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Home Visit Request Sent to TrCo	5	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3rd Strike	12	8	8	5	5	6	4	0	4	6	4	2	88	81	32	24	21	44	17
PIP	6	10	2	2	2	4	2	2	5	7	5	4	54	55	27	20	20	49	28
NOT Sent for Dem. Evidence (Pending Closure)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FWRP Percentage	53%	61%	57%	64%	50%	57%	75%	57%	48%	62%	74%	70%	60%	60%	48%	67%	68%	59%	70%
FWRP Numerator	29	23	16	17	19	24	24	26	16	18	17	20	34	34	15	9	7	11	12
FWRP Denominator	49	38	31	36	36	35	32	33	33	29	23	34	57	57	32	14	11	19	17
0 - 24 months	53	46	57	52	43	47	47	46	45	43	50	43	49	43	43	23	17	19	18
25 - 29 months	4	2	5	4	2	4	5	3	6	4	2	3	4	4	3	1	1	3	3
30 - 59 months	14	15	14	15	12	11	11	12	12	11	6	8	12	14	9	6	3	7	5
60+ months	0	0	0	1	2	0	0	0	0	1	1	0	0	1	0	0	0	0	0
PT Placements	3	4	1	6	2	3	2	2	5	2	6	1	37	20	22	13	15	18	20
FT Placements	1	2	2	3	1	0	1	0	1	5	1	1	16	7	13	9	4	7	15
Avg. FT Placement Wage	\$11.00	\$9.00	\$10.00	\$9.82	\$9.16	\$10.46	\$10.00	\$10.00	\$8.86	\$11.19	\$12.26	\$10.00	\$10.15	\$8.95	\$10.90	\$8.99	\$8.40	\$10.03	\$8.31
Avg. Months Until FT Plmnt.	6	7.75	2.0	6.5	1.0	2.0	8.0	3.0	3.2	1.0	2.6	6.0	4.3	5.3	3.5	4.6	2.2	3.0	1
Post TANF Referred	0	0	1	2	1	0	1	1	2	1	0	1	1	1	1	0	0	0	0
Child Welfare Cases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pregnant Mothers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pregnant Mothers	6	4	3	4	4	2	2	4	6	5	5	3	4	5	4	3	3	3	3
Maternity Leave Mothers	3	5	7	7	7	5	3	3	3	3	3	3	4	3	3	2	2	2	2

* Disabled Family Member (DF) was reported on the same line as Not Job Ready (NR) through June 2010.

Full-time placements / caseback 0% 0% 1% 8% 3% 5% 3% 10% 2% 4%

Arapahoe County Report Card

CCA TANF REPORT CARD		JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD Totals	10-11	09-10	08-09	07-08
Referral	New Referrals	53	64	45	20	27	29	38	36	35	42	39	26	455	692	326	299	51
	Kept Initial IRC	36	54	37	11	24	17	23	24	14	26	26	17	309	460	215	133	28
Statistics	Missed Initial IRC	17	8	9	6	3	11	13	11	9	16	12	9	123	237	99	124	23
	Cases Closed	46	45	20	28	36	32	19	21	15	23	35	19	340	426	209	104	42
Core Activities	Total Case Count	236	240	233	724	156	187	153	181	185	199	199	165	202.25	215.75	130.83333	88.89	97
	Pending Initial IRC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Non-Core	Unsubsidized Employment (IE, PT, 17)	24	26	29	26	26	26	20	15	24	38	49	43	346	242	125	46	1
	Sub. Private or Public Employment (NO)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non Coop	On-The-Job Training (OT)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Job Search & Job Readiness (6 weeks max) (JS)	5	7	3	8	8	3	6	6	2	7	10	8	75	85	53	22	0
Error	CWEP/Work Experience (CP, PW)	3	6	3	1	4	2	2	2	4	2	5	2	36	26	1	5	0
	Community Services (CS, CK)	35	44	35	36	24	24	19	26	35	55	23	22	378	376	225	166	19
FWRP / CBMS Components	Vocational Education (VT, PS)	13	21	28	20	19	25	20	21	17	19	12	15	229	288	57	12	0
	Child Care for a Participant in Com. Serv. (CC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sanction/De	Ed. Related to Employment (ET, PS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	GED Program (PS, GO)	33	39	51	38	33	32	46	37	30	28	17	13	393	370	355	197	25
Sanction/De	Total FWRP Countable Activities (CO)	112	142	151	132	111	112	113	107	112	147	115	103	121.25	115.58	71.5	37.09	45
	(Non-Countable)	19	13	12	16	12	9	9	15	8	8	2	2	126	261	204	103	12
Sanction/De	No IRC (CM)	63	59	54	85	64	36	43	33	33	22	52	36	565	521	225	187	18
	Sanction: Child Support/Immunitization	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sanction/De	Denials	12	9	2	1	2	4	5	6	5	7	7	15	75	95	40	14	3
	Consolation (CN)	29	17	13	10	7	26	2	15	27	15	21	12	194	325	283	249	23
Sanction/De	Case Manager Error Cases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Technician Error Cases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sanction/De	System Error Cases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Participants at a Worksite Any Time In The Month	17	25	29	26	26	22	17	15	17	26	26	24	273	169	76	59	5
Sanction/De	1st Sanction	5	8	7	9	3	3	5	1	13	15	19	15	103	147	35	23	1
	2nd Sanction	9	0	3	5	4	7	4	7	7	15	13	13	87	81	15	10	1
Sanction/De	3rd Sanction	1	3	1	10	7	10	2	4	4	8	13	6	69	58	30	19	1
	Demonstrable Evidence	3	3	5	14	0	1	4	2	7	5	3	4	51	47	33	26	1
Sanction/De	FWRP Percentage	50%	45%	50%	53%	43%	62%	62%	57%	60%	54%			55%	47%	56%	40%	0
	FWRP Numerator	80	78	90	81	69	62	83	68	76	79			756	676	358	191	16
Sanction/De	FWRP Denominator	160	159	180	125	138	100	133	119	126	145			1385	1486	653	595	35
	Help Desk Tickets													0	0	0	0	0
Sanction/De	0 - 24 months	193	200	196	183	154	146	149	145	147	158	153	131	1955	2154	1156	958	79
	25 - 29 months	8	8	9	10	19	17	12	14	13	13	9	9	146	100	53	28	1
Sanction/De	30 - 59 months	35	32	27	25	23	24	23	21	24	28	36	25	323	383	126	106	9
	60+ months	0	0	1	1	0	0	0	1	1	0	0	0	4	4	12	8	1
Sanction/De	FT Placements	4	1	2	2	3	2	3	5	6	11	11	9	59	41	53	26	3
	PT Placements	3	3	5	2	7	0	5	4	3	5	4	9	51	42	28	21	3
Sanction/De	Avg. FT Placement Wage	\$9.50	\$7.95	\$8.50	\$8.34	\$10.13	\$7.15	\$11.00	\$8.98	\$10.96	\$11.07	\$10.25	\$ 3.15	\$ 6.12	\$ 3.45	\$ 4.4166667	\$9.02	\$ 11.00
	Avg. Months Until FT Plmmt.	16.5	1.0	3.0	7.0	3.8	5.5	5.8	11.1	3.1	6.3	3.9	5.7	8	6	8	3	2
Sanction/De	Child Welfare Cases	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Teen Parents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sanction/De	Pregnant Mothers	15	5	14	15	15	10	10	4	5	4	2	2	101	222	56	37	3
	Maternity Leave Mothers	9	8	5	5	4	6	3	7	5	1	0	0	53	84	26	25	2

Recidivism

Full-time placements / caseload 2% 0% 1% 1% 2% 1% 2% 1% 2% 3% 3% 5% 6% 5% 29%

Community College of Aurora
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

Operating Revenues

Student Tuition and Fees, Net of Scholarship Allowances of -\$12,052,425.96 in Current Year and -\$10,459,657.94 in Prior Year; Including Revenues Pledged for Bonds of \$2,112,172.80 in Current Year and \$2,058,197.91 in Prior Year.	\$18,146,733.93
Federal Grants	\$797,661.01
State Grants & Contracts	\$2,320,402.69
Local Grants & Contracts	\$0.00
Non Colo State Grants	\$0.00
Private Grants & Contracts	\$127,200.03
Total Grants & Contracts	\$3,245,263.73
Fee for Service	\$736,459.00
Sales and Services Of Educational Activities	\$0.00
Auxiliary Enterprises, Net of Scholarship Allowances of -\$319.65 in Current Year and - \$320.00 in Prior Year; Including Revenues Pledged for Bonds of \$236,080.66 in Current Year and \$281,769.27 in Prior Year.	\$349,847.50
Other Operating Revenues	\$11,149.59
Total Operating Revenues	\$22,489,453.75

Operating Expenses

Instruction	\$13,927,182.77
Research	\$0.00
Public Service	\$336.59
Academic Support	\$1,918,808.09
Student Services	\$3,631,625.14
Institutional Support	\$4,666,408.27
Subtotal of Operations and Maintenance of Plant	\$3,672,693.45
Additions to Plant	\$0.00
Total Operation and Maintenance of Plant	\$3,672,693.45
Scholarships and Fellowships	\$2,280,625.53
Auxiliary Enterprises	\$70,863.60
"Expense" transactions (debit deposits in custody)	\$0.00
Depreciation	\$668,030.91
Total Operating Expenses	\$30,836,574.35
Operating Income (Loss)	(\$8,347,120.60)

Nonoperating Revenues (Expenses)

State Appropriations	\$0.00
Fiscal Stabilization Fund	\$0.00
Federal PELL Nonoperating	\$11,935,608.00

Subtotal Federal Grants and Contracts	\$11,935,608.00
Nonoperating	
Amendment 50	\$463,303.03
Distributions to LDC and AVS for Long Bill	\$0.00
Nonoperating Gifts	\$0.00
Investment income (net of investment expense)	\$189,945.15
Interest Exp on Capital Debt	(\$15,101.73)
Total Nonoperating Revenues (Expenses)	\$12,573,754.45
Other Nonoperating Revenues (Expenses), Including Gain (Loss) on Disposal of Assets	
Gain/(Loss) on Disposal of Assets	(\$9,044.90)
COF stipend adjustment	(\$1,159,506.97)
Other Nonoperating Revenues (Expenses), including revenues pledged for bonds of \$0.00 in Current Year and \$0.00 in Prior Year.	\$108,918.00
Total Other Nonoperating Revenues (Expenses), Including Gain (Loss) on Disposal of Assets	(\$1,059,633.87)
Net Nonoperating Revenues (expenses)	\$11,514,120.58
Income Before Other Revenues, Expenses, Gains, Losses or Transfers	\$3,166,999.98
Other Revenues, Expenses, Gains, Losses, or Transfers	
State Capital Contributions	\$0.00
Capital Grants	\$0.00
Capital Gifts	\$600,000.00
Internal Transfers between CCCS Colleges	(\$1,625,808.79)
Internal Transfers within a College	\$0.00
Total Internal Transfers	(\$1,625,808.79)
Total Other Revenues, Expenses, Gains, Losses, or Transfers	(\$1,025,808.79)
Increase (decrease) in Net Assets	\$2,141,191.19
Net Assets beginning of year	\$18,948,405.24
Adjustment Entries Directly to Fund Balance	\$0.00
Net Assets End of year	\$21,089,596.43
Unmapped	\$0.00

Ms. Diane Postell

objective

Seeking a position that will be intellectually exhilarating and challenging

Experience

2008-Current *Community College of Aurora, Aurora, Colorado*

Director of the Center for Workforce Development

- Direct administration of three Adams County and Arapahoe County contracts
- Budget oversight and administration
- Provide supervision for all case managers (JTS), instructors, job developer, and adult education coordinator
- Taught the Business Etiquette Classes
- Prepare all monthly reports for County, Community College of Aurora, and other stakeholders
- File audits for compliance
- Intake, and monthly IRC, Job Transition Plans, and Childcare forms for clients
- Community networking for job placement, development, and CWEP positions
- Crisis intervention
- Staff evaluations and goal planning each year
- Various committees and community meetings

2003 – July 2008 *SafeHouse Denver, Denver, Co.*

Clinical Director/Supervisor

- Provide clinical supervision for 5 women's advocates and program managers
- Collaboration and outreach to community agencies for the purpose of providing a continuum of service provision to victims of domestic violence
- Program development and evaluation
- Monthly and quarterly statistical and narrative reports to governmental funding sources
- Monthly and quarterly financial billing for government reports
- Computation of monthly statistical data
- Crisis line scheduling
- Occasional educational speaks in community regarding domestic violence
- Individual and group counseling when necessary

2001 – 2004 *Adams County Department of Social Services*
Denver, CO.

Clinical Supervisor

- Provide clinical supervision for seven therapist on treatment team
- Provide some individual, family, couples, and group therapeutic treatment
- New worker orientation, review and approval of all monthly and court reports and prepare monthly statistical data for administration
- Review and assign referrals to the treatment program
- Staffings, consultations, and community outreach
- Program development and evaluation

1999 - 2000 *Forestdale Inc.* Forest Hills, N.Y.

Crisis Intervention Social Worker

- Initial clinical assessments of all clients entering into foster care system
- Crisis intervention brief individual, family, and group work.
- Referral of clients to community agencies for resources and continuation of therapeutic work
- Family group conferencing

1996 - 1998 *Triad Family Services* San Leandro, CA

Administrator

- Administration and direct supervision of all staff employed with foster care agency
- Marketing, recruitment, training of staff
- Foster parent recruitment, initial training, and certification
- Quarterly file audits, monthly reports, and coordination of annual foster parent/foster child activities
- Monitoring compliance of state mandates
- Contract origination and compliance
- Program development and implementation

1994 – 1996

The John Stewart Company

Sacramento, CA

Supervisor/Administrator

- Administration and direct supervision of on-site staff of five residential properties
- Marketing and monthly narrative reports to board of directors
- Income and asset verification
- Monitoring of all contract services
- Staff hire, retention, and training
- Management of all operating cost

1993 - 1994 *Sacramento Job Corp* Sacramento, CA
Counselor

- Individual and group counseling
- Social Skills training and group facilitator
- Crisis Intervention

Educational / Vocational counseling

1987 - 1993
Sutter General Hospital Sacramento, CA
Unit Coordinator

- Transcription of doctors orders
- Ordering, stock, and inventory of unit supplies
- Completion of unit coordinators schedules
- Patient liaison when necessary
- EKG monitoring

1983 - 1987
Northshore University Hospital *Great Neck, New York*
Unit Clerk

- Transcription of doctors orders
- Ordering, stock, and inventory of unit supplies
- Patient liaison when necessary

Education

1995 – 1997 University of LaVerne Sacramento, CA
1988 – 1993 California State University Sacramento, CA

- Master's of Science Educational Counseling
 * Thesis Paper – Interracial Adoptions *
- Bachelors of Social Work

Interests

Community Outreach, development of resources, and Teaching

Skills & Special Training

Individual Educational Plans
Social Skills Facilitator Training Specialist
Parenting Skills Trainer
Family Decision Making Model / Family to Family
HIV / AIDS Risk Assessments in Adolescents
Group Facilitation
Sexual Abuse Intake and Investigations
Organization and Development
Level 1 Meth Lab Response Training

Elizabeth Nelson
720-339-7488
14413 E. Arizona Ave
Aurora, Colorado 80012
Zalkit22@aol.com

Experience

Assistant Director

Community College of Aurora, Center for Workforce Development

August 2011 - Present

- Support staff in developmental needs
- Manage the Center for Workforce the absence of the Director
- Ensure contractual agreements are being achieved between the CFWD and the contracting Counties
- Troubleshoot issues with case management and CBMS
- Ensure compliance with federal, state and county welfare legislation and county contacts
- Stay on top of all changes in policies and procedures
- Participate in selection of hiring of Center for Workforce Development staff.
- Provide training and weekly supervision for case managers, to ensure that the Center is in compliance with contract expectations.
- Cover case manager's caseloads during vacation and/or emergencies.
- Review all monthly reports submitted by case managers.
- Approve support service requests and monthly transportation submitted by case managers.
- Perform weekly case audits and prepare reports that describe areas of development and/or areas of deficiency.
- Track and report participant attendance and compliance.
- Attend all staff and program supervisor meetings.
- Coordinate with other Center for Workforce Development programs and Community College of Aurora departments.
- Attend county meetings and contract meetings as necessary.

Assessment Specialist (TANF) Supervisor

Arapahoe County Human Services

2009 – 2011

- Performs all supervisory functions including planning, coaching, monitoring, evaluating to ensure the highest performance of employee
- Supervises employee performance to ensure accurate and timely processing of applications
- Complete monthly case file reviews to identify training needs and to establish error rates for performance evaluation
- Conducts interviews to fill staff vacancies and make hiring recommendations

- Interprets rules and regulations for staff and provides clarification of the rules
- Monitors staff performance and complete annual Performance Evaluations and makes pay increase recommendations
- Conducts regular unit meetings for consistency of information shared
- Responds to customer complaints and resolves issues
- Ensure that caseloads are covered in the event of absenteeism and/or staff vacancies
- Prepares written responses and exhibits and represents the Agency at the Administrative Hearings
- Represent ACDHS and CSS at local, State and federal meeting as assigned
- Responsible to enter all counties NR/MOE request and monitor monthly spending monitored through spreadsheet that is compared to finance report monthly

Assessment Specialist Lead-worker

2007-2009

- Prioritize workloads by emergent need and deadlines.
- Assist customers that walk in with questions and/or concerns regarding their Colorado Works, Adult Financial, and Medicaid and/or Food Assistance benefits.
- Answer incoming phone calls, clear and return voicemail and Remedy.
- File cases and mail daily.
- Complete case file reviews and sign off.
- Provide coverage for the supervisor when out of the office or unavailable.
- Attend county and state trainings.
- Train new employees, mentor and provide over the shoulder assistance.
- Provide caseload coverage during absences and vacancies.
- Prepare hearing packets and attend State and/or County Dispute Resolution hearings when a participant chooses to appeal a negative decision made on their case.
- Provided input on performance evaluations
- Provided on the job training
- Troubleshoot and handle difficult clients/cases
- Acted as supervisor in their absence
- Updated all sanction requests
- Only lead worker in the County for two supervisor

Program Specialist

2004 – 2007

- Maintained a caseload of 400 which contained Colorado Works, Food Assistance, and Family Medicaid.
- Interview and determine eligibility for new applicants applying for government assistance by following Federal and State rules and regulations.
- Answer incoming phone calls, clear and return voicemail.
- Assist customers that walk in with questions and/or concerns regarding their benefits.
- Prioritize the workload by emergent need and deadlines.
- Insure all required filing is completed daily.
- Attended County and State trainings and unit meetings.

- Mentor new staff.

Education

University of Northern Colorado

1996-2001

Bachelor of Art/ Sociology

- Graduated in top 15% of class
- Member of Golden Key National Honor Society
- Received an endorsement in Elementary Education and Colorado State Teaching License

Colorado State University

2012-2014

Masters in Human Resources with emphasis in Organizational Leadership

- Currently taking classes on-line

Awards Received

- Received an award for Outstanding Service at the Professional Development Academy from Colorado Works
- Was the Frist Community Support Services staff to be recognized in the Arapahoe County line news under Focus of Excellent Quality
- Received several Certificates of Appreciation from Deputy Director Carla Finch
- Received a letter of appreciation from Governor Bill Owens for outstanding Customer Services during CBMS rollout

Additional County Contributions

- I was part of the pilot team for the roll out of CBMS
- I was asked several times to be part of the CBMS testing throughout the last 8 years.
- Worked with Colorado Works at the State level on the new Re-write of regulations
- Assisted in writing new Policies and Procedures for Arapahoe County's Colorado Works Assessment Team

*Rodney Lanham
19303 East College Drive
Aurora, CO 80013
(720)-280-1465
wspvacation@hotmail.com*

Recent Work History

Job Transition Specialist (06/10 - current), *Center For Workforce Development at The Community College of Aurora, Aurora, CO*

- Assess progress of participants and establish Individual Responsibility Contracts. Interpret needs and skills assessments to customize services; develop job transition plan with participants during completion of training. Assess and process financial supportive service requests.
- Work individually with clients to develop job transition plans and assisted clients with identifying their education goals, as well as their short-term and long-term career goals.
- Through monthly reports and weekly monitoring of participation rates, track and address attendance and compliance of participants.
- Enter participant information in state, county, and the state and county database systems.

Behavioral Health Advocate (09/07 - 01/10), *Highlands Behavioral Health, Littleton, CO*

- Provided direct consumer services and care to patients who were admitted voluntarily or on mental health holds in an acute psychiatric inpatient setting.
- Planned, structured and facilitated Goals Group, where I assisted patients with assessing and identifying their educational, vocational and personal goals; provided behavioral modeling and guidance for the consumers within the structured milieu program.
- Worked individually with consumers to assist them in navigating the hospital's system and advocating on their behalf with other members of the treatment team.
- Monitored and ensured a safe, therapeutic environment for the consumers to become stable and focus on and achieve their individual treatment plan goals.

Residential Counselor / Community Based Case Manager (07/99-05/07), *Mental Health Center of Denver, Denver, CO*

- As a *Residential Counselor* : utilized a strengths-based treatment model to assist a group of adult consumers diagnosed with acute mental illness in their continued recovery and enable their own self-reliance as they transition back into the community.
- Assisted consumers in the recovery process by providing individual counseling, facilitating group discussions and activities, and engaging them in goals setting and action plans to achieve their goals.
- As a *Community Based Case Manager*, planned, coordinated and implemented individualized treatment services to a caseload of adults with a dual-diagnosis of a major mental illness.

Rodney Lanham

720-280-1465

pg. 2/2

- Established and utilized community relations to advocate on behalf of the consumers with various agencies - such as Medicaid/Care, Social Security, HUD/other housing resources, hospitals, the legal system, and members of their personal support system in order to coordinate and facilitate the consumer's momentum toward recovery.

EDUCATION

Bachelor of Science Degree - Psychology,

Colorado State University, Fort Collins, CO May 1996 GPA: 3.6/4.0

Associate of Arts Degree - Psychology,

Front Range Community College, Westminster, CO May 1994 GPA: 3.3/4.0

Professional and Personal References are readily available upon request.

Aldo Parra
1541 Solana Drive
Thornton, CO 80229
(H) 720-230-7079
Email: aldo353@yahoo.com

Objective: To pursue new challenge with Community College of Aurora as a Case Manager.

Employment History:

03/09 – Present

Aurora Community College

Position:

Case Manager

Responsibilities:

Promote the CHOICES program and recruit participants through community outreach and marketing events. Maintain an active caseload of 75 participants. Assess all participants in the areas of needs, goals, values, and abilities. Develop and update career and training plans with participants as needed. Provide career and educational counseling. Follow disciplinary procedures when a participant fails to comply with program requirements. Provide personalized case management enabling students to overcome barriers. Communicate with participants on a monthly basis. Provide information to participants about resources and referrals, classes, or employment opportunities in a timely manner. Complete initial data entry into CHOICES database on all participants. Maintain accurate and current information in database. Interpret database information and utilize information for completing monthly reports.

08/05 – 01/09

Jefferson County Public Schools

Position:

Director

Responsibilities:

Assume management and leadership responsibilities for all services and activities of the Denver Metro Region I Migrant Education Program (DMRIMEP). Implement the DMRIMEP in 11 school districts, which includes: staff development, fiscal management for a \$1,000,000 budget, and ensure that family and student academic and health needs are met within strict district, state, and federal guidelines. Manage and participate in the development of the strategic plan, goals, policies, and priorities for assigned programs and program operations. Recommend, within departmental policy, appropriate service and staffing levels. Recommend and administer policies and procedures. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Assess and monitor workload, administrative, support systems, and internal reporting

relationships. Identify opportunities for improvements and review with the Executive Director implementation of improvements. Select, train, motivate and evaluate the DMRIMEP personnel. Provide or coordinate staff training. Work with employees to correct deficiencies, implement discipline and termination procedures. Plan, direct, coordinate, and review the work plan for all assigned programs. Assign work activities, projects and programs. Monitor work flow review and evaluate work products, methods and procedures. Manage and participate in the development and administration of the assigned programs annual budget. Direct the projections of additional funds needed for staffing, equipment, materials, and vendors. Direct the monitoring of and approve expenditures. Serve as a liaison for the DMRIMEP with other school district departments, schools, and community organizations. Serve as liaison between DMRIMEP and Federal, State, and Local funding sources. Negotiate and resolve significant and controversial issues. Prepare, maintain, and disseminate reports as required by national, state and district offices. Review literature related to educational trends, issues, research, to maintain the integrity of the program and ensure quality services for families. Interpreter/translate (English/Spanish) for program families school, medical, and legal documents.

07/03 - 08/05

Community College of Denver

Position:

Coordinator of Recruitment (High School Equivalency Program)

Responsibilities:

Recruit participants through school based, community, and marketing events. Maintain an active caseload of 100 participants. Assess all participants in the areas of needs, goals, values, and abilities. Provide career and post-secondary educational counseling. Track attendance and follow disciplinary procedures when a participant fails to comply with program requirements. Provide personalized case management facilitating the ability for students to overcome educational barriers and set goals for obtaining employment, education and/or training. Communicate with participants on a weekly basis. Provide information to participants about resources and referrals, classes, or employment opportunities in a timely manner. Communicate with instructors concerning participant progress, class changes, program updates, testing schedules, and post program progress. Complete initial application and program eligibility. Assist in the search for financial aid. Maintain confidential records and communicate with federal, state and college staff on participant activities.

07/02 – 08/03

Metropolitan State College of Denver (MSCD)

Position: Recruiter
Responsibilities: Recruit statewide prospective migrant and seasonal farm working students for MSCD. Ensure proper placement of all admissions, financial aid, and academic application material from MSCD students. Assist CAMP coordinator with counseling, tutoring, and student progress. Disseminate information and train interested students, parents, teachers, high school counselors, and adult education programs program requirements.

09/02-08/03 Adams County School District 14

Position: Outreach Coordinator
Responsibilities: Plan, develop and implement early outreach, vocational and post-secondary activities and programs for 14-21 year olds who are not enrolled in secondary educational programs, as well as intervention programs for at-risk high school age students. Provide case management, needs assessment, and facilitate appropriate interventions and referrals. Work with schools, community agencies and institutions of higher education to marshal resources and/ or provide services to youth. Facilitate and/ or provide workshops and mini conferences for students, parents, teachers and counselors in a bilingual/multicultural setting.

Education

09/2006 – 05/2007 Graduate Program - University of Colorado
Administrative Leadership and Policy Studies
05/1995 -05/2001 Bachelor of Arts, Modern Languages & History
Metropolitan State College of Denver
01/2000 – 05/2000 University of Guadalajara
Extensive Spanish Language and Culture Studies

Award and Skills Bilingual-Spa/Eng (Fluency in reading, writing, and oral skills)
U.S Department of Education Customer Service Awards (2)
Migrant Youth Organizer
Former Board Member for Rights for All People
3 year substitute teacher authorization
Office 2010 Proficiency

References available upon request



2330 Broadway, STE # 107
Denver, CO 80205

August 28, 2012

To Whom It May Concern:

It is a pleasure to write a letter of reference for the Center for Workforce Development (CFWD) as part of their proposal to serve Temporary Assistance to Needy Families (TANF) participants in Adams County.

Summit Staffing is a boutique staffing agency that has been serving the Denver Metro market since 1986. We staff in a manner that acknowledges individual characteristics and how employees apply their skills and experience in work groups. We see beyond "the placement of a temporary employee" and staff to build strength and productivity within an existing work team. We respect our client's unique cultures and values as a critical component in identifying the right candidates. Embracing diversity and different perspectives has demonstrated the best results for all parties in our staffing approach.

Summit Staffing is an active participant in the Colorado community and serves on several boards and associations locally and nationally. Our participation is to offer not only jobs but our talent and skills in helping to foster a sense of "giving" and "community" to those we serve. An example of our community support can be found in the partnership we have created with CFWD. We support their mission to provide case management services to low income single parents, as they transition from welfare to work. Our relationship with CFWD started in September of 2009 when we selected them as a contract partner. We have provided placements in support of their goals to include professional services as well as opened up our office for internship opportunities for TANF recipients looking to engage in meaningful work.

CFWD has consistently demonstrated achievement of contractual goals. Because of their leadership, CFWD participants have benefited from the opportunity to pursue job training, career counseling, knowledge of area school successes, and industry knowledge.

Our relationship with CFWD's management and staff has always been very professional and thorough as their reporting and data have been accurate and timely.

In conclusion, we support CFWD's proposal as we know that they are experts in serving the TANF population and can help those single parent individuals, in Adams County, who are working to become self-supporting families for themselves and their children.

Sincerely,

A handwritten signature in black ink that reads "Jasmin T. Espy". The signature is written in a cursive, flowing style.

Jasmin T. Espy
President – Summit Staffing, Inc.

Language Education Institute

August 28, 2012

To Whom It May Concern:

I am writing this letter on behalf of Language Education Institute to convey our utmost regard for the CHOICES program. We have recently heard that Adams County funding is low and as a result the contract for this particular program may be cut as early as November. I would like to take this opportunity to talk about the benefits that this program provides for individuals in hopes that it may change your course of action.

We began working with the CHOICES program in August of 2010 and since then have had the pleasure of working alongside Christy Bernal, Aldo Parra, and Karina Rodriguez; three individuals who understand the importance of education. The CHOICES program provides so many essential tools in a plethora of fields by showing individuals the necessary skills that they need to work and integrate in our community. From training to certification to language acquisition, the CHOICES program has helped thousands to achieve financial independence and stability through its arduous work.

Language Education Institute is most familiar with the CHOICES program because of our in depth understanding that language and communication are the first steps to acquiring any knowledge. Our clients are all non-English speaking immigrants that unfortunately have been immobilized by their inability to speak English. This in turn has had a profound effect on their quality of life. Many our clients have not had the chance to advance in their workplace because of their limited English skills. In the past couple of years we have seen students that have gotten promotions, raises, and travel opportunities in the workplace. In addition, to these labor benefits our clients have also achieved personal goals such as: being granted citizenship, communicating with their children, and simply attaining the freedom of being an active member of our community.

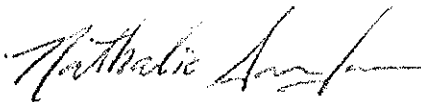
If not for CHOICES many of our clients would not have come as far as they have. CHOICES does more than just finance training, it also offers clients social knowledge and know-how. Tasks like leaving messages, keeping appointments, reporting progress, and researching the best facilities for their needs are just a few added bonuses. In conjunction with CHOICES we have been able to demonstrate to our clients how to work better in our society.

In my eight years in the ESL field of I have yet to meet any individuals who are as passionate about their work as the case managers in CHOICES. They are constantly calling and writing e-mails in order to check their clients' development. In addition, we get together and talk about

our clients every six weeks. We try and come up with innovative ways to help our clients and better ways to make them accountable; a necessity in today's world. Christy Bernal in particular has given us a wealth of information concerning the Gifts of Sight program, immigration news, volunteer work, real estate fraud, tax aid, and the list continues. She goes out of her way to make sure that her clients are getting everything they can out of their experience with CHOICES.

As an educational facility, one of the most important and essential assets we see in education, is the conviction and determination that parents pass on to their children. It has been said that we teach through example. What better way than to continue providing this service to Coloradans who are willing to take action and better their lives?

I would like to take this opportunity to thank you for your time concerning this matter. If I can be of any additional help please do not hesitate to call to 303.657.6244.



Nathalie San Juan
Academic Coordinator



8720 Grant St.
Thornton, CO 80229
USA

Phone: 303. 657.6244
E-mail: languageeducation@live.com



Department of Human Services

Community Support Services

14980 East Alameda Drive, Suite 007
Aurora, Colorado 80012
Phone: 303-636-1130
FAX: 303-636-1426
TDD: 303-636-1522
www.co.arapahoe.co.us
humanservices@co.arapahoe.co.us

CHERYL TERNES
Director

To whom it may concern:

It is a pleasure to write a letter of reference for the Center for Workforce Development (CWFD) as part of their proposal to serve Temporary Assistance to Needy Families (TANF) participants and TANF-eligible participants in Adams County.

CWFD enjoys a unique partnership with the Community College of Aurora (CCA), on the Lowry Campus. The CWFD location inside the college allows participants to mingle with other mainstream college students. Furthermore, participants are exposed to a number of higher education programs. CWFD's primary focus is to positively impact its participants, to assist them in achieving a level of self-sufficiency.

Since 2007, the Center for Workforce Development has served 1,135 Arapahoe County participants. Services such as individualized instruction in GED and adult basic education, job readiness, and computers are highlights of the CWFD program. Furthermore, a number of participants have taken certificate programs at CCA for college credit.

The CHOICES program, for TANF-eligible participants, offers students an opportunity to pursue job training and education after they have been off of TANF for one year. Case managers provide career counseling, knowledge of area school successes, and industry knowledge.

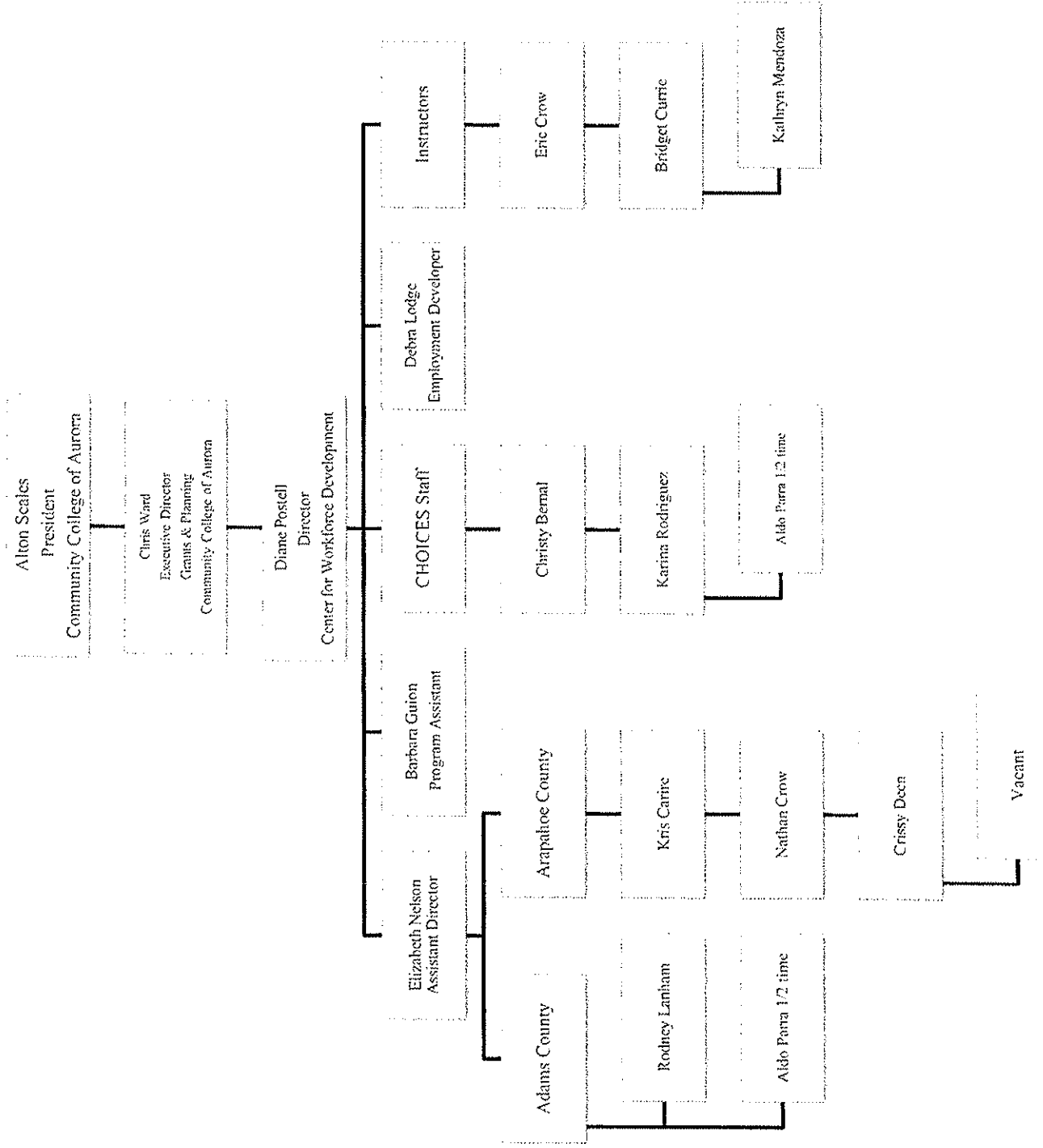
The decision to award CWFD a contract to provide case management services to Aurora area Arapahoe County clients over the years was based on the successes CWFD achieved with the Adams County TANF program.

In conclusion, we support the Center for Workforce Development's proposal to continue serving Adams County participants in their pursuit of a better future and self-sufficiency for themselves and their families.

Sincerely,

Cheryl Ternes, Director
Arapahoe County Dept. of Human Services

Center for Workforce Development



V. Supplies and Discretionary Funds

<i>Description</i>	<i>Payable to</i>	<i>Amount</i>
<i>Sub Total</i>		<i>\$0.00</i>

VI. Criminal Background Checks

<i>Name</i>	<i>SSN</i>	<i>Orientation Date</i>	<i>Local or National</i>	<i>Cost</i>
<i>Sub Total</i>				<i>\$0.00</i>

VII. Direct Assistance (Supportive Services)

Supportive Services for

<i>Name</i>	<i>SSN</i>	<i>Amount</i>	<i>Purpose</i>	
<i>Sub Total</i>		<i>\$0.00</i>		

Total Expenses

\$0.00

Please remit a total of \$ to:

Community College of Aurora
Attention: Diane Postell
 9202 East Severn Place
 North Quad/Bldg 901/Room 201B
 Denver, CO 80230
 (303)340-7043
Diane.Postell@CCAurora.edu

ATTACHMENT D



2012.159

Case Management Services for Temporary Assistance
for Needy Families (TANF), Colorado Works Program

OFFEROR'S STATEMENT/SIGNATURE PAGE

I have read and fully understand all the special conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said special conditions as stated or implied. In consideration of the above statement, the following bid is hereby submitted.

WE THE UNDERSIGNED HEREBY ACKNOWLEDGE RECEIPT OF

Addenda # Sec. 1 of table of contents Section II and Section III
through Addenda # _____
(If None, Please write NONE)

Community College of Adams
Company Name

8/17/12
Date

1600 E. Central Ex. Pkwy
Address

[Signature]
Name and Signature of Authorized Person

Adams, CO 80011
City, State, Zip Code

Richard Maestri
Printed Name

Arapahoe
County

V.P. Administration
Title

303-760-4771
Telephone

303-260-4761
Fax

richard.maestri@ccadms.edu
E-mail Address

Attachment C

CONTRACTOR'S CERTIFICATION OF COMPLIANCE

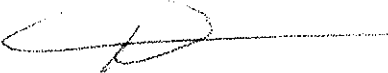
Pursuant to Colorado Revised Statute, § 8-17.5-101, *et. seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et. seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

Community College of Aurora
Company Name

8/30/12
Date

Richard Maester
Name (Print or Type)


Signature

VP Administration
Title

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering.

EXHIBIT A

(Documents following this page of the Agreement)

Exhibits:

1. Adams County RFP 2012.159 Specifications and Statement of Service

The remainder of this page left blank intentionally

Exhibit A1
STATEMENT AND SCOPE OF SERVICE

I. STATEMENT OF SERVICES:

Adams County Board of Commissioners (BOCC) through its Purchasing Department is seeking the services of a qualified organization to assist Adams County Government in providing services for Temporary Assistance For Needy Families (TANF), Colorado Works Program in accordance with §§ 26-2-701, et seq., C.R.S through Adams County Human Services Department (ACHSD).

The organization will provide services in Adams County Aurora for Adams County participants who are on Basic Cash Assistance (BCA) and will provide intensive case management, short-term training, and job placement assistance for single parents with multiple challenges, including low education level, little, or no work history, victims of domestic violence, legal system, child welfare involvement, or generational poverty.

II. SCOPE OF SERVICES:

- Adams County Human Services for the Aurora Job Transition Assistance Program; the qualified offeror program will be required to:
- Be fully operational by November 1, 2012 with minimal disruption in the service to current TANF participants.
- Have the ability to serve an average monthly caseload of seventy-five (75) eligible single parent households.
- The purpose of this program is to provide employment services to participants in, or persons who are eligible for, the Colorado Works Program. These employment services will assist participants in transitioning off of TANF cash assistance to employment within a short time frame based on the individual participant's situation. Case management will be categorized as Job Transition Assistance and the County shall refer to the workers under this agreement as Job Transition Specialist (JTS).
- Activities included under this program, specific to Job Transition Assistance:
- Provide checks to clients in need of supportive services when Colorado Benefits Management System (CBMS) is not available. Requires ability to process a minimum of \$15,000 of checks monthly to assist clients. To be reimbursed monthly by Adams County Human Services Department.
- Help equip participants for the transition to a workplace environment where they will deal with employment and life issues simultaneously.
- Provide or connect participants to short-term trainings, including accredited college credit courses, worksite placements and employment.
- Provide direct data entry into Colorado Benefits Management System (CBMS) for
- Workforce Development including Federal Work Participation Rate (FWPR)
- codes and hours, supportive services, and case notes.
- Achievement of a 55% FWPR with a minimum of 50% FWPR the "All Families with Case Manager Totals".

STATEMENT AND SCOPE OF WORK continued

- Ability to meet at least monthly face-to-face and develop IRCs with participant involvement.
- Assist participants as necessary in meeting their obligations according to the IRC.
- Ability to provide or connect all participants with resources and supports designed to address needs or issues which may prevent participants from obtaining and sustaining employment.
- Ability to work effectively with all ACHSD staff, contract partners, and other agencies.
- Conduct criminal background investigations for participants (with their permission) to assist them in employment training and placement.
- Offeror will be responsible for ensuring that all employees pass a Colorado Bureau of Investigation (CBI) background, prior to working with participants in the programs.
- The offeror shall comply with Colorado Department of Human Services Volume III regarding the Colorado Works Program, Adams County Human Services Department (ACHSD) Administrative Policies, and Procedures including the Ethics Statement.
- The offeror will be responsible for providing outstanding customer service to the participants and ACHSD staff. The offeror shall treat participants from an advocate perspective and philosophy.
- The offeror will provide adequate office space, meeting space, computer, printer, access to copying, file cabinets, direct telephone lines and telephones, direct fax line and fax machine, postage, and electronic mail access. This cost is included in the total cost of this program.
- Have the ability to serve Spanish speaking monolingual individuals (preferably one full time Spanish speaking staff).
- Assessment of BCA participants, for the purpose of assisting them in obtaining a job that is appropriately matched to their needs, skills, interests, and values.
- The initial month of service following the participant's entry into the program may be utilized for this assessment function. The assessment must be completed and the Job Transition Plan (JTP) developed within the first month from the initial date of the first participant appointment with the program.
- The program may utilize as many different assessment tools or methods as the program chooses, so long as they yield insight into the participant's needs, skills, interests and values, to be documented in the participant's JTP and case file record.
- Participants being assessed for cognitive impairment, mental health, physical, or other, work limitation may exceed the month long assessment period.

STATEMENT AND SCOPE OF WORK continued

Development of JTPs, based on assessment results, which identify specific steps for participants and supportive services or other community resources that will help support the participant's goals and transition into employment. The Job Transition Plan will:

- Outline the necessary steps and activities to be detailed and tracked using regular Individual Responsibility Contracts.
- Be created in partnership between the participant and the Job Transition Specialist, and should include responsibilities of the JTS and the participant.
- Be reviewed periodically with the participant to review progress and make amendments in services or timeframes as needed.
- Will be framed around an employment goal, to be identified in the Plan along with an anticipated "target date" for employment entry.
- Be maintained for all participants, including those focused more intently on a long-term benefit goal.
- ACHSD has a "work first" philosophy so the JTS should make every effort to immediately transition job ready participants into employment.
- The program will be responsible for providing all participants with resources, supportive services, and staff who will work effectively with participants and help address needs or issues which may prevent them from obtaining and sustaining employment, such as domestic violence (present or past history) legal or child welfare involvement, housing, transportation issues or any other issues that present challenges to the participant gaining employment.
- The JTS will provide referrals to all participants on the subject of pregnancy
- prevention, family planning, parenting education, and provide referrals to Tri County for services related to pregnant mothers or baby holds, or other concerns regarding family health. The program shall coordinate with Tri County Health Department for classes (at the program site or other agreed upon location) relating, but not limited to, the following topics: pregnancy prevention, prevention of high-risk behaviors, and parenting classes for participants.
- The JTS shall work with all participants regarding their budget and resources. The JTS will provide information and referrals to relevant courses that may help participants improve their financial situation.
- The JTS shall communicate effectively and timely with all ACHSD staff and contract partners. This includes compliance with policies and procedures related to the TANF program or other related ACHSD programs such as Food Assistance, Child Care, Child Support, and Child Welfare.
- The JTS shall assist non-job ready participants in accessing services, trainings and activities that: enhance the participant's marketability to an employer, develop the participant's skill set, reinforce positive work behaviors, allow the participant to explore career options in a real or simulated "work" setting, or allow participants the opportunity to practice adaptive skills or tools while at "work." Activities which could be utilized to meet these objectives include:

- Short term job specific training provided by the contractor or other entity
- Non-traditional job specific trainings provided by the contractor or other entity
- Work-site training options or work-site placements to meet the needs and diversity of interest for participants in the program
- Supported employment placements
- Subsidized or unsubsidized employment placements
- College courses
- The program shall facilitate job search services or activities for all participants seeking employment, and shall include: assistance in preparing resumes, mock interviews, job search monitoring
- Where applicable, the program shall implement “negative actions” (sanctions or case closure) for participants who are non-compliant with the terms of their IRC according to county and state noncompliance policies.
- JTSs will assist participants as necessary in meeting their obligations according to the IRC. Some participants may need assistance in setting appointments, acquiring and completing paperwork, and other IRC expectations due to participants’ individual needs. JTSs are to require participants meet their IRC obligations and perform all tasks within their ability.

Eligible participants shall be enrolled in short-term specially designed college courses, and classes may include the following credits: 3); Keyboarding=(1); Microsoft Operating Systems; Intro to Word and Excel (3 each); Customer Service & Self Smart =(2); Decision Making & Conflict Resolution=(2); Relationships: (1) Computer Lab=(1). GED classes and books shall be provided.

- The offeror will administer these programs in compliance with ACHSD policies and procedures which outline specific steps and requirements for providing services to clients through Job Transition Assistance, including: timelines for assessment, expected content of Job Transition Plans, expectations for work-site placement development, supportive service and incentive options, case file and documentation requirements, CBMS system utilization, including achievement of Federal Work Participation Rate (FWPR).
- Anticipated Outcomes and Performances Measurements. Outcomes for this program are related to the program purposes and should result in:
- Increased number of full-time employment placements tracked by months on TANF until placement as compared to historic data.
- Increased ratio of agreement term full-time employment placements to agreement term caseload, as compared to related historical data. SFY 11-12 full time placements =39 and part-time placements =18.
- Number of full-time employment placements at or exceeding an average entry wage of \$8.00 per hour.
- Achievement of a 55% FWPR with a minimum of 50% FWPR on the “All Families with Case Manager Totals” report.
- The number of worksites or unique occupational categories with clients at the work site should total approximately 15% of the average caseload. This includes some sites that will provide a certificate of training or credential for participants who work at their site. These include only Community Work Experience Program (CWEP) and community service sites or on the job training (OJT) sites.

- Completion of 100% of new participant assessments and Job Transition Plans within 30 days of their initial appointment with the Contractor.
- Participants who are better equipped for employment, further development, and less reliant on government assistance due to the ability to earn wages/supportive services for their needs and due to participant's knowledge of their own skills and goals in their Job Transition Plan.
- The offeror will cooperate timely with ACHSD any issues, reports, or other work as needed that is relevant to the program work and ensure coordination of services or case transfers with other ACHSD contractors.

III. Responsibilities of the County:

The County shall: provide the necessary policies and procedures for the administration of the Job Transition program. Provide directly, or through other providers, training on state and county systems, policies, and procedures as necessary or requested by the offeror to enable the Offeror's performance under the agreement. This is to include specific training on computerized data systems, such as the CBMS, and the Electronic Benefits Transfer ("EBT") system. Provide assistance, direction on reporting specifications, and metrics. Will refer participants to the program.

IV. REPORTS

The offeror will be responsible for providing monthly reports summarizing case activity and participant's status. The report must include, but is not limited to; a monthly statistical report card, monthly caseload spreadsheet, child only caseload demographics, supportive services summary. All reporting formats and content shall be designated by the County Human Services Project Manager. **Reference sample reports at the end of this solicitation.**

V. INCIDENT REPORT REQUIREMENT

The offeror shall report all incidents of suspected theft, fraud, or other employee misconduct to County Purchasing Manager and the County Project Manager immediately upon discovery, of each incident. This applies to employees and contracted employees for the Offeror who will be providing services or who will be handling confidential materials, supplies, or monies, for the County under the awarded agreement. The Offeror, employee and contracted employees must comply and cooperate with the County on requests for information and assistance relevant to each incident reported and any ensuing investigation.

VI. FEE SCHEDULE

The offeror must submit fees for the line items identified on the **Fee Schedule (Attachment A)**. Offeror must provide fees for the initial year of the award and the two (2) option years. The offeror's fees for the options years will be used for evaluation and award consideration.

VII. INVOICE BILLING

Offeror must submit detailed invoices to the Project Manager for the previous month of service. Invoices and reports will be required to be submitted at the same time. Offeror must submit detailed monthly invoice billing statements, to include, the dates and types of services.

VIII. BASIS OF AWARD

Award will be made to the single responsive, responsible, and qualified offeror who submits the most technically acceptable proposal. Adams County Board of Commissioners reserves the right not to award proposals to the most responsive and responsible offeror and may require new proposals, or to interview the shortlisted firms.

IX. HOURS OF WORK

The Adams County Government normal work hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

X. TERM OF AGREEMENT

Award of this solicitation will result in the establishment of a County agreement for a period from the date of issuance of the notice to proceed (NTP) with two (2) additional one-year renewal periods, not to exceed three (3) years, at the sole option of the Adams County Board of Commissioners.

XI. INTELLECTUAL PROPERTY

If, offeror infringes on a patent, copyright, trademark, trade secret or other intellectual property right while performing its obligations under the Agreement, Offeror shall, at the County's option (a) obtain for the County or Offeror the right to use such products and services; (b) replace any Goods, Services, or other product involved with non-infringing products or modify them so that they become non-infringing; or, (c) if neither of the foregoing alternatives are reasonably available, remove any infringing Goods, Services, or products and refund the price paid therefore to the County.

XII. CONFIDENTIAL INFORMATION-COUNTY RECORDS

Offeror, its employees and contracted employees shall comply with the County's terms if it becomes privy to confidential information in connection with its performance hereunder. Confidential information includes, but is not necessarily limited to, any county records, personnel records, and information concerning individuals. Such information shall not include information required to be disclosed pursuant to the Colorado Open Records Act, CRS §24-72-101, et seq.

Confidentiality

Offeror, its employees and contracted employees shall keep all County records and information confidential at all times and comply with all laws and regulations concerning confidentiality of information. Any request or demand by a third party for County records and information in the possession of Offeror shall be immediately forwarded to County's principal representative.

Notification

Offeror shall notify its agent, employees, subcontractors and assignees who may come into contact with County records and confidential information that each is subject to the confidentiality requirements set forth herein, and shall provide each with a written explanation of such requirements before permitting them to access such records and information.

Use, Security, and Retention

Confidential information of any kind shall not be distributed or sold to any third party or used by Offeror or its agents in anyway, except as authorized by this Offeror approved in writing by the County. Offeror shall provide and maintain a secure environment that ensures confidentiality of all County records and other confidential information wherever located. Confidential information

shall not be retained in any files or otherwise by Offeror or its agents, except as permitted in the Agreement or approved in writing by County.

Disclosure-Liability

Disclosure of County records or other confidential information by Offeror for any reason may be because for legal action by third parties against Offeror, County or their respective agents. Offeror shall indemnify, save, and hold harmless County its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees and related costs, incurred as a result of any act or omission by Offeror, or its employees, agents, subcontractors, or assignees.

Standard and Manner of Performance

Offeror shall perform its obligations in accordance with the highest standards of care, skill and diligence in Offeror's industry, trade, or profession and in the sequence and manner set forth in the scope of work.

XIII. RIGHTS IN DATA, DOCUMENTS, AND COMPUTER SOFTWARE

Any software, research, reports, studies, data, photographs, negatives or other documents, drawings, models, materials, or Work Product of any type, including drafts, prepared by Offeror in the performance of its obligations under the Agreement shall be the exclusive property of the County and, all Work Product shall be delivered to the County by Offeror completion or termination of the Agreement. The County's exclusive rights in such Work Product shall include, but not be limited to, the right to copy, publish, display, transfer, and prepare derivative works. Offeror shall not use, willingly allow, cause or permit such Work Product to be used for any purpose other than the performance of Offeror's obligations hereunder without the prior written consent of the County.

XIV. SOFTWARE PIRACY PROHIBITION. Governor's Executive Order D 002 00. County, State or other public funds payable under the agreement shall not be used for the acquisition, operation, or maintenance of computer software in violation of federal copyright laws or applicable licensing restrictions. Offeror certifies and warrants that, during the term of the Agreement and any extensions, Offeror has and shall maintain in place appropriate systems and controls to prevent such improper use of public funds. If the County determines that Offeror is in violation of this provision, the County may exercise any remedy available at law or in equity or under the agreement, including, without limitation, immediate termination of the agreement and any remedy consistent with federal copyright laws or applicable licensing restrictions.

XV. INDEPENDENT CONTRACTOR. Offeror shall perform its duties hereunder as an independent contractor and not as an employee. Neither Offeror nor any agent or employee of Offeror shall be deemed to be an agent or employee of the County. Offeror and its employees and agents are not entitled to unemployment insurance or workers compensation benefits through the County and the County shall not pay for or otherwise provide such coverage for Offeror or any of its agents or employees. Unemployment insurance benefits will be available to Offeror and its employees and agents only if such coverage is made available by Offeror or a third party. Offeror shall pay when due all applicable employment taxes and income taxes and local head taxes incurred pursuant to the Agreement. Offeror shall not have authorization, express or implied, to bind the County to any contract, liability or understanding, except as expressly set forth in the agreement. Contractor shall (a) provide and keep in force workers'

compensation and unemployment compensation insurance in the amounts required by law, (b) provide proof thereof when requested by the County, and (c) be solely responsible for its acts and those of its employees and agents.

XVI. INSURANCE

Offeror shall not commence work under this solicitation until they have submitted to the County and received approval thereof, certificates of insurance showing that they have complied with the foregoing insurance.

- 1) The offeror will be required to procure and maintain, at his own expense and without cost to the County, the kinds and minimum amounts of insurance as follows:
- 2) Comprehensive General Liability, in the amount of not less than \$1,000,000 per person and \$2,000,000 general aggregate. Coverage to include,
 - Premises
 - Products/Completed Operations
 - Broad Form Comprehensive, General Liability
 - Adams County shall be named as Additional Insured
- 3) Comprehensive Automobile Liability, in the amount not less than \$1,000,000 dollars minimum combined coverage.
- 4) Employers Liability and Workers' Compensation. The offeror shall secure and maintain employer's liability and Workers' Compensation Insurance in compliance with the laws of the State of Colorado to protect them against any and all claims resulting from injuries to and death of workers engaged in work.
- 5) Professional Liability, offeror shall maintain Professional Liability (sometimes referred to as errors and omissions insurance) in amounts not less than \$500,000 dollars.
- 6) All referenced insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured." The name of the proposal or project must appear on the certificate of insurance.
- 7) Underwriters shall have no right of recovery or subrogation against Adams County; it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the described insurance.
- 8) The clause entitled "Other Insurance Provisions" contained in any policy including Adams County as an additional insured shall not apply to Adams County.
- 9) The insurance companies issuing the policy or policies shall have no response against

Adams County for payment of any premiums due or for any assessments under any form of any policy. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the offeror.

- 10) If any of the said policies shall be or at any time become unsatisfactory to the County as to form or substance, or if a company issuing any such policy shall be or at any time become unsatisfactory to the County, the offeror shall promptly obtain a new policy, submit the same to the Purchasing Department of Adams County for approval and thereafter submit a certificate of insurance as herein above provided. Upon failure of the offeror to furnish, deliver and maintain such insurance as provided herein, this contract, at the election of the County, may be immediately declared suspended, discontinued or terminated. Failure of the offeror in obtaining and/or maintaining any required insurance shall not relieve the offeror from any liability under the agreement, nor shall the insurance requirements be construed to conflict with the obligations of the offeror concerning indemnification.

XVII . COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08:

Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et. seq.*, as amended 5/13/08, the Offeror shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

The Offeror shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification. The Offeror shall not knowingly employ or contract with an illegal alien to perform work under this public agreement for services.

The Offeror shall not enter into a contract with a subcontractor that fails to certify to the Offeror that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this public agreement for services.

At the time of signing this public agreement for services, the Offeror has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public agreement for services through participation in either the E-Verify Program or the Department Program.

The offeror shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while the public agreement for services is being performed.

If the offeror obtains actual knowledge that a subcontractor performing work under the public agreement for services knowingly employs or contracts with an illegal alien, the offeror shall: notify the subcontractor and the County within three days that the bidder has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the offeror shall not terminate the agreement with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

The offeror shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).

If offeror violates this section, of the Agreement, the County may terminate this agreement for breach of agreement. If the agreement is so terminated, the offeror shall be liable for actual and consequential damages to the County.

XVIII. SUPPLEMENTAL FEDERAL PROVISIONS

Supplemental Provisions for Contracts, Grants, and Purchase Orders for Federal Funds received pursuant to the Federal Funding Accountability and Transparency Act (FFATA) of 2006 and 2008. Amendments as of October 1, 2010.

The contract, grant, or purchase order to which these Supplemental Provisions are attached has been funded, in whole or in part, with federal funds. In the event of a conflict between the provisions of these Supplemental Provisions, the Special Provisions, the contract or any attachments or exhibits incorporated into and made a part of the contract, the provisions of these Supplemental Provisions shall control.

1. **Definitions.** For the purposes of these Supplemental Provisions, the following terms shall have the meanings ascribed to them below:

- 1.1.1. **“Award”** means an award of Federal Financial assistance that a non-Federal Entity receives or administers in the form of:
- 1.1.2. Grants,
- 1.1.3. Contracts,
- 1.1.4. Cooperative agreements (which does not include cooperative research and development agreements (CRDA) pursuant to the Federal Technology Transfer Act of 1986, as amended (15 U.S.C. 3710a)),
- 1.1.5. Loans,
- 1.1.6. Loan Guarantees,
- 1.1.7. Subsidies,
- 1.1.8. Insurance,
- 1.1.9. Food commodities,
- 1.1.10. Direct appropriations, or
- 1.1.11. Other financial assistance transactions that authorize the non-Federal Entities' expenditure of Federal Funds.

Award does *not* include:

- 1.1.12. Technical assistance, which provides services in lieu of money;
 - 1.1.13. A transfer of title to Federally-owned property provided in lieu of money, even if the award is called a grant;
 - 1.1.14. Any classified award; or
 - 1.1.15. Any award funded in whole or in part with Recovery funds, as defined in section 1512 of the American Recovery and Reinvestment Act (ARRA) of 2009 (Pub. L. 111-5).
- 1.2. **“Central Contractor Registration (CCR)”** means the Federal repository into which an Entity must provide information required for the conduct of business as a recipient.
- 1.3. **“Data Universal Numbering System (DUNS) Number”** means the nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify business entities.
- 1.4. **“Entity” means all of the following as defined at 2 CFR part 25, subpart C;**
- 1.4.1. A governmental organization, which is a State, local government, or Indian Tribe,
 - 1.4.2. A foreign public entity,
 - 1.4.3. A domestic or foreign non-profit organization,
 - 1.4.4. A domestic or foreign for-profit organization, and
 - 1.4.5. A Federal Agency, but only a subrecipient under an award or subaward to a non-Federal entity.
- 1.5. **“Subaward”** means a legal instrument to provide support for the performance of any portion of the substantive project or program funded by federal funds to a Prime Recipient that a Prime Recipient awards to a Subrecipient.
- 1.6. **“Contract”** means the contract to which these Supplemental Provisions are attached and includes all award types in §1.1.
- 1.7. **“Contractor”** means the party or parties to the Contract other than the Prime Recipient and includes a grantee, subgrantee, Subrecipient, or a borrower. For purposes of FFATA reporting, Contractor is either a Subrecipient or a Vendor under this Contract.
- 1.8. **“FFATA”** means the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282). Also referred to as the “Transparency Act.”
- 1.9. **“Prime Recipient”** means a Colorado State Agency or Institution of Higher Education that receives federal funds directly from a Federal Agency in the form of an award in §1.1.
- 1.10. **Subrecipient”** means a non-Federal Entity receiving Federal funds through a Prime Recipient to support the performance of the Federal project or program for which the federal funds were awarded. A Subrecipient is subject to the terms and conditions of the Federal award to the Prime Recipient, including program compliance requirements. The term “Subrecipient” includes and may be referred to as Subgrantee.

- 1.11. **“Supplemental Provisions”** means these Supplemental Provisions for Contracts, Grants, and Purchase Orders using Federal funds except those funds provided under the American Recovery and Reinvestment Act of 2009, as may be revised pursuant to ongoing guidance from the relevant Federal or State of Colorado Agency or Institution of Higher Education.
- 1.12. **“Total Compensation”** means the cash and noncash dollar value earned by the executive during the Prime Recipient’s or Subrecipient’s preceding fiscal year and includes the following,
- 1.12.1. Salary and bonus,
 - 1.12.2. Awards of stock, stock options, and stock appreciation rights. This amount shall equal the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2005) (FAS 123R), Shared Based Payments,
 - 1.12.3. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees,
 - 1.12.4. Change in pension value, this amount shall equal the change in present value of defined benefit and actuarial pension plans,
 - 1.12.5. **Above-market earnings on deferred compensation which is not tax-qualified, and**
 - 1.12.6. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

“Vendor” means a dealer, distributor, merchant or other seller providing goods or services required for a project or program funded by Federal funds. A Vendor is not subject to all the terms and conditions of the Federal award, and all program compliance requirements do not pass through to a Vendor.

Compliance. Contractor shall comply with all applicable provisions of the Transparency Act and the regulations issued pursuant thereto, including but not limited to these Supplemental Provisions. Any revisions to such provisions or regulations shall automatically become a part of these Supplemental Provisions, without the necessity of either party executing any further instrument. Adams County may provide written notification to Contractor of such revisions, but such notice shall not be a condition precedent to the effectiveness of such revisions.

2. **Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements.**

- 2.1. **CCR** - Contractor shall maintain the currency of its information in the CCR until the Contractor submits the final financial report required under this award or

receives final payment, whichever is later. Contractor shall review and update the CCR information at least annually after the initial registration, and more frequently if required by changes in its information.

- 2.2. **DUNS** – Contractor shall provide its DUNS number to its Prime Recipient, and shall update its information in Dun & Bradstreet at least annually after the initial registration, and more frequently if required by changes in its information.
3. **Total Compensation** – Contractor shall include total compensation in CCR for each of its five most highly compensated executives for the preceding completed fiscal year if:
 - 3.1. the total Federal funding authorized to date under this award is \$25,000 or more, and in the preceding fiscal year, Contractor received:
 - 3.1.1. 80 percent or more of its annual gross revenues from Federal procurement contracts and subcontracts and Federal financial assistance subject to the Transparency Act, and
 - 3.1.2. \$25,000,000 or more in annual gross revenues from Federal procurement contracts and subcontracts and Federal financial assistance subject to the Transparency Act, and
 - 3.2. the public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986.
4. **Reporting.** Contractor shall include data elements in its CCR and report to its Prime Recipient Entity the data elements required in §7 if Contractor is a Subrecipient for the award types of grants, contracts, and cooperative agreements (which does not include cooperative research and development agreements (CRDA) pursuant to the Federal Technology Transfer Act of 1986, as amended (15 U.S.C. 3710a).

No direct payment shall be made to Contractor for providing any reports required under these Supplemental Provisions, as the cost of producing such reports shall be deemed included in the Contract price. The reporting requirements in §7 are based on guidance from the US Office of Management and Budget (OMB), and as such are subject to change at any time by OMB. Any such changes shall be automatically incorporated into this Contract and shall become part of Contractor's obligations under this Contract.

Adams County may provide written notice to Contractor of any such change in accordance with §2 above, but such notice shall not be a condition precedent to Contractor's duty to comply with revised OMB reporting requirements.

5. **Effective Date and Dollar Threshold for Reporting** – The reporting requirements in §7 apply for new Federal grants, contracts, and cooperative agreements (except CRDA) as of October 1, 2010, if the initial award is \$25,000 or more. If the initial award is below \$25,000 but subsequent award modifications result in a total award of \$25,000 or more, the award is subject to the reporting requirements as of the date the award exceeds \$25,000.

If the initial award is \$25,000 or more, but funding is subsequently de-obligated such that the total award amount falls below \$25,000, the award continues to be subject to the reporting requirements.

6. **Subrecipient Reporting Requirements.** If Contractor is a Subrecipient, Contractor shall report as set forth below.

6.1 To CCR. A Subrecipient shall register in CCR and report the following data elements in CCR:

- 6.1.1 Subrecipient DUNS Number
- 6.1.2 Subrecipient DUNS Number + 4 if more than one electronic funds transfer (EFT) account
- 6.1.3 Subrecipient Parent DUNS Number
- 6.1.4 Subrecipient's address, including: Street Address, City, State, Country, Zip + 4, and Congressional District

- 6.1.5 Subrecipient Officers' Names of top 5 highly compensated officials if the criteria in §4 are met.
- 6.1.6 Subrecipient Officers' Total Compensation of top 5 highly compensated officials if criteria in §4 met.

7. **To Prime Contractor.** A Subrecipient shall report to its Prime Recipient, upon the effective date of the contract, the following data elements:

7.1.1 Primary Place of Performance Information, including: Street Address, City, State, Country, Zip code + 4, and Congressional District.

8. **Vendor** – There are no Transparency Act reporting requirements for vendors.

9. **Event of Default.** Failure to comply with these Supplemental Provisions shall constitute an event of default under the Agreement and Adams County Government; Board of Commissioners may terminate the Agreement upon 30 days prior written notice if the default remains uncured five (5) calendar days following the notice period. This remedy will be in addition to any other remedy available to Adams County Government, Board of Commissioners under the Agreement, at law or in equity.

XIX. All proposals shall be enclosed in an envelope, sealed, and clearly labeled as follows:

PROPOSAL DOCUMENTS

Name of Firm

RFP Number and Name of Project

RFP Date and Time Due

XX. Format

Offeror must submit sealed proposal in **one (1) original** and three (3) copies to the office of the Purchasing Agent, Adams County Administration Building, 4430 South Adams County Parkway, First Floor Reception Desk, Brighton, Colorado, 80601, up to 4:00 p.m., Thursday, August 30, 2012. Proposals may be mailed or delivered in person, but must be in a sealed envelope, labeled with Company name, RFP number with name of project and time of proposal

opening. No proposals will be accepted after the time and date established for the solicitation, except by written addendum.

Submittal of Proposal Questions

All questions relating to RFP 2012.159 must be reduced to writing and sent to the County's Purchasing Department for the attention of Heidi Casteel, Purchasing Agent. Questions can be faxed, emailed or sent by U.S. Mail until the close of business on or before Tuesday, August 14, 2012.

Debriefing

Should your firm desire to come in for a debriefing, we will be happy to debrief you and help you become more competitive on future solicitations.

XXI. PROPOSAL PREPARATION INSTRUCTIONS

Proposal should not exceed ten (10) pages, excluding the solicitation required signed pages. Submit only on single sided, single column typed 8.5" x 11" size. The page count limitation applies to the actual technical proposal contained in the submittal. The only exceptions to the page count are the front and back cover and appendices. There is a minimum twelve (12) point font requirement for the basic text of the entire proposal submittal. Any charts, graphs, table of organizations, etc., must be of readable size. Appendices can be used.

- 1) Qualifications: All proposals to this solicitation must provide detailed information regarding the offeror's organization's qualifications to meet the County scope of services for this project.
- 2) Responses: Qualifications and experience will be primary consideration for the award of this solicitation. Please provide responses in the below order and make sure your agency addresses each of the following in your proposal:
 - 3) Organizational Experience:
 - Summary of organizational budget
 - An introduction of your organization including mission statement, history and current organizational chart.
 - Ability to provide services in a location that is easily accessible for participants and has sufficient capacity for staff and the program.
 - Unique organizational expertise, infrastructure and resources that will add value to the program.
 - Your organization's knowledge of Adams County BCA participants, the community in general, employers, and other programs/organizations that can benefit Adams County BCA participants.
 - Your organization's experience with Colorado Works, CBMS data entry including FWPR and supportive services, and knowledge of applicable state and federal laws and rules.

4) Program Expertise and Personnel:

Provide a list of all managers, supervisors and staff who are being proposed for working in the Adams County program, even if only a portion of their time will be dedicated to the program. Include name, qualifications, experience working on any comparable project and proposed portion of time dedicated to the Adams County program for each. Include current or future case management staff, and other staff such as trainers, job developers, and others who will work directly with participants.

If a subcontractor is to be used for mental health services or any other services, describe the expertise of the sub-contracting organization in the same way that your organization is described.

Confirmation that pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the organization does not employ or contract with an illegal alien who will perform work for the program. Applicant organization must confirm that the organization will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the proposed program

5) Comparable Projects:

A detailed description of at least one similar program providing case management services to TANF BCA participants that the organization has provided. The description should include:

- Name, location and budget of the program
- Experience with CBMS (including FWPR and supportive services data entry)
- Average monthly caseload size
- Demographics and other descriptors of the population served
- A sample of monthly reports created for the project
- Annual outcomes produced from the program (five years of outcomes is strongly suggested), which should include:
 - Number of full-time job placements
 - Number of part-time job placements
 - Average monthly FWPR
 - Percent of participants on a monthly basis in on the job training, sheltered worksites, volunteer work placements, and other work experience type programs
- Submit Fee Schedule in the same format as Attachment C and submit with your proposal.
- At least three (3) references shall be provided for similar projects.
- A W-9 form shall be completed and returned with proposal.

XXI. EVALUATION FACTORS FOR AWARD

Award will be made to the single responsive, responsible offeror who submits the most technically acceptable proposal.

A review committee consisting of members, appointed by the County, will make recommendation to the County management, and the County Board of Commissioners. The evaluation is based on the firm's qualifications. The committee may request additional information from offerors or request personal interviews with offerors.

The evaluation criteria are listed below in descending order of importance. Based on the responses of the offerors, the panel may award zero points for no response to the criteria or up to the maximum specified if the offeror demonstrates in their proposal exceptional responses or abilities.

CRITERIA

POINTS

- | | |
|---|------|
| 1. Offeror's ability to provide all services as defined in the scope of service, including but not limited to: experience with training programs and job placements for the TANF BCA population, experience with case management and community resource connections, and supportive service payments. Experience of key program personnel. Experience with TANF, and Colorado Works statutes, regulations, and federal reporting requirements. Ability to achieve favorable outcomes. | 0-50 |
| 2. Offeror's fee structure for performing the services. | 0-25 |
| 3. Organizational budget including the ability to provide the required \$15,000 for supportive services for reimbursement as described in the scope of work. Infrastructure for delivery of services, and organizational leadership. | 0-25 |

Total 100

Attachment B
SAMPLE Budget Sheet

Please present the costs associated with your proposal in the following format (without the examples). Please note in the "2012-2013 Base Expenses" section how the row totals are calculated for Cost to Contract in column D. For instance, the supervisor's salary and benefits is \$45,000 and overhead is \$2,500, however, since the supervisor would only works 50% of the time in the program, the Cost to Contract is only \$23,750 (50% * (\$45,000 + \$2,500) = \$23,750. The sum of the rows in the Base Expenses section should equal the line item amount of Base Expenses in your proposal. The total of Base Expenses is added to the other line items in your proposal in the last section of the sheet the total of these line items is the total amount of the contract. Please note the County will only reimburse for actual expenses, thus some line items may not be exhausted by the end of the agreement term.

Base Expenses (show fees for a 12 month period)					
Position/Base Expense	Description	(Column A) Agreement Allocation of Time/Fees	(Column B) Annual Salary and Benefit Fee	(Column C) Overhead	Total Equals Column A * (B + C)
i.e. Supervisor (example)	Provides supervision of case workers	50%	\$45,000	\$2,500	\$23,750
i.e. Manager (example)	Provides supervision for entire program	35%	\$55,000	\$2,900	\$20,265
i.e. Case Worker (example)	Provides direct case mgt. service to TANF clients	75%	\$40,000	\$2,100	\$31,575
i.e. Case Worker (example)	Provides direct case mgt. service to TANF clients	80%	\$40,000	\$2,100	\$33,680
i.e. Case Worker (example)	Provides direct case mgt. service to TANF clients	100%	\$40,000	\$2,100	\$42,100
i.e. Job Developer (example)	Develops internships, job placements, and builds business relationships	50%	\$45,000	\$2,500	\$23,750
i.e. Rent (example)	Office space	30%	\$30,000	\$0	\$9,000
i.e. Utilities (example)	Gas, electric and water	30%	\$7,000	\$0	\$2,100
					\$0
					\$0
Total of Base Expenses:					\$186,220
Budget Item	Description	Amount			
Base Expenses (example)	Equals total of Base Expenses	\$186,220			
Tuition for Training Courses (example)	Amount in contract for training courses for clients	\$20,000			
Criminal Background Funding (example)	Amount in contract for criminal background checks	\$2,000			
Supplies (example)	Paper, toner, staples etc.	\$3,000			
Mileage (example)	Reimbursement of miles traveled for staff	\$4,000			
GED Materials (example)	Books, tests, etc.	\$2,000			
Total (example):					\$233,220