

CWDC Members,

Please review the highlighted portion of this document on page 7. This is a grant that has already received money from the Council and was approved for a modification to include adults in the training in March 2012. They are requesting another modification to return this grant to its original intent: serving youth. The school district has developed a new program for Culinary/Hospitality for the 2012-2013 Academic Year, allowing Pikes Peak Workforce Center to partner in providing opportunities for high school students pursuing careers in this industry. They have increased their participant numbers from 30 to 40 students and the majority of the funding will go towards providing work experience for the students. We will vote on this modification on July 13th.

**EXPENDITURE AUTHORIZATION (EA)
Signature Page**

Program/Project Coordinators: Michelle Graham	Phone Numbers: 719-667-3776
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EXPENDITURE AUTHORIZATION SUMMARY

This Expenditure Authorization (EA) covers the following Funding Streams:

Workforce Region: Pikes Peak El Paso/Teller Counties			CMS# 12066
Funding Source	Term	Vax #	\$ Amount
FY11 WIA 10% (DW) Council Grant	5/1/11 to 6/30/13	1836	\$138,339.00

This Expenditure Authorization has been reviewed and approved by the following parties and will be incorporated into the Workforce Development Programs Grant Agreement as an attachment. This signature page, when duly signed, authorizes the granting of funds by the Colorado Department of Labor and Employment for the program/project identified herein. The EA commitment document is not valid until it has been approved by the State Controller or designee.

By: _____
 Charlie Whelan, CEO Date
 Pikes Peak Workforce Center

By: _____
 Kristin M. Corash Date
 Deputy Executive Director
 Colorado Dept. of Labor and Employment

By: _____
 John Sweetland, Chairman Date
 Pikes Peak Workforce Investment Board

ALL CONTRACTS MUST BE APPROVED BY THE STATE CONTROLLER

CRS 24-30-202 requires that the State Controller approve all state contracts. This contract is not valid until the State Controller, or such assistant as he may delegate, has signed it. The contractor is not authorized to begin performance until the contract is signed and dated below. If performance begins prior to the date below, the State of Colorado may not be obligated to pay for the goods and/or services provided.

STATE CONTROLLER:
 DAVID J. MCDERMOTT, CPA

By _____

Date _____

EXPENDITURE AUTHORIZATION (EA)

NFA# 10-06

I. BUDGET INFORMATION:**FY11 WIA 10% (DW) Council Grant**

Workforce Region: Pikes Peak	PY10 Grant Agreement		CMS#12066
Funding Stream: FY11 WIA 10% (DW) Council Grant (Career Pathways - Hospitality)	Period of Performance: 5/1/11 to 6/30/13		
	Revised Period of Performance: N/A		
Original Allocation:	\$138,339.00		Vax # 1836
Original Program Budget:	\$138,339.00	Original Admin Budget:	\$0.00
Transfer In (+):	\$0.00	From Fund Year and Name:	N/A
Transfer Out (-):	\$0.00	To Fund Year and Name:	N/A
Cost Category	Current Budget	Transfer In/Out (+/-)	Revised Budget
Admin	\$0.00	\$0.00	\$0.00
Program	\$138,339.00	\$0.00	\$138,339.00
Total Program	\$138,339.00	\$0.00	\$138,339.00

PROJECTED QUARTERLY EXPENDITURES – CUMULATIVE FOR PY10

Workforce Region: Pikes Peak - El Paso/Teller Counties

Funding Stream: FY11WIA 10% (DW) Council Grant (VAX 1836) – Hospitality/Tourism Career Path

Expenditures	1st Quarter Projections May 1, 2011 to June 30, 2011	2nd Quarter Projections July 1, 2011 to September 30, 2011	3rd Quarter Projections October 1, 2011 to December 31, 2011	4 th Quarter Projections January 1, 2012 to March 31, 2012
Administration	0	0	0	0
Program	0 5,350	3,773 23,375	3,773 28,250	10,982 34,125
Total	0 5,350	3,773 23,375	3,773 28,250	10,982 34,125
Carry In/Carry Out	N/A	N/A	N/A	N/A

Expenditures	5 th Quarter Projections April 1, 2012 to June 30, 2012	6 th Quarter Projections July 1, 2012 to September 30, 2012	7 th Quarter Projections October 1, 2012 to December 31, 2012	8 th Quarter Projections January 1, 2013 to March 31, 2013
Administration	0	0	0	0
Program	10,982 34,125	41,492 62,321	78,152 85,642	114,812 108,963
Total	10,982 34,125	41,492 62,321	78,152 85,642	114,812 108,963
Carry In/Carry Out	N/A	N/A		

Expenditures	9 th Quarter Projections April 1, 2013 to June 30, 2013	
Administration	0	
Program	138,339	
Total	138,339	
Carry In/Carry Out	N/A	

II. BUDGET NARRATIVE:

A. Use of Funding: NFA # 10-06 allocated a total of \$138,339 in support of the Hospitality/ Tourism Career Pathways Training Program. The grant award reflects a partnership between PPWFC and School District 11, Irving Alternative School to provide hospitality industry vocational training to high school youth. This EA reflects the revised approved budget and adjusted work scope items to implement approved program. A summary of the funding components includes the following:

- Industry Liaison Advocate (ILA) Coordinator salary support.
- Travel support for the Program ILA Coordinator.
- Participant tuition support.
- Procurement of the industry approved required course curriculum.
- Support for a participant work experience phase.
- Transportation support for participants
- Program case management support
- Materials and supplies supporting program implementation
- Support for outreach activities with the Hospitality industry

B. Does this EA include a transfer of funds between funding streams? No

C. Impacts of EA fund transfer: N/A

D. Special Initiatives and/or Discretionary Grants:

***Please note these tables have been updated and are included in the modification section of this EA.**

FY11 WIA 10% (DW) Council Grant

ADMIN/PROGRAM EXPENDITURES	PLANNED
Salaries, Fringe Benefits, Travel	\$45,000 \$39,000
Equipment	---
Supplies	\$5,500 \$6,000
Contractual	---
Operating Overhead	---
Direct Training & Related Supportive Services	\$75,839 \$84,339
Other Participant Related Services	\$12,000 \$9,000
TOTAL CUMULATIVE EXPENDITURES	\$138,339

Hospitality/Tourism Career pathways Training Program Budget Narrative:

1. **Salary, Fringe, Travel:** \$39,000 is being budgeted as follows:
 - ILA Outreach Coordinator:
 - ILA Coordinator: \$35,000.
 - ILA Coordinator travel support: \$4,000.
2. **Supplies:** \$6,000 has been budgeted needed materials and supplies and materials for both program support and for outreach activities as follows:
 - Outreach and coordination activities with the Hospitality industry: \$3,000.
 - Events facilitation support: \$1,000.
 - Event and/or training materials and supplies: 2,000.
3. **Direct Training & Related Supportive Services:** \$84,339 is being budgeted for participant needs during the D11 Hospitality/Tourism Career Pathways program as follows:
 - Participant tuition support: \$9,000 based on 30 participants @150/year x 2 years program enrollment.
 - Participant curriculum: \$10,000 based on the need to procure the required Lodging Management Program (LMP) @ \$5,000 per year.
 - Participant work experience phase: \$55,339 based a maximum of 30 participants at \$9.00/hour x an 8 week program at 20 hours/week x employer of record requirements at 28.1%.
 - Participant transportation support: \$10,000 has been budgeted as a supportive service for participant transportation needs.
4. **Other Participant Related Services:** \$9,000 has been budgeted for program case management support.
5. **Matching Leverage Funds:** PPWFC and the School District 11, Irving Alternative School are providing various in-kind matching funds in support of the project as follows
 - PPWFC program management and oversight: \$33,811.
 - D11/Irving Alternative School: \$126,250.
 - Dedicated classroom area upgrades: \$37,500
 - Program staff expansion – Instructor and security officer: \$62,500.

- Program support needs (e.g. computers, furniture participant screening, etc.): \$22,500.
 - Facility maintenance/upgrades: \$3,750.
 - Subtotal matching funds = \$160,061.
6. The estimated total project cost is \$298,400 (CWDC grant allocation of \$138,339 + \$160,061 leveraged match).

III. SCOPE OF WORK:

A. Program Description:

The Hospitality/Tourism Career Pathways Training Program is a two-pronged initiative that includes the following macro objectives: First, directly support youth work readiness development for entry into the Hospitality industry. Second, further develop and expand the workforce system's relationship with the Hospitality industry and the educational system to better address the industry's training needs.

Funding support to the D11 Hospitality/Tourism Career Pathways program first group of 30 participants (approximately \$103,339 of the grant award reflects approximately 75% of the total grant allocation. The primary emphasis is to provide training support to the youth participants to prepare them for entry into Hospitality industry careers and help them understand the need for post-secondary education for long term career opportunities.

The outreach component is intended to work with the Hospitality industry and educational system to continue building relationships and explore through a partnership approach additional training opportunities. The D11 Hospitality/ Tourism Career Pathways program is a result of an industry driven need to address entry level labor shortages. The program appears elastic enough to be easily duplicated in other regions. It also appears it can be used as model to develop other hospitality training programs higher up the career pathways ladder. Example: The current project will target youth for entry level positions. Through the outreach effort and working with educational system and Hospitality industry representatives, an evaluation will occur to determine the feasibility and requirements to expand the program for adults in entry level supervisory positions where WIA support could be available.

B. Purpose of Funding: The purpose of the CWDC allocation to is to complete the required objectives of the Hospitality/Tourism Career Pathways Training Program. Funding will be used in support multiple objectives for both programs that will include support for participant training needs, salaries, and supplies.

C. Program Integration: District 11's participant recruitment will focus upon at risk youth primarily high school juniors and seniors. The educational system's definition of at-risk and low income students is different from the standard WIA youth eligibility criteria. Although WIA will not be used as the participant eligibility requirement, there is sufficient overlap between the two definitions that several youth could be WIA eligible. Participants will be evaluated for possible co-enrollment in the WIA Youth program. Eligible participants will be offered co-enrollment. All participants will be provided an overview of additional workforce center services they also will have access (e.g. Youth Resource Room, work readiness workshops, etc.)

IV. STATEMENT OF WORK:

A. Services, Program Activities and/or Training to be Provided:

The original EA included training for 30 youths in The Irving Alternative School's Hospitality/Tourism Career Pathways Program, a two-year vocational training program to prepare participants for entry level career opportunities within the Hospitality industry.

V. EA MODIFICATION:

A. Purpose and Rationale for Modification.

MODIFICATION #2: JULY 2012

Following program modifications earlier this year to adjust for the enrollment difficulties, District 11 Schools has given traction to the Culinary/Hospitality program for the 2012-2013 Academic Year that will greatly boost the program's reach and effectiveness. Collaboration between the Mitchell, Wasson, and Irving schools will create a unique program focused on culinary and hospitality. This has created an opportunity that allows maximum use of these funds to serve their original intent: hospitality training for youth. Further, due to the PPWFC's capacity for work experience management, this modification requests an increase in participants from 30 to 40.

While initially the Lodging Management Program (LMP) curriculum was purchased, it was evident that the program was challenging to the students and significantly affecting participant retention. The Skills, Tasks, and Results Training (START) Program was developed by the American Hotel & Lodging Educational Institute (AHLEI) as an entry-level training program to provide real-world knowledge and skills for a long-term career in the hospitality industry. START provides 180 hours of training in hospitality in the rooms and food/beverage divisions. Specifically, the curriculum includes front desk, reservations, housekeeping, bell services, restaurant service, banquet setup, guest service, professionalism, and career exploration. The START curriculum is being provided by District 11 Schools and will serve as the first step in the District's career pathway training program. As the program evolves, the LMP curriculum will be used to further enhance career pathway progression for those students completing their START certification and desiring advanced training.

As before, these classes will be offered at the Irving Educational Center, a repurposed middle school, which will allow students an opportunity to experience both hospitality and culinary curriculum. They will also have the added benefit of getting hands-on experience through internships and work experience. In total, the collaboration between schools will provide up to 120 students with the opportunity to receive training. At the beginning of the school year, those students will then be invited to apply for the 40 work experience slots that will be managed by the Pikes Peak Workforce Center. Selected participants will now be provided with 80 hours of work experience due to the shortened program timeline and the constraints of working around academic commitments during the year. Upon completion, the year-long training and work experience will culminate in the line-level certification from the AHLEI and college credit.

MODIFICATION #1: MARCH 2012

The purpose of this modification is to expand the Hospitality/Tourism Career Pathways program to include adult participants. Originally written to specifically target juniors and seniors in high school, the substantial time commitment of two years led to significant youth enrollment difficulties following the first semester. The PPWFC is committed to ensuring the program's success and the District 11 staff has shown a commitment to the program by adapting the curriculum to an online format – allowing for flexibility in delivery and expansion of the program to reach adults as well. Taking into consideration an expanded definition of youth (including up to age 24), D11 Schools and the PPWFC are requesting to lower our enrollment percentage of youth in the Hospitality program from 100% to 60% and adjust participant enrollment plans to reflect current conditions. Numerically, this would allow for the enrollment of 18 youth and 12

adult participants in the program and delay until the second quarter of 2012 the full enrollment of 30 individuals.

Currently, there are more adults and other non-traditional youth from the District 11 alternative education programs seeking admission into the program than youth. We will expand our youth recruitment pool to include the D 11's Area Vocational Program students enrolled in the Pikes Peak Community College Culinary Arts program concurrent with the Hospitality initiative. This dual enrollment would allow us to maximize the participation of youth who have already shown a strong interest in the field while greatly expanding their exposure to hospitality beyond culinary arts. Additionally, those students who originally only completed the Fall Semester 2011 course will be recruited for continued participation moving forward and we hope to engage several of those youth participants.

We realize that the two-year time commitment incurred by participating in the program may have been detrimental to enrolling and retaining youth participants who would be dedicated and interested in the content. The shortened timeline of roughly 18 months may actually be a strong selling point to potential participants. While this places us on a tighter timeline for overall program completion, we are confident that a dedicated cohort of students will be able to successfully complete the program and receive their certification.

In January 2012, District 11 Schools were designated as the El Paso County Family Resource Center. This designation, granted by the Family Resource Center Association, is based on creating a resilient and self-reliant community through programs and resources. The Hospitality/Tourism Career Pathways Training program supports the efforts of the El Paso County Family Resource Center based at D11 schools by providing flexible and responsive programs while embedding youth and adult participants within the Hospitality Industry and the community as a whole. Irving is a community school that offers: Achieve K-12 online, Adult and Family Education, Digital High School, School to Work Alliance Program, and the Career Pathways Hospitality and Tourism program. Many of the adult students already work at entry level positions in the Hospitality industry. Community partners are essential to sustaining programs and helps growth of industries in the community. That is why Career Pathways for Hospitality and Tourism should be offered at this community learning center in keeping with the blended environment. Being connected to the community offers a greater chance of success to the program.

B. Revised Services, Program Activities, and Performance Outcomes:

MODIFICATION #2: JULY 2012

At this time, the majority of funds have not been expended due to the fact that the original budget was based on a two-year program and expenditures were dependent on the start of student work experiences. While the modification of the program into a single academic year requires adjustments within the budget line-items, the modification also permits the program to return to the original intent of the funds to serve youth in pursuing hospitality careers.

District 11 Schools are awaiting receipt of \$70,000 in Perkins Grant funding for the 2012-2013 Academic Year for the Hospitality program. These funds will provide \$58,000 for a dedicated Hospitality instructor, \$2,000 for the additional curriculum associated with implementing the START program, and \$10,000 for transportation costs borne by District 11 Schools in transporting students between Wasson, Mitchell, and Irving schools for the academic year.

The table below provides a comparison of the original versus requested budget, and also reflects the funds that will be provided by District 11 Schools.

FY11 WIA 10% (DW) Council Grant			
ADMIN/PROGRAM EXPENDITURES	Original	Requested	D-11 Perkins
Salaries, Fringe Benefits, Travel	\$39,000	\$45,000	\$58,000
Equipment	---	---	---
Supplies	\$6,000	\$5,500	---
Contractual	---	---	---
Operating Overhead	---	---	---
Direct Training & Related Supportive Services	\$84,339	\$75,839	\$12,000
Other Participant Related Services	\$9,000	\$12,000	---
TOTAL CUMULATIVE EXPENDITURES	\$138,339	\$138,339	\$70,000

1. **Salary, Fringe, Travel:** \$45,000 is requested to cover the additional staff time associated with an increase in participant numbers and the condensed timeline. This is an increase of \$6,000 from the original budget.
 - *Coordinator Salary and Fringe:* \$38,000 is budgeted for a PPWFC staff member to work 2/3 time on work experience coordination and case management. This is an increase of \$3,000, but also reflects the shortened time frame from two-years to one.
 - *Conference and Travel Support (In and Out-of-Region):* \$7,000 (a \$3,000 increase) is included in the modified budget for in and out-of-region travel in support of developing work experience opportunities and further enhancing the Hospitality career pathways program within District 11.

2. **Supplies:** \$5,500 has been budgeted in this modification for materials and supplies for program support and outreach, a decrease of \$500.
 - *Outreach and Coordination activities with the Hospitality industry*
 - *National Career Academy Coalition Membership*
 - *Colorado Hospitality & Lodging Association Membership*
 - *Events facilitation support*
 - *Event and/or training materials and supplies*

3. **Direct Training & Related Supportive Services:** \$75,839 is budgeted for participant needs and wages during the D-11 Hospitality/Tourism Career Pathways program:
 - *Participant Tuition Support:* \$1,000, a decrease of \$8,000, for community college tuition support reflecting a reduced tuition rate for high school students.
 - *Participant Curriculum:* \$10,982 was spent on the Lodging Management Program (LMP) Curriculum.
 - *Participant Work Experience:* \$42,000 is budgeted for student work experience and initial drug screening of work experience applicants. This decrease is due to the limits of a single academic year. Work experience participants will be paid at \$9/hour for 80 hours over the academic year, with an anticipated additional 30% overhead fee associated with non-administrative staffing agency costs. Additionally, these funds will cover a drug screening for all applicants and a background check for all participants.
 - *Participant transportation support*

- *Quarterly Back of House Tours*: These trips will provide a tour of varying facility types and an opportunity to meet and speak with hospitality industry leaders to learn about career pathways within the field. Anticipated topics include marketing and sales, business services and conventions, special events, management, human resources, maintenance, catering, and business etiquette.

4. Other Participant Related Services: The increase in program participants necessitates an increase in the amount of funds budgeted for program case management support. At \$300 per student, this line item is increased from \$9,000 to \$12,000.

5. Additional Match/Leverage Funding Estimates: Besides the \$70,000 Perkins Grant funding, the following additional matches are estimated:

- *PPWFC*: \$10,000
- *District 11 Schools*: \$10,000
- *District 11 Schools Facility & Operating Expenses*: \$10,000

MODIFICATION #1: MARCH 2012

The modification of the program to include both youth and adult participants does not change the Project Goals nor Measurable Deliverables.

VI. REVISED PLANNED PARTICIPATION AND TERMINATION SUMMARY:

MODIFICATION #2: JULY 2012

This modification requests that participant numbers be changed to reflect the PPWFC's capacity for case management as well as the greatly increased number of candidates in the District 11's Culinary and Hospitality program. The tables below reflect the revised participant numbers of 40 youth throughout the remainder of these funds. Finally, the last deliverable has been changed to reflect the likelihood of program participants remaining in high school, continuing to higher education, or pursuing employment following program completion.

Note: Standard WIA participation outcomes are not applicable as part of the CWDC grant. The participation charts on the following pages are based on the approved CWDC grant proposal.

PLANNED PARTICIPATION AND TERMINATION SUMMARY – CUMULATIVEProgram: **(Hospitality/Tourism Career Pathways Training Program)**

CATEGORY	1 st Quarter May 1, 2011 to June 30, 2011	2 nd Quarter July 1, 2011 to September 30, 2011	3rd Quarter October 1, 2011 to December 31, 2011	4 th Quarter January 1, 2012 to March 31, 2012
Total Planned Participants. ^{A,1,2}	0	0	0	0
% Completing Hospitality/Tourism Career Pathways program ³	N/A	N/A	N/A	N/A
Number completing Hospitality/Tourism Career Pathways ³	N/A	N/A	N/A	N/A
% enrolled in the work experience phase	N/A	N/A	N/A	N/A
Number enrolled in the work experience phase	N/A	N/A	N/A	N/A
Of those enrolled, % that successfully complete the work experience phase	N/A	N/A	N/A	N/A
Of those enrolled, number that complete the work experience phase	N/A	N/A	N/A	N/A
% that are still in school (post-secondary or high school) or entered employment post program completion ^B	N/A	N/A	N/A	N/A
Number that are still in school (post-secondary or high school) or entered employment post program completion ^B	N/A	N/A	N/A	N/A

CATEGORY	5 th Quarter April 1, 2012 to June 30, 2012	6 th Quarter July 1, 2012 to September 30, 2012	7 th Quarter October 1, 2012 to December 31, 2012	7 th Quarter January 1, 2013 to March 31, 2013
Total Planned Participants. ^{A.1.2}	0	40	40	40
% Completing Hospitality/Tourism Career Pathways program ³	N/A	N/A	N/A	N/A
Number completing Hospitality/Tourism Career Pathways ³	N/A	N/A	N/A	N/A
% enrolled in the work experience phase	N/A	N/A	N/A	N/A
Number enrolled in the work experience phase	N/A	N/A	N/A	N/A
Of those enrolled, % that successfully complete the work experience phase	N/A	N/A	N/A	N/A
Of those enrolled, number that complete the work experience phase	N/A	N/A	N/A	N/A
% that are still in school (post-secondary or high school) or entered employment post program completion ^B	N/A	N/A	N/A	N/A
Number that are still in school (post-secondary or high school) or entered employment post program completion ^B	N/A	N/A	N/A	N/A

CATEGORY	9 th Quarter April 1, 2013 to June 30, 2013	
Total Planned Participants. A,1,2	40	
% Completing Hospitality/Tourism Career Pathways program ³	80%	
Number completing Hospitality/Tourism Career Pathways ³	32	
% enrolled in the work experience phase	80%	
Number enrolled in the work experience phase	32	
Of those enrolled, % that successfully complete the work experience phase	80%	
Of those enrolled, number that complete the work experience phase	26	
% that are still in school (post-secondary or high school) or entered employment post program completion ^B	75%	
Number that are still in school (post-secondary or high school) or entered employment post program completion ^B	24	

Notes:

MODIFICATION #2:

- A. Students will begin the 2012-2013 Academic Year in August 2012. The PPWFC will have an application process to determine the 40 students that will be provided with the work experience and supportive services opportunity.
- B. This change is a reflection of serving traditional high school students that may be continuing in high school, post-secondary, or entering employment following program completion.

ORIGINAL AND MODIFICATION #1:

- 1. Participant enrollment is anticipated to be completed by the end of August 2012.
- 2. The target population for youth are those aged 17-24.
- 3. Program completion is defined as those participants that successfully complete the required modules of the 2-year Hospitality/Tourism Career Pathways Program

VII. OTHER PROGRAM REQUIREMENTS OR SPECIFIC FUNDING PROVISIONS:

The Grantee agrees to adhere to the requirements of relevant Policy Guidance Letters, Program Information, CWDC award letters and/or the specifications of NFA #10-06.