

AMENDMENT NO. 1 TO _1_

THIS AMENDMENT is made and entered into effective as of the 15 day of May, 2018 (“Effective Date”), by and between the **CITY OF TACOMA**, Department of Neighborhood and Community Services (hereinafter called the “CITY”) and **South Sound Outreach Services d.b.a. Sound Outreach** (hereinafter called the “CONTRACTOR”).

WHEREAS the CITY and the CONTRACTOR entered into a Contract to administer a program to provide outreach and assessment services to assist the CITY in developing a trained and capable workforce (herein “Contract”) on or about January 1, 2017, and

WHEREAS the CITY and the CONTRACTOR desire to amend the Contract in order to increase the compensation allowed under the contract, to amend the Exhibit “A” Scope of Work to include employer engagement activities to the Tacoma Training and Employment Program (TTEP), and add Exhibit “D” Scope of Work which adds financial empowerment for seniors, and

NOW, THEREFORE, in consideration of the mutual promises and obligations hereinafter set forth, the parties agree as follows:

1. The sum authorized for services under the Agreement is hereby increased by \$71,123.00 from \$331,876.00 to \$402,999.00.
2. The Scope of Work, authorized under Exhibit “A” of the Contract, is hereby amended to include employer engagement activity to promote TOOL Center graduates as interview- and hire-candidates for entry-level positions in the construction industry.
3. The Project Budget, authorized under Exhibit “A” of the Contract, is hereby amended to include \$43,843.00 for employer engagement (.75 FTE).
4. The Annual Outputs, authorized under Exhibit “A” of the Contract, is hereby amended as shown in the following table.

Program Outputs	2017	2018
Clients Served		
Total unduplicated number of Tacoma residents served	30	40
Total unduplicated served regardless of residence	60	80
Service-related outputs [Reported based on a count of actual services provided each month]		
Hours of direct client contact defined as one-on-one (60 participants x 2.5 hours per month x 3 cohorts)	450	600
Number of clients (ages 18-24 years) referred to City of Tacoma LEAP Program and/or Tacoma Public Utilities (with proof of application or job interest card) and/or City of Tacoma (with proof of application or job interest card)	45	60
Number of TTEP Participants placed in construction industry	35	47

related occupations		
Number of direct employer contacts (defined as in-person meetings with contractors or union representative hiring managers)	--	160
Number of individuals interviewed directly as a result of Employer Engagement Activities	--	45
Number of individuals hired directly as a result of Employer Engagement activities	--	25
Informational Output: Number of TTEP Participants placed in positions at TPU or City of Tacoma General Government or City of Tacoma LEAP Program (Track type of employment e.g. permanent, project, location, and department)	--	--
Informational Output: Number of TTEP Participants entering apprenticeship programs	--	--
Informational Output: Number of TTEP Participants gaining living wage employment (\$17.37/hour)	--	--
Informational Output: Number of TTEP Participants obtaining driver's license	--	--

5. The Project Reimbursement Request, authorized under Exhibit "B" of the Contract, is hereby amended as shown below:

**2018 Tacoma Training Employment Program (TTEP) Cost Reimbursement
Opportunity & Achievement**

Project: <u>TTEP Case Management</u>		PROJECT REIMBURSEMENT REQUEST			
Operating Agency: <u>South Sound Outreach Services dba Sound Outreach</u>					
Project Term: <u>January 1, 2018 through December 31, 2018</u>					
City Umbrella Dept.: <u>NEIGHBORHOOD & COMM. SERVICES</u>		(3)	(4)	(5)	(6)
Payment Number: <u>{XX}</u>		Reimbursement Request (Funds Billed)	Previous Funds Billed	Total Funds Billed by Agency (including this request) (3+4)	Budget Remaining (2-5)
Payment to: <u>South Sound Outreach Services dba Sound Outreach</u>					
Reimbursable costs through <u>XX</u>					
(1)	(2)				
Item Budget	2018 Budget				
**Personnel					
Admin (Finance Director, Program Director)	\$26,000.00	\$0.00	\$0.00	\$0.00	\$26,000.00
Direct Service Personnel (1.0 FTE Case Manager 1.0 FTE Financial Coach)	\$132,685.70	\$0.00	\$0.00	\$0.00	\$132,685.70
Employer Engagement (0.75 FTE)	\$43,843.00	\$0.00	\$0.00	\$0.00	\$43,843.00
**Non-Personnel					
Supportive Services for TOOL Center Students (90 students x \$700.00 for Tools, boots, transportation, etc.)	\$52,000.00	\$0.00	\$0.00	\$0.00	\$52,000.00
Space/Communications (Space - rent, Laptop & Phone x2)	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
Mileage	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Consumables (Drug Testing Supplies)	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
TOTAL	\$259,928.70	\$0.00	\$0.00	\$0.00	\$259,928.70

AGENCY: I certify that the materials have been furnished, the services rendered or the labor performed as described, and that the claim is just, due and unpaid obligation against the City of Tacoma.

**** NOTE:** Asterisks indicate that supporting financial documentation required for all requested reimbursements.

Prepared by: _____ City of Tacoma Contract Specialist: _____
 Date Prepared: _____ City of Tacoma Accountant: _____
 Director's Signature: _____ City of Tacoma Management: _____

6. The Scope of Work shown in Exhibit "D" of this Amendment is hereby added to the existing contract to provide high-quality financial coaching, resources navigation and partner referrals to seniors living the City of Tacoma with the primary goal to prevent displacement due to rising rents and property taxes.
7. The Project Reimbursement Request shown in Exhibit "B1" is hereby added to the existing contract.
8. All other terms of the Contract, together with all exhibits, are hereby ratified and shall remain in full force and effect, unaltered by this Amendment.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment effective as of the Effective Date first written above.

CITY OF TACOMA
City Manager's Office

SOUTH SOUND OUTREACH

Elizabeth Pauli, City Manager

Jeff Kline, Executive Director

Approved:

Address:

1106 M.L.K. Jr Way
Tacoma, WA 98405

Linda Stewart, NCS Director

Tax ID: 91-1741624
UBI: 601742828

Approved:

Finance Director

Approved as to Form:

Deputy City Attorney

Approved:

Doris Sorum – City Clerk

EXHIBIT "A"

2017-2018 TACOMA TRAINING AND EMPLOYMENT PROGRAM SCOPE AND SCHEDULE OF WORK

Sound Outreach Services Tacoma Training and Employment Program (TOOL Center)

Scope of Service:

Sound Outreach Services will conduct services designed to meet the priority and goal of *Opportunity and Achievement: Education, training, and individualized employment support services are available that enable all residents, especially historically marginalized populations, to enter and/or progress in the job market* and criteria established in the City of Tacoma's Human Services Strategic Plan.

Alignment with Tacoma's Vision 2025 Priorities

- **Prepare people to succeed in Tacoma's workforce.** All residents should be prepared to succeed at jobs that are located in Tacoma or anywhere.

Sound Outreach Services will provide drug screening and background checks, case management, supportive services, tailored financial navigation services, and assist with job placement and retention service to City of Tacoma identified participants meeting the minimum criteria for participation in the TOOL Center Pre-apprenticeship program. Results of drug and background screening will be communicated to the originating agency to assist in their Participants will be co-enrolled in WIOA (Workforce Innovation and Opportunity Act) services when applicable.

The primary goal of the Tacoma Training and Employment Program is to ensure the development of a trained workforce and that a work-ready pool of applicants is available for hire in trades and trades-support positions at the City of Tacoma and Tacoma Public Utilities. In lieu of hire at City of Tacoma and Tacoma Public Utilities, the secondary goal is for graduates to enter into employment or into a certified apprenticeship program that will forward their pursuit to journey level.

Participant support services will be provided on an as-needed basis for emergency stabilization services, and employment-related needs that include tools, clothing, and transportation. No more than 40% of an individual's supportive service amount can be used for needs-related payments to ensure adequate resources for employment-related needs. City of Tacoma funds are the funds of last resort for needs-related payments. See Exhibit "C".

Transportation support, such as bus tickets and gas cards, beyond program graduation is to be made available contingent upon satisfactory participation in the TOOL Center Pre-apprenticeship training program and verifiable employment or verifiable employment seeking activity. Efforts will be made to co-enroll those participants that qualify for WIOA supportive services and case management will track supportive

services provided by each funding source. Post TOOL Center graduation support will be coordinated with Apprenticeship and Non-traditional Employment for Women (ANEW) and the applicable WIOA administrator.

Supportive services include a driver licensing component for those participants who have never had or lost their driver's license and assistance with ordinary fees or need training to become a safe, licensed driver. Payment of fines is not an allowable cost with this funding. The driver licensing component can include a partnership with existing agencies or private driver's license training firms.

Sound Outreach Services will work with other entities and agencies to enhance job placement and job match services for participants enrolled in or who have graduated from the TOOL Center Pre-apprenticeship component of the program. Job placement activities will be targeted to City of Tacoma and Tacoma Public Utilities, private employers with apprenticeship opportunities, LEAP employers and those employers who must comply with HUD Section 3 Hiring Policy. The Employer Engagement activity will include direct employer engagement to promote TOOL Center graduates as interview- and hire-candidates for entry-level positions in the construction industry. The Employer Engagement position will work directly with construction companies and unions to incorporate more women and people of color who are Tacoma residents into their workplace, promoting local hires to government construction projects. The Employer Engagement position will also work with the TOOL Center participants to connect them with the Sound Outreach Entrepreneurship coach to help TOOL Center graduates position themselves for contracts and sub-contracts.

Sound Outreach Services will maintain a list of TOOL Center graduates to provide referrals to City of Tacoma LEAP Program, Tacoma Public Utilities and the City of Tacoma, and contractors required to conform to HUD Section 3 hiring requirements. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide training, employment, contracting and other economic opportunities to low- and very low-income persons, especially recipients of government assistance for housing, and to businesses that provide economic opportunities to low- and very low-income persons.

Sound Outreach Services will maintain client files that include client name, address, race, gender, the date of the first service and each supportive service the participant receives to include the funding source of the support.

Location of service delivery:	4301 S. Pine St, Suite 92, Tacoma, 98409
Time of service:	8:00 AM to 5:00 PM
Duration of service:	Year round
Target group:	(1) City of Tacoma residents (2) Residents of the retail service areas of Tacoma Public Utilities
Income level:	Low Income

Service area:

City of Tacoma and TPU Retail Service Areas

Output Goals

Program Outputs	2017	2018
Clients Served		
Total unduplicated number of Tacoma residents served	30	40
Total unduplicated served regardless of residence	60	80
Service-related outputs [Reported based on a count of actual services provided each month]		
Hours of direct client contact defined as one-on-one (60 participants x 2.5 hours per month x 3 cohorts)	450	600
Number of clients (ages 18-24 years) referred to City of Tacoma LEAP Program and/or Tacoma Public Utilities (with proof of application or job interest card) and/or City of Tacoma (with proof of application or job interest card)	45	60
Number of TTEP Participants placed in construction industry related occupations	35	47
Number of direct employer contacts (defined as in-person meetings with contractors or union representative hiring managers)	--	160
Number of individuals interviewed directly as a result of Employer Engagement Activities	--	45
Number of individuals hired directly as a result of Employer Engagement activities	--	25
Informational Output: Number of TTEP Participants placed in positions at TPU or City of Tacoma General Government or City of Tacoma LEAP Program (Track type of employment e.g. permanent, project, location, and department)	--	--
Informational Output: Number of TTEP Participants entering apprenticeship programs	--	--
Informational Output: Number of TTEP Participants gaining living wage employment (\$17.37/hour)	--	--
Informational Output: Number of TTEP Participants obtaining driver's license	--	--

The Contractor will also track all worksite placements to include:

- Type of employment (subsidized, unsubsidized, permanent, temporary, etc.)
- Industry
- Location
- Company Name
- Apprenticeship program applied to

- Apprenticeship program accepted into

Program Evaluation

The services provided by the program are subject to 3rd-party evaluation. Puget Sound ESD is the evaluation agency, conducting data collection and analysis as well as reporting directly to the City on an on-going basis.

Collaboration

Sound Outreach Services staff is required to dedicate a staff person who will participate in the TTEP Collaboration meeting held the first Thursday of each month from 11:00 a.m. – 12:00 p.m. and quarterly meetings of the TOOL Center Collaboration held the first Thursday of the month from 11:00 a.m. – 12:00 p.m.

Collaboration Agreement

The City of Tacoma requires Contractor to formalize its support, role, and responsibilities as part of the Collaboration and enter into a Memorandum of Understanding agreement with the Collaboration partners.

Cost Reimbursement

Contract payment is on a cost reimbursement basis. The program will be reimbursed for costs incurred during the contract period, to the extent that these costs fit within budgeted line items prescribed by the contract. Reimbursement requests must be submitted to the City after allowable costs have been incurred. Back-up documentation is necessary when requesting reimbursement in order to verify program expenses. See Exhibit “B” for billing template.

Budget (Expenses charged to this contract)

Projected Budget	2017 (Actual)	2018	Total Biennium
Personnel			
Admin (Finance Director, Program Director)	\$8,967.94	\$26,000	\$34,967.94
Direct Service Personnel (1.25 FTE Case Manager 1.0FTE Financial Coach)	\$68,691.92	\$132,685.70	\$201,377.62
Employer Engagement (0.75 FTE)	\$0	\$43,843.00	\$43,843.00
**Non-Personnel			
Supportive Services for TOOL Center Students (90 students x \$700.00 for Tools, boots, transportation, etc.)	\$11,753.69	\$52,000.00	\$63,753.69
Space/Communications (Space - rent, Laptop & Phone x2)	\$2,197.68	\$4,000.00	\$6,197.68
Mileage	\$601.09	\$1,000.00	\$1,601.09
Consumables (Drug Testing Supplies)	\$257.98	\$400.00	\$657.98
Total	\$92,470.30	\$259,928.70	\$352,399.00

Exhibit "B"

Insert Billing Template

2018 Tacoma Training Employment Program (TTEP) Cost Reimbursement <i>Opportunity & Achievement</i>					
Project: <u>TTEP Case Management</u>		PROJECT REIMBURSEMENT REQUEST			
Operating Agency: <u>South Sound Outreach Services dba Sound Outreach</u>					
Project Term: <u>January 1, 2018 through December 31, 2018</u>					
City Umbrella Dept.: <u>NEIGHBORHOOD & COMM. SERVICES</u>		(3)	(4)	(5)	(6)
Payment Number <u>XXX</u>		Reimbursement Request (Funds Billed)	Previous Funds Billed	Total Funds Billed by Agency (including this request) (3+4)	Budget Remaining (2-5)
Payment to: <u>South Sound Outreach Services dba Sound Outreach</u>					
Reimbursable costs through <u>XX</u>					
(1)	(2)				
Item Budget	2018 Budget				
**Personnel					
Admin (Finance Director, Program Director)	\$26,000.00	\$0.00	\$0.00	\$0.00	\$26,000.00
Direct Service Personnel (1.0 FTE Case Manager 1.0FTE Financial Coach)	\$132,685.70	\$0.00	\$0.00	\$0.00	\$132,685.70
Employer Engagement (0.75 FTE)	\$43,843.00	\$0.00	\$0.00	\$0.00	\$43,843.00
**Non-Personnel					
Supportive Services for TOOL Center Students (90 students x \$700.00 for Tools, boots, transportation, etc.)	\$52,000.00	\$0.00	\$0.00	\$0.00	\$52,000.00
Space/Communications (Space - rent, Laptop & Phone x2)	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
Mileage	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Consumables (Drug Testing Supplies)	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
TOTAL	\$259,928.70	\$0.00	\$0.00	\$0.00	\$259,928.70

AGENCY: I certify that the materials have been furnished, the services rendered or the labor performed as described, and that the claim is just, due and unpaid obligation against the City of Tacoma.

**** NOTE:** Asterisks indicate that supporting financial documentation required for all requested reimbursements.

Prepared by: _____ City of Tacoma Contract Specialist: _____
 Date Prepared: _____ City of Tacoma Accountant: _____
 Director's Signature: _____ City of Tacoma Management: _____

Exhibit "C"

SCOPE AND SCHEDULE OF WORK 2015-16 COMMUNITY SERVICES

Sound Outreach Services Tacoma Training and Employment Program (TOOL Center)

Policy for Supportive Services

1. Purpose of Policy:

This policy addresses the use of Tacoma Training and Employment Program (TTEP) funds for supportive services and needs-related payments (NRPs) to TTEP participants who are engaged and participating in or has successfully completed TTEP funded activities.

2. Background:

The Tacoma Training and Employment Program (TTEP) provides for training and supportive services to residents of Tacoma and the retail service areas of Tacoma Public Utilities. These include services such as transportation, child care, dependent care, housing/rental assistance and utilities, and assistance with uniforms and other appropriate work attire and work-related tools, including such items as eye glasses and protective eye wear, and NRPs needed to enable individuals to participate within constraints of the program budget. Program budgets change each funding biennium.

3. Policy Statement:

All TTEP-enrolled participants are eligible for supportive services and NRP's. In a given funding biennium, each participant will have the same allocation for supportive services and NRPs. Up to forty-percent (40%) of each participant's allocation may be used for NRP's. Information regarding the availability of support services and NRPs must be provided to TTEP participants, including the impact of NRP's on their overall allocation.

TTEP funding for NRP's is "funding of last resort," meaning that all other avenues of addressing the need must be explored. E.g., TANF recipients, or those who may be eligible but not enrolled, must work with DSHS to determine if the annual Additional Requirement (AREN) funding is available. Avenues for addressing needs must be documented prior to receiving TTEP NRP funding.

4. Definitions:

Supportive services include transportation assistance, assistance with uniforms and clothing necessary for training or employment, tools, and personal protective equipment (PPE) necessary for training or employment.

Needs-related payments (NRPs) include housing or rental assistance, utility assistance, childcare, auto-repair (if owned by participant), one-time payment for enrollment in healthcare, and food assistance.

EXHIBIT D

SCOPE AND SCHEDULE OF WORK 2018 General Fund

South Sound Outreach Services Financial Empowerment for Seniors

Scope of Service:

South Sound Outreach Services will provide services designed to meet the priority and goal of *Social Wellness: Meet Basic Needs of Tacoma Residents and Increase Self-determination, and Empowerment for Adults* and criteria established in the City of Tacoma's Human Services Strategic Plan.

Alignment with Tacoma's Vision 2025 Priorities

- **Human & Social Needs:**
 - **Increase housing security (2A)**
Tacoma residents want everyone to have shelter and to feel secure in their housing options.
 - **Improve services to vulnerable populations (2B)**
Tacoma cherishes its youth and other vulnerable residents; providing services to them is a priority.
 - **Reduce Poverty (2C)**
Reducing poverty is the best way to ensure that all Tacoma residents have resources to meet their needs.

South Sound Outreach Services **Financial Empowerment for Seniors** provides high-quality financial coaching, resource navigation and partner referrals to seniors living in the city of Tacoma, with the primary goal to prevent displacement due to rising rents and property taxes. The City of Tacoma defines seniors as 60 years or older.

Trained Financial Counselors will meet one-on-one with seniors to assess their financial situation and offer coaching and support to achieve a financially healthy lifestyle. Standard Financial Counselor activities include:

- One-on-one counseling sessions ranging from 60-90 minutes during the first meeting, and shorter/longer in subsequent meetings, as needed. At these meetings, Financial Counselors:
 - Build Trust
 - Pull and review credit scores
 - Negotiate with collectors
 - Review budgets and spending habits
 - Discuss debt and debt-reduction strategies
 - Develop credit-building and savings plans
 - Identify household financial goals

Financial Counselors working with seniors in Tacoma will operate under the following expectations:

- Meet with 3-4 seniors daily at South Sound Outreach place of business or one of the City owned senior activity centers, as mutually agreed upon by the Contractor and the seniors, to address their financial needs..
- Coordinate or teach 2 classes each week on financial topics important to seniors, including fraud prevention, managing benefits, budgeting, and helpful money habits after age 60.
- Be a trusted resource for all seniors, including seniors of color and non-native English speakers
- Become an expert in local, regional, and national benefits and income supports for senior populations that build wealth, encourage savings, and/or help develop positive spending habits
- Conduct outreach (includes marketing, and advertisement to increase participation and awareness of service) to targeted audience to increase financial awareness for seniors who may need service.
- Form relationships with senior centers, AARP, Pierce County Aging & Disability Resources (ADRC), church groups, clinics, and hospitals with access to members of this population at risk of losing housing
- Partner closely with South Sound Outreach Statewide Health Insurance Benefits Advisors (SHIBA) staff and volunteers to align financial counseling efforts with Medicare information, counseling, and enrollment opportunities
- Connect seniors to beneficial financial products when appropriate

Total unduplicated number of Tacoma residents funded by this contract each year (Prorated): 120

Location of service delivery:	1106 Martin Luther King Jr. Way, Tacoma, 98405 5016 A Street, Tacoma, 98404 415 South 13 th Street, Tacoma 98402 1602 Martin Luther King Jr. Way, Tacoma 98405 4716 North Baltimore Street, Tacoma , 98407
Time of service:	Monday – Friday 8:00 a.m. – 5:00 p.m.
Duration of service:	Year round
Target group:	City of Tacoma residents only with this funding
Income level:	Low Income
Service area:	County-wide

Annual Outputs

Annual Outputs	2018
Clients Served	
Total unduplicated number of Tacoma residents served	120
Total unduplicated number of individuals served program-wide (regardless of residence)	120
Service-related outputs [Reported based on a count of actual services provided each month]	
Number of financial workshops (20 – 25 individuals per workshop– two workshops per week)	66
Number of financial products approved (emergency loans, auto loans/refi, and credit building loans)	12
Common Measures	
Report quarterly the number of clients served that attained social gain skill.	Track
Social Gains <u>Definition:</u> Increased feeling of belong or connectedness and shows improved individual/family functioning. <u>Tool:</u> Survey, interview, focus groups	
Report quarterly the number of clients served that attained emotional gain skill.	Track
Emotional Gains <u>Definition:</u> Client show improved attitude towards life. <u>Tool:</u> Survey, Interview, Focus Groups	

System Alignment

The 2018 contractual expectation for Systems Work is for providers to track the selected Performance Measure(s) and report on a quarterly basis. This is a payment point that will be paid quarterly (in increments of 25% of the budgeted amount).

Collaboration:

The City of Tacoma is coordinating systems development activities within three focus areas: Homelessness and Household Stability, Social Wellness, and Opportunities and Achievement. As part of this systems development work, the City of Tacoma may require Contractors to enter into a Memorandums of Understanding (MOU) or Agency Agreements to formalize its support, role, and responsibilities with other funded (and non-funded) partners.

Equity & Inclusion:

The City of Tacoma is committed to understanding how equity is demonstrated in the workplace. To that end, the 2018 contractual expectations for Equity Work are:

- a. That Organizational Leadership (on the executive level) will participate in 2-hour quarterly workshops to further that understanding. This activity represents 50% of the Equity payment point, to be paid quarterly.
- b. In addition, City staff will meet with Organizational Leadership to deliver one-on-one feedback to the provided 2017 organizational assessment. The feedback will take 1 ½ - 3 hours. This is 25% of the Equity payment point for which billing can be submitted once the organizational feedback with the agency’s leadership has taken place.
- c. Develop and implement action steps prompted by organizational feedback by December 31, 2018. This is 25% of the Equity payment point for which billing would be submitted by the end of the year.

Payment Points:

The City will implement a payment point structure that accommodates both the need for a billing system that associates reimbursement with service deliverables and the need for programs to have a consistent revenue stream. Fifty percent (50%) of the budget will be distributed equally over the course of the contract period (2.1% each month). The remainder of the budget will be allocated to payment points associated with service deliverables, as defined in Exhibit B. The program will be compensated upon completion of each deliverable.

Budget (Expenses charged to this contract)

Projected Budget	2018
Personnel	\$34,000
Financial Coach Salary and Benefits (1 FTE)	
Non-personnel	\$16,600
Laptop, Phone, Travel, and Training	\$4,500
Indirect Costs (10% of direct costs: HR, payroll, coordination)	\$4,600
Credit Score Pull Fees (approx.. \$6 per pull)	\$2,500
Marketing and Outreach (brochures, newspaper advertisement, etc.)	<u>\$5,000</u>
Total	<u>\$50,600</u>

**EXHIBIT B1
PROJECT REIMBURSEMENT REQUEST**

**2018 GENERAL FUND
SOCIAL WELLNESS**

Project: <u>Financial Empowerment for Seniors</u>		PROJECT REIMBURSEMENT REQUEST					
Operating Agency: <u>South Sound Outreach Services</u>							
Project Term: <u>May 15, 2018 to December 2018</u>							
City Umbrella Dept: <u>NEIGHBORHOOD & COMM. SERVICES</u>		(3)	(4)	(5)	(6)	(7)	(8)
Payment Request Number: <u> # </u>		% of Contract	Payment Point Amount (2018)	Reimburse- ment Request (Funds Billed)	Previous Funds Billed	Total Funds Billed by Agency (including this request) (5+6)	Budget remaining (2-7)
Payment to: <u>South Sound Outreach Services</u>							
Reimbursable costs through: (Month)							
(1)	(2)						
Item Budget	Budget						
Program Costs Payment Point (Monthly)	\$25,300.00	50%	\$3,162.50			\$0.00	\$25,300.00
Systems Work: Track Performance Measures (Report and bill quarterly)	\$5,060.00	10%	\$1,686.67			\$0.00	\$5,060.00
Equity Payment Points							
Quarterly Workshops (Bill quarterly)	\$2,530.00	5%	\$843.33			\$0.00	\$2,530.00
Organizational Assessment (Bill after feedback meeting has been completed)	\$1,265.00	2.5%	\$1,265.00			\$0.00	\$1,265.00
Fulfill Assessment Action Steps (Bill at end of year)	\$1,265.00	2.5%	\$1,265.00			\$0.00	\$1,265.00
Output Performance Payment Points							
25% of ALL outputs met	\$5,060.00	10%	\$5,060.00			\$0.00	\$5,060.00
50% of ALL outputs met	\$5,060.00	10%	\$5,060.00			\$0.00	\$5,060.00
75% of ALL outputs met	\$5,060.00	10%	\$5,060.00			\$0.00	\$5,060.00
TOTAL	\$50,600.00	100%		\$0.00	\$0.00	\$0.00	\$50,600.00

AGENCY: I certify that the materials have been furnished, the services rendered or the labor performed as described, and that the claim is just, due and an unpaid obligation against the City of Tacoma.

Prepared by: _____

City of Tacoma Contract Specialist: _____

Date prepared: _____

City of Tacoma Accountant: _____

Director's signature: _____

City of Tacoma Management: _____