

AMENDMENT NO. 1 TO Tacoma Community House/REACH Center AGREEMENT

THIS AMENDMENT, made and entered into effective this 1st day of April , 2018, by and between Tacoma Community House/REACH Center, a non-profit organization (CONTRACTOR) and City of Tacoma, a municipal corporation of the State of Washington (hereinafter referred to as the "CITY");

WITNESSETH

WHEREAS the CONTRACTOR and the CITY entered into a Contract for the CONTRACTOR to administer a program to provide training and education services to assist the CITY in preparing people to succeed in Tacoma's workforce (herein "Agreement" – listed as document # 4600012323 in the CITY records) on or about March 3, 2017, and

WHEREAS, the CONTRACTOR and the CITY now wish to increase the amount of the contract to add summer youth employment opportunities for Tacoma Public School students as detailed in the Exhibit A-4 Scope of Work attached.

NOW, THEREFORE, in consideration of the mutual promises and obligations hereinafter set forth, and pursuant to Section 27, paragraph H of the Agreement, the parties agree as follows:

1. Amend Section 3 Paragraph C to increase the total contract amount by \$313,350.00 from \$154,555.00 not to exceed \$467,905.00 (Four hundred sixty-seven thousand, nine hundred five dollars and no cents).
2. Add Exhibit A-4 Scope of Work and Exhibit B-5 Project Reimbursement Request

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**Tacoma Community House/REACH
Center**

CITY OF TACOMA

Authorized Representative of Tacoma
Community House/REACH Center

Elizabeth Pauli, City Manager

Address:

Linda Stewart, NCS Director

1314 S L St.
Tacoma, WA 98405

Approved:

Tax ID: 91-0570872
UBI: 601139717

Finance Director

Approved as to Form:

Deputy City Attorney

EXHIBIT A-4

SCOPE AND SCHEDULE OF WORK 2018 GENERAL FUND

Tacoma Community House/REACH Center Summer Jobs 253

Scope of Service:

Tacoma Community House/REACH Center will conduct a summer youth employment program (Summer Jobs 253) designed to meet the priority and service category of ***Increase Employability, Self-Determination and Empowerment for Adults: Workforce Development*** and criteria established in the City of Tacoma's Human Services Strategic Plan.

Tacoma 2025 Alignment:

- **Close the education gap (4A):** Helping all of Tacoma's youth succeed through quality education is key to the community's future.
- **Prepare people to succeed in Tacoma's workforce (4B):** All residents should be prepared to succeed at jobs that are located in Tacoma or anywhere.

The **Summer Jobs 253** program will serve up to 150 students by providing paid work experience, transportation assistance, and case management. Services will include employment eligibility verification and payroll/finance support.

The program aims for at least 50% of program participation to be students identified by the Tacoma School District who are short one or two credits, are entering their Junior or Senior year in the 2018-2019 academic year, meet the financial criteria for free or reduced lunch, and have no significant discipline record.

Tacoma Community House /REACH Center will provide a Program Administrator, Career Specialists to effectively manage the students and employer relationships, and an Employment Specialist. The staff will work closely with Tacoma Public Schools, Tacoma Community College, and the City of Tacoma to deliver and provide a 20-hour unpaid orientation during the first week of the program and weekly academic instruction to participating students. **Tacoma Community House /REACH Center** will verify the academic attainment prior to incentive being provided to the student.

Tacoma Community House /REACH Center will work with Tacoma Public Schools and Tacoma Community College to provide classroom space for student and employer orientations and trainings, as needed.

Tacoma Community House /REACH Center will determine whether the participant will need a special uniform (i.e. clothing, steep toe boots and non-denim pants or slacks) or equipment and assist in purchasing these for the student. Other supportive services, such as transportation assistance, are available as needed.

Tacoma Community House/REACH Center will conduct employer outreach and engagement as well as follow up on employer participation invitations from the City of Tacoma and Tacoma Public Schools. Contractor will confirm employer participation, including ensuring appropriate paperwork and training is completed.

Tacoma Community House/REACH Center will take appropriate measures to train employers prior to internship placement regarding sexual harassment and abuse to ensure that students are protected from all types of harassment on the job site and conduct background checks in accordance with RCW 43.43.832 as applicable.

Tacoma Community House/REACH Center will assist in candidate evaluation and coordinate with Tacoma Public Schools and City of Tacoma staff to facilitate selection of the students. Student applications are scored based upon a standardized matrix. Once scored, the score is used as one of the filters for selecting target students. Student selection is a City-led activity.

Tacoma Community House/REACH Center will work with employers and participants to coordinate mutually acceptable work hours, ensuring that all participants complete up to 26-hours of training and education, and 96-hours of paid work experience in order to satisfy Tacoma Public Schools credit requirements.

Tacoma Community House will be the fiscal agent and responsible for obtaining time cards, calculating hours worked and distributing pay checks or direct deposit to the participating students. The City incentivizes the academic component of the program. Tacoma Community House will verify academic achievement for each student and ensure incentives are in keeping with scheduled amounts.

Tacoma Community House/REACH Center will plan and implement the “end of internship” recognition event with the City of Tacoma’s Mayor’s Office and designee. Contractor will ensure catering and venue. City staff will coordinate Mayor’s office invitations for students and their families, employers, and other key stakeholders.

Location of service delivery:	The REACH Center 714 South 27 th St., Tacoma, 98409
Time of service:	9:00 AM to 5:00 PM
Duration of service:	May - August
Target group:	(1) City of Tacoma residents only with this funding (2) Youth 16-18 year’s old (3) Credit Deficient Juniors and Seniors
Income level:	Low Income
Service area:	City of Tacoma

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 using the template shown in Exhibit C after allowable costs have been incurred. Back-up documentation is necessary when requesting reimbursement in order to verify program expenses.

Reporting:

End of program reporting will be provided to inform the City of the levels of service provided (i.e. number of employers and students served, number of case management hours, number of trainings held, demographics of participants, etc.) and the source and use of all funds received on behalf of the program.

BUDGET

Allowable Expenses	Program Budget	Notes
Orca Cards/Transportation:	\$5,400.00	Direct Student Support
Program Staff: (4-5 Career Specialists, 1.0 FTE Program Manager, 0.2 FTE Director)	\$143,008.00	
Space: (utilities, phone, space)	\$7,500.00	
Consumables: (mileage, supplies, copies)	\$5,138.00	
Event/Recognition:	\$4,000.00	Catering and venue costs.
Payroll/Finance Services	\$17,000.00	
Student Wages, L&I	\$195,804.00	150 students x 98 hours x (\$12/hour x 1.12 L&I)
Educational Attainment Incentives	\$48,600.00	150 Students x \$324.00 paid incrementally upon attainment of educational goals (\$81 per .5 credits up to two credits)
Other Student Support Examples include clothing, equipment, and document retrieval such as a birth certificate or state issued identification.	\$3,750.00	Calculated at \$25.00 per youth average.
Technology	\$8,150.00	Laptops, and payroll software
TOTAL	\$438,350.00	
Outside Revenue (Confirmed)		
Employer Contribution to TCH/REACH	\$(105,000.00)	
State Farm	\$(20,000.00)	To City of Tacoma
Contracted Budget		
Total	\$313,350.00	Note: If additional outside funds for Summer Jobs 253 programming are provided directly to Tacoma Community House, those funds will be deducted from the contracted budget amount.

**EXHIBIT B-5
Project Reimbursement Request
2018 GENERAL FUND**

2018 Community Services						
Project: Summer Jobs 253				PROJECT REIMBURSEMENT REQUEST		
Operating Agency: Tacoma Community House/BEAC				Reimbursable costs		
Project Term: April 1, 2018 through December 31, 2018						
City Umbrella Dept: NEIGHBORHOOD & COMM. SERVICES			(3)	(4)	(5)	(6)
Payment Number: XXXX		Revenue Applied from Other Sources (estimated \$125,000)	Reimbursement Request	Previous Payments Requested (Billed)	Total Funds Requested (Billed) by Agency including this request (3+4)	Budget remaining (2-5)
Payment to: [name]						
Reimbursable costs through [month]						
(1)	(2)					
Item Budget	2018 Budget					
Personnel						
Program Staff	\$118,008.00				\$0.00	\$118,008.00
Payroll/Finance	\$17,000.00				\$0.00	\$17,000.00
Director	\$25,000.00				\$0.00	\$25,000.00
Non-Personnel						
Consumables (mileage, supplies, etc)	\$5,138.00				\$0.00	\$5,138.00
Space	\$7,500.00				\$0.00	\$7,500.00
Individual Student Support	\$3,750.00				\$0.00	\$3,750.00
Transportation	\$5,400.00				\$0.00	\$5,400.00
Internship Wages & Incentives	\$195,804.00				\$0.00	\$195,804.00
Event/Recognition	\$4,000.00				\$0.00	\$4,000.00
Educational Attainment Incentives	\$48,600.00				\$0.00	\$48,600.00
Technology	\$8,150.00				\$0.00	\$8,150.00
TOTAL	\$438,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$438,350.00

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 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: _____