



## Amendment No. 1 to ESD Contract K7588

<b>PURPOSE:</b> The purpose of this amendment is to:		
<ul style="list-style-type: none"> <li>- Reduce the total contract amount by \$158,144.00 (Recapture of \$82,013 for FY23 DW, and \$116,818 for FY23 Adult due to failure to meet the 80% obligation requirement for PY22/FY23 WIOA Title I-B funds as per State WIOA Title I-B Policy 5275. Reallocation of \$23,036 for PY22 Youth funds recaptured from other LWDBs and \$17,651 for FY23 DW funds from the Rapid Response redistribution.)</li> <li>- Update ESD Grant Manager.</li> </ul>		
<b>PARTIES:</b>		Other Party Contract Number:
Kitsap County (Subrecipient)		
Contract Manager Alissa Durkin	CM Telephone 360-516-1025	CM Email adurkin@kitsap.gov
Employment Security Department (ESD)		
Contract Manager Julie Baxter	CM Telephone 360-890-5941	CM Email julie.baxter@esd.wa.gov
<b>AMENDMENT:</b> The Parties hereby agree to amend the Contract as follows:		
<ol style="list-style-type: none"> <li>1. <b>Section 3 – Grant Management:</b> ESD Grant Manager updated as above.</li> <li>2. <b>Exhibit A:</b> The Budget &amp; Performance Planning Form is replaced in its entirety with the attached.</li> </ol>		
This Amendment is effective on the date of mutual execution.		
All other terms and conditions of the original contract, including any prior amendments thereto, remain in full force and effect as previously written. The Parties hereby sign this amendment and acknowledge they each have the authority to execute the same on behalf of their respective party.		
Board of County Commissioners Charlotte Garrido, Chair  Date 11/27/23	Employment Security Department Danielle Cruver, Chief Financial Officer  DocuSigned by: Date 11/30/2023 <small>R2FD1908E9A447E</small>	
Katherine T. Walters, Commissioner  Date 11/27/23	Approved/Attested by: Clerk of the Board  Date 11/27/23	
Christine Roifes, Commissioner  Date 11/27/23		

WIOA TITLE IB FORMULA

EXHIBIT A: BUDGET & PERFORMANCE PLANNING FORM

BUDGET PLANNING: ADMINISTRATIVE COST POOL & YOUTH

LWDB:

1

Table 1 of 5

Contract No. K7588

Amendment No. 1

ADMINISTRATIVE COST POOL (ACP)									
PY22/FY23 Period of Performance: April 1, 2022 through June 30, 2024				PY22/FY23 Total: \$ 207,450			PY22/FY23 Project Code: 6101-7302		
PLANNED EXPENDITURES									
	2022 Apr - Jun	2022 Jul - Sep	2022 Oct - Dec	2023 Jan - Mar	2023 Apr - Jun	2023 Jul - Sep	2023 Oct - Dec	2024 Jan - Mar	2024 Apr - Jun
Quarterly Expenditures	\$ 10,024	\$ 10,024	\$ 29,031	\$ 29,031	\$ 29,031	\$ 25,078	\$ 25,077	\$ 25,077	\$ 25,077
Cumulative Expenditures	\$ 10,024	\$ 20,048	\$ 49,079	\$ 78,110	\$ 107,141	\$ 132,219	\$ 157,296	\$ 182,373	\$ 207,450
COST POOL CONTRIBUTIONS									
	PY22			FY23					
	Amounts	Periods of Performance		Amounts	Periods of Performance				
Youth	\$ 79,117	April 1, 2022 - June 30, 2024							
Adult	\$ 13,961	July 1, 2022 - June 30, 2024		\$ 50,709	October 1, 2022 - June 30, 2024				
Dislocated Worker	\$ 11,116	July 1, 2022 - June 30, 2024		\$ 52,547	October 1, 2022 - June 30, 2024				
Subtotal	\$ 104,194			\$ 103,256					
<b>TOTAL PY22/FY23 ADMINISTRATIVE COST POOL GRANT AMOUNT:</b>							<b>\$ 207,450</b>		
YOUTH									
PY22 Period of Performance: April 1, 2022 through June 30, 2024				PY22 Total: \$ 712,047			PY22 Project Code: 6101-7002		
PLANNED EXPENDITURES									
	2022 Apr - Jun	2022 Jul - Sep	2022 Oct - Dec	2023 Jan - Mar	2023 Apr - Jun	2023 Jul - Sep	2023 Oct - Dec	2024 Jan - Mar	2024 Apr - Jun
Quarterly Expenditures	\$ 76,813	\$ 76,813	\$ 76,813	\$ 76,813	\$ 76,813	\$ 76,813	\$ 83,723	\$ 83,724	\$ 83,722
Cumulative Expenditures	\$ 76,813	\$ 153,626	\$ 230,439	\$ 307,252	\$ 384,065	\$ 460,878	\$ 544,601	\$ 628,325	\$ 712,047
<b>TOTAL PY22 YOUTH PROGRAM GRANT AMOUNT:</b>							<b>\$ 712,047</b>		

NOTES & DATA VALIDATION

1. ACP expenditures for the quarter ending 6/30/2022 (cells D17 and D18) cannot exceed the WIOA Youth contribution to ACP (cell C23). ACP Data Validation Check: \$ -
2. ACP expenditures for the quarter ending 9/30/2022 (cells E17 and E18) cannot exceed the subtotal of all PY22 ACP contributions (cell C26). Youth Data Validation Check: \$ -

WIOA TITLE IB FORMULA

EXHIBIT A: BUDGET & PERFORMANCE PLANNING FORM

BUDGET PLANNING: ADULT & DISLOCATED WORKER

LWDB:

1

Table 2 of 5  
 Contract No. K7588  
 Amendment No. 1

ADULT										
PY2022 period of Performance: July 1, 2022 through June 30, 2024					PY22 Total: \$ 125,652					PY22/FY23 Project Code: 6101-7102
FY23 Period of Performance: October 1, 2022 through June 30, 2024					FY23 Total: \$ 456,378					
PLANNED EXPENDITURES										
	2022		2023		2023		2024		2024	
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun		
Quarterly Expenditures	\$ 10,716	\$ 96,636	\$ 96,636	\$ 96,636	\$ 70,352	\$ 70,352	\$ 70,352	\$ 70,352	\$ 70,350	
Cumulative Expenditures	\$ 10,716	\$ 107,352	\$ 203,988	\$ 300,624	\$ 370,976	\$ 441,328	\$ 511,680	\$ 582,030		
TRANSFER AMENDMENT SUMMARY										
Amendment Number:					Transfer Type:					PY22/FY23 Program Allocation: \$ 582,030
										Increase/Decrease Amount: \$ -
<b>TOTAL PY22/FY23 ADULT PROGRAM GRANT AMOUNT: \$ 582,030</b>										
DISLOCATED WORKER										
PY22 Period of Performance: July 1, 2022 through June 30, 2024					PY22 Total: \$ 100,040					PY22/FY23 Project Code: 6101-7202
FY23 Period of Performance: October 1, 2022 through June 30, 2024					FY23 Total: \$ 472,909					
PLANNED EXPENDITURES										
	2022		2023		2023		2024		2024	
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun		
Quarterly Expenditures	\$ 12,148	\$ 88,390	\$ 88,390	\$ 88,390	\$ 73,908	\$ 73,908	\$ 73,908	\$ 73,907	\$ 73,907	
Cumulative Expenditures	\$ 12,148	\$ 100,538	\$ 188,928	\$ 277,318	\$ 351,226	\$ 425,134	\$ 499,042	\$ 572,949		
TRANSFER AMENDMENT SUMMARY										
Amendment Number:					Transfer Type:					PY22/FY23 Program Allocation: \$ 572,949
										Increase/Decrease Amount: \$ -
<b>TOTAL PY22/FY23 DISLOCATED WORKER PROGRAM GRANT AMOUNT: \$ 572,949</b>										

NOTES & DATA VALIDATION

- Adult expenditures for the quarter ending 9/30/2022 (cell E18) cannot exceed the PY22 Adult allocation (cell G12).
- Dislocated Worker expenditures for the quarter ending 9/30/2022 (cell E40) cannot exceed the PY22 Dislocated Worker allocation (cell G34).

Adult Data Validation Check: \$ 0  
 DW Data Validation Check: \$ -

WIOA TITLE IB FORMULA

PERFORMANCE PLANNING: YOUTH, ADULT, & DISLOCATED WORKER

EXHIBIT A: BUDGET & PERFORMANCE PLANNING FORM

LWDB: 1

Contract No. K7588  
Amendment No. 1

Table 3 of 5

YOUTH						
PY22 Period of Performance: July 1, 2022 through June 30, 2024						
	Performance Indicator	Carry-In	2022 Jul - Sep	2022 Oct - Dec	2023 Jan - Mar	2023 Apr - Jun
BY QUARTER	Enrollments	100	9	9	9	9
	Exits to Employment Two Quarters after Exit		6	6	4	4
	Exits to Post-Secondary Education Two Quarters after Exit		0	1	1	2
CUMULATIVE	Enrollments	100	109	118	127	136
	Exits to Employment Two Quarters after Exit		6	12	16	20
	Exits to Post-Secondary Education Two Quarters after Exit		0	1	2	4

ADULT						
PY22 Period of Performance: July 1, 2022 through June 30, 2024						
	Performance Indicator	Carry-In	2022 Jul - Sep	2022 Oct - Dec	2023 Jan - Mar	2023 Apr - Jun
BY QUARTER	Enrollments: Basic Services	75	16	27	35	33
	Enrollments: Individualized Services	75	16	27	35	33
	Enrollments: Training Services	75	9	18	23	23
	Exits to Employment Two Quarters after Exit: All Services		16	26	34	29
CUMULATIVE	Enrollments: Basic Services	75	91	118	153	186
	Enrollments: Individualized Services	75	91	118	153	186
	Enrollments: Training Services	75	84	102	125	148
	Exits to Employment Two Quarters after Exit: All Services		16	42	76	105

DISLOCATED WORKER						
PY22 Period of Performance: July 1, 2022 through June 30, 2024						
	Performance Indicator	Carry-In	2022 Jul - Sep	2022 Oct - Dec	2023 Jan - Mar	2023 Apr - Jun
BY QUARTER	Enrollments: Basic Services	42	12	18	30	30
	Enrollments: Individualized Services	42	12	18	30	30
	Enrollments: Training Services	40	7	11	22	21
	Exits to Employment Two Quarters after Exit		13	19	22	16
CUMULATIVE	Enrollments: Basic Services	42	54	72	102	132
	Enrollments: Individualized Services	42	54	72	102	132
	Enrollments: Training Services	40	47	58	80	101
	Exits to Employment Two Quarters after Exit		13	32	54	70

**INSTRUCTIONS**

For planning purposes, participant outcomes and costs per participant should be comparable to the previous program year. Enter all participants funded by this PY22/PY23 grant. Enter exits to employment (or exits to post-secondary education) based on the exit quarter, not the employment quarter (or post-secondary enrollment quarter).

WIOA TITLE IB FORMULA

EXHIBIT A: BUDGET & PERFORMANCE PLANNING FORM

PERFORMANCE PLANNING: ADULT & DISLOCATED WORKER ENTREPRENEURIAL TRAINING

LWDB: 1

Table 4 of 5  
 Contract No. K7588  
 Amendment No. 1

ADULT						
PY22/FY23 Period of Performance: July 1, 2022 through June 30, 2024						
Performance Indicator		Carry-In	2022 Jul - Sep	2022 Oct - Dec	2023 Jan - Mar	2023 Apr - Jun
BY QUARTER	Expenditures: Total		\$ 10,716	\$ 96,636	\$ 96,636	\$ 96,636
	Expenditures: Entrepreneurial Training Services		\$ 500	\$ 3,250	\$ 4,500	\$ 1,950
	Enrollments: Training Services	75	9	18	23	23
	Enrollments: Entrepreneurial Training Services	0	1	4	6	6
CUMULATIVE	Expenditures: Total		\$ 10,716	\$ 107,352	\$ 203,988	\$ 300,624
	Expenditures: Entrepreneurial Training Services		\$ 500	\$ 3,750	\$ 8,250	\$ 10,200
	Enrollments: Training Services	75	84	102	125	148
	Enrollments: Entrepreneurial Training Services	0	1	5	11	17
DISLOCATED WORKER						
PY22/FY23 Period of Performance: July 1, 2022 through June 30, 2024						
Performance Indicator		Carry-In	2022 Jul - Sep	2022 Oct - Dec	2023 Jan - Mar	2023 Apr - Jun
BY QUARTER	Expenditures: Total		\$ 12,148	\$ 88,390	\$ 88,390	\$ 88,390
	Expenditures: Entrepreneurial Training Services		\$ 500	\$ 2,500	\$ 4,600	\$ 5,350
	Enrollments: Training Services	40	7	11	22	21
	Enrollments: Entrepreneurial Training Services	0	1	3	5	4
CUMULATIVE	Expenditures: Total		\$ 12,148	\$ 100,538	\$ 188,928	\$ 277,318
	Expenditures: Entrepreneurial Training Services		\$ 500	\$ 3,000	\$ 7,600	\$ 12,950
	Enrollments: Training Services	40	47	58	80	101
	Enrollments: Entrepreneurial Training Services	0	1	4	9	13

**INSTRUCTIONS**

RCW 50.62.030 requires that individuals who are eligible for services under the federal workforce innovation and opportunity act, P.L. 113-128 or its successor, must be provided the opportunity to enroll in self-employment assistance or entrepreneurial training programs to prepare them for self-employment on the same basis as they are provided the opportunity to enroll in other training programs funded under the federal workforce innovation and opportunity act.

For planning purposes, entrepreneurial training service enrollments must be determined using one of the three methodologies outlined in Policy 5608. Projected enrollments and expenditures should be comparable to and consistent with previous program years on a cost-per basis.

Total expenditures and training service enrollments appear automatically, per the expenditure and participant projections established on pages two and three, respectively.

To establish entrepreneurial training targets, enter projected expenditures and enrollments in the cells provided in the "By Quarter" section. Cumulative totals will auto-calculate.

Please refer to WIN 0042 Change 9 for more information about Self-Employer Training (SET) targets.

NOTES Link to Policy 5608 (see Section 3.c.ii.)

WIOA TITLE IB FORMULA

SUMMARY: PY22/FY23 WIOA FORMULA FUNDING & AMENDMENTS

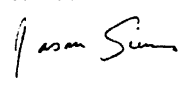
EXHIBIT A: BUDGET & PERFORMANCE PLANNING FORM

LWDB:

1

Table 5 of 5  
 Contract No. K7588  
 Amendment No. 1

SUMMARY OF SUBAWARD AMOUNTS BY FUND & AMENDMENTS												
PY22/FY23 Periods of Performance: April 1, 2022 through June 30, 2024												
AMENDMENT	PURPOSE	ACP					YOUTH PY22	ADULT		DISCLOCATED WORKER		TOTAL
		PY22 Youth	PY22 Adult	PY22 DW	FY23 Adult	FY23 DW		PY22	FY23	PY22	FY23	
-	PY22/FY23 Subawards	\$ 76,813	\$ 13,961	\$ 11,116	\$ 62,390	\$ 58,982	\$ 691,315	\$ 125,652	\$ 561,515	\$ 100,040	\$ 530,836	\$ 2,232,620
1	Recapture & Realotment	\$ 2,304			\$ (11,681)	\$ (8,200)	\$ 20,732		\$ (105,137)		\$ (73,813)	\$ (175,795)
1	RR Redistribution					\$ 1,765					\$ 15,886	\$ 17,651
<b>CURRENT TOTALS BY FUND</b>		<b>\$ 79,117</b>	<b>\$ 13,961</b>	<b>\$ 11,116</b>	<b>\$ 50,709</b>	<b>\$ 52,547</b>	<b>\$ 712,047</b>	<b>\$ 125,652</b>	<b>\$ 456,378</b>	<b>\$ 100,040</b>	<b>\$ 472,909</b>	<b>\$ 2,074,476</b>

<b>CERTIFICATE OF LIABILITY INSURANCE</b>		Issue Date 1/21/2020		
<b>ISSUED BY:</b> State of Washington Department of Enterprise Services Office of Risk Management PO Box 41466 Olympia, WA 98504-1466		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE STATE OF WASHINGTON SELF INSURANCE LIABILITY PROGRAM.		
		<b>COVERAGE AFFORDED BY</b> <b>State of Washington Self Insurance Liability Program</b>		
<b>INSURED:</b> State of Washington Employment Security Department ATTN: Carole Mathews 212 Maple Park Avenue SE Olympia, WA 98503		THE STATE OF WASHINGTON, INCLUDING ALL ITS AGENCIES AND DEPARTMENTS, IS SELF-INSURED FOR TORT LIABILITY CLAIMS. ALL CLAIMS MUST BE FILED WITH THE STATE OFFICE OF RISK MANAGEMENT FOR PROCESSING IN ACCORD WITH STATUTORY REQUIREMENTS.		
COVERAGES				
THIS IS TO CERTIFY COVERAGE DESCRIBED BELOW IS PROVIDED TO THE INSURED NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE SELF-INSURANCE LIABILITY PROGRAM IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH PROGRAM.				
TYPE OF COVERAGE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS
<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> OCCURRENCE COVERAGE	Self-Insured	Continuous	Continuous	BODILY INJURY, PROPERTY DAMAGE & PERSONAL INJURY COMBINED EACH OCCURRENCE \$5,000,000
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY & PROPERTY DAMAGE COMBINED EACH ACCIDENT \$5,000,000
<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b>	L & I	Continuous	Continuous	WC – STATUTORY
<b>OTHER</b>				
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS:</b> Coverage applies as respects tort liability claims against the State of Washington as covered by the Tort Claims Act (RCW 4.92 et seq.) The Certificate Holder is named as additional insured, but only as respects the negligence of the State of Washington.				
CERTIFICATE HOLDER:		CANCELLATION		
EVIDENCE OF INSURANCE          <b>CERTIFICATE NUMBER CRT 2020-00465</b>		SHOULD THE SELF INSURANCE LIABILITY PROGRAM BE CANCELLED, THE STATE OF WASHINGTON WILL ENDEAVOR TO MAIL 45 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL NOT IMPOSE ANY OBLIGATION OR LIABILITY UPON THE STATE OF WASHINGTON, ITS OFFICIALS, EMPLOYEES, AGENTS OR REPRESENTATIVES. <b>AUTHORIZED REPRESENTATIVE:</b>  Jason Siems, State Risk Manager		