

**CONTRACT AMENDMENT  
A**

This CONTRACT AMENDMENT is made and entered into between **OLYMPIC CONSORTIUM, through Kitsap County, its administrative entity**, with its principal offices at 614 Division Street, Port Orchard, Washington 98366, hereinafter "**CONSORTIUM**", and Washington State Employment Security Department, hereinafter "CONTRACTOR."

In consideration of the mutual benefits and covenants contained herein, the parties agree that their Contract, numbered as Kitsap County Contract No. KC-110-24, and executed on January 8, 2024, shall be amended as follows:

1. Contract Amount: The contract amount is being increased by \$942,021 creating a new contract balance of \$1,854,892.
2. Attachment B: Statement of Work: The Statement of Work shall be replaced in its entirety and replaced with the attached.
3. Attachment C: Budget & Performance Outcomes: The budget and performance outcomes shall be replaced in its entirety and replaced with the attached.
4. Except as expressly provided in this Contract Amendment, all other terms and conditions of the original Contract, and any subsequent amendments, addenda or modifications thereto, remain in full force and effect.

This amendment shall be effective **July 1, 2024.**

DATED this 24 day July, 2024.

DATED this 12 day Aug, 2024.

**CONTRACTOR**  
**Washington State Employment**  
**Security Department**

**BOARD OF COUNTY COMMISSIONERS**  
**KITSAP COUNTY, WASHINGTON**

DocuSigned by:  
Jessica Barr 7/24/2024  
0500AE0A96AF457...  
Jessica Barr, Regional Director

Katherine T. Walters  
KATHERINE T. WALTERS, Chair

**NOT PRESENT**  
CHRISTINE ROLFES, Commissioner

Charlotte Garrido  
CHARLOTTE GARRIDO, Commissioner

ATTEST:  
Dana Daniels  
Dana Daniels, Clerk of the Board



**Approved as to form by the Prosecuting Attorney's Office**

## **Attachment B: Statement of Work**

### **Community Reinvestment Fund**

Contractor is responsible for completion of the work described in the Statement of Work matrix below and for providing the deliverables indicated for all tasks. Contractor will submit Quarterly Narrative and Performance Reports to Olympic Workforce Development Council (OWDC) staff, using the templates provided by OWDC, as outlined below in section 2, Key Deliverables and Reporting Guidelines.

OWDC staff will monitor Contractor to ensure proper use of state funds. All fund use must comply with the applicable state regulations and OWDC policy guidance.

This contract includes two distinct funding streams:

- Incentive Payments and Individual Development Accounts
- Business Navigators and Subsidized Training

The Incentive Payments and Individual Development Accounts funds can be used judiciously for supporting case management, local policy development, oversight and monitoring, and financial coaching related to the program.

Contractor may begin issuing Matched Investment Savings Accounts (MISAs), only after the statewide Community Reinvestment Plan MISA policy is developed and finalized by WWA and ESD.

All EcSA participants receiving funding through this contract must be determined eligible based on the eligibility guidelines and must be enrolled as participants in the State Economic Security for All program of enrollment in the Efforts to Outcomes (ETO) management system. Only participants that have been determined WIOA eligible may be co-enrolled in Federal EcSA and/or other WIOA programs. All participant services received must be documented in ETO or its successor.

All performance targets identified in the deliverables section of the table below are specific to this contract and must be unique from Federal EcSA contract performance.

Performance targets will be closely monitored for these funds to ensure performance is on target throughout the contract period. If the Contractor falls below 100% of their planned spending target at the end of the second quarter, or any quarter thereafter, OWDC may consider funding recapture.

## 1. TASKS, TIMELINES, ACTIVITIES, DELIVERABLES, & OUTCOMES

Deliverables, Timelines, Activities, & Outcomes			
Tasks	Timeline	Activities to accomplish outcome	Anticipated Outcomes / Deliverables
<p><b>1. Incentive Payments and Match Investment Savings Accounts (MISAs)</b></p> <p>Provide \$1000/month incentive payments to EcSA participants who are making progress on their career plans, according to their case manager as documented in case notes. Focus on Black, Indigenous, and Latine participants.</p> <p>Collaborate and support an evaluation of EcSA and EcSA incentive payments carried out by ESD's evaluation team.</p> <p>Provide Match Investment</p>	<p>Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.</p>	<p>A. Provide incentive payments and MISAs.</p> <p>B. Ensure a large proportion are for Black, Indigenous, and Latine clients.</p> <p>C. Collaborate with the OWDCs contracted "By and For" organization to assist with outreach and prioritize recruitment of Black, Latine, and/or Indigenous participants.</p> <p>D. For delivery of MISAs, work with Umpqua Bank as established by WWA and approved by OWDC for contract.</p> <p>E. Work to increase the proportion for Black, Indigenous, and Latine participants over time while ensuring that their participation is adequately tracked and reported to ESD.</p> <p>F. Cooperate with and support an ESD evaluation of EcSA and EcSA incentive payments and MISAs.</p>	<p>See Exhibit B - Budget and Performance Form for contractual targets on the following:</p> <p>I. # EcSA participants receiving \$1000/month Incentive Payments through Community Reinvestment Funds.</p> <p>II. Total spending on Community Reinvestment Incentive Payments through Community Reinvestment Funds.</p> <p>III. # EcSA participants with MISAs.</p> <p>V. Total spending on MISAs through Community Reinvestment Funds.</p> <p>Also provide quarterly:</p> <p>I. Total # of customers served from target populations; Black, Indigenous, or Latine.</p> <p>II. Customer stories</p> <p>III. Examples of meetings to include voice of lived experience, voice of BIPOC individuals, and community partners.</p> <p>IV. # EcSA participants in the MISA program who are completing financial coaching training.</p>

<p>Savings Accounts to eligible individuals to help them on their journey to acquire assets.</p> <p>Collaborate with OWDC's contracted By-For Organization to assist with outreach and prioritize recruitment of Black, Latine, and/or Indigenous participants.</p>			<p>V. # EcSA participants in the MISA program who are in small business training and support programs</p>
<p><b>2. Business Navigators and Subsidized Training</b></p> <p>Increase local business navigator support to help Community Reinvestment EcSA Businesses, with a focus on Black, Latine, and Indigenous owned or operated businesses, to develop business partnerships that lead to training</p>	<p>Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.</p>	<p>A. Support recruitment, placement, and retention of employees at Community Reinvestment EcSA Businesses, with a focus on EcSA participants. Other WIOA participants and other individuals identified by the businesses may also be served. Provide training and employment opportunities developed through business partnerships.</p> <p>B. Help Community Reinvestment EcSA Businesses successfully recruit and retain talented individuals who may need support with barriers to employment, with a focus on EcSA participants.</p> <p>C. Serve as a conduit between employers and the many programs available to serve them.</p>	<p><b>See Exhibit B - Budget and Performance Form for contractual targets on the following:</b></p> <ul style="list-style-type: none"> <li>I. # of employers engaged</li> <li>II. Of those, # that are black, Latine, or indigenous owned or operated</li> <li>III. # of participants engaged</li> <li>IV. Of those, # that are EcSA participants, and # that are non EcSA WIOA participants</li> </ul> <p>Also provide quarterly:</p> <ul style="list-style-type: none"> <li>V. Customer stories</li> <li>VI. Examples of meetings to include</li> </ul>

<p>and employment opportunities.</p>		<p>D. Help support employers to utilize various tools such as EcSA, customized workforce training programs through the State Board for Community and Technical Colleges (SBCTC) system, 50% wage subsidies through ESD’s Shared Work Program, Career Connect WA, Job Skills &amp; Customized Training, Impact WA, Commerce sector leads, and/or others to refine their approach to hiring entry level workers, develop upskill/backfill strategies and work experience, on-the-job training, and unsubsidized placement opportunities.</p> <p>E. Upon request by ESD, inform EcSA participants about new benefits or programs that are also being funded by Community Reinvestment Funds, for example, dollar for dollar matching to encourage individual saving.</p> <p>F. <b>As a voluntary option</b>, contractor may also provide the following activities with these funds:</p> <ul style="list-style-type: none"> <li>* Build artistic and music expression and/or artistic and cultural tools into strategies to foster interest in high wage careers and/or to inform youth about careers in legal services, violence prevention, consulting, and other careers.</li> <li>* Utilize restorative justice and healing-centered approaches to case management and systems navigation.</li> <li>* Utilize community-based solutions.</li> <li>* Remove barriers and siloes that stymie progress, including but not limited to identifying federal barriers and seeking federal solutions.</li> <li>* Creation of early workforce development pipelines that show youth how jobs can be enjoyable and benefit the community.</li> <li>* Cultural events serving the dual purposes of offering employment opportunities to youth, providing fun,</li> </ul>	<p>voice of lived experience, voice of BIPOC individuals, and community partners.</p> <p>VII. Provide GMO with outreach plan after program is launched and quarterly updates.</p>
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		<p>outreach activities for the community, such as concerts.                  * Work with ESD to assist with planning for additional funding, potentially expanding funding, and continuing this work into the next state biennium</p>	
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**Definitions**

- A. "LWDB Personnel" means LWDB staffing costs of administering and managing the centralized functions of the contract which may include salaries and benefits. Examples include:
  - a. General program support including technical assistance and monitoring activities.
- B. "LWDB Administration" means LWDB costs for administering and managing the centralized functions of the contract which may include other goods and services and travel. Examples include:
  - a. General management:
    - i. Accounting: payroll, A/P, A/R, billing, receipts and disbursements, fixed assets, and budgeting, financial reporting
    - ii. Human Resources: recruiting, hiring, training coordination,
    - iii. Information technology: data processing, system maintenance
- C. "Pass-through" means funds LWDB contracts to subcontractors for contract activities including client services and the subcontractor administrative costs.
- D. "By and For" organization means organizations rooted in and led by the respective communities (Black, Latine, and/or Indigenous), working as change agents, and providing community services. This is specifically defined as:
  - a. Be a part of, rooted in, and defined by the identity of the Black, Latine, and/or Indigenous community;
  - b. Have leadership and staff who belong to the Black, Latine and/or Indigenous community;
  - c. Have roots in their communities as change agents and providers of mitigating systems of community service;
  - d. Invest in and work with community members to improve their quality of life. Organizations that receive a contract from LWDBs to be a "By and For" organization must register as a "By and For" partner organization to receive CRP funding.
- E. Matched Investment Savings Account (MISA) retain the core intent of

Individual Development Accounts as defined by the Community Reinvestment Plan by Department of Commerce but do not meet the technical definition of an IDA as defined in statute.

- a. MISAs provide up to \$20,000 to participants (\$20,000 in matched savings, \$30,000 total), using their savings from earned income. To participate in the MISA program, participants must undergo financial education and coaching to develop the skills and knowledge necessary to effectively manage their finances and achieve their savings goals. The MISA program is aimed at helping Black, Latine, and Indigenous communities disproportionately impacted by the racial, social, and economic disparities caused by the war on drugs save for specific assets, such as education, housing, or starting/growing a business.



## Attachment C: Budget & Performance Outcomes

Olympic FY24 - FY26 Commerce Planning 595			
Accounting Category	Incentive Payment	Bussiness Services	Total
Salaries & Wages	62,077	190,668	252,745
Employee Benefits	24,371	75,173	99,544
Salaries & Wages- IT Allocated	2,206	6,833	9,039
Employee Benefits-IT Allocated	1,136	3,519	4,655
Supplies - EA <b>D</b>	3	9	12
Communications - EB <b>E</b>	767	2,377	3,144
Utilities - EC <b>F</b>	1	3	4
Facilities - ED <b>F</b>	34	105	139
Repairs, Alterations & Maintenance - EE <b>F</b>	42	131	173
Printing - EF <b>E</b>	-	-	-
Training - EG <b>C</b>	20	1,482	1,502
Equipment Rental - EH	1	3	4
Subscriptions - EJ <b>D</b>	1	3	4
Main Frame Printing, Consolidated Mail (DES) - EK <b>E</b>	46	142	188
Data Processing/Computer Services (Wa Tech) - EL <b>F</b>	2,229	6,907	9,136
Attorney General Services - EM	1	3	4
Personnel Services - EN <b>E</b>	165	511	676
Insurance - EP <b>F</b>	110	341	451
Professional Services - ER (Outside Training/Outreach/Communication) <b>E</b>	124	383	507
Audit Services - ET <b>E</b>	341	1,056	1,397
Administrative Hearing Services - EV	-	-	-
Archives & Licenses and Maint. - EW <b>E</b>	29	91	120
Software, Licensing and Maintenance - EY <b>F</b>	1,495	12,864	14,359
Miscellaneous Other - EZ <b>D</b>	-	-	-
Travel - G	27	6,898	6,925
Equipment - J	733	2,272	3,005
Participants (detail below)	<b>1,164,215</b>	<b>212,786</b>	<b>1,377,001</b>
AS&T request	17,228	52,930	70,158
<b>Total Operating Costs</b>	<b>1,277,402</b>	<b>577,490</b>	<b>1,854,892</b>

### PARTICIPANT COSTS ONLY

Accounting Category			
WEX Wages	-	85,000	85,000
WEX Benefits		21,250	21,250
On the Job Training		106,536	106,536
7410 Basic Support Services			-
7411 Support Services Transportation			-
7514 Client Support - Stipend/ Incentive	1,164,215		1,164,215
Institutional Training			-
Internship Wages			-
Internship Benefits		-	-
<b>Total Participant Costs</b>	<b>1,164,215</b>	<b>212,786</b>	<b>1,377,001</b>

Incentive Payments Quarterly Performance									
Performance Indicator	2023	2023	2024	2024	2024	2024	2025	2025	Total
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	
Participants Receiving Incentives (Quarterly)			13	21	51	0	0	0	
Participants Receiving Incentives (Cumulative)	0	0	13	34	85	85	85	85	85
Total Spent on Incentives (Quarterly)			39000	102000	255000	255000	255000	243000	
Total Spent on Incentives (Cumulative)	0	0	39000	141000	396000	651000	906000	1149000	1149000

The amount in cell Q13 should be at least 90% of your total available funding for incentives and/or IDAs, and up to 100% is allowed. This helps ensure spending and meaningful customer impact while IDAs are not yet available to LWDBs and the timeline for development is unknown at this point. Once IDAs are fully available, this line can be modified.

Individual Development Accounts Quarterly Performance									
Performance Indicator	2023	2023	2024	2024	2024	2024	2025	2025	Total
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	
Participants Receiving IDAs (Quarterly)									
Participants Receiving IDAs (Cumulative)	0	0	0	0	0	0	0	0	0
Total Spent on IDAs (Quarterly)									
Total Spent on IDAs (Cumulative)	0	0	0	0	0	0	0	0	0

If choosing **Option 1**, GMO will work with LWDB to modify contract to add IDA quarterly performance plans at a later date when IDAs are available. It is not required to complete this IDA performance table now. If choosing **Option 2**, please complete the above table. The "Total Spent on Incentives" (Q13) + "Total Spent on IDAs" (Q25) should equal at least 90% of the total Incentives/IDA funds.

Business Services Quarterly Performance									
Performance Indicator	2023	2023	2024	2024	2024	2024	2025	2025	Total
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	
Employers Engaged (Quarterly)			10	15	15	15	15	15	
Employers Engaged (Cumulative)	0	0	10	25	40	55	70	85	85
*CRF Population Employers (Quarterly)			10	10	10	15	15	15	
*CRF Population Employers (Cumulative)	0	0	10	20	30	45	60	75	75
EcSA Participants Engaged (Quarterly)			2	10	12	15	15	15	
EcSA Participants Engaged (Cumulative)	0	0	2	12	24	39	54	69	69
Non-EcSA Participants Engaged (Quarterly)			5	10	10	15	15	15	
Non-EcSA Participants Engaged (Cumulative)	0	0	5	15	25	40	55	70	70
Total Participants Engaged	0	0	7	27	49	79	109	139	139

# CERTIFICATE OF LIABILITY INSURANCE

Issue Date 1/21/2020

**ISSUED BY:**  
 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.

**COVERAGE AFFORDED BY**  
**State of Washington Self Insurance Liability Program**

**INSURED:**  
 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>				

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS:** 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

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.

**CERTIFICATE NUMBER CRT 2020-00465**

**AUTHORIZED REPRESENTATIVE:**

  
 Jason Siems, State Risk Manager



# DEPARTMENT OF EMPLOYMENT SECURITY WASHINGTON

Unique Entity ID <b>DZK5KDLUNMS3</b>	CAGE / NCAGE <b>3X3Q3</b>	Purpose of Registration <b>All Awards</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Mar 14, 2024</b>	
Physical Address <b>212 Maple Park AVE SE Olympia, Washington 98501-2347 United States</b>	Mailing Address <b>PO Box 9046 Olympia, Washington 98507-9046 United States</b>	

## Business Information

Doing Business as <b>(blank)</b>	Division Name <b>(blank)</b>	Division Number <b>(blank)</b>
Congressional District <b>Washington 10</b>	State / Country of Incorporation <b>(blank) / (blank)</b>	URL <b>(blank)</b>

## Registration Dates

Activation Date <b>Apr 3, 2023</b>	Submission Date <b>Mar 15, 2023</b>	Initial Registration Date <b>Jul 6, 2004</b>
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## Entity Dates

Entity Start Date <b>Mar 1, 1937</b>	Fiscal Year End Close Date <b>Jun 30</b>
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## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
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## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
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## Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

## Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

## Exclusion Summary

Active Exclusions Records?  
**No**

## SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:  
**Yes**

## Entity Types

Business Types	Entity Type	Organization Factors
Entity Structure <b>U.S. Government Entity</b>	<b>US State Government</b>	<b>(blank)</b>

Profit Structure  
**(blank)**

**Socio-Economic Types**

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

**Government Types**

U.S. State Government

**Financial Information**

Accepts Credit Card Payments  
**No**

Debt Subject To Offset  
**No**

EFT Indicator  
**0000**

CAGE Code  
**3X3Q3**

EFT Indicator  
**5400**

CAGE Code  
**8EZL0**

**Points of Contact**

**Electronic Business**

☒  
**Sophal Espiritu**

**212 Maple Park AVE SE  
Olympia, Washington 98501  
United States**

Sophia Espiritu

212 Maple Park AVE SE  
Olympia, Washington 98501  
United States

**Government Business**

☒  
**Sophal Espiritu**

**212 Maple Park AVE SE  
Olympia, Washington 98501  
United States**

Sophia Espiritu

212 Maple Park AVE SE  
Olympia, Washington 98501  
United States

**Service Classifications**

**NAICS Codes**

Primary	NAICS Codes	NAICS Title
<b>Yes</b>	<b>921110</b>	<b>Executive Offices</b>

**Disaster Response**

Yes, this entity appears in the disaster response registry.  
No, this entity does not require bonding to bid on contracts.

Bonding Levels	Dollars
	<b>(blank)</b>

States	Counties	Metropolitan Statistical Areas
<b>Washington</b>	<b>(blank)</b>	<b>(blank)</b>