

## **SECOND AMENDMENT TO AGREEMENT**

This Second Amendment to Agreement (Amendment) is effective as of \_\_\_\_\_, 2023, (the Effective Date) and amends the Agreement entered into by and between the City of Fresno, a California municipal corporation (City), and Fresno Area Workforce Investment Corporation, a non-profit organization (Service Provider).

### **RECITALS**

- A. The City and Service Provider entered into an agreement dated August 10, 2022 (the Agreement) to provide Youth Development Programs for compensation not to exceed \$281,550.00.
- B. The City and Service Provider amended the agreement to correct the Scope of Work with the First Amendment dated December 12, 2022.
- C. The City and Service Provider now desire to amend the Agreement and First Amendment to revise the Scope of Work and compensation therein.
- D. Entry into this Amendment, the Service Provider agrees it has no claim, demand, or dispute against the City.

### **AGREEMENT**

NOW, THEREFORE, in consideration of the above recitals, which recitals are contractual in nature, the mutual promises herein contained, and for other good and valuable consideration hereby acknowledged, the parties agree that the Agreement be amended as follows:

- 1. **Scope of Work.** The Scope of Work in the Agreement is hereby amended to replace language in the Services Description to read: Fresno Area Workforce Investment Corporation (FAWIC) will provide services to 100 Program Fellows during the term of the Service Agreement
- 2. **Schedule of Fees and Expenses.** The Schedule of Fees and Expenses fee in is hereby amended to not to exceed **\$648,680.00**, paid on the basis of the rates set forth in the schedule of fees and expenses contained in the attached Exhibit A .
- 3. **Effect of Amendment.** Except as expressly modified by this Amendment, the Agreement remains in full force and effect. In the event of any conflict between the Agreement and this Amendment, this Amendment shall control.
- 4. Except as otherwise provided herein, the Agreement entered into by the City and Service Provider, dated August 10, 2022, and First Amendment dated December 12, 2022 remains in full force and effect.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Amendment on the date set forth above.

CITY OF FRESNO,  
a California municipal corporation

FRESNO AREA WORKFORCE  
INVESTMENT CORPORATION,  
a non-profit organization

By: \_\_\_\_\_  
Georgeanne A. White  
City Manager

By: \_\_\_\_\_  
Name: \_\_\_\_\_

APPROVED AS TO FORM:  
ANDREW JANZ  
City Attorney

Title: \_\_\_\_\_  
(If corporation or LLC., Board Chair,  
Pres. or Vice Pres.)

By: \_\_\_\_\_ Date  
Kristi M. Costa  
Senior Deputy City Attorney

By: \_\_\_\_\_  
Name: \_\_\_\_\_

ATTEST:  
TODD STERMER, CMC  
City Clerk

Title: \_\_\_\_\_  
(If corporation or LLC., CFO,  
Treasurer, Secretary or Assistant  
Secretary)

By: \_\_\_\_\_ Date  
Deputy

Attachments:

- 1. Exhibit A – Budget Narrative

**One Fresno Youth Workforce Development Program**

**Budget Narrative**

**Cost Category: Personnel (Equus Subcontractor)**

Type/Title	Description	Time Period	Cost Breakdown	Cost
Project Coordinator	Provide oversight for direct staffing to ensure performance of the program. This position will complete and submit all required reports and communicate directly with City staff to ensure program is running efficiently. Will be the direct contact for all program related inquiries.	Oct 19, 22 to May 1, 24	\$6,251.36 x 18.75% FTE x 18.5 mos.	\$ 21,684.39
Operational Manager	Provide oversight and supervise direct staff to ensure services are processed for the program timely. This position will support and complete all supportive services requests approvals and communicate directly with project director and FRWDB staff to ensure efficiently.	July 1, 23 to May 1, 24	\$7,340.30 x 28.5 % FTE x 10 mos.	\$ 20,919.86
Accounting Specialist	Position will provide support with financial processes including, monitoring of monthly expenditures to ensure compliance with contract budget and fiscal requirements, reconciliation of local project p-card, processing timesheets for payroll processing, reviewing ledgers and detail monthly for monthly invoices and preparing purchase orders submitted for payment by vendors and reconciles financials monthly.	Oct 19,22 to May 1, 24	\$4,331.84 x 8.33% FTE x 18.5 mos.	\$ 6,675.59
Case Manager	Position will provide case management to oversee all program services, including supportive services, short-term training, referrals to other community services to address barriers, and job placement services to ensure successful outcome for all enrolled Fellows. Position will be provided using an existing service provider.	Oct 19, 22 to May 1, 24	\$4,333.33 x 1.00 FTE x 10 mos.	\$ 80,166.67
Case Manager	Position will provide case management to oversee all program services, including supportive services, short-term training, referrals to other community services to address barriers, and job placement services to ensure successful outcome for all enrolled Fellows. Position will be provided using an existing service provider.	July 1, 23 to May 1, 24	\$4,576.00 x 1.00 FTE x 10 mos.	\$ 45,760.00
Clerk	The Clerk will provide program support to case managers for continued processing of timesheets and supportive services including data entry, file maintenance and retrieval and assistance with customer follow-up, pulling of reports. Clerk will report to program supervisor.	July 1, 23 to May 1, 24	\$4,194.67 x 1.00 FTE x 10 mos.	\$ 41,946.67
Payroll Taxes	Required payroll taxes based on mandated rates.	Oct 19, 2022 to May 1, 2024	FICA @ 7.65%, FUTA @.60%, SUI @ 6.20% and Worker's Comp @ 2.35%	\$ 25,380.11
Staff Benefits	Staff Benefits	Oct 19, 2022 to May 1, 2024	Health/Med at 11.51%, Life @ 0.27%, Retirement @ 1.10%, Disability @ 0.12%	\$ 28,229.91
<b>Personnel Total:</b>				<b>\$ 270,763.20</b>

**Cost Category: Operational (Equus Subcontractor)**

Description	Time Period	Cost Breakdown	Cost
Local Mileage	Oct 19, 2022 to May 1, 2024	Local Mileage is calculated at an average of 165.05 miles per month for 2 staff employee at \$.655 per mile (165.05 miles per month x 18.5 months x 2 employee x .655 per mile = \$4,000.00)	\$ 4,000.00

Cost Category: Operational (Equus Subcontractor) continued

	Description	Time Period	Cost Breakdown	Cost
Bank Charges	ADP payroll processing fees		2% of total salaries (\$217,153.18 X .002 = \$434.31)	\$ 434.31
Postage	Postage is cost allocated expense and will cover client mailings, including but not limited to FedEx shipping fees and USPS postage and certified mailings.		\$13.51 X 18.50 months= \$250.00	\$ 250.00
Audit Services	Equus Workforce Solutions is required to conduct an annual audit for schedule of federal expenditures and indirect cost review.		calculated at .20% of total revenue and equals \$700.66. (\$350,331.20 X calculated at .20% of total revenue and equals \$700.66. (\$350,331.20 X .20% = \$700.66)	\$ 700.66
Printing	Printing costs include, business cards, printing, and copying		calculated at \$10.81 per month for 18.5 months and equals \$200.00.	\$ 200.00
Office Supplies	Office supplies is a cost allocated expense for all office consumables.		\$81.08 x 18.5= \$1,500	\$ 1,500.00
Cell Phones	Two shared staff charged to project at a cost allocated % and one direct staff members will receive a cell phone stipend.		\$35/\$75 per month for 18.5 months and equals \$2,301.59. (((75*18.5)*18.75%)+(75*16*30%)(35*18.5)*8.33%)+(35*18.5)+(35*14)+(35.*14))	\$ 2,301.59
Insurance	General and Professional Liability Insurance for each project, a necessary cost of doing business.		\$6.00 per \$1,000 of revenue and equals \$2,101.99.	\$ 2,101.99
Staff Recruitment	All employees are required to pass drug test before they may become an Equus employee. Although most of the employees listed in this budget are current employees, we have included a small amount for new hire or replacements.		\$200 x 2 staff	\$ 400.00
Professional Services	Adobe and Quickbase licensing fees		Adobe Licensing Fees at \$15.10 per user per month x 2 staff = \$422.80. Quickbase licensing fees totaling \$500.	\$ 922.80
Indirect Cost (Equus sub contractor)	Currently our provisional indirect cost rate is 10.43% for the WIOA projects. However, for this project, EWS proposal submitted has elected to charge 9.77% of subtotal direct costs.		\$283,574.55*0.0977 = \$27,702	\$ 27,705.23

Recruitment Total \$ 40,516.58

Organization Name: Fresno Area Workforce Investment Corporation

Project Type: City of Fresno Job Corp Wrap-Around Services

Cost Category: Direct Services				
Service Type	Description	Time Period	Cost Breakdown	Cost
Support Services	Will include a variety of services based on the needs of each Fellow to participate and successfully complete the internships such as childcare, emergency housing, transportation; mileage, stipend, bus passes, car repair services, driver's ed, and driver's license, work attire, uniforms, safety gear, and tools	Oct 19, 2022 to May 1, 2024	Estimated at \$3,100.00 per x 100 Fellows	\$ 310,000.00
<b>Direct Services Total:</b>				<b>\$ 310,000.00</b>

Cost Category: Administration (No more than 10% of total award)				
Type/Title	Description	Time Period	Cost Breakdown	Cost
Senior Deputy Director	Directs staff in the implementation of policies, goals and objective to ensure compliance	August 10, 2022 to May 1, 2024	.05 FTE @ \$6,426.45 x 2 yrs.	\$ 12,852.91
Program Coordinator	Direct oversight and management of staffing and implementation of all project activities, including policies, goals and objectives to ensure grant and fiscal compliance.	August 10, 2022 to May 1, 2024	.06 FTE @ \$4,598.06 x 2 yrs.	\$ 9,196.12
Fiscal Account Manager	Manages accounting procedures and processes invoices, payment and fiscal reporting.	August 10, 2022 to May 1, 2024	.03 FTE @ \$2,675.02 x 2 yrs.	\$ 5,350.04
<b>Administration Total:</b>				<b>\$ 27,399.07</b>

4.2%

\*add additional lines if needed, please ensure calculation are correct

**Total Grant Amount: \$ 648,678.85**

Organization Name: Fresno Area Workforce Investment Corporation  
 Project Type: City of Fresno Job Corp Wrap-Around Services

**One Fresno Youth Workforce Development Program**

**BUDGET**

				CALCULATED TOTAL:	\$ 648,678.85	\$ -	\$ 648,678.85
COST CATEGORY	COST DESCRIPTION	COST PER UNIT/HRS (\$)	UNITS	TOTAL REQUESTED GRANT FUNDS	TOTAL LEVERAGE	TOTAL PROJECT COST	
<i>[ex. Personnel]</i>	<i>[Program Manager]</i>	\$ 70,000.00	2	140,000.00	-	140,000.00	
Personnel	Project Coordinator	\$ 21,684.39	1	21,684.39	-	21,684.39	
Personnel	Operations Manager	\$ 20,919.86	1	20,919.86	-	20,919.86	
Personnel	Accounting Specialist	\$ 6,675.59	1	6,675.59	-	6,675.59	
Personnel	Case Manager	\$ 80,166.67	1	80,166.67	-	80,166.67	
Personnel	Case Manager	\$ 45,760.00	1	45,760.00	-	45,760.00	
Personnel	Clerk	\$ 41,946.67	1	41,946.67	-	41,946.67	
Personnel	Payroll Taxes	\$ 25,380.11	1	25,380.11		25,380.11	
Personnel	Staff Benefits	\$ 28,229.91	1	28,229.91	-	28,229.91	
Operational Cost	Program Operational Cost	\$ 40,516.58	1	40,516.58	-	40,516.58	
Direct Services	Supportive Services	\$ 3,100.00	100	310,000.00	-	310,000.00	
Administration	Senior Deputy Director	\$ 12,852.91	1	12,852.91	-	12,852.91	
Administration	Project Coordinator	\$ 9,196.12	1	9,196.12	-	9,196.12	
Administration	Project Accountant	\$ 5,350.04	1	5,350.04	-	5,350.04	
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See the categories tab for which cost categories to use.  
 Leverage is not required, however there is an opportunity to add Organization leverage to the program