

FIRST AMENDMENT TO AGREEMENT

This First Amendment to Agreement (Amendment) is effective as of August 10, 2024, (Effective Date) and amends the Agreement entered into by and between the City of Fresno, a California municipal corporation (City), and Poverello House, a California Corporation (Service Provider). City and Service Provider are collectively referred to as Parties.

RECITALS

- A. Whereas, the Parties entered into an Agreement dated February 9, 2024 (Agreement) to provide Employment Services for One Fresno Youth Jobs Corps Program Worksites; and
- B. Whereas, the term of the Agreement is set to expire on August 09, 2024, for a total fee amount to not exceed \$200,000; and
- C. Whereas, the Parties now desire to amend the Agreement to extend the term, increase the compensation of the Agreement, and revise the Scope of Service; and
- D. Whereas, by 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. **Term of Agreement and Time of Performance.** The Term of Agreement and Time of Performance is hereby amended to continue in full force and effect until June 30, 2025.
- 2. **Scope of Work.** The Scope of Work in the Agreement is hereby amended and replaced with Exhibit A, which is attached hereto and incorporated herein by reference.
- 3. **Compensation.** Service Provider's sole compensation is hereby amended to not exceed **\$276,850**; paid on the basis of the rates set forth in the schedule of fees and expenses contained in the attached Exhibit A-1.
- 4. **Effect of Amendment.** In the event of any conflict between the Agreement or any Exhibits and this Amendment, this Amendment shall control.
- 5. Except as otherwise provided herein, the Agreement entered into by the City and Service Provider dated February 9, 2024, remains in full force and effect.

[SIGNATURE PAGE TO FOLLOW]

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

CITY OF FRESNO,
a California municipal corporation

Poverello House,
a California Corporation

By: _____
Georgeanne A. White
City Manager

By: _____

Name: _____

Title: _____

(If corporation or LLC., Board Chair,
Pres. or Vice Pres.)

APPROVED AS TO FORM:
ANDREW JANZ
City Attorney

By: _____

By: _____ Date
Sukhman S. Sekhon
Deputy City Attorney

Name: _____

Title: _____

(If corporation or LLC., CFO,
Treasurer, Secretary or Assistant
Secretary)

ATTEST:
TODD STERMER, CMC
City Clerk

By: _____ Date
Deputy

Attachments: Exhibit A
Exhibit A-1

EXHIBIT A

SCOPE OF SERVICES Service Agreement Between City of Fresno And Poverello House One Fresno Youth Jobs Corps Program Worksites

Poverello House is to provide sufficient and meaningful work experiences to Fresno youth (“Participants”) designed to promote the development of positive work habits and specific skills required for successful participation in the workforce. Requirements will include, but not be limited to hiring, onboarding, training, supervising, evaluating, and offboarding employees.

Poverello House agrees to provide programming as was provided in the included Cost Proposal. Any material changes to the program as proposed must be approved in writing by the City before implementation.

Poverello House is required to abide by the following terms:

- 1) Comply with California and Federal Child Labor Laws (maximum hours, breaks, etc.) and acknowledge the penalties for violating Federal Child Labor Laws.
- 2) Ensure all minors under the age of 18 have a valid Work Permit.
- 3) Comply with State of California training requirements on preventing sexual harassment and abusive conduct in the workplace that satisfy California’s legal training requirements pursuant to Government Code section 12950.1.
- 4) Assure that this agreement will enhance the number of employed individuals so as to not displace currently employed worker(s) (including partial displacement such as a reduction of hours of non-overtime work, wages or employment benefits) or impose on their promotional opportunities.
- 5) Provide youth with an orientation to familiarize the youth with their job duties, times/days/locations to report to work, policies, and procedures such as attendance requirements, absenteeism, tardiness, lunch, and break time, etc. hours, worksite expectations and what to do in case of an emergency by providing clear emergency and evacuation procedures.
- 6) Provide the youth with supervision at all times and a clear line of supervision and accountability.
- 7) Discuss any problems or conflicts that may arise from the youth's job performance immediately to resolve issues as they arise. Contact the City of Fresno Youth Jobs Corps staff for assistance if unable to resolve internally.
- 8) Cooperate fully with monitors from City of Fresno Youth Jobs Corps Program with accessibility to the worksite staff and information pertaining to worksite operation.
- 9) Maintain accurate timecard records, verifying hours, and ensure that timecards are signed by the youth and the supervisor prior to payment. Ensure any timecard alterations, changes or corrections are initialed by the Supervisor and the youth. (The

use of White-Out is strictly prohibited).

- 10) Provide the youth with copies of signed timesheets and other program or work-related information as appropriate.
- 11) Consider the possibility of hiring the youth at the conclusion of the program, although there is no requirement to do so.
- 12) Provide materials and equipment necessary to perform the duties of the work assignment.
- 13) It is expected that youth Participants' experiences will be in-person. Prior approval from the City will be required for telework opportunities.
- 14) At conclusion of work service, provide City with a completed final evaluation by the youth's Supervisor and final program evaluation completed by the youth.
- 15) Maintain records and prepare monthly reports, including but not limited to the following:
 - Number of youth employed in organization.
 - Number of youth employed in each focus area.
 - Average wage and hours worked of Participants across organization.
 - Number of youth employed after completion of program.
 - Youth anecdotal stories regarding their employment.

All Participant positions must be 50% FTE - 100%.

All Participants must be between 16-30 years of age at the time of hire. The City of Fresno will refer applicants to agencies to interview for positions. Hiring priority should be given to youth who:

- Have not participated in an AmeriCorps program
- May have difficulty finding employment
- Are low-income
- Are unemployed and/or out of school
- Are or were justice-involved
- Are in or transitioning from foster care
- Are engaged with the mental health or substance abuse system

Priority applicants (meeting two of above criteria) should make up no fewer than 75% of selected Participants as per the funding specifications.

Wraparound services are available by referral through City partners for Participants in need of assistance. This can include services such as:

- transportation assistance,
- job readiness training,
- emergency housing,
- work attire assistance,
- case management, or
- other services likely to help Participants succeed in the program and/or gain employment after completion of program.

All Participants must receive a wage of \$18/hr. that will be paid by the employer. In addition to participant wages, allowable expenses include uniforms for the fellows, pants, work boots, business casual attire, polo shirt, rain gear, hat, work gloves, water bottle, sunscreen, vest, office supplies, and trash grabbers.

Participants may not partake in activities that require high levels of safety precautions. Participants may not partake in activities that require specialized training unless that training is provided. All expenditures and activities must comply with federal procurement requirements, and other state and/or federal laws and regulations.

PAYMENT: Invoices are to be submitted to the City of Fresno in order to initiate the payment process. Payments will be on a cost-reimbursement basis. Invoicing must include proof of expenses, i.e., timecards and receipts. The City retains the right to request additional proof of expense. Invoices shall conspicuously display the City's purchase order number and shall be submitted to:

ATTENTION:

Diane Printz-White
City of Fresno
Personnel Services Department
One Fresno Youth Jobs Corps Program
2600 Fresno St.
Fresno, CA 93721

Funds may not be used for the following reasons:

- Repayment of existing debt or pre-existing tax liens or obligations
- Legal, loan, or bank fees
- Subsidization of existing contracts
- Political campaigns or lobbying
- Advancement of certain sectarian, politically partisan, or religious projects (grant funds should be used for specific programs and not to advance the causes of any of the stated groups)
- Fundraisers or other events not open to the general public
- Purchase of food or beverages
- A project or program which is clearly intended for commercial gain
- A project or program that occurs before or after the grant award period
- Support of individuals
- For businesses established for personal benefit or profit
- To support annual fund drives
- To fund an agency's deficit or endowment
- To repay loans
- Furniture
- Bonuses
- For the direct support of religious activities. Secular activities offered to the community that is provided by religious organizations regardless of congregational membership or statements of belief may be eligible for grant funds.

EXHIBIT A-1 SUMMARY

Worksite	Original Budget	Carry over	Extension 2nd budget	Total Award
Poverello House	\$200,000.00	\$41,415.35	\$118,264.61	\$276,850.00

EXHIBIT A-1

Organization Poverello House
 Name:
 Project Type: One Fresno Youth Jobs Corps Community Based Organization Worksites

One Fresno Youth Job Corps Program

Budget Narrative

Cost Category: Personnel				
Type/Title & Number to Hire	Description	Time Period	Cost Breakdown	Cost
Youth Corps Fellow	Youth Corps Fellows (ages 18-30) hired by Poverello House to work in the areas of food services. The fellows will learn work skills, soft skills and provide meaningful impacts serving people struggling with food insecurity. The Youth Corps Fellows will specifically work in the areas of food preparation, restaurant services (at Papa Mike's Cafe restaurant), and food warehouse operations. The Cohort will have ten fellows. Fellows will be paid \$18.75 per hour and have 841 hours of employment each during their cohort.	January 1, 2024-June 30, 2024	.725 FTE @ \$18.75 per hour X 29 hours/week + 8.65% employment tax X 10 fellows (fellows will have 841 hours each)	\$171,327.47
			Personnel Total:	\$171,327.47

Cost Category: Supplies or Other Costs				
Type	Description	Time Period	Cost Breakdown	Cost
Youth Corps Fellows Uniforms	All Youth Corps Fellows and associated staff will be provided branded polo shirts (3), branded T-Shirts (2), work pants (2 pairs), hats (2), non-slip shoes (1), aprons (2), and nametags (2). Additional items will be available as needed for Youth Corps Fellows should items be damaged or lost. Uniforms will be co-branded with Poverello House and the Youth Corps Fellows Program.	All Fellows	Branded Polos (\$27 X 67)+ Branded T-Shirts (\$20 X 24) + Work Pants (\$40*22) + (Hats (\$20 X 32)+ Non-Slip Shoes (\$75 X 12)+ Aprons (\$40 X 24)+ Nametags (\$12 X 12)	\$5,813.00
Program Supplies	Program supplies will cover supplies directly associated with the program such as employment badges, lanyards, supplies utilized by Youth Corps Fellows in their assignments (gloves,	6 months	\$454.04 X 6 months	\$2,724.28

	hair nets, etc.), office supplies such as paper for time sheets/training materials, notepads and pens, and other associated items.			
ServSafe Food Handlers Exam/Certificate	Each Youth Corps Fellow will earn their ServSafe Food Handlers Certificate. This will be accomplished through taking the online course and passing the exam.	All Fellows	\$15 X 10 Exams/Certs	\$150.00
Supplies Total:				8,687.28

Cost Category: Administration (No more than 10% of total award)				
Type/Title	Description	Time Period	Cost Breakdown	Cost
Chief Executive Officer	The CEO provides direct oversight to Chief Operations Officer and is responsible to make sure program meets the outcomes that are required.	30 weeks	.03 FTE @ \$82,500 + 20% fringe + 8.65% employment taxes	\$3,184.09
Controller	The Controller provides oversight and is involved in the detail financial work that is necessary to operate this program, i.e., payroll, accounts payable/receivable, invoicing, and financial reporting.	30 weeks	.05 FTE @ \$30/hour	\$1,560.00
Community Engagement Coordinator	Community Engagement Coordinator will serve as the coordinator of the program and will supervise the entire program. Will serve as the direct link to the City of Fresno, orient Youth Corps Fellows to Poverello House, provide basic soft skills training and assist with any pressing needs of the fellows.	30 weeks	.15 FTE @ \$24.00/hour + 20% fringe + 8.65% employment taxes	\$6,422.21
Chief Operations Officer	Provide facilities and maintenance support for program. Chief Operations Officer directly supervises all food services at Poverello House and Youth Corps will work in this department.	30 weeks	.05 FTE @ \$46,500 + 20% fringe + 8.65% employment taxes	\$2,991.11
Restaurant Coordinator	Work day-to-day with all Youth Corps fellows and train them in customer service, soft skills, and all skills related to the front of the house/dining room in a restaurant.	30 weeks	.10 FTE @ \$20.00/hour + 20% fringe + 8.65% employment taxes	\$2,675.92
Director of Culinary Services	Director of Culinary Services will work directly with Youth Corps Fellows to teach basic kitchen and restaurant skills for those working in the food preparation role.	30 weeks	.07 FTE @ \$35,000 + 20% fringe + 8.65% employment taxes	\$3,151.93
Administration Total:				19,985.25

***add additional lines if needed, please ensure calculation are correct** Total Grant Amount: 200,000

Organization Name: Poverello House
Project Type: Phase 2_One Fresno Youth Jobs Corps Community-Based Organization Worksites

One Fresno Youth Jobs Corps Program

Budget Narrative

Cost Category: Personnel				
Type/Title & Number to Hire	Description	Time Period	Cost Breakdown	Cost
Youth Corps Fellow	Youth Corps Fellows (ages 18-30) hired by Poverello House to work in the areas of food services. The fellows will learn work skills, soft skills and provide meaningful impacts serving people struggling with food insecurity. The Youth Corps Fellows will specifically work in the areas of food preparation, restaurant services (at Papa Mike's Cafe restaurant), and food warehouse operations. Three cohorts will have seven fellows each (21 total). Fellows will be paid \$18 per hour. Each participant will gain 240 hours of employment.	October 1, 2024- June 30, 2025	.5 FTE @ \$18 per hour X 20 hours/week + 8.65% employment tax X 21 fellows (fellows will have 240 hours each)	\$98,567.28
Personnel Total:				\$98,567.28

Cost Category: Supplies or Other Costs				
Type	Description	Time Period	Cost Breakdown	Cost
Youth Corps Fellows Uniforms	All Youth Corps Fellows and associated staff will be provided branded polo shirts (2), branded T-shirts (1), work pants (2 pairs), hats (2), non-slip shoes (1), aprons (2), and nametags (1). Additional items will be available as needed for Youth Corps Fellows should items be damaged or lost. Uniforms will be co-branded with Poverello House and the Youth Corps Fellows Program.	All Fellows	Branded Polos (\$27 X 42)+ Branded T-Shirts (\$20 X 21) + Work Pants (\$40*42) + (Hats (\$20 X 42)+ Non-Slip Shoes (\$75 X 21)+ Aprons (\$40 X 42)+Nametags (\$12 X 21)	\$7,581.00
Program Supplies	Program supplies will cover supplies directly associated with the program such as employment badges, lanyards, supplies utilized by Youth Corps Fellows in their assignments (gloves, hair nets, etc.), office supplies such as paper for time sheets/training materials, notepads and pens, and other associated items.	9 months	\$50 X 21 Fellows	\$1,050.00

ServSafe Food Handlers Exam/Certificate	Each Youth Corps Fellow will earn their ServSafe Food Handlers Certificate. This will be accomplished through taking the online course and passing the exam.	All Fellows	\$15 X 21 Exams/Certs	\$315.00
---	--	-------------	-----------------------	----------

Supplies Total: 8,946.00

Cost Category: Administration (No more than 10% of total award)

Type/Title	Description	Time Period	Cost Breakdown	Cost
Indirect Costs	(Indirect Costs will include such items as, facilities maintenance, finance department activities, management oversight, insurance, and other associated costs incurred that would be reasonable under this line item).	45 weeks	10% of Direct Costs	\$10,751.33

Administrati on Total: 10,751.33

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

Total Grant Amount: 118,264.61