

Contract # 2021-23 PCIS E-RAP 2.0

Pacific County Immigrant Support

AMENDMENT #2

PURPOSE OF THE CHANGE: To amend the contract between **Pacific County Immigrant Support** and **Pacific County**.

IT IS MUTUALLY AGREED THEREFORE: That the contract is hereby amended as follows:

1. Exhibit C – Budget for Contract #2021-2022 Amendment #1 is replaced with Exhibit C Contract #2021-2022 Amendment #2 and adds \$9,152 in funding.
2. Abide by Fiscal Back-up Documentation Requirements as outlined in Exhibit D upon execution of Amendment #2.
3. Revises the end date of this contract to December 31st, 2022 in anticipation of rental assistance funds being exhausted.

ALL OTHER TERMS & CONDITIONS of the original contract shall remain in full force and effect.

IN WITNESS WHEREOF, undersigned have affixed their signatures in execution thereof.

IN WITNESS WHEREOF, the COUNTY and CONTRACTOR have executed this AGREEMENT the date(s) so noted below.

PACIFIC COUNTY IMMIGRANT SUPPORT

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Date

Lisa Olsen, Chair

Agency Tax Identification Number

Frank Wolfe, Vice Chair

Mike Runyon, Commissioner

APPROVED AS TO FORM:

ATTEST:

Prosecuting Attorney

WSBA #

Amanda Bennett
Clerk of the Board

Date

EXHIBIT C - Budget*Contract # 2021-23 PCIS E-RAP 2.0**Amendment #2*

	Funding Period	Funding Source	Amount	Type
Amendment 1	Oct 2021 – June 2023	ERAP 2.0	\$117,000	Reimbursement Based
Amendment 2	Oct 2021 – Dec. 2022	ERAP 2.0	\$126,152	Reimbursement Based



Public Health & Human Services

Fiscal Back-up Documentation Requirements for Subcontractors

Updated 8/2/2022

Category	Required back up documentation
Salaries & Benefits	<input type="checkbox"/> Detailed general ledger expenditure report for all employees who are charge to the grant for the period with the following information: <ul style="list-style-type: none"> • Salaries & wages • Employee name • Employee rates of pay • Hours worked <input type="checkbox"/> Time sheets for all staff that clearly shows which hours are charged to the grant by day * Note- salaries & benefits must be broken out on seperate lines
Equipment over \$5000	<input type="checkbox"/> Detailed general ledger expenditure report that provides vendor name, amount <input type="checkbox"/> Item description <input type="checkbox"/> Detailed invoice <input type="checkbox"/> Documentation that expense was preapproved by the county
Materials & Supplies	<input type="checkbox"/> Detailed general ledger expenditure report that provides vendor name <ul style="list-style-type: none"> • Vendor name • Item description • Cost of item <input type="checkbox"/> Invoice or receipt

Category	Required back up documentation
Travel	<p> <input type="checkbox"/> Detailed general ledger expenditure report that provides <ul style="list-style-type: none"> • Employee name • Travel expense form* • All itemized receipts <input type="checkbox"/> Documentation of pre approval for any flights and overnight stays </p> <p>* Travel expense form should include employee signature, supervisor approval, mileage, and purpose</p> <p>Note: Pre-approval documentation from the County for any out of state travel must be provided.</p>
Consultants, or contract expenses	<p> <input type="checkbox"/> Detailed general ledger expenditure report that provides: <ul style="list-style-type: none"> • Contractor/consultant/subrecipient name <input type="checkbox"/> Detailed invoice <input type="checkbox"/> Documentation of pre-approval of expense from the county </p>
Meals	<p> <input type="checkbox"/> Detailed expenditure report <input type="checkbox"/> Itemized receipt <input type="checkbox"/> Sign in sheet with participant roster <input type="checkbox"/> Documentation of pre-approval of expense from county </p>

Category	Required back up documentation
Outreach materials & promotional items	<input type="checkbox"/> Detailed expenditure report <input type="checkbox"/> Itemized receipt <input type="checkbox"/> Description of item and purpose <input type="checkbox"/> Sample of materials
Training	<input type="checkbox"/> Detailed general ledger expenditure report <input type="checkbox"/> Itemized receipts <input type="checkbox"/> Description of training and purpose or Agenda
Administration	<input type="checkbox"/> Detailed general ledger expenditure report <input type="checkbox"/> Timecards, receipts, invoices, or other source documentation to backup admin expenses

Unless otherwise required by the county, subcontractor shall submit invoices and all back up on a monthly basis no later than the 15th of the month following the month the expense was incurred.

Note- all expenses must be part of the approved contract budget.