

Contract #2022-2023 PCIS Outreach

Amendment #1- PCIS Outreach

PURPOSE OF THE CHANGE: To amend the contract between PCIS and Pacific County.

IT IS MUTUTALLY AGREED AND THEREFORE THE CONTRACT IS HEREBY AMENDED AS FOLLOWS:

1. Pacific County is electing to amend PCIS's contract for Outreach to remove language from the original contract requiring personal liability insurance.
2. Pacific County is electing to amend PCIS's original budget to move \$32,995 from FY 2023 to FY 2022 from salaries and benefits to the program cost and admin categories. \$29,000 will be added to program costs and \$3,995 to admin
3. Pacific County is electing to amend PCIS's original budget to clarify spending amounts in FY 2022 and FY 2023.
4. ALL OTHER TERMS AND CONDITIONS of the original contract and Amendments shall remain in full force and effect.
5. This Agreement may be executed in any number of counterparts and by the parties hereto on separate counterparts, each of which when so executed and delivered shall be an original but such counterparts together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned have affixed by their duly authorized representatives their signatures below.

SUB RECIPIENT
PCIS

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Authorized Representative Date

Title

Address

Address

APPROVED AS TO FORM:

Prosecutor's Office

Authorized Representative Date

Title

Address

Address

ATTEST:

Amanda Bennett, Clerk of Board

Exhibit A- Statement of work and Budget Amendment #1

Pacific County Immigrant Support

Project - Outreach to Historically Marginalized Communities

February 1, 2022 - June 30, 2023

Contract: #2022-2023_PCIS_OUTREACH

Summary statement of work Outreach Grant

This Grant is provided solely for "community organizations that serve historically disadvantaged populations to conduct outreach and assist community members in applying for state and federal assistance programs, including but not limited to those administered by the departments of social and health services; commerce; and children, youth, and families" (2021-23 Operating Budget, ESSB 5092, Laws of 2021, Sec. 129 (94)).

The Grantee commits to conducting outreach to historically disadvantaged communities with the objective of helping individuals, families and households gain access to and enroll in state, federal and other assistance programs. Examples of state programs include those administered by the Department of Social and Health Services (DSHS), the Department of Children, Youth and Families (DCYF), and Department of Commerce.

Contractor shall provide:

- Three 0.5 FTE promotoras/outreach workers to assist our Hispanic/Latinx population within Pacific County; including those who may be undocumented. Hired by May 31st, 2022.
- 0.5 FTE manager to ensure PCIS is executing program deliverables according to the contract and to manage the promotoras.
- Conduct targeted outreach, referral, and application assistance to Hispanic/Latinx individuals; including those who may be undocumented.
- Educate Hispanic/Latinx community members on local, state, and federal programs they may be eligible for.
- Research and educate undocumented community members on local, state, and federal programs they may also be eligible for.
- Collaborate on the creation, distribution, and translation of outreach materials, resource guides, and brochures.
- Assist having the resource guide formally updated twice per year.
- Coordinate and promote community wide outreach events and services such as health fairs or other outreach events at least twice a year.
- Attend confidentiality training and any other trainings required by the program
- Collaborate on the creation of a Cultural Competency Training for Pacific County providers to increase knowledge and improve services to historically underserved populations.

Exhibit A- Statement of work and Budget Amendment #1

- Participate in Coordination of Care, Housing, and Behavioral Health Subcommittee meetings to participate in county level program planning and coordination.
- Ensure PCIS is executing program deliverables according to the contract.
- Collaborate on feedback for community, state, and federal providers to help increase accessibility to their programs.
- Ensure timely billing and reporting submitted to PCHHS by the 10th of each month, unless otherwise requested earlier by PCHHS.
- Manage budgets to ensure PCIS is spending funds according to the contract and create a detailed budget to be submitted to PCHHS by March 31st.
- Attend monthly Outreach Coordination meetings with PCHHS, PPR, and PCVU to collaborate, review program outcomes, monitor for risks, and troubleshoot program delivery.
- Attend Outreach Cohort Meetings as scheduled by Commerce.

Examples of Programs and Communities targeted for service in this Grant include:

Exhibit A- Statement of work and Budget Amendment #1

Example Programs	Example Communities (including individuals or households)
<ul style="list-style-type: none"> · Temporary Assistance for Needy Families (TANF) · Supplemental Nutrition Assistance Program (SNAP) · Women, Infants and Children (WIC) · Apple Health and Medicaid · Early Childhood Education and Assistance Program (ECEAP) · Working Connections Childcare · Workforce Innovation and Opportunities Act (WIOA) education and job training/search programs · Kinship Care · The Expanded Child Tax Credit · The Earned Income Tax Credit · Developmental Disabilities Administration Programs · Emergency Rent Assistance Program (American Rescue Plan Act) · Homeownership Fund Assistance Program (American Rescue Plan Act) · SSDI/SSI determination or enrollment · Medicaid or Apple Health enrollment · Coordinated Entry and other housing system engagement (like housing authority applications) · *Other local, state or federally supported programs including EITC or tax preparation, asset building programs, crime victim services, or legal aid. 	<ul style="list-style-type: none"> · Urban or rural BIPOC (Black, Indigenous and People of Color) · Individuals with a disability · Low-income seniors · Youth transitioning from the foster care system · LGBTQIA+, with emphasis on the Black Transgender community · Urban & Tribal Indians · Single parents with young children · Immigrants/refugees

*Additions to this list must be confirmed and authorized by email by your Commerce Representative identified on the Face Sheet of this Grant in order to confirm they are eligible.

Monthly Deliverables

Exhibit A- Statement of work and Budget Amendment #1

Grantee shall submit the following on time with accurate and complete information so Commerce can reimburse Grantee and provide information on outreach progress to the public, the Legislature, and other interested parties.

- Monthly invoices for reimbursement as described in Section 3 in the Special Terms and Conditions. Invoices must be submitted on an A19 via the Secure Access Washington (SAW) online system.

- A monthly progress report that includes outreach metrics and a success story.

- o Metrics should show progress toward outreach goals described in the Grantee's proposal that resulted in awarding this Grant. Client data should NOT INCLUDE NAMES or personally identifiable information to protect privacy. Commerce may confirm clients against data reported during monitoring.

Commerce will provide a template/form for the monthly reports, which may include but not be limited to the following required metrics:

- § Number of people served

- § Demographic information of those served

- § Outreach deployed (could include social media, print ads, posters)

- § Outreach contacts

- § Total caseload

- § New cases added

- § Confirmed program application (like application to TANF, Basic Food or other programs)

- § Relevant outcomes (like job interviews, housing placements, legal aid provided...)

- § Grantee targets related to metrics

- o Examples of monthly success story:

- Quote from client about progress

- Social media post

- Outcome story (household connected to service as a result of this program)

Outreach Cohort Collaboration

Exhibit A- Statement of work and Budget Amendment #1

Grantee will participate in Commerce-coordinated online cohort meetings. Meetings will be intended to support Grantee needs, encourage collaboration and sharing best practices among all Grantees under this program, with the goals of enhancing outreach to marginalized and underserved communities. Commerce will also ask on Grantees to suggest meeting topics and help facilitate meetings so Grantees can share successes and challenges, and to receive training and support peer Grantees around the state. All Grantee staff time for participating in these meetings can be reimbursed by this Grant.

Exhibit A- Statement of work and Budget Amendment #1

PCIS

Budget Item	Calculation	Amendment #1 March 9, 2022-June 30, 2022	July 1, 2022-June 30, 2023
Outreach staff salary and benefits	\$173,400 - Promotoras \$79,475 - Manager	\$98,524	\$121,356
Program costs*	\$8,665	\$23,729	\$13,936
Administrative Costs**	\$3,357	\$4,632	\$2,720
TOTAL BUDGET	\$264,897	\$126,885	\$138,012

This budget may be reduced by Commerce if after January 31, 2023, this Grant is underspent and the Grantee does not have a reasonable plan to spend down the Grant amount. Commerce will attempt to prevent loss of these funds and will redirect funds to in the same region first before moving funds to other parts of the state.

Budget Category Definitions, Allowances and Restrictions:

*Program costs include:

- Staff mileage or client transportation costs
- Staff equipment including phones, phone contract costs, and computers
- Media buys
- Printing program information
- Event expenses

**Administrative costs include:

- These are expenses incurred by this project that are not budgeted as program costs including executive staff time, IT, HR, and other organization-wide fees or costs like insurance, office space rent, etc.
- Administrative costs must be charged monthly and cannot be assessed in full at the end of the Grant period.
- Administrative costs can include training or other costs that will enhance future outreach efforts like SOAR training (for SSI/SSDI Outreach) or staff costs associated with starting up future outreach efforts like Medicaid Foundational Community Supports agreements.

Exclusions:

- These funds are not intended to support development of housing or other capital facilities.
- Commerce can refuse to pay for costs incurred that are not within this Grant.
- Grantee is responsible for verifying in writing with the Commerce Representative and whether costs not identified in this Grant are reimbursable.