



**SPOKANE  
WORKFORCE  
COUNCIL**

**Program:** PY23 WIOA One-Stop Operator

**Modification #** 1

**Effective Date:** 7/1/2023

**Contract #:** **110023005**

**Contractor Name:** Career Path Services

***Modification***

**Contractor**

Career Path Services  
816 W Francis Ave #1028  
Spokane, WA 99205

Cami Eakins  
(509) 326-7520

THE SUBCONTRACT AGREEMENT IDENTIFIED ABOVE, INCLUDING ANY PREVIOUS MODIFICATIONS THERETO, IS HEREBY MODIFIED BY MUTUAL CONSENT OF ALL PARTIES HERETO, AS FOLLOWS:

Attached and incorporated in this Subcontract Agreement as additional instructions:

WIOA One-Stop Operator award is increased by \$38,496 and extended through 12/31/23. Total contract expenditures shall not exceed \$76,992. The original budget is replaced in its entirety and is attached to this modification.

All other terms and conditions of the original contract and any subsequent modifications thereto remain in full force and effect.

The modifications referenced herein and attached hereto, number 5 page(s) shall be attached to and made a part of the original contract. These pages supersede all pages referenced and affected by this modification. FOR AUDIT PURPOSES DO NOT REMOVE OR REPLACE ORIGINAL PAGES.

CONTRACT RECIPIENT HEREBY ACKNOWLEDGES AND ACCEPTS THE TERMS AND CONDITIONS OF THIS MODIFICATION.

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**ELECTRONIC SIGNATURES, COUNTERPARTS, AND DELIVERY**

The parties agree that this contract may be executed in multiple counterparts, each of which is deemed an original and all of which constitute only one Contract; and that electronic signature, or e-signature, of this contract shall be the same as execution of an original ink signature; and that E-mail, electronic, or facsimile delivery of a signed copy of this contract shall be the same as delivery of an original.

Spokane Workforce Council	Career Path Services
 <u>x</u> By: Mark Mattke Title: Chief Executive Officer Date: 10 / 10 / 2023	 <u>x</u> By: Cami Eakins Title: CEO Date: 10 / 10 / 2023
Washington State UBI Number: 603-221-233 Federal Tax ID Number: 46-0684743 UEI Number: NX8FJ4C16388	Washington State UBI Number: 601-151-579 Federal Tax ID Number: 91-1032846 UEI Number: KHEJK7NUW388

Contractor

Career Path Services

7/1/2023

Start Date

Date:

10/5/2023

12/31/2023

End Date

\$76,992

Award Amount

ONE STOP OPERATOR-Q2

Auto-calculations

Direct Salary & Benefit Costs	\$57,074	74.13%
Other Direct Costs	\$11,669	15.16%
Direct Client Costs	\$0	0.00%
Indirect Costs	\$8,249	10.71%
<b>Category TOTAL:</b>	<b>\$76,992</b>	<b>100.00%</b>

Contract FTE's		
Direct FTE's		0.50
<b>Total FTE's</b>		<b>0.50</b>

Category totals may not be exceeded. For Line Item Detail - All line items must have detail to breakout the costs so calculations can be confirmed. For line items that will not have a cost, provide a brief description - such as: Included in RSA Rent costs, or N/A. Each line item is expected to have a cost or a notation. Printouts must be in "color".

### Part A - Direct Charges

Part A Budget contains 3 categories - #1 Direct Personnel Salaries & Benefits and #2 Other Direct Costs and #3 Direct Client Services. For #1 Direct Personnel Salaries & Benefits - Changes to staff & staff salary will require written notification to the Funding Source the following reporting month. Shifting funds between categories is ONLY allowable with Funding Source approval as project budgets may have specific requirements. Shifting funds within a category requires notification to the Funding Source at the time requests for funds are submitted.

<b>A1 PERSONNEL SALARIES &amp; BENEFITS:</b>	Direct Salary & Benefit Costs	\$ 57,074.00	74.1%
			% of Contract Total

STAFF - Positions approved and salary paid for each from contract funds. Must not exceed monthly salary below without approval.

	FTE %	Monthly Salary	# months paid	Hours	Annual FTE %	TOTAL
Lori Vietenheimer	100%	\$6,794	6	1,040	50%	\$40,767
			12	0	0%	\$0
			12	0	0%	\$0
			12	0	0%	\$0
			12	0	0%	\$0
			12	0	0%	\$0
			12	0	0%	\$0
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			12	0	0%	\$0
			12	0	0%	\$0
			12	0	0%	\$0
			12	0	0%	\$0
			12	0	0%	\$0
			12	0	0%	\$0
<b>Total Management Direct</b>	<b>1.00</b>	<b>\$6,794</b>	<b>66</b>	<b>1,040</b>	<b>50%</b>	<b>\$40,767</b>
			12	0	0%	\$0
			12	0	0%	\$0
			12	0	0%	\$0
			12	0	0%	\$0
			12	0	0%	\$0
			12	0	0%	\$0
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			12	0	0%	\$0
			12	0	0%	\$0
			12	0	0%	\$0
<b>Total Direct Staff</b>	<b>0.00</b>	<b>\$0</b>	<b>192</b>	<b>0</b>	<b>-</b>	<b>\$0</b>
<b>Total FTEs:</b>	<b>1.00</b>	<b>\$6,794</b>	<b>258</b>	<b>1,040</b>	<b>0.50</b>	
<b>TOTAL</b>						<b>\$40,767</b>

FRINGE BENEFITS - Enter one total for benefits by percentage/rate for all staff listed above.

Type of Benefit	Percentage/Rate	Amount applies to:	TOTAL
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Average Fringe Benefits	40.00%	\$40,767.00	\$16,307
<b>TOTAL</b>			<b>\$16,307</b>
Percentage of program salary and benefits allocated to this award			<b>0.79%</b>
<b>A2 OTHER DIRECT COSTS:</b>	Other Direct Costs		\$11,669.18
			15.16%
<b>EQUIPMENT</b>			
Per item cost and quantity are maximums. Items must be specified and procurement procedures strictly followed per Funding Source policy and Operator policy.			
			% of Contract Total
	<b>Item</b>	<b>Cost per</b>	<b>Quantity</b>
			<b>TOTAL</b>
1) Purchase	Furn & Equip		\$0
2) Lease/Rent:	Leased Equip/Servers	\$25.00	6
3) Maintenance	CPU Maint/Acct/Software		\$0
		<b>Monthly Rate</b>	<b>% of allocation</b>
		<b>Months</b>	
Corporate allocated software, IT support & equipment		\$9,430	0.79%
		6	\$447
<b>TOTAL</b>			<b>\$597</b>
<b>CONSUMABLE SUPPLIES AND REPRODUCTION</b>			
	<b>Item</b>		
		<b>TOTAL</b>	
Supplies		\$230	
		<b>Monthly Rate</b>	<b>% of allocation</b>
		<b>Months</b>	
Corporate allocated supplies		\$550	0.79%
		6	\$26
<b>TOTAL</b>			<b>\$256</b>
(Non-client supplies, reproduction, etc)			
<b>TRAVEL</b>			
	<b>Item</b>	<b>Cost</b>	<b>Miles</b>
			<b>TOTAL</b>
Travel		0.655	\$1,769
Travel-Out of County			
Local Training			\$750
		<b>Monthly Rate</b>	<b>% of allocation</b>
		<b>Months</b>	
Corporate allocated training/travel/meetings/conferences		\$8,375	0.79%
		6	\$397
<b>TOTAL</b>			<b>\$2,916</b>
<b>COMMUNICATIONS</b>			
	<b>Item</b>	<b>Rate</b>	<b>TOTAL</b>
Cell phone/internet Staff & Management		\$ 125.00	\$750
Communications - Other (Advertising & Recruiting)			\$160
		<b>Monthly Rate</b>	<b>% of allocation</b>
		<b>Months</b>	
Corporate allocated communications		\$1,015	0.79%
		6	\$48
<b>TOTAL</b>			<b>\$958</b>
<b>RENT AND UTILITIES</b>			
	<b>Item</b>	<b>Annualized FTE's</b>	<b>Monthly Rate</b>
			<b>Months Per Year</b>
			<b>Subtotal</b>
			<b>TOTAL</b>
Rent- Building	1	\$835	6.00
			\$ 5,010
Rent - Tech	1	\$250	6.00
			\$ 1,500
			\$ -
<b>TOTAL</b>			<b>\$6,510</b>
<b>CONTRACTED SERVICES</b>			
		<b>Monthly Rate</b>	<b>% of allocation</b>
		<b>Months</b>	
Corporate allocated contracted services		\$565	0.79%
		6	\$ 27
<b>TOTAL</b>			<b>\$27</b>
<b>OTHER DIRECT COSTS continued:</b>			
OTHER: must clearly describe			
	<b>Item</b>	<b>Monthly Rate</b>	<b>% of allocation</b>
		<b>Months</b>	<b>TOTAL</b>
Audit		\$1,670	0.79%
		6	\$ 79
Insurance		\$1,550	0.79%
		6	\$ 73

Corporate allocated other direct		\$80	0.79%	6	\$	4	
IFA	1	\$42	6.00	\$	250	\$ 250	
<b>TOTAL</b>						<b>\$406</b>	
<b>DIRECT CLIENT SERVICES</b>		Direct client costs		0	0.00%		
<b>A3</b>	<b>ALL FIELDS ARE REQUIRED TO BE COMPLETED</b>						% of Contract Total
TRAINING SERVICES <i>identify appropriate service for specific program</i>							
	<b>Service</b>	<b># Clients served</b>	<b>Estimated Average Cost</b>		<b>TOTAL</b>		
1)	On-the-Job Training				\$0		
2)	Entrepreneurial				\$0		
3)	Intensive Skills Training				\$0		
4)	Individual Training Account (ITA) <i>(applicable to Adult &amp; DW)</i>				\$0		
5)	Other:				\$0		
<b>TOTAL</b>						<b>\$0</b>	
SUBCONTRACTED SERVICES							
	<b>SERVICE</b>	<b># Clients served</b>	<b>Estimated Average Cost</b>		<b>TOTAL</b>		
<b>TOTAL</b>						<b>\$0</b>	
CLIENT WAGES							
	<b># Clients</b>	<b>Hr/week</b>	<b>Avg Wks</b>	<b>Total Hours</b>	<b>Net hours</b>	<b>Rate/hr</b>	
				0	0		
<b>TOTAL</b>						<b>\$0</b>	
FRINGE BENEFITS FOR CLIENT WAGES							
	<b>Type of Benefit</b>	<b>Percentage/Rate</b>	<b>Amount Applies to:</b>		<b>TOTAL</b>		
	FICA	7.6500%	\$0.00		\$0		
	Workers Compensation Paid Clients	0.35100	0.00		\$0		
	WA Paid Family Medical Leave	0.00147	\$0.00		\$0		
	Workers Compensation Volunteers	0.06970			\$0		
<b>TOTAL</b>						<b>\$0</b>	
SUPPORTIVE SERVICES							
	<b>ITEM</b>	<b>Cost per client</b>	<b>Number of Clients</b>		<b>TOTAL</b>		
<b>TOTAL</b>						<b>\$0</b>	
OTHER PARTICIPANT PAYMENTS							
	<b>Item</b>	<b>Type of Document/Payment</b>	<b>Prior Approval required?</b>		<b>TOTAL</b>		
	Carry-In	N/A	N/A		0		
	Incentive Payments		No		0		
	OTHER: Incentive for accomplishing Benchmarks/Program	N/A	N/A		0		
	Relocation Services				0		
<b>TOTAL</b>						<b>\$0</b>	
<b>Subtotal of all Direct Charges:</b>					<b>\$68,743</b>		
<b>INDIRECT COSTS:</b>					\$8,249.18	10.71%	
<b>B1</b>	INDIRECT COSTS						
			<b>RATE</b>	<b>TOTAL</b>			
	As defined per project contract	\$68,743	<b>12.00%</b>	\$8,249.18			

<b>Title</b>	CPS PY23 Q2 WIOA One-Stop Operator Mod 1 for Signature...
<b>File name</b>	file
<b>Document ID</b>	a308f9f753a96228812dc2cda1f32182de5801ee
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	● Signed

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### Document History

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 VIEWED	<b>10 / 10 / 2023</b> 17:49:04 UTC	Viewed by Cami Eakins (ceakins@careerspathservices.org) IP: 207.108.63.26
 SIGNED	<b>10 / 10 / 2023</b> 17:55:18 UTC	Signed by Cami Eakins (ceakins@careerspathservices.org) IP: 207.108.63.26
 VIEWED	<b>10 / 10 / 2023</b> 18:12:21 UTC	Viewed by Mark Mattke (mmattke@spokaneworkforce.org) IP: 173.10.85.141
 SIGNED	<b>10 / 10 / 2023</b> 18:12:29 UTC	Signed by Mark Mattke (mmattke@spokaneworkforce.org) IP: 173.10.85.141
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