

**CONTRACT K8840**  
**Between**  
**WASHINGTON STATE EMPLOYMENT SECURITY DEPARTMENT**  
**And**  
**KITSAP COUNTY**

<b>CONTRACT INFORMATION</b>			
Contract start date <b>July 1, 2025</b>	Contract end date <b>June 30, 2027</b>	Contract amount <b>\$602,949.00</b>	Authorization <b>State EcSA Grant</b>
Purpose To establish the terms, conditions, requirements, and responsibilities of LWDBs to provide Community Reinvestment Economic Development Programs through the Community Reinvestment Fund.			
<b>PARTIES</b>			
<b>Kitsap County (Contractor)</b>			
Address <b>614 Division Street, MS 23 ,Port Orchard, WA 98366</b>		Business registration or UBI <b>182-002-345</b>	Statewide Vendor Number <b>SWV0008949-16</b>
Contract Manager <b>Alissa Durkin</b>	Telephone <b>360-689-4624</b>	Email <b>adurkin@kitsap.gov</b>	
<b>Employment Security Department (ESD)</b>			
Division <b>Employment System Policy &amp; Integrity</b>		Contact address <b>212 Maple Park Ave SE, Olympia, WA 98501</b>	
Contract manager <b>Mariah Matthews</b>	CM Phone <b>509-516-8258</b>	CM email <b>mariah.matthews@esd.wa.gov</b>	
<b>ATTACHMENTS:</b> This Contract includes the following attachment(s) and document(s) incorporated herein			
Exhibit A – Statement of Work. Exhibit B – Budget and Performance Form. Exhibit C – Certification Regarding Lobbying.			
The terms and conditions of this Contract are an integration and representation of the final, entire and exclusive understanding between the parties superseding, all previous Contracts, writings, and communications, oral or otherwise, regarding the subject matter of this Contract. The parties signing below represent that they have read and understand this Contract and have the authority to execute this Contract.			
Kitsap County Commissioner: <i>Christine Rolles - Chair</i>  Date <b>9/8/25</b>	Employment Security Department <i>Martin McMurry, Chief Operating Officer</i> Date <b>9/15/2025</b>	Signed by: <i>Martin McMurry</i> Date <b>9/15/2025</b>	
Kitsap County Commissioner: <i>Oran Root</i>  Date <b>9/8/25</b>	Kitsap County Clerk of the Board <i>Dana Daniels</i>  Date <b>9/8/25</b>	Date <b>9/8/25</b>	
Kitsap County Commissioner: <i>Katherine T. Walters</i>  Date <b>9/8/25</b>			

Note: Additional signature required on Exhibit C.



## 1. IDENTIFICATION

This Contract is between the Washington State Employment Security Department, hereinafter also referred to as "ESD", and Kitsap County hereinafter also referred to as "LWDB" or "Contractor." ESD and LWDB may also be individually referred to as Party or jointly referred to as Parties.

The Parties hereby mutually agree as follows:

## 2. BACKGROUND AND PURPOSE

Economic Security for All (EcSA) is a poverty reduction model that coordinates existing programs to increase their collective ability to support low-income Washingtonians in their pursuit of equity, dignity, and sustained self-sufficiency.

There are two distinct funding streams associated with this agreement:

- The Community Reinvestment EcSA Career Accelerator Incentives and Matched Investment Savings Account (MISA) Program
- The Community Reinvestment EcSA Business Support Program

For the Community Reinvestment EcSA Career Accelerator Incentive and MISA program, the Contractor must allocate 70% of total funds towards MISA expenses and 30% towards incentive expenses.

All performance targets identified in the Attachments Exhibit B, are specific to this contract.

The purpose of this Contract is to identify terms and conditions for the State Fiscal Years 2026 (FY26) and 2027 (FY27) Community Reinvestment EcSA Programs.

## 3. AUTHORIZATION

This Contract is authorized in accordance with RCW 39.34., whereby under the Washington State Interlocal Act Washington State Department of Commerce (DOC) entered into a contract with the Washington State Employment Security Department (ESD) whereby DOC allocated the funding required herein. Pursuant to that Interlocal Agreement, DOC directed ESD to contract with the Local Workforce Development Boards which are therefore dedicated direct recipients named in the funding authorization. This is also consistent with the authorization surrounding the Washington State Economic Security for All (EcSA) grant whereby statewide activities funds and local programming and partnership efforts are led by Local Workforce Development Boards (LWDB).

## TERMS AND CONDITIONS:

### 4. CONTRACT TERM

The term of this Contract starts July 1, 2025, regardless of the date of mutual execution, and ends June 30, 2027, unless otherwise amended by the parties.

### 5. STATEMENT OF WORK

The LWDB shall furnish the necessary personnel, labor, and services, and otherwise do all things necessary for or incidental to the performance of the work set forth in the Statement of Work attached as **Exhibit A**.

NOTE: All work to be performed under this Agreement must be performed and completed within the identified fiscal year as established by the budget incorporated herein as Exhibit B. The

Statement of Work must be reviewed in conjunction with the Budget and Performance Form (Exhibit B), which further specifies the dates and funding deliverables that must be timely achieved.

**6. COMPENSATION**

The total amount of compensation to the LWDB for completion of all services and requirements contained in this Agreement (including costs) is \$602,949.00. The funding will be broken out as follows:

- \$418,365.00 for the Community Reinvestment EcSA Career Accelerator Incentive and MISA Program
- \$184,584.00 for the Community Reinvestment EcSA Business Support Program

The allocation of this compensation is set out on the **Budget and Performance Form, Exhibit B**. This form may be amended as directed by ESD.

The LWDB will be reimbursed for subsistence, lodging, and point-to-point mileage in accordance with OFM regulations. Reimbursement by ESD for other travel expenses such as parking, taxis etc. will be in accordance with applicable receipts and justifications submitted to ESD. All travel expenses and receipts must be included in the invoices submitted by the LWDB to ESD.

**7. BUDGET CHANGES**

LWDB may make changes to the budget, without a formal modification to the Contract and without securing the prior approval of ESD, only under the following conditions:

- a. The revisions must not result in the need for additional funding;
  - b. The revisions must not result in the need to adjust performance targets established in this Contract;
  - c. The revisions must neither alter the scope of work nor the Statement of Work;
  - d. The revisions must not be prohibited by applicable federal or state statutes or regulations;
- and

All other budget changes must be made pursuant to a properly executed amendment.

**8. RIGHTS OF RECAPTURE AND REDISTRIBUTION OF FUNDS**

ESD may recapture and redistribute all contract funds awarded or made available to the LWDB. ESD may perform such a recapture under its discretion or based on any recapture caused against ESD from its funding source. ESD will be required to consider a recapture and redistribution based on the following:

- a. LWDB does not complete tasks as outlined in this Contract; and
- b. LWDB's quarterly performance actuals or expenditures do not meet targets or projections specified in this Contract.

If LWDB is below 90% performance targets or expenditure projections at the end of the second quarter, or any quarter thereafter, the LWDB may be required to submit to ESD a recommendation regarding the recapture of funds. ESD will receive and consider this recommendation and will issue a decision to the LWDB which may result in the recapture of funds and adjustments to the performance targets or expenditure projections included in this Contract.

**9. BILLING PROCEDURE**

LWDB must submit invoices for services performed under this Contract on an Invoice Voucher (Form A-19) or like approved documents. Invoices should be submitted monthly and must identify such information as is necessary for ESD to itemize and determine the exact nature of all expenditures, goods, and/or services invoiced. **This minimally includes the following:**

- a. The Contract number herein;
- b. The Expenditure Detail from the Budget and Performance Form, Exhibit B, and;
- c. Financial system Documentation.

ESD will pay the LWDB for completed and approved work within thirty (30) days of receipt of invoice.

The invoice voucher shall be submitted to:

Employment Security Department  
Attention: Mariah Matthews  
[esdgpworkforceinitiatives@esd.wa.gov](mailto:esdgpworkforceinitiatives@esd.wa.gov)

LWDB must register as a Washington State Statewide Vendor ([ofm.wa.gov/payee](http://ofm.wa.gov/payee)) and receive a Statewide Vendor Number (SWV) to receive payment from ESD.

**10. REPORTING**

The LWDB shall provide the ESD Contract Manager Quarterly Narrative status reports on all Contract activities, budgets, and expenditures using report forms approved by ESD. These reports must include information on the progress of the project, allowable activities conducted, and outcomes achieved, as well as narrative updates on expenditures. Quarterly reports are due thirty (30) days following the end of a quarter. Quarters end on March 31, June 30, September 30, and December 31.

LWDB shall submit final contract closeout package to ESD within 30 days of the conclusion of this contract. This includes, but is not limited to, all final invoices.

**11. INSURANCE**

LWDB shall maintain in full force and effect, Commercial General Liability insurance covering the risks of bodily injury, property damage, and personal injury, and coverage for contractual liability, with a limit of not less than \$1 million per occurrence/\$2 million general aggregate.

LWDB shall acquire insurance from a carrier or carriers licensed to conduct business in the State of Washington. LWDB's insurance must be primary as to any other insurance or self-insurance programs afforded to or maintained by the State and must include a severability of interests (cross-liability) provision.

In the event of cancellation, non-renewal, revocation, or other termination of any insurance coverage required by this Contract, LWDB must provide written notice of such to ESD within five business days of LWDB's receipt of such notice. Failure to acquire and maintain insurance may, at ESD's sole option, result in Contract termination.

Upon ESD's request, LWDB shall furnish ESD copies of certificates of all required insurance within thirty (30) days.

**12. TERMINATION AND SUSPENSION**

**Non-compliance**

- a. **Termination or Suspension for Cause:** In the event ESD determines the LWDB has failed to comply with the conditions of this Contract in a timely manner, ESD has the right to suspend or terminate this Contract. ESD will begin the process by first notifying LWDB in writing of the full nature of the breach, and the need to take corrective action, prior to termination. ESD will then allow the LWDB adequate time to cure its breach. Additionally, if ESD deems it necessary, it may immediately suspend all, or a portion of this contract while it investigates the underlying nature of a breach, and/or while LWDB engages in curing the breach. For ESD to immediately suspend the agreement, ESD must be able to demonstrate how the continuation of the agreement may cause immediate harm to ESD, the State of Washington, or its residents.

**Administrative Terminations:** Each of the below are available only to ESD.

- b. **Termination for Funding Reasons:** ESD may terminate or suspend this Contract in the event that funding from federal, state, or other sources becomes no longer available to ESD or is no longer allocated for the purpose of meeting ESD's obligation hereunder. In the event funding is limited in any way, this Contract is subject to re-negotiation under any new funding limitations and conditions.
- c. **Termination for Convenience:** ESD, upon providing at least twenty days written notice, may terminate or suspend this Contract, in whole or in part for convenience. LWDB shall continue to provide services under this Contract until the actual termination or suspension date stated by ESD. If this Contract is terminated, ESD shall be liable only for final payment for services rendered or expenses incurred prior to the effective date of termination.
- d. **Termination for Withdrawal of Authority:** In the event that ESD's authority to perform any of its duties is withdrawn, reduced, or limited in any way after the commencement of this Contract, ESD may terminate this Contract by seven (7) calendar days or another appropriate time period by written notice to LWDB. If the authority is withdrawn before ESD can provide a full seven-day notice, ESD will only be required to give the amount of notice available. No penalty shall accrue to ESD in the event this Section is exercised. None of ESD's administrative terminations shall be construed to permit ESD to terminate this Contract in order to acquire similar Services from a different third party.

**LWDB Election:** LWDB, while not under any current breach or cure process, may elect to cancel this agreement, providing that all money and billings are up to date and accepted by ESD. Such a termination will be handled through an amendment whereby the parties will establish a new end date for the term.

### 13. AMENDMENTS

The parties are allowed to amend this Contract. Amendments are binding only when made in writing and mutually signed by an authorized signatory. Under no circumstances does ESD's acting contract manager have the authorization to sign an amendment.

### 14. ASSIGNABILITY

Neither party may assign or delegate any rights or services arising hereunder.

### 15. ATTORNEY FEES AND COSTS

If any litigation is brought to enforce this Contract or any litigation arises out of any contract term, clause or provision, each party shall be responsible for its expenses, costs and attorney fees.

**16. COMPLIANCE WITH APPLICABLE LAW**

LWDB must comply with all applicable federal, state, and local laws and regulations, including but not limited to, civil rights, employment, nondiscrimination, taxes, and disability requirements.

Noncompliance may be deemed as material grounds for default and termination without showing a direct effect on the work being performed under this Contract.

LWDB is expressly responsible for making sure that it is properly licensed with all state or federal agencies and is fully able to maintain employees and conduct the required business within the State of Washington.

**17. COMPLIANCE WITH WASHINGTON STATE ANTIDISCRIMINATION LAW**

Nondiscrimination Requirement. During the term of this Contract, Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.

Obligation to Cooperate. Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).

Default. Notwithstanding any provision to the contrary, Agency may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until Agency receives notification that Contractor, including any subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), Agency may terminate this Contract in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. Contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. Agency shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe Agency for default under this provision.

**18. CONFLICT OF INTEREST**

LWDB shall take every reasonable course of action in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. LWDBs actions under this Contract will be undertaken impartially, free from personal, financial, or political gain. LWDB, its executive staff and employees, in fulfilling this Contract, will avoid situations that give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.

A conflict of interest arises when any of the following have a financial interest or other interest in the firm or organization selected for the award.

- a. Individual.
- b. Member of the immediate family.
- c. Employing organization.
- d. Future employing organization.

An LWDB cannot be involved with decision making if there is a direct financial benefit to themselves or their immediate family. Membership on boards, committees, LWDBs, or commissions does not by itself violate these conflict of interest provisions.

**19. CONTRACT MANAGEMENT**

Each respective Contract Manager listed on page one is the designated person for the general management of this Contract, including receiving all communications and notices related to the contract. All correspondence and notices from either party will be deemed as being properly sent to the other party if made by emailing said written communication to the other party's identified contract manager.

Each party is required to notify the other manager in writing within three business days of any changes to that party's contract manager's information. Contract Managers may be changed through administrative notice to the other party, and do not require a full amendment.

**20. DISPUTES**

Except as otherwise provided in this Contract, when a dispute arises and cannot be resolved by direct negotiation, the parties agree to participate in non-binding mediation in good faith. The mediator shall be chosen by the Contract of the parties. If the parties cannot agree on a mediator, the parties shall use a mediation service that selects the mediator for the parties. Nothing in this Contract shall be construed to limit the parties' choice of a mutually acceptable alternative resolution method such as a disputes hearing, or a Dispute Resolution Board. Either of the parties may also request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

**21. 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 one Contract; and that electronic signature, or e-signature, of this contract, shall be deemed as having the same effect as execution of an original ink signature; and that E-mail, photocopy, or facsimile delivery of a signed copy of this contract shall be deemed as the same as delivery of an original.

**22. GOVERNANCE**

This Contract shall be construed and interpreted in accordance with the laws of the State of Washington and the venue hereunder will be in the Superior Court for Thurston County.

In the event of an inconsistency in this Contract, unless otherwise provided, the inconsistency is resolved by giving precedence in the following order:

- a. Applicable Federal and Washington State Statutes and Regulations.
- b. All terms and conditions herein.
- c. Any attachments in their descending alphabetical order.
- d. Any other material incorporated herein by written reference.

**23. INDEMNIFICATION**

Each party is responsible for its own acts and/or omissions and those of its officers, employees and agents.

To the extent permitted by law, ESD shall indemnify and hold harmless the LWDB from all claims, costs, damages, or expenses arising from this Contract and based upon the negligence or non-compliance of the Department and its officers, employees, and agents. Likewise, the LWDB shall indemnify and hold harmless the Department from all claims, costs, damages, or expenses arising from this Contract and based upon the negligence or non-compliance of the LWDB and its officers, employees, agents, and subcontractors.

**24. INDEPENDENT CAPACITY**

The parties create an independent contractor relationship under this Contract. The LWDB and its employees or agents performing under this contract are not employees or agents of ESD. The LWDB may not hold itself out as, nor claim to be, an officer or employee of ESD or the State of Washington by reason of this Contract, nor may the LWDB make any claim of right, privilege or benefit which would accrue to an employee of the State of Washington.

**25. INTELLECTUAL PROPERTY RIGHTS**

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty- free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The LWDB shall exert all reasonable effort to advise ESD, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

**26. LIMITATION OF LIABILITY**

Neither party will be liable to the other party unless damage is proximately caused by such party's respective fault or negligence. Neither the LWDB nor ESD will be liable for damages

arising from causes beyond reasonable control and without the fault or negligence of the party. Such causes may include, but are not restricted to, acts of God or acts of a governmental body other than the ESD acting in either its sovereign or contractual capacity.

**27. RECORD RETENTION AND ACCESS**

**Retention**

LWDB shall maintain all records and accounts connected to this agreement for a period of no less than three years after the conclusion of this Agreement. LWDB shall retain the records and accounts in such a way as to facilitate any audits or examinations conducted in accordance with this Contract or under applicable laws. LWDB shall also require that Subcontractors maintain records that are auditable in accordance with Generally Accepted Accounting Principles.

**Access**

To the extent permitted by law, at any time during normal business hours and at the discretion of ESD, the Office of the State Auditor, Department of Labor (DOL), the Comptroller General of the United States or any of their duly authorized representatives, and any other persons duly authorized by ESD, LWDB will make its records available for inspection. To the extent permitted by law, these duly authorized organizations have the authority to audit, examine, and make excerpts or transcripts from records including all contracts, invoices, papers, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by the Contract.

LWDB and its subcontractors must adhere to applicable federal Office of Management and Budget Circulars and other applicable federal and state regulations, including but not limited to, OMB 2 CFR 200.

**28. SEVERABILITY**

If any term or condition of this Contract is held invalid, the remainder of the Contract remains valid and in full force and effect.

**29. SUBCONTRACTORS**

The LWDB may subcontract work under this Contract providing it receives written approval from ESD. The selection of the subcontractor must be in accordance with LWDB's own procurement policies and requirements and is subject to review by ESD.

LWDB must assure that subcontractors meet all the terms and conditions of this agreement to the same extent as required against the LWDB. LWDB must further monitor the activities of their Subcontractor to assure fiscal conditions of this contract are met.

LWDB acknowledges that such approval for any subcontractor does not reduce or release the LWDB of its liability for any breach of the LWDB's or subcontractor's duties. The LWDB shall remain responsible and liable to ESD for the performance of any and all subcontractors to the same extent that LWDB would be responsible and liable to ESD had LWDB performed such services.

Neither the Washington State Department of Commerce, ESD, or the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

**30. SURVIVORSHIP**

Notwithstanding the expiration of the initial term of this Contract, the terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation, or termination of this Contract shall so survive. This shall minimally include, without limitation, all matters concerning the permissible use and safeguarding of confidential information and matters pertaining to record preservation and subsequent disposition.

**31. USE AND DISCLOSURE OF CONFIDENTIAL INFORMATION**

The Parties do not intend for the LWDB to receive any confidential information from ESD pursuant to this agreement. If any of ESD's confidential information is to be shared with LWDB, both parties agree to enter into a data sharing agreement for that purpose. For any confidential information that LWDB obtains from the general public through its work and services, LWDB shall follow all state and federal confidentiality requirements.

ESD Confidential information containing Personal Identifying Information (PII) may be accessed by LWDB through an internet portal used by the LWDB for updating related information to ESD. Because the LWDB can access this PII information, LCDB shall protect and safeguard the same against any unauthorized disclosure, use, or loss. This minimally includes the following:

While LWDB may transfer information to ESD through the portal, LWDB may not download or transfer any Confidential information from the portal to any other electronic device, or to hard paper printouts, without the expressed written consent of ESD.

LWDB may only unauthorize the use of the portal to personnel who have a direct business need to access and/or provide such information.

PERMISSIBLE USE: LWDB may only access and/or use ESD's Confidential information for purposes consistent with the statement of work herein. Any other use or disclosure of confidential information is strictly prohibited unless otherwise approved by ESD in writing.

ADDITIONAL DATA SHARING AGREEMENT: At the discretion of ESD, LWDB may be required to enter into additional Data Sharing Agreements with ESD for the allowance and safeguarding of any related confidential information.

**32. USE OF NAME PROHIBITED**

LWDB shall not in any way contract on behalf of or in the name of ESD.

**33. WAIVER**

Any omission by either party to exercise its rights under this Contract does not preclude that party from subsequent exercising of such rights and does not constitute a waiver of any rights. A waiver of rights must be stated in a writing signed by an authorized representative with signature authority on behalf of the party.

## EXHIBIT A: STATEMENT OF WORK

Kitsap County, hereinafter called "Contractor" or "Grantee," will work with local partners to expand the Economic Security for All model by providing incentive payments, Matched Investment Savings Accounts (MISAs), and business supports funded by the Department of Commerce's Community Reinvestment funding, to help families below self-sufficiency move out of poverty with a focus on Black, Latine, Tribal, Asian, Hawaiian and Pacific Islander communities. This includes completion of all activities and all outcomes and deliverables as described in the Statement of Work matrix below and as outlined in the Budget and Performance Form (Exhibit B).

Contractor is responsible for completion of the work described in the Statement of Work matrix below and for providing the deliverables indicated for all tasks. Contractor will submit Quarterly Narrative and Performance Reports to ESD, using the templates provided by ESD, as outlined below in section 2, Key Deliverables and Reporting Guidelines.

ESD will monitor Contractor to ensure proper use of state funds. All fund use must comply with the applicable state regulations and ESD policy guidance. Contractor must track time and effort and conduct oversight and monitoring of all state funds awarded by this Agreement. This contract includes two distinct funding streams:

- Community Reinvestment EcSA Career Accelerator Incentives Fund and Matched Investment Savings Accounts (MISAs) Program
- Community Reinvestment EcSA Business Support Program

All EcSA participants receiving funding through this contract must be determined eligible based on the eligibility guidelines established in State Program Policy 7000 and must be enrolled as participants in the State Economic Security for All program of enrollment in the Efforts to Outcomes (ETO) management system. Only participants that have been determined WIOA eligible may be co-enrolled in Federal EcSA and/or other WIOA programs. All participant services received must be documented in ETO or its successor.

Performance targets will be closely monitored for these funds to ensure local performance is on target throughout the 2-year contract period. If an area falls below 90% of their planned spending target at the end of the second quarter, or any quarter thereafter, ESD may consider funding reallocation to other Local Workforce Development Boards that are meeting or exceeding their local performance and spending targets.

For the Community Reinvestment EcSA Career Accelerator Incentive and MISA program, the Contractor must allocate 70% of total funds towards Matched Investment Savings Accounts expenses and 30% towards Career Accelerator Incentives expenses, in alignment with Commerce's Community Reinvestment Plan. The definition of what is counted toward the 70% MISA expenditures and 30% incentive expenditures is included below in the "definitions" section.

**1. TASKS, TIMELINES, ACTIVITIES, DELIVERABLES, & OUTCOMES**

<b>Deliverables, Timelines, Activities, &amp; Outcomes</b>			
<b>Tasks</b>	<b>Timeline</b>	<b>Activities to accomplish outcome</b>	<b>Anticipated Outcomes / Deliverables</b>
<p><b>1. Incentive Payments and Matched Investment Savings Accounts (MISAs)</b></p> <p>Provide monthly incentive payments of up to \$1000 to EcSA participants who are making progress on their career plans, according to their case manager as documented in case notes. Focus on Black, Latine, Tribal, Asian, Hawaiian, and Pacific Islander participants from the Governor’s WIOA priority populations and ALICE households.</p> <p>Provide Matched</p>	<p>Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.</p>	<p>A. Provide incentive payments of up to \$1,000/month, not to exceed \$10,000 in total incentives per participant.</p> <p>B. Provide Matched Investment Savings Accounts (MISAs) at a rate of 1:1, up to \$10,000 in matched contributions.</p> <p>C. Ensure a large proportion are for Black, Latine, Tribal, Asian, Hawaiian, and Pacific Islander customers from the Governor’s WIOA priority populations and ALICE households.</p> <p>D. For delivery of MISAs, contract with Umpqua bank or procure another banking partner that meets ESD policy requirements.</p> <p>E. Work to increase the proportion of Black, Latine, Tribal, Asian, Hawaiian, and Pacific Islander participants served over time while ensuring that their participation is adequately tracked and reported to ESD.</p> <p>F. Complete Department of Commerce’s Culturally Responsive Protocol Self-Assessment and submit a strength/needs summary and equity improvement plan, in consultation with LAT/“By-and-For” members. Must be completed within 180 days after Commerce provides the Culturally Responsive Protocol Self-</p>	<p><b>See Exhibit B - Budget and Performance Form for contractual targets on the following:</b></p> <p>I. # EcSA participants receiving up to \$1000/month Incentive Payments through Community Reinvestment Funds.</p> <p>II. Total spending on Community Reinvestment Incentive Payments through Community Reinvestment Funds.</p> <p>III. # participants with MISAs.</p> <p>IV. Total spending on MISAs through Community Reinvestment Funds.</p> <p>V. # of incentive and MISA recipients entering employment at or above 200% FPL (should be equal to or a subset of the # of participants entering</p>

<p>Investment Savings Accounts to eligible individuals to help them on their journey to acquire assets.</p>		<p>Assessment tool.</p> <p>G. Add a representative from the CRP Local Advisory Team (LAT) to the local EcSA advisory team. In areas where there is not an established CRP LAT, add 2 representatives from local “By and For” organizations registered with Commerce to the local EcSA advisory team. This is for the purpose of co-developing equity plans, aligning priorities, and coordinating local outreach strategies in collaboration with LAT/ “By and For” members.</p> <p>H. Coordinate with other CRP-funded resources including peer navigation programs, record vacatur and legal assistance services, financial coaching initiatives, and homeownership resources to create seamless support for shared customers. This includes integrating referrals, sharing data (as appropriate), and co-designing services.</p>	<p>employment at or above 200% FPL in State EcSA)</p> <p>VI. # of incentive and MISA recipients entering employment at or above their unique UW Self-Sufficiency wage goal (should be equal to or a subset of the # of participants entering employment at or above their self-sufficiency wage goal in State EcSA)</p> <p>Also provide quarterly:</p> <p>VII. Total # of customers served from target populations; Black, Latine, Tribal, Asian, Hawaiian, and Pacific Islander.</p> <p>VIII. Customer stories</p> <p>IX. Meeting minutes and membership roster of local EcSA Advisory Team, demonstrating completion of requirement outlined in item G.</p> <p>X. # EcSA participants in the MISA program who are completing financial coaching training.</p> <p>XI. # of MISA assets</p>
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			<p>purchased and of what type</p> <p>XII. Examples of coordination with other CRP-funded resources.</p> <p>The following must also be provided:</p> <p>XIII. Proof of completion of Department of Commerce’s Culturally Responsive Protocol Self-Assessment and improvement plan within 180 days after Commerce implements the tool.</p>
<p><b>2. Business Support</b></p> <p>Provide local business navigator support and business grants to help Community Reinvestment EcSA Businesses, with a focus on Black, Latine, Tribal, Asian, Hawaiian, and Pacific Islander owned or operated businesses.</p>	<p>Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.</p>	<p>A. Provide business grants to support business startup, recovery, or growth among individuals from CRP priority populations. Grants may cover inventory, marketing, licensing, training, or basic operations. Business Navigators must provide application support and technical assistance, in collaboration with community organizations.</p> <p>B. Collaborate with By-and-For partners to design outreach strategies that build trust and ensure cultural competencies in service delivery.</p> <p>C. Support recruitment, placement, and retention of employees at Community Reinvestment EcSA Businesses, with a focus on</p>	<p><b>See Exhibit B - Budget and Performance Form for contractual targets on the following:</b></p> <p>I. # of employers provided business grants</p> <p>II. Of those, # that are Black, Latine, Tribal, Asian, Hawaiian, and Pacific Islander owned or operated</p> <p>III. Total spent on business grants</p> <p>Also provide quarterly:</p> <p>IV. Total # of employers engaged</p> <p>V. Total # of CRF employers engaged</p> <p>VI. Customer stories and business impacts (such as revenue growth, job creation, and sustainability).</p> <p>VII. Examples of meetings to</p>

		<p>EcSA participants.</p> <p>D. Serve as a conduit between employers and the many programs available to serve them.</p> <p>E. Help support employers to utilize various tools, which may include EcSA, customized workforce training programs through the State Board for Community and Technical Colleges (SBCTC) system, 50% wage subsidies through ESD’s Shared Work Program, Career Connect WA, Job Skills &amp; Customized Training, Impact WA, Commerce sector leads, and/or others to refine their approach to hiring entry level workers, develop upskill/backfill strategies and work experience, on-the-job training, and unsubsidized placement opportunities.</p>	<p>include voice of lived experience, voice of BIPOC individuals, and community partners.</p> <p>VIII. Provide GMO with outreach plan after program is launched and quarterly updates.</p>
<p><b>3. By-and-For Contract</b></p> <p>Contract with at least one By-and-For organization to assist with outreach, prioritize recruitment of Black, Latine, Tribal, Asian, Hawaiian, and Pacific Islander participants, and contribute to designing local CRP programs.</p>	<p>Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.</p>	<p>A. Contract with at least one Commerce registered By-and-For organization to:</p> <ul style="list-style-type: none"> <li>- Assist with outreach and prioritize recruitment of Black, Latine, Tribal, Asian, Hawaiian, and Pacific Islander participants into EcSA and CRP-funded services.</li> <li>- Co-create local program elements to ensure they reflect cultural strengths and community priorities and needs.</li> </ul>	<p>Provide quarterly:</p> <ul style="list-style-type: none"> <li>I. Update on By-and-For contractual partnership to include: <ul style="list-style-type: none"> <li>- Name of By-and-For organization(s) and contract amounts</li> <li>- # of participants recruited from CRP focus communities into EcSA and CRP-funded services.</li> <li>- Evidence/examples of co-design and collaboration in program design and delivery.</li> </ul> </li> </ul>

**Definitions**

A. “By-and-For” organization means organizations rooted in and led by the respective communities (Black, Latine, Tribal, Asian, Hawaiian and/or Pacific

Islander), working as change agents, and providing community services. This is specifically defined as:

- a. Be a part of, rooted in, and defined by the identity of the Black, Latine, Tribal, Asian, Hawaiian and/or Pacific Islander community;
- b. Have leadership and staff who belong to the Black, Latine, Tribal, Asian, Hawaiian, and/or Pacific Islander community;
- c. Have roots in their communities as change agents and providers of mitigating systems of community service;
- d. Invest in and work with community members to improve their quality of life.

Organizations that receive a contract from LWDBs to be a By-and-For organization must be verified by Dept. of Commerce as a By-and-For partner organization to receive CRP funding.

Contracts with By-and-For organizations can be funded from the Community Reinvestment EcSA Career Accelerator Incentive and Matched Investment Savings Accounts (MISAs) Program and/or the Community Reinvestment EcSA Business Support Program.

- B. "Matched Investment Savings Accounts" means a matched savings account at a match rate of 1:1 for up to \$10,000 to participants (\$10,000 in matched savings, \$20,000 total), with priority to help Black, Latine, Tribal, Asian, Hawaiian, and Pacific Islander communities save for specific assets, such as education, housing, or starting/growing a business. For local implementation purposes, ESD and LWDBs use the term Matched Investment Savings Account in place of Individual Development Accounts. The definition remains unchanged.
- C. MISA program expenditures include:
  - a. Case Management costs associated with serving participants enrolled in a MISA;
  - b. Costs associated with providing financial coaching services;
  - c. Costs associated with administering MISA accounts;
  - d. Match contributions; AND
  - e. All incentive payments that participants contribute to their MISA.
- D. Incentive program expenditures include:
  - a. Incentive payments, excluding those contributed by participants to a MISA;
  - b. Case management costs associated with serving participants with incentives;
  - c. Costs associated with administering incentives.

## EXHIBIT B BUDGET AND PERFORMANCE FORM

WA State General Funds

**BUDGET PLANNING**

Name of Agreement:    
 Name of Contractor:

Contract No.   
 Modification No.   
 Grant No.

Period of Performance: July 1, 2025 through June 30, 2027

**LINE ITEM BUDGET DETAIL**

Cost Category	Program Expenses
1 WDC Expenses	\$ 12,550.00
2 Personnel: Salaries & Benefits	\$ 12,550.00
3 Personnel: Travel	
4 Communication	
5 Office Supplies	
6 Equipment	
7 Indirect	
8 Subcontracts	\$ 112,959.00
9 By-And-For Contracts	\$ -
<b>TOTAL</b>	<b>\$ 125,509.00</b>

Indirect Rate:

**SUMMARY of GRANT NUMBERS, PERIODS OF PERFORMANCE, & AWARD AMOUNTS**

Program Year	Grant Number	Period of Performance	Award Amount
FY26-FY27	6101-1854-02	7/1/2025 - 6/30/2027	\$125,509.00

Cost Categories	Narrative Description
1 Personnel: Salaries & Benefits	
2 Benefits	OWDC Salaries and Benefits
3 Personnel: Travel	
4 Communications	
5 Office Supplies	
6 Equipment	
7 Indirects	
8 Subcontracts	Participant incentives, case management costs, and costs associated with administering incentives
9 By-And-For Contract(s)	

**PLANNED EXPENDITURES BY QUARTER**

All Expenditures	2025		2026		2026		2027	
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun
Expenditures by Quarter FY24	\$ 15,688.00	\$ 15,688.00	\$ 15,688.00	\$ 15,688.00	\$ 15,688.00	\$ 15,688.00	\$ 15,688.00	\$ 15,693.00
<b>Cumulative Total by Quarter</b>	<b>\$ 15,688.00</b>	<b>\$ 31,376.00</b>	<b>\$ 47,064.00</b>	<b>\$ 62,752.00</b>	<b>\$ 78,440.00</b>	<b>\$ 94,128.00</b>	<b>\$ 109,816.00</b>	<b>\$ 125,509.00</b>

\* Quarterly Expenditures must demonstrate full expenditure of funds by June 30, 2027

WA State General Funds

BUDGET PLANNING

Name of Agreement: Community Reinvestment Funds - Matched Investment Savings Accounts  
 Name of Contractor: Kitsap County

Contract No. K8840  
 Modification No. \_\_\_\_\_  
 Grant No. 6101-1854-02

Period of Performance: July 1, 2025 through June 30, 2027

LINE ITEM BUDGET DETAIL

Cost Category	Program Expenses
1 WDC Expenses	\$ 29,285.00
2 Personnel: Salaries & Benefits	\$ 29,285.00
3 Personnel: Travel	
4 Communication	
5 Office Supplies	
6 Equipment	
7 Indirect	
8 Subcontracts	\$ 239,571.00
9 By-And-For Contracts	\$ 24,000.00
<b>TOTAL</b>	<b>\$ 292,856.00</b>

Indirect Rate: \_\_\_\_\_

SUMMARY of GRANT NUMBERS, PERIODS OF PERFORMANCE, & AWARD AMOUNTS

Program Year	Grant Number	Period of Performance	Award Amount
FY26-FY27	6101-1854-02	7/1/2025 - 6/30/2027	\$292,856.00

Cost Categories	Narrative Description
2 Personnel: Salaries & Benefits	OWDC Salaries and Benefits
3 Personnel: Travel	
4 Communications	
5 Office Supplies	
6 Equipment	
7 Indirects	
8 Subcontracts	Case Management costs, MISAs, costs associated with MISAs, financial services
9 By-And-For Contract(s)	

PLANNED EXPENDITURES BY QUARTER

All Expenditures	2025	2025	2026	2026	2026	2027	2027	
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun
Expenditures by Quarter FY24	\$ 13,905.00	\$ 13,905.00	\$ 44,174.00	\$ 44,174.00	\$ 44,174.00	\$ 44,174.00	\$ 44,174.00	\$ 44,176.00
<b>Cumulative Total by Quarter</b>	<b>\$ 13,905.00</b>	<b>\$ 27,810.00</b>	<b>\$ 71,984.00</b>	<b>\$ 116,158.00</b>	<b>\$ 160,332.00</b>	<b>\$ 204,506.00</b>	<b>\$ 248,680.00</b>	<b>\$ 292,856.00</b>

\* Quarterly Expenditures must demonstrate full expenditure of funds by June 30, 2027

WA State General Funds

BUDGET PLANNING

Name of Agreement:   
 Name of Contractor:

Contract No.   
 Modification No.   
 Grant No.

Period of Performance: July 1, 2025 through June 30, 2027

LINE ITEM BUDGET DETAIL

Cost Category	Program Expenses
1 WDC Expenses	\$ 18,458.00
2 Personnel: Salaries & Benefits	\$ 18,458.00
3 Personnel: Business Navigator	
4 Personnel: Travel	
5 Communication	
6 Office Supplies	
7 Equipment	
8 Indirect	
9 Subcontracts	\$ 166,126.00
10 By-And-For Contracts	
<b>TOTAL</b>	<b>\$ 184,584.00</b>

Indirect Rate:

SUMMARY of GRANT NUMBERS, PERIODS OF PERFORMANCE, & AWARD AMOUNTS

Program Year	Grant Number	Period of Performance	Award Amount
FY26-FY27	6101-1854-04	7/1/2025 - 6/30/2027	\$184,584.00

Cost Categories	Narrative Description
2 Personnel: Salaries & Benefits	OWDC Salaries and Benefits
3 Personnel: Business Navigator	
4 Personnel: Travel	
5 Communications	
6 Office Supplies	
7 Equipment	
8 Indirects	
9 Subcontracts	Business Navigator FTE, Small Business Grants
10 By-And-For Contracts	

PLANNED EXPENDITURES BY QUARTER

All Expenditures	2025		2026		2026		2027	
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun
Expenditures by Quarter FY24	\$ 23,073.00	\$ 23,073.00	\$ 23,073.00	\$ 23,073.00	\$ 23,073.00	\$ 23,073.00	\$ 23,073.00	\$ 23,073.00
<b>Cumulative Total by Quarter</b>	<b>\$ 23,073.00</b>	<b>\$ 46,146.00</b>	<b>\$ 69,219.00</b>	<b>\$ 92,292.00</b>	<b>\$ 115,365.00</b>	<b>\$ 138,438.00</b>	<b>\$ 161,511.00</b>	<b>\$ 184,584.00</b>

\* Quarterly Expenditures must demonstrate full expenditure of funds by June 30, 2027

Incentive Payments Quarterly Performance									
Performance Indicator	2025	2025	2026	2026	2026	2026	2027	2027	Total
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	
New Participants Receiving Incentives (Quarterly)	74	83	91	96	106	114	114	121	
Participants Receiving Incentives (Cumulative)	74	157	248	344	450	564	678	800	121
Total Spent on Incentives (Quarterly)	\$ 2,000.00	\$ 12,000.00	\$ 12,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Total Spent on Incentives (Cumulative)	\$ 2,000.00	\$ 14,000.00	\$ 26,000.00	\$ 36,000.00	\$ 46,000.00	\$ 56,000.00	\$ 66,000.00	\$ 76,000.00	\$ 76,000.00

Matched Investment Savings Accounts Quarterly Performance									
Performance Indicator	2025	2025	2026	2026	2026	2026	2027	2027	Total
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	
New Participants Receiving MISAs (Quarterly)	0	0	2	2	2	2	6	6	
Participants Receiving MISAs (Cumulative)	0	0	2	4	6	8	14	20	20
Total Spent on MISAs (Quarterly)	\$ -	\$ 200.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 27,286.00	\$ 27,085.00	
Total Spent on MISAs (Cumulative)	\$ -	\$ 200.00	\$ 2,200.00	\$ 4,200.00	\$ 6,200.00	\$ 8,200.00	\$ 35,486.00	\$ 62,571.00	\$ 62,571.00

Incentive Payments & Matched Investment Savings Accounts Quarterly Performance									
Performance Indicator	2025	2025	2026	2026	2026	2026	2027	2027	Total
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	
New Participants Receiving Incentives and MISAs entering employment at or above 200% FPL (Quarterly)	5	5	10	10	12	12	13	6	
Participants Receiving Incentives and MISAs entering employment at or above 200% FPL (Cumulative)	5	10	20	30	42	54	67	73	46
New Participants Receiving Incentives and MISAs entering employment at or above their unique UW Self-Sufficiency wage goal (Quarterly)	2	2	4	6	3	2	2	2	
Participants Receiving Incentives and MISAs entering employment at or above their unique UW Self-Sufficiency wage goal (Cumulative)	2	4	8	14	17	19	19	21	21

Business Support Quarterly Performance									
Performance Indicator	2025	2025	2026	2026	2026	2026	2027	2027	Total
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	
New Employers Provided Business Grants (Quarterly)	0	1	1	2	3	1	4	2	
Employers Provided Business Grants (Cumulative)	0	1	2	4	7	8	12	14	6
New *CRF Employers Provided Business Grants (Quarterly)	0	1	1	2	3	1	4	2	
*CRF Employers Provided Business Grants (Cumulative)	0	1	2	4	7	8	12	14	6
Total Spent on Business Grants (Quarterly)		4000		8000		4000		10000	
Total Spent on Business Grants (Cumulative)	0	4000	4000	12000	12000	16000	16000	26000	26000

\*Black, Latine, Tribal, Asian, Hawaiian, and Pacific Islander owned and operated businesses

## EXHIBIT C

### Certification Regarding Lobbying

**APPENDIX A TO TITLE 29, PART 93 - CERTIFICATION REGARDING LOBBYING**  
*Certification for Contracts, Grants, Loans, and Cooperative Agreements*

The undersigned (i.e., the Contractor signatory) certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Contractor acknowledges that this certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into, that submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., and that any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE a/r/z/25
APPLICANT ORGANIZATION Kitsap County	DATE SUBMITTED 9/12/25

# CERTIFICATE OF LIABILITY INSURANCE

Issue Date 1/21/2020

**ISSUED BY:**

State of Washington  
 Department of Enterprise Services  
 Office of Risk Management  
 PO Box 41466  
 Olympia, WA 98504-1466

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE STATE OF WASHINGTON SELF INSURANCE LIABILITY PROGRAM.

COVERAGE AFFORDED BY

**State of Washington Self Insurance Liability Program**

**INSURED:**

State of Washington  
 Employment Security Department  
 ATTN: Carole Mathews  
 212 Maple Park Avenue SE  
 Olympia, WA 98503

THE STATE OF WASHINGTON, INCLUDING ALL ITS AGENCIES AND DEPARTMENTS, IS SELF-INSURED FOR TORT LIABILITY CLAIMS. ALL CLAIMS MUST BE FILED WITH THE STATE OFFICE OF RISK MANAGEMENT FOR PROCESSING IN ACCORD WITH STATUTORY REQUIREMENTS.

## COVERAGES

THIS IS TO CERTIFY COVERAGE DESCRIBED BELOW IS PROVIDED TO THE INSURED NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE SELF-INSURANCE LIABILITY PROGRAM IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH PROGRAM.

TYPE OF COVERAGE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS
<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> OCCURRENCE COVERAGE	Self-Insured	Continuous	Continuous	BODILY INJURY, PROPERTY DAMAGE & PERSONAL INJURY COMBINED EACH OCCURRENCE \$5,000,000
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY & PROPERTY DAMAGE COMBINED EACH ACCIDENT \$5,000,000
<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b>	L & I	Continuous	Continuous	WC - STATUTORY
<b>OTHER</b>				

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS:** Coverage applies as respects tort liability claims against the State of Washington as covered by the Tort Claims Act (RCW 4.92 et seq.) The Certificate Holder is named as additional insured, but only as respects the negligence of the State of Washington.

**CERTIFICATE HOLDER:**

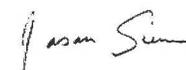
**CANCELLATION**

EVIDENCE OF INSURANCE

SHOULD THE SELF INSURANCE LIABILITY PROGRAM BE CANCELLED, THE STATE OF WASHINGTON WILL ENDEAVOR TO MAIL 45 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL NOT IMPOSE ANY OBLIGATION OR LIABILITY UPON THE STATE OF WASHINGTON, ITS OFFICIALS, EMPLOYEES, AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE:

**CERTIFICATE NUMBER CRT 2020-00465**



Jason Siems, State Risk Manager



# DEPARTMENT OF EMPLOYMENT SECURITY WASHINGTON

Unique Entity ID <b>DZK5KDLUNMS3</b>	CAGE / NCAGE <b>3X3Q3</b>	Purpose of Registration <b>All Awards</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Mar 14, 2024</b>	
Physical Address <b>212 Maple Park AVE SE Olympia, Washington 98501-2347 United States</b>	Mailing Address <b>PO Box 9046 Olympia, Washington 98507-9046 United States</b>	

### Business Information

Doing Business as <b>(blank)</b>	Division Name <b>(blank)</b>	Division Number <b>(blank)</b>
Congressional District <b>Washington 10</b>	State / Country of Incorporation <b>(blank) / (blank)</b>	URL <b>(blank)</b>

### Registration Dates

Activation Date <b>Apr 3, 2023</b>	Submission Date <b>Mar 15, 2023</b>	Initial Registration Date <b>Jul 6, 2004</b>
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### Entity Dates

Entity Start Date <b>Mar 1, 1937</b>	Fiscal Year End Close Date <b>Jun 30</b>
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### Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

### Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

### Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

### Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

### Exclusion Summary

Active Exclusions Records?

No

### SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

### Entity Types

<b>Business Types</b>		
Entity Structure <b>U.S. Government Entity</b>	Entity Type <b>US State Government</b>	Organization Factors <b>(blank)</b>

Profit Structure  
(blank)

**Socio-Economic Types**

Check the registrant's Reqs & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

**Government Types**

U.S. State Government

**Financial Information**

Accepts Credit Card Payments  
**No**

Debt Subject To Offset  
**No**

EFT Indicator  
**0000**

CAGE Code  
**3X3Q3**

EFT Indicator  
**5400**

CAGE Code  
**8EZL0**

**Points of Contact**

**Electronic Business**

☒  
Sophal Espiritu

**212 Maple Park AVE SE  
Olympia, Washington 98501  
United States**

Sophia Espiritu

212 Maple Park AVE SE  
Olympia, Washington 98501  
United States

**Government Business**

☒  
Sophal Espiritu

**212 Maple Park AVE SE  
Olympia, Washington 98501  
United States**

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Olympia, Washington 98501  
United States

**Service Classifications**

**NAICS Codes**

Primary  
**Yes**

NAICS Codes  
**921110**

NAICS Title  
**Executive Offices**

**Disaster Response**

Yes, this entity appears in the disaster response registry.

No, this entity does not require bonding to bid on contracts.

Bonding Levels	Dollars
	<b>(blank)</b>

States  
**Washington**

Counties  
**(blank)**

Metropolitan Statistical Areas  
**(blank)**