



Memorandum of Understanding

Olympic Consortium One-Stop System

2026 - 2029

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OLYMPIC CONSORTIUM ONE-STOP SYSTEM

MEMORANDUM OF UNDERSTANDING

Pursuant to the Workforce Innovation and Opportunity Act (WIOA) of 2014

Effective: January 1, 2026 – December 31, 2029

PARTIES

The parties to this Memorandum of Understanding (MOU) are:

WIOA REQUIRED PARTNER	ADMINISTRATIVE AGENCY
Chief Elected Official	Olympic Consortium Board
Local Workforce Development Board	Olympic Workforce Development Council
WIOA Title I Adult, Dislocated Worker, Youth (including those funded by WIOA Title I Statewide Activities Reserved for Governors, Dislocated Worker grants, Rapid Response Additional Assistance grants.	Olympic Consortium Board & Olympic Workforce Development Council
WIOA Title II-Adult Education & Family Literacy Act	Olympic College & Peninsula College
WIOA Title III-Wagner Peyser	WA State Employment Security Department
WIOA Title IV-Vocational Rehabilitation Program	WA State DSHS Division of Vocational Rehabilitation & Department of Services for the Blind
Title V of Older Americans Act of 1965	Goodwill of the Olympics & AARP Foundation
Temporary Assistance for Needy Families (TANF)	WA State DSHS Division of Community Services & WA State Employment Security Department
Trade Adjustment Assistance	WA State Employment Security Department
Jobs for Veterans State Grant	WA State Employment Security Department
Unemployment Compensation programs	WA State Employment Security Department
Post-Secondary Carl Perkins Career & Technical Education	Olympic College & Peninsula College
Community Services Block Grant Employment & Training Activities	Kitsap Community Resources & Olympic Community Action
ADDITIONAL PARTNERS	ADMINISTRATIVE AGENCY
Labor & Industries	WA State Department of Labor & Industries

LOCATIONS

The Olympic Consortium One-Stop system is comprised of two Comprehensive American Job centers and one Connection Site:

WorkSource Kitsap
3120 NW Randall Way
Silverdale, WA 98383
(360) 516-1001
www.worksourcewa.com

WorkSource Clallam
810 W Brackett Rd
Sequim, WA 98382
(360)351-4021
www.worksource.wa.com

Pathways to Success-Open Doors
3651 Wheaton Way
Bremerton, WA 98310
(360) 405-5836
olympicpathways.org

Section I. Purpose & Strategic Foundation

This MOU is entered into by and between the Olympic Workforce Development Council (OWDC), the Olympic Consortium Board, the designated One-Stop Operator, and the WIOA required and additional partners.

The purpose of this MOU is to establish a clear framework of roles, responsibilities, and shared resource contributions that sustain and strengthen the Olympic Consortium's integrated One-Stop system. This framework is executed in alignment with the Workforce Innovation and Opportunity Act (WIOA) Section 121(c), applicable federal regulations (20 CFR Part 678), and WA State workforce policies.

Beyond compliance, this MOU serves as the strategic foundation of the Olympic region's workforce system. It affirms the collective commitment of all signatories to advance the OWDC's vision of an inclusive, resilient workforce system, its mission to convene and align stakeholders in support of economic mobility and shared prosperity, and its core values of equity, innovation, accountability, and customer-centered service delivery.

The parties to this agreement affirm their shared commitment to:

- Champion innovation and responsiveness in workforce service design and delivery.
- Advance equity and inclusion, ensuring meaningful access for rural, underrepresented, and tribal communities.
- Practice data-driven planning and shared accountability to improve outcomes for job seekers and employers.
- Demonstrate stewardship of resources, maximizing impact through collaboration and alignment.
- Provide customer-centered solutions that respond to the evolving needs of both workers and businesses in the Olympic region.
- Promote a shared One-Stop system identity, recognizing that the comprehensive centers and integrated services represent the collective effort of all partner agencies, ensuring consistent public messaging and fostering a common understanding among staff and customers that the system is a collaborative network, not a single agency.

Section II. Goals & Strategic Alignment

By aligning directly with the Olympic Consortium Strategic Workforce Development Plan (SWDP), the parties ensure that system design and service delivery are rooted in local priorities, responsive to employer demand, and accountable to the communities we serve.

The following goals define the system's strategic alignment and directly connect to the five SWDP priorities:

1. **Integrated Wraparound Services**-Coordinate referrals, case management, and supportive services so that individuals can access the resources they need-training, education, housing, transportation, childcare, and more. All partners share responsibility for coverage of welcome desk, resource room, phones, workshops, and events per the Site Contribution Agreement, except when restricted by their agency policy or applicable federal regulations.
2. **Demand-Driven Workforce Solutions**-Design training and career pathways around employer and labor market needs, prioritizing high-growth sectors and engaging businesses as partners in service design, and work-based learning. Partners are encouraged to co-develop workshops, hiring events, and career building opportunities.
3. **Equity, Inclusion, and Access**-Deliver culturally responsive, hybrid, and community-centered services to ensure meaningful access, while committing as partners to operate equitably, share operational responsibilities, and act

4. **Data-Driven Decision Making**-Use shared data systems, performance outcomes, and customer feedback. Metrics include demographics served, business sizes, referrals, co-enrollments, shared case management, training completion, customer satisfaction, and internal equity among partners.
5. **Shared Accountability and Stewardship**-Partners align investments, maintain fiscal integrity, and uphold transparency. Contributions to training, onboarding, and system-wide initiatives will follow the guidance outlined in the Implementation Plan and once developed, the Site Contribution Agreement.

Through these goals, the parties affirm that system alignment is not an abstract principle but a shared operational commitment-a commitment to build a workforce system that is demand-driven, inclusive, and focused on measurable results for job seekers, workers, and employers.

Section III. Roles & Responsibilities

1. **Olympic Consortium Board (OCB)** – *provide governance, oversight, and accountability for the Olympic Consortium One-Stop system.*
 - a. Provide overall governance and accountability for the Olympic Consortium One-Stop system in accordance with WIOA, federal and state regulations, and regional strategic priorities.
 - b. Appoint members to the OWDC, ensuring compliance with WIOA representation requirements.
 - c. Review and approve OWDC strategic plans, and operational decisions.
 - d. Approve and oversee budgets, funding allocations, and resource investments for workforce development activities.
 - e. Serve as the official liaison with state and federal workforce agencies.
 - f. Promote regional collaboration across local governments, economic development entities, education, and training providers.
 - g. Ensure workforce development priorities align with regional economic development goals and community needs.
 - h. Review and approve the local Strategic Workforce Development Plan and endorse MOUs, IFAs, and major partner contracts.
 - i. Monitor system performance through OWDC reports, including outcomes, equity metrics, and customer satisfaction.
 - j. Support continuous improvement and responsiveness to local labor market needs.

- 2. Olympic Workforce Development Council (OWDC)** – *provide strategic leadership, oversight, and policy guidance for the Olympic Consortium One-Stop system.*
- a. Fulfill the requirements of WIOA on behalf of the Olympic Consortium Board.
 - b. Provide strategic leadership, oversight, and policy guidance for the One-Stop system, ensuring alignment with the Olympic Consortium SWDP.
 - c. Convene and facilitate the Strategic Workforce Development Coalition, bringing together employers, education, training, and service partners to guide demand-driven workforce strategies.
 - d. Monitor performance outcomes, customer satisfaction, equity indicators, and continuous improvement initiatives across all centers and partner programs.
 - e. Support system enhancements, including innovations in virtual access, data integration, and service delivery.
 - f. Ensure compliance with federal and state workforce regulations, policies, and reporting requirements.
 - g. Negotiate and oversee partner agreements, including MOU/IFA terms, cost reconciliation, dispute resolution, and modification/renewal processes.
 - h. Ensure all partners are cross-trained and cognizant of each other's goals to promote collaboration and coordinated service delivery.
 - i. Support the One-Stop Operator and partner leadership presence in ensuring consistent engagement, and operational participation.
 - j. Maintain relationships and networks with employers and intermediaries, collaborating with economic development to develop or implement industry and sector partnerships.
 - k. Educate the community about critical workforce issues and One-Stop resources.
 - l. Oversee procurement, awarding, and management of One-Stop Operator and WIOA Title I service contracts.
 - m. Maintain local labor market and skills data, including the In-Demand Occupations List, to inform training priorities and skills standards.
- 3. One-Stop Operator (OSO)** – *Ensure high-quality, integrated workforce services across the Olympic Consortium One-Stop system.*
- a. Coordinate and integrate service delivery among all partners and programs, promoting seamless access for customers across programs and sites.
 - b. Support high-quality customer-focused workforce services.
 - c. Track customer satisfaction, service outcomes, and referral activity reporting to the OWDC for oversight and continuous improvement.
 - d. Assist with maintaining Equal Opportunity compliance and monitoring activities.
 - e. Identify operational gaps, service overlaps, and opportunities for enhancements in technology or service delivery.

- f. Convene partners regularly to strengthen communication, collaboration, and cross-agency problem solving.
 - g. Facilitate cross-training, joint onboarding, and staff development opportunities to promote shared understanding of roles, responsibilities, and services across all partners.
 - h. Support consistent coverage of shared service areas by coordinating partner contributions and ensuring equitable participation, guided by the Implementation Plan and, upon completion, the Site Contribution Agreement.
 - i. Promote transparency and accountability through shared communication protocols, documentation of decisions, and active engagement of partner leadership in operational coordination and continuous improvement.
- 4. WIOA Required Partners** – *Collaborate as an integrated system to deliver equitable, robust workforce services aligned with the Olympic Consortium Strategic Workforce Development Plan.*
- a. Provide career, training, and support services that are accessible, inclusive and responsive to customer needs.
 - b. Coordinate programs and resources to support demand-driven training and employment pathways.
 - c. Participate in joint infrastructure funding and contribute staff, data, and expertise to strengthen system capacity.
 - d. Remove barriers, expand outreach, and ensure services are designed to meet the needs of underserved and priority populations.
 - e. Share program data, participate in common reporting, and support system-wide performance goals to ensure accountability and transparency.
 - f. Engage in cross-training, joint onboarding, and professional development opportunities that strengthen partner understanding of the One-Stop services and fosters a unified system identity.
 - g. Participate in consistent communication and coordination activities, including partner meetings, operational committees, and collaborative planning, to improve alignment and responsiveness to our region’s needs.
 - h. Support virtual and hybrid service delivery models, ensuring equitable access for individuals who face barriers to in-person participation.
 - i. Maintain program integrity while aligning delivery with regional goals, policies and performance standards.
- 5. Additional Partners** – *Extend and enhance the One-Stop system to meet regional workforce and economic development priorities.*
- a. Provide specialized, complementary, and targeted services that broaden access, reduce disparities, and enhance opportunities for customers and employers.

- b. Contribute to MOU/IFA agreements, staff collaboration, and resource sharing to strengthen system alignment.
- c. Support business outreach, apprenticeship expansion, and sector partnership initiatives.
- d. Promote innovative approaches in service delivery, technology, and workforce solutions to enhance system performance.
- e. Contribute by participating in system committees, joint planning sessions, and professional development activities to maintain shared standards, strengthen coordination, and support a unified One-Stop system identity and customer-centered approach.

Section IV. One-Stop Delivery Model

The Olympic Consortium One-Stop system delivers coordinated, customer-centered workforce services across all partner programs and locations. Services are designed to support job seekers, youth, and employers while promoting equity, accessibility, and integration consistent with WIOA and regional workforce goals.

1. Employer and Business Services

- a. Serve as the primary point of contact for employers seeking workforce solutions.
- b. Develop and support On-the-Job Training (OJT) opportunities and work-based learning activities.
- c. Provide information regarding assistive technology, Unemployment Insurance taxes, and claims.
- d. Develop customized training and skill-building opportunities to meet specific employer or industry cluster needs.
- e. Conduct employer recruitment, screening, assessment, and referral of qualified candidates.
- f. Consistently engage with and contribute to the Strategic Workforce Development Coalition, playing an integral role in convening, coordinating, and advancing industry and sector partnerships across our region.
- g. Offer use of one-stop facilities for employer recruiting, interviews, and workshops.
- h. Conduct outreach to promote WorkSource services, programs, and workforce initiatives.
- i. Plan and host industry-specific or targeted job fairs.
- j. Assist employers with Rapid Response activities, layoff aversion strategies, and workforce planning.
- k. Provide labor market information to inform hiring and training decisions.

2. Job Seeker Services

- a. Conduct outreach, intake, orientation, and initial assessment of skills, aptitudes, abilities, and supportive service needs.
- b. Provide access to employment opportunities, labor market information, and performance data for training providers.
- c. Develop Individual Employment Plan to identify goals, objectives, and service strategies.
- d. Offer individualized and group counseling, guidance, and planning, including structured workshops and group sessions designed to enhance job readiness, employability skills, and informed career decision-making.
- e. Provide literacy, work readiness, and soft skills training.
- f. Facilitate job placement, referral to training services, and case management for job search activities.
- g. Deliver work experience, transitional jobs, internships, registered apprenticeships, and OJT opportunities.
- h. Provide post-employment follow-up and ongoing support.
- i. Offer occupational skills training through Individual Training Accounts (ITAs) and customized training.
- j. Deliver incumbent worker training, skill upgrading, retraining, and programs combining workplace training with instruction.
- k. Support entrepreneurship training and financial literacy education.
- l. Facilitate access to supportive services including childcare, transportation, housing, and referrals as needed.
- m. Provide information on financial aid and training not funded under WIOA.

3. Youth Services

- a. Tutoring, study skills development, and evidence-based dropout prevention/recovery strategies.
- b. Paid and unpaid work experiences integrating academic and occupational education.
- c. Occupational skills training and alternative secondary education or dropout recovery services.
- d. Education combined with occupational skills development.
- e. Adult mentoring, leadership development, and entrepreneurial skills training.
- f. Financial literacy education, supportive services, and guidance to transition to post-secondary education or training.
- g. Labor market information and career exploration for in-demand industry sectors.
- h. Follow-up services to ensure sustained employment, training completion, or education attainment.

Services are delivered through multiple access points to ensure equitable reach across the Olympic Consortium region. Customers may receive in-person services at the WorkSource Clallam and WorkSource Kitsap comprehensive centers, engage in virtual workshops and consultations to accommodate rural or underserved populations, or access programs through community-based organizations. This flexible service delivery model ensures that all customers can connect with the resources, training, and support they need, regardless of location or circumstance.

The Olympic Consortium also maintains a Connection Site at the Pathways to Success Open Doors location. This site is used for outreach, information-sharing, and facilitated referrals to the Comprehensive One-Stop center, WorkSource Kitsap. Youth staff are occasionally present at the Connection site to provide general information about workforce programs, assist participants with system access (such as SAW account registration), and support referrals to WorkSource Kitsap.

No WIOA program services are delivered or case-managed at the Pathways to Success Open Doors Connection site. Enrollment, eligibility determination, assessment, case management, and follow-up, and delivery of WIOA Youth services occur exclusively through the Comprehensive One-Stop sites.

In addition, the One-Stop system is designed to incorporate affiliate and specialized sites as needed to meet regional workforce and economic development priorities.

Across the One-Stop system, including Comprehensive, Affiliate, Specialized, and Connection Sites, required and additional partners coordinate services through referral, co-enrollment where appropriate, and aligned case management practices to ensure integrated, customer-centered service delivery and seamless access to training, employment, and supportive services.

Section V. Service Integration

In alignment with the Olympic Consortium Strategic Workforce Development Plan, the One-Stop system fosters seamless integration of services across all partners to ensure coordinated, equitable, and demand-driven workforce solutions for job seekers, youth, and employers. The Olympic Consortium One-Stop system is built on a foundation of collaboration among required and additional partners, ensuring that services are coordinated, accessible, and customer-centered.

Partners share responsibility for maintaining an integrated system by aligning strategies, coordinating service delivery, and leveraging their unique resources to strengthen system operations, expand access, and maximize impact for our region. The One-Stop Operator facilitates this coordination, monitors gaps, and ensures that resources are deployed effectively to serve the communities.

Operational responsibilities and standards, including staffing coverage, participation in workshops and events, cross-training, and other contributions are documented in the Implementation Plan and will be formalized in the Site Contribution Agreement (Attachment E). Partners will collaboratively develop and finalize this Attachment within 6-12 months of the MOU's effective date. Once finalized, Attachment E will serve as the formal Site Contribution Agreement and will be incorporated by reference into this MOU.

Partners actively coordinate education, training, employment, and supportive services through aligned intake processes, warm handoffs, and shared case management. Educational partners, including Olympic College and Peninsula College, provide concurrent academic and occupational training, alternative secondary education, and dropout recovery supports. DSHS programs and Services for the Blind deliver specialized employment, disability, and supportive services. WIOA Title partners coordinate career, training, and supportive services, ensuring alignment with individual employment plans. Community-based organizations such as Goodwill of the Olympics and AARP Foundation contribute targeted services for older adults, job seekers with barriers, and other priority populations. Labor & Industries enhances integration by supporting apprenticeship opportunities, workplace safety awareness, and compliance with state labor standards.

Together, these coordinated efforts allow for shared case management, co-enrollment where appropriate, and data-driven monitoring of outcomes, and effective leveraging of resources across the Olympic Consortium region.

A detailed overview of partner services, locations, and methods of delivery is provided in Attachment A: One-Stop Service Matrix. Partners agree to maintain and update this matrix annually to reflect changes in service offerings, locations, and delivery methods.

Section VI. Referral Method & Coordination

WIOA core and required partners agree to utilize the system's designated referral tracking application to support seamless service coordination. Referrals will be submitted electronically through a standardized link, with automatic notification to the receiving partner. Partners will provide timely updates within the application to ensure a closed-loop process and accountability.

Referral data will be reviewed on a quarterly basis, with summary reports analyzed to identify gaps, duplications, and emerging trends. Findings will be shared with the system leadership team to guide ongoing coordination, strengthen service integration, and improve outcomes for shared customers.

In addition to referral tracking, partners commit to maintaining open, direct communication through regular coordination meetings, updates, and shared documentation to enhance service alignment, reduce barriers, and promote successful customer outcomes.

Section VII. Increased & Maximized Access

The Olympic Consortium One-Stop system and its partners are committed to ensuring that all individuals, particularly those with barriers to employment, have equitable access to workforce services. Meeting WIOA's mandate for increased access is a priority, and the system actively targets outreach to individuals who face challenges entering or advancing in the workforce. This includes, but is not limited to, displaced homemakers, low-income individuals, Native Americans, older adults (age 55 and older), individuals with disabilities (including youth and those with vision loss), returning citizens, homeless individuals, youth in or aging out of foster care, English language learners, migrant and seasonal farmworkers, single parents, long-term unemployed individuals, and those nearing the end of certain public benefits, as well as any other groups identified by the Governor of Washington State.

To ensure meaningful access, the Olympic Consortium One-Stop system implements strategies that go beyond physical accessibility. Services are co-located wherever possible to streamline connections, and referral processes are designed to guide individuals efficiently to appropriate programs. Geographically distributed access points provide greater reach throughout the region, while technology is leveraged to expand access for individuals who cannot easily visit a center in person. Virtual services, wireless internet, assistive technology, and adaptive tools allow customers to engage with workforce programs remotely and independently. These strategies collectively enhance accessibility, reduce barriers, and ensure that all residents of the Olympic region can benefit from the comprehensive services offered by the One-Stop system.

The system maintains a proactive approach to accessibility through ongoing equipment maintenance, periodic reviews of assistive technology, and exploration of new tools and methods to enhance access. Partners, including agencies such as DVR and DSB, may provide input or support in evaluating existing equipment, identifying emerging needs, and developing strategies to improve accessibility. Staff receive ongoing training in the use of adaptive tools and technology, and an accessibility review schedule is implemented to ensure facilities and services remain inclusive. Annually, partners will review and update a formal accessibility plan covering physical, digital, and programmatic access, including assessments of assistive devices, and outreach strategies. These collaborative efforts aim to continuously enhance access and ensure that all can fully benefit from the comprehensive services offered by the One-Stop system.

Section VIII. Funding & Cost Allocation

The costs of services provided through the Olympic Consortium One-Stop system, as well as the operating and infrastructure costs, will be funded through a combination of cash and in-kind contributions from WIOA partners, in accordance with 2 CFR 200.306 and documented annually in the Infrastructure Funding Agreement (IFA). Contributions may also include resources from philanthropic organizations, other private entities, or alternative financing mechanisms. These

contributions ensure a stable and equitable funding stream for ongoing operations of the One-Stop system, including, but not limited to, staffing, technology, facilities, common area costs, training, and other shared operational expenses.

All required partner programs, unless a program does not have a presence in the entire local area, and additional partner programs, must contribute to the infrastructure costs of the comprehensive One-Stop centers. Partners participating in affiliate or specialized centers are required to contribute only to the costs of those specific sites, whether services are delivered in person or via direct linkage (e.g. phone, video, or other remote access). Contributions from partners providing direct linkage may differ from those with a physical presence.

Partner Contributions

- a. Estimation of Contributions – Each year, partners’ estimated contributions to operational and shared costs are calculated based on Full-Time Equivalents (FTEs) as documented in the annual IFA Agreement.
- b. Monthly Invoicing – Employment Security Department (ESD), who serves as the fiscal agent for the One-Stop system, invoices partners monthly based on the prior months actual expenditures, allocating costs proportionally according to FTEs listed in the IFA. Partner payments are due within 30 days of receipt of invoice, unless otherwise agreed upon in writing.
- c. OWDC & OSO Allocation – OWDC and OSO staff’s contributions funded via WIOA Title I program funding are calculated using actual hours worked by staff by WIOA Title I program, as reported in the timekeeping system, to determine the proportionate share of the invoice at the time of payment.
- d. OSO staff – OSO staff do not charge time directly to formula programs, the same OWDC staff actual hours are used as a proxy to calculate the OSO’s share of costs.

Reconciliation

- a. Partner contributions are subject to semi-annual reconciliation to ensure accuracy relative to actual costs incurred. Any adjustment resulting in a charge of more than 15% to a partner’s contribution requires execution of a fully signed amended MOU. Interim reconciliations or monthly adjustments may occur to reflect actual expenditures and proportional allocation.

All partners agree to comply with the terms of the IFA, and the OWDC will provide oversight to ensure transparency, equity, and accountability.

Section IX. Duration & Amendment of MOU

This MOU is effective January 1, 2026, through December 31, 2029. All parties agree that the MOU will be reviewed at least once every three years to ensure that services are appropriately funded, aligned with the Olympic Consortium Strategic Workforce Development Plan, and delivered effectively to meet the needs of job seekers, youth, and employers in the region.

Amendments to this MOU may occur during its duration to reflect changes in funding, partner participation, program design, or other circumstances that impact the One-Stop system. The amendment process distinguishes between substantial revisions, which require the full signature of all MOU parties, and insubstantial changes, which may require signatures from only certain partners. Substantial amendments include actions that materially affect the governance, funding, or service delivery of the One-Stop system, such as the removal of a partner from the MOU or other significant modifications. Routine annual updates and partner approvals of the Infrastructure Funding Agreement (IFA) are considered insubstantial and do not trigger a full MOU re-signature. Other examples of insubstantial changes include the addition of new partners, incorporation of short-term or discretionary program grants, or administrative updates such as the appointment of a new Olympic Consortium Board Elected Official.

Additionally, any reconciliation of infrastructure costs that results in a change of more than fifteen percent (15%) to partner contributions will require execution of a fully signed amended MOU. All amendments, whether substantial or insubstantial, will be documented, communicated to all parties, and maintained.

Section X. Nondiscrimination & Equal Opportunity (EO) (Attachment B)

Partners shall not unlawfully discriminate, harass, or allow harassment. The Partners agree to comply with the provisions of 29 CFR Part 38.35 and all applicable local, state, and federal nondiscrimination regulations, rules, and ordinances. Each partner will assure compliance with the Americans with Disabilities Act of 1990 (ADA) and its amendments, which prohibit discrimination based on disability, as well as other applicable regulations and guidelines issued pursuant to the ADA.

Additional EO requirements, including complaint procedures and protections under WIOA Title I, are detailed in Attachment B: “Equal Opportunity is the Law”. All partners are responsible for ensuring staff are familiar with and adhere to the procedures outlined in Attachment B.

Section XI. Dispute Resolution & Customer Complaints

The parties agree to engage in good faith negotiations to reach an agreement on the terms of the MOU and IFA. The WorkSource System will function by consensus under the direction of the OWDC. When consensus cannot be reached, the parties to the dispute will adhere to the [OWDC 1400POL Dispute Resolution \(Rev1\)](#). MOU signatories will be notified of any updates. If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

Per WIOA Section 121(h)5 and 20 CFR 678.725-7506 , local disputes related to funding of one-stop infrastructure costs are exempt from this policy and will instead be addressed through application of the state one-stop funding mechanism determined by the Governor and subject to a state-level appeals process established by the Governor, as described in [WorkSource System Policy Infrastructure Funding Agreements and State Funding Mechanism, 1024\(Rev2\)](#).

The parties agree to be responsive to customer concerns and complaints and act when appropriate in accordance with the [OWDC 1100POL Complaint and Grievance Policy \(Rev3\)](#).

Section XII. Data Sharing & Confidentiality

WorkSource Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all these requirements.

Partners agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records. To the extent a Party is aware, Partners will respect and abide by the confidentiality policies and legal requirements of all the other partners. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals. Also, the appropriate data sharing agreements and required certifications will be signed by authorized individuals. No language in this agreement supersedes existing data sharing agreements and the requirements thereof.

The partners agree to collaborate on shared performance dashboards that capture how effectively services are reach customers, demographics, employer engagement, and customer feedback while safeguarding personally identifiable information. These measures will be used to inform strategic decision-making and equity-focused improvements across the One-Stop system.

Section XIII. Assurances

This Agreement will be interpreted under Washington State law or Federal law, as applicable. Each Partner warrants that it will comply with all Federal, State, and local laws and regulations that apply to this Agreement. It is understood and agreed by the Partners that employees receiving compensation for work performed under this Agreement are employees of the Partner agency that compensates, supervises, trains, and provides benefits and other support to that employee. Each Partner is solely responsible for compensation to its employees, as well as any associated benefits and taxes. If any part of this Agreement is found to be null and void or is otherwise stricken, the remainder of the Agreement shall remain in full force and effect.

Section XIV. Indemnification

The parties acknowledge that the partnership includes entities at various levels of government, as well as non-profit and for-profit organizations. To the fullest extent permitted under Washington State law, each party shall be solely responsible for any injury to persons or damage to property resulting from the negligence of itself, its employees, agents, or officers. No party shall be held liable for the acts, omissions, or negligence of any other party, whether state or non-state, or any third party.

Section XV. Amendment & Termination

This Agreement may be amended at any time through a written document executed by mutual consent of the Olympic Workforce Development Council (OWDC), the Olympic Consortium Board (CLEOs), and the participating partners.

Any partner may withdraw from participation by providing at least sixty (60) days' written notice to the other partners. If a partner determines that funding is no longer available to carry out the activities described in this Agreement, it shall provide written notice to all other partners, and the Agreement shall terminate upon delivery of such notice. The same process applies in the event of termination for cause.

In the event a core mandatory partner withdraws from this Agreement, the OWDC shall engage in good faith negotiations with the partner, document those negotiations, and, if no resolution is reached, request the Governor's Office to intercede.

Section XVI. General Provision

The partners acknowledge that each partner must fulfill its responsibilities under this MOU in accordance with the applicable federal and state laws, regulations, and operating procedures that

govern its activities. Nothing in this MOU shall supersede, negate, or otherwise diminish any such legal requirements or established procedures.

All partners agree to adhere to all applicable federal and state laws, rules, and regulations in the delivery of services. This MOU does not take precedence over, or conflict with, any federal or state laws, or any collective bargaining agreements.

Section XVII. Signatures

This Memorandum of Understanding is executed by the undersigned authorized representatives of each party, indicating their agreement to the terms and commitments herein. Each signatory represents that they have the authority to enter into this MOU on behalf of their respective organization.

Signature

Date
1/16/2026

Katherine T. Walters

Name
Katherine Walters

Partner Agency
Kitsap County

Contact Email
kwalters@kitsap.gov

Signature

Date
1/16/2026

Monica Blackwood

Name
Monica Blackwood

Partner Agency
Olympic Workforce Development Council

Contact Email
monica@westsoundworkforce.com

Signature

A handwritten signature in black ink, appearing to read "Suzanne Ames". The signature is written in a cursive, flowing style with a large initial 'S'.

Date

12/15/2025

Name

Suzanne Ames

Partner Agency

Peninsula College

Contact Email

sames@pencol.edu

Signature

Date
12/30/2025

A handwritten signature in black ink, appearing to read 'JHanten', with a long, sweeping horizontal stroke extending to the right.

Name
Joan Hanten

Partner Agency
Olympic College

Contact Email
jhanten@olympic.edu

Signature

Date

12/22/2025

Jessica Barr

Name

Jessica Barr

Partner Agency

WA State Employment Security Department (ESD
Contract #K8977)

Contact Email

jessica.barr@esd.wa.gov

Signature

A handwritten signature in black ink, consisting of a stylized 'A' followed by a cursive 'L'.

Date
1/14/2026

Name
Aaron Leavell

Partner Agency
Olympic Educational Service District 114

Contact Email
aleavell@oesd114.org

Signature

Date
12/15/2025

A handwritten signature in black ink, appearing to read "B. Montgomery". The signature is stylized with a large, looped "M" and a trailing flourish.

Name
Brice Montgomery

Partner Agency
DSHS

Contact Email
brice.montgomery@dshs.wa.gov

Signature

A handwritten signature in black ink, appearing to read 'Lisa Wheeler', with a long horizontal flourish extending to the right.

Date

12/15/2025

Name

Lisa Wheeler

Partner Agency

DSB

Contact Email

lisa.wheeler@dsb.wa.gov

Signature

Date
12/16/2025

Lynda Ducharme

Name
Lynda Ducharme

Partner Agency
Labor and Industries

Contact Email
muri235@lni.wa.gov

Signature

Date

1/5/2026

Andy Dwonch

Name

Andy Dwonch

Partner Agency

Career Path Services

Contact Email

adwonch@careerpathservices.org

Signature

Date

1/6/2026

A handwritten signature in black ink, reading "Douglas Morehead". The signature is written in a cursive style with a large initial "D" and "M".

Name

Douglas Morehead

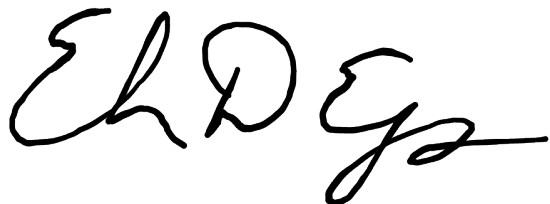
Partner Agency

DVT

Contact Email

douglas.morehead@dshs.wa.gov

Signature

A handwritten signature in black ink, appearing to read 'Eu-wanda Eagans' in a cursive, stylized script.

Date

1/6/2026

Name

Eu-wanda Eagans

Partner Agency

Goodwill of the Olympics and Rainier Region

Contact Email

eu-wandae@goodwillwa.org

Signature

Date

1/28/2026

A handwritten signature in black ink, appearing to read "M Bates". The signature is fluid and cursive, with the first name "M" being large and the last name "Bates" written in a more compact, cursive style.

Name

Monique Bates

Partner Agency

mbates@aarp.org

Contact Email

mbates@aarp.org

Section XVIII. Attachments

Attachment A – One-Stop Service Matrix

Attachment B – Equal Opportunity is the Law

Attachment C – One-Stop Operator Contract-Career Path Services

Attachment D – Infrastructure Funding Agreement (IFA)

Attachment E – Implementation Plan for Site Contribution Agreement

Attachment A: One-Stop Service Matrix

Program & Organization	Service(s)				Location(s)			
	Basic Career Services	Individualized Career Services	Business Services	Other	WorkSource One-Stop	Affiliate Site	Connection Site	Other
Required WorkSource Partner Programs: Core								
WIOA Title I Adult, Dislocated Worker (including those funded by WIOA Title I Statewide Activities Reserved for Governors, Dislocated Worker Grants (DWG), and Rapid Response Additional Assistance Grants: ESD	x	x			x			
WIOA Title I Youth: OESD 114	x	x			x			
WIOA Title I Youth: OESD 114 (Open Doors-Connection Site)								x(referrals/outreach)
WIOA Title II Adult and Family Literacy Act								
Olympic College	x	x						x
Peninsula College	x	x						x
WIOA Title III Wagner-Peyser: ESD	x	x	x		x			x
WIOA Title IV Rehabilitation Act: DVR	x	x			x			x
WIOA Title IV Rehabilitation Act: DSB	x	x			x			x
All Other Required WorkSource Partner Programs								
Title V SCSEP: AARP Foundation	x	x						x
JVSG: ESD	x	x	x		x			
Trade Adjustment Act: ESD	x	x	x		x			
Unemployment Insurance and RESEA: ESD	x	x			x			
TANF/WorkFirst:	x	x						
DSHS	x	x						x
ESD	x	x			x			
Carl Perkins Post-Secondary Education: Olympic College	x	x						x
HUD Employment and Training Programs: Bremerton Housing Authority	x	x						x
Additional WorkSource System Partner Programs								
Goodwill of the Olympics Rainier	x	x						x
Department of Labor & Industries	x	x			x			x
Community Reinvestment-ESD	x	x	x		x			
Economic Security for all State-ESD	x	x	x		x			

Attachment B: Equal Opportunity is the Law

EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communication with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

LWDA NAME's Local Equal Opportunity Officer

Name: Alissa Durkin, OWDC

Email: adurkin@kitsap.gov

or

Phone: 360.689.4624; Washington Relay Service 711

Address: 614 Division St MS23
Port Orchard, WA 98367

State-Level Equal Opportunity Officer

Teresa Eckstein

teresa.eckstein@esd.wa.gov

855-836-5598; Washington Relay Service 711

Employment Security Department

PO Box 9046

Olympia, WA 98507-904

or

The Director, Civil Rights Center (CRC)

U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123
Washington, DC 20210

or, electronically as directed on the CRC Web site at www.dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Equal opportunity and nondiscrimination complaint process

If you have questions regarding discrimination complaint matters in which WorkSource or the Employment Security Department are a party, you may contact your local equal opportunity officer at:

LWDA NAME's Local Equal Opportunity Officer

Name: Alissa Durkin, OWDC
Email: adurkin@kitsap.gov
Phone: Washington Relay Service 711
Address: 614 Division St MS23, Port Orchard, WA 98367

If you wish to file or inquire about filing a discrimination complaint in which WorkSource or the Employment Security Department **have not** been a party, please contact:

The U.S. Equal Employment Opportunity Commission
Seattle Office
800-669-4000 (toll-free)

and/or

The Washington State Human Rights Commission
800-233-3247 (toll-free)

Attachment C: One-Stop Operator Contract

Career Path Services

\$120,000 under Kitsap County Contract 557-24-A, Contract Term 10/01/25 – 09/30/26

Attachment D: Infrastructure Funding Agreement

Infrastructure Funding Agreement (IFA)

Olympic Consortium One-Stop System

Effective Date: July 1, 2025 – June 30, 2026

I. Purpose

This Infrastructure Funding Agreement (IFA) establishes the process by which required and additional WIOA partner programs contribute to the operational and infrastructure costs of the Olympic Consortium One-Stop system. The IFA is incorporated into the One-Stop Memorandum of Understanding (MOU), in compliance with WIOA Section 121(h), 2 CFR 200.306, and Washington State WorkSource Policy 1024-2.

II. Parties

This agreement is entered into by the following entities:

1. **Olympic Workforce Development Council (OWDC)**
2. **Olympic Consortium Board (OCB)**
3. **One-Stop Operator (OSO)**
4. **Required WIOA Partner Programs**
5. **Additional Partner Programs**

Each signatory affirms agreement with the terms of this IFA and acknowledges its responsibility to contribute to One-Stop infrastructure costs proportionate to actual benefit and usage.

III. Term

This IFA is effective for the program year: PY25 commencing on July 1, 2025, and concluding on June 30, 2026. The IFA will be reviewed and updated annually.

IV. Identification of Costs

The One-Stop operating budget, including infrastructure and additional costs, consists of:

- Facility & Operational Costs
- Technology and Equipment
- Administrative and Program Support

All costs included in the IFA must be allowable, reasonable, and allocable per 2 CFR 200.403-405, consistently applied across all benefiting partners, and directly related to the operation of the One-Stop system and not to any single partner's program specific activities.

V. Cost Allocation Methodology

A. Basis of Allocation

The costs of operating and maintaining the Olympic Consortium One-Stop system are allocated among all participating partner programs based on their proportionate benefit and presence within the system. Each partner's share is determined according to the number of Full-Time Equivalents (FTEs) identified in the annual IFA, which represents their relative use of the shared One-Stop infrastructure.

B. Invoicing

1. The Employment Security Department (ESD), acting as fiscal agent, will invoice partners monthly based on actual expenditures.
2. Invoices are allocated according to FTEs and the below methodology.
3. Payments are due within 30 days of invoice receipt, unless otherwise agreed upon in writing.

C. OWDC& OSO Allocations:

1. Upon receipt of the monthly IFA invoice from the fiscal agent, the OWDC allocates its share of costs to the WIOA formula programs (Adult, Dislocated Worker, Youth) based on actual hours worked by OWDC staff during the invoiced month.
 - a. Because OSO staff do not track time by program, the OSO's monthly IFA costs are distributed to WIOA programs using the same proportional allocation percentages derived from OWDC staff hours.
2. Calculation of Allocation Percentages
 - a. At the close of each month, the total actual hours worked by OWDC staff on each WIOA formula program are aggregated. These percentages are then applied to the total monthly IFA invoice to determine each WIOA program's proportional share of cost.
 - i.
$$\text{Program Allocation \%} = \frac{(\text{Total Hours Worked on Specific WIOA Program})}{(\text{Total Hours Worked on All WIOA Programs})}$$

D. Reconciliation

1. Contributions are reconciled semi-annually to ensure alignment with actual costs.
2. Adjustments exceeding 15% of a partner's estimated contribution require execution of a fully signed MOU amendment.
3. Interim monthly reconciliations or monthly adjustments may occur to reflect actual expenditures and proportional allocation.

VI. Partner Contributions

- Estimated contributions are determined annually and documented in this IFA.
- Contributions may include cash, in-kind services, or alternative resources.
- Required partners contribute to comprehensive One-Stop centers; partners at affiliate or specialized sites contribute only to those sites.

VII. Review and Modification

- IFA will be reviewed at least annually by the OWDC and partners to ensure accuracy, compliance, and equitable distribution of costs.
- Modifications may occur mid-year to accommodate new partners, updated allocations, or funding changes.
- All amendments must be documented in writing and approved by all signatories.

VIII. Dispute Resolution

- Local disputes will be resolved according to the MOU's dispute resolution process.
- If consensus cannot be reached, the State Funding Mechanism (SFM) may be triggered, per [WA State Policy 1024-2](#).

Attachment E: Implementation Plan for Site Contribution Agreement

Purpose: Provide a framework for operationalizing the MOU, clarifying partner contributions, and ensuring seamless, equitable, and coordinated service delivery. The plan outlines key phases, responsibilities, timelines, and deliverables to ensure the agreement is developed and implemented effectively within 6-12 months of MOU execution.

Phase / Activity	Description	Lead / Responsible Party	Timeline	Deliverables / Outcomes
1. Planning	Convene partners to define scope, objectives, and approach for developing the SCA.	One-Stop Operator, OWDC Staff	Within 60 days of MOU execution	Schedule of meetings
2. Review Existing Contributions	Document current partner contributions and operational coverage, noting any limitations due to agency policy or federal regulations (staffing, events, resource room support).	All Partners	Months 2–4	List of partner contributions and any operational gaps
3. Drafting the Agreement	Create draft agreement outlining partner contributions, schedules, and responsibilities	Partners, OSO, OWDC Staff	Months 4–8	Draft SCA
4. Review & Feedback	Circulate draft SCA to all partners for review, incorporate feedback, and ensure alignment with operational needs.	All partners	Months 8–10	Revised draft ready for approval
5. Approval & Finalization	Obtain signatures from all partners and formally adopt the SCA as an attachment to the MOU.	OSO and OWDC Staff	Months 10–12	Finalized SCA
6. Implementation & Monitoring	Integrate partner contributions into daily operations, considering any limitations imposed by agency policy or applicable federal regulations. Establish ongoing monitoring and review schedule to ensure continued alignment and accountability.	Operator & Partners	Ongoing	Annual report on partner contributions and operational effectiveness

Notes: The Implementation Plan serves as a process guide and may be updated with partner consensus to reflect changes in resources, staffing, or operational needs.

Completion of the SCA within the 6–12-month timeline is the target to ensure equitable participation and efficient system operations.