

AGREEMENT KC-092-21

This Agreement is entered into between Olympic Consortium and Washington State Employment Security Department, for;

I. Purpose

This Agreement is for the portion of the shared resources in performance of One-Stop Delivery System at Worksource Clallam and Worksource Kitsap. The partnership agreement outlined in the Memorandum of Understanding for Olympic Consortium WDA1 and the Infrastructure Funding Agreement (IFA) framework (Attachment A); identified the costs related to the operation and maintenance of the One-Stop Delivery System that are mutually beneficial and agreed upon as shared costs for the time period December 1, 2020 – December 30, 2021.

II. Billing and Payment

- A. All payments to be made by the Olympic Consortium under this agreement shall be made to: Employment Security Department, City of Olympia, County of Thurston, state of Washington.
- B. Olympic Consortium will make payments within 30 days of the receipt of correctly completed documentation of infrastructure shared costs.
- C. In consideration of mutual benefits and covenants indicated on the IFA Framework-Clallam and Kitsap Budget and Cost Allocation (Attachment A) for Olympic WDC (Title 1) parties agree that the IFA Budget is estimated and may undergo non-substantiated changes, such as minor revisions or adjustments made due to annual reconciliation of the Budget

III. Duration and Cancellation

This agreement is in effect from December 1, 2020 – December 30, 2021. This Agreement may be amended at any time in writing and by mutual consent with (60) days written notice.

IV. Attachments

The parties acknowledge that the following attachments, which are attached to this agreement, are expressly incorporated by this reference:

1. Memorandum of Understanding for Olympic Consortium WDA1 and One-Stop Funding System.

Attachment A: IFA Framework-Worksource Clallam and Worksource Kitsap Operating Budget and Infrastructure Sharing Agreement.

This Agreement shall be effective December 1, 2020.

Dated this 8th day of February, 2021.

Dated this 8 day of MARCH, 2021.

CONTRACTOR

DocuSigned by:
Jessica Barr
17FDD80027254ED...

Jessica Barr
Regional Director

I attest that I have the authority to
Sign this agreement on behalf of

Washington State Employment
Security Department.

**KITSAP COUNTY BOARD OF
COMMISSIONERS**

Robert Gelder

Robert Gelder, Chair

Edward E. Wolfe

Edward E. Wolfe, Commissioner

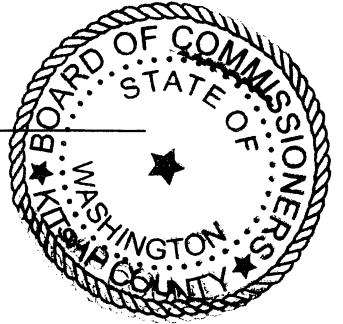
Charlotte Garido

Charlotte Garido, Commissioner

ATTEST:

Dana Daniels

Dana Daniels, Clerk of the Board





Memorandum of Understanding for Olympic Consortium WDA1 and the One- Stop System Funding

**Infrastructure Funding Agreement (IFA) and
System Operating Costs
December 1, 2020 to December 30, 2021**

October 12, 2020



Memorandum of Understanding and Infrastructure Sharing Agreement

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Memorandum of Understanding (MOU)

1. Purpose of MOU

This Memorandum of Understanding (MOU) between the Olympic Consortium Board (OCB), the Olympic Workforce Development Council (OWDC), and WorkSource Partners, regarding WorkSource Kitsap and WorkSource Clallam, is implemented to establish a cooperative working relationship between the partners and to define roles and responsibilities in achieving objectives of the Workforce Innovation and Opportunity Act of 2014 (WIOA).

This MOU also creates a framework for providing services to employers, employees, jobseekers, and others requiring workforce services. This MOU defines the parameters within which education, workforce, social services, and other partner entities operating in Workforce Development Area (WDA1) to create a seamless, customer-focused workforce system that aligns service delivery across the board and enhances access to program services. By realizing One-Stop opportunities together, partners build community-benefitting bridges, rather than programmatic silos. These partnerships will reduce administrative burden and costs and increase customer access and performance outcomes.

This MOU is developed to confirm the understanding of the parties regarding the operation and management of the WorkSource Clallam and WorkSource Kitsap One-Stop centers in the Olympic WDA1. The OWDC provides local oversight of workforce programming for WDA1. The implementation of WIOA and the American Job Center Network (AJC) creates the opportunity for the OWDC to assure compliance with the mandates of the law, while the partners work together to support infrastructure and service delivery strategies. WorkSource Clallam and WorkSource Kitsap are the AJCs for the region. The term AJC is a national brand for all federally funded workforce system sites across the country.

2. Strategic Development

The signatories to this MOU will work together and use their resources to realize the OWDC's strategic vision, mission, principles, and objectives described here.

Mission

To convene, lead, and support a vibrant group of collaborators and partners to work as a single seamless team to 1) train, place, and advance jobseekers and workers; and 2) to fill the needs of employers and industry sectors.

Vision

An integrated workforce system supports a strong regional economy by creating workforce and business solutions that meet the needs of workers, jobseekers and businesses.

Principles

- Integrated - Think and act as an integrated system of partners that share common goals with services delivered by various organizations with the best capabilities for a seamless customer experience.
- Accountable - Committed to high quality customer service with regular program performance review based on shared data and actions that enhance system outcomes.
- Universal Access - Meet the needs of customers by ensuring universal access to programs, services, and activities for all eligible individuals.
- Continuous Improvement - Create a delivery system that utilizes feedback from employers and job seekers to challenge the status quo and innovates to drive measurable improvements.
- Partnership - Align goals, resources, and initiatives with economic development, business, labor and education partners.
- Regional Strategy - Work with counterparts to address broader workforce needs of the regional economy and leverage resources to provide a higher quality and level of services.
- High Quality - Adhering to an excellent standard.
- Excellent Standard – Tangible outcomes/performance.

Objectives

The Olympic Consortium Workforce Development Area serves the three-county region of Clallam, Jefferson, and Kitsap Counties. The OWDC and all staff are dedicated to the development of a workforce system that supports business, industry, and all levels of employers and job seekers. The Olympic Consortium is a hub for gathering and disseminating information about the area's labor market and business' employment needs.

The One-Stop delivery system develops partnerships via WorkSource Clallam and WorkSource Kitsap and provides services to achieve objectives that foster demand-driven skills attainment, enable upward mobility for our citizens and align, coordinate and integrate programs and services. These objectives will be accomplished by ensuring access to a system that provides:

- A full range of services for all customers seeking employment;
- Building basic educational or occupational skills;
- Earning a postsecondary certification or degree;
- Guidance on how to make career choices;
- Paths for hiring skilled workers.

3. Partners and Programs

The following list outlines the federally required WIOA partners of WorkSource Clallam and WorkSource Kitsap.

- AARP Foundation
- Department of Labor & Industries¹
- Department of Services for the Blind
- Department of Social & Health Services -Community Services Division/TANF
- Department of Social and Health Services, Division of Vocational Rehabilitation

¹ Not a required partner

- Employment Security Department
- Goodwill of the Olympics and Rainier Region
- Olympic College
- Olympic Educational Service District 114
- Olympic Workforce Development Council
- Peninsula College

Mandatory One Stop Program	Administrative Agency
WIOA Title III – Wagner-Peyser	Washington State Employment Security Department (ES)
Adult Education and Literacy activities authorized under Title II;	Olympic College and Olympic Educational Service District 114
WIOA Title IV – Rehabilitation Act, as amended	Washington State Department of Social and Health Services, Division of Vocational Rehabilitation.
Title V of the Older Americans Act	Goodwill of the Olympics and Rainier Region and AARP
Postsecondary Carl Perkins Career & Technical Education	Olympic College and Peninsula College
Trade Adjustment Assistance	Washington State Employment Security Department (ES)
Veterans Employment & Training	Washington State Employment Security Department (ES)
Community Services Block Grant Employment & Training Activities	Kitsap Community Resources and Olympic Community Action Programs
Unemployment Compensation	Washington State Employment Security Department (ES)
WIOA Title I Adult, Youth & Dislocated Workers	Olympic Workforce Development Council and Olympic Consortium Board

Compliance

All Parties to this agreement shall provide service delivery in compliance with the laws, as applicable:

- Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
- Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
- Section 504 of the Rehabilitation Act of 1973, as amended,
- The Americans with Disabilities Act of 1990 (Public Law 101-336),
- The Jobs for Veterans Act (Public Law 1107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,
- Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements; Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR part 99),
- Confidentiality requirements governing the protection and use of personal information held by the VOCATIONAL REHABILITATION (VR) agency (34 CFR 361.38),
- The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),
- Certification regarding lobbying (31 U.S.C. Section 1352), 29 CFR Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450,
- Debarment and suspension requirements (E.O.12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education as 2 CFR 3485,
- Priority of service for WIOA Title I, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(C)(3)(E) and its implementing regulations and guidance,
- Buy American Provision for each party that receives funds made available under Title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. Section 49, et seq.) certifies that it will comply with Section 8301 through 8303 of Title 41 of the United States Code and as references in WIOA Section 502 and 20 CFR 683.200(f),
- Salary compensation and Bonus Limitations, each party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 1009-234, and TEGL 17-15,
- All amendments to each, and
- All requirements imposed by the regulations issued pursuant to these acts.

4. Partner Responsibilities and Goals

Overview

The One-Stop Partners of the MOU agree to participate in joint planning, plan development, and modification of activities to accomplish the following:

- Accessibility of the partner's applicable services to customers through the One-Stop delivery system.
- Participation in the operation of the One-Stop system, consistent with the terms of the MOU and requirements of authorized laws.

- All partners and staff are adequately trained as a result of their participation in staff development activities.
- Continuous partnership building; requiring inclusivity.
- Continuous planning in response to state and federal requirements.
- Responsiveness to local and economic conditions, based on employer needs.
- As authorized, utilizing the Efforts to Outcomes (ETO) system or its successor, to maintain customer records and service delivery history and to ensure that service documentation is captured in support of shared system and program performance measures.
- All partners and staff are required to respectfully adhere to the organizational structure established by the One-Stop Operator and approved by the OWDC.
- The WorkSource Clallam and WorkSource Kitsap Partners, based on the specific needs of the communities within the region, agree to make the career, support, follow up and training services required by WIOA available to job seeker and businesses using Human Centered Design (HCD) tools.

Delivery Goals

The Parties to this MOU will work together to achieve the following service delivery goals.

- Goal 1: Enable businesses and employers to easily identify and hire skilled workers and access other human resource assistance.
- Goal 2: Prepare job seekers with skills and credentials necessary to secure and advance employment with a sustaining wage.
- Goal 3: Clallam WorkSource and Kitsap WorkSource staff are skilled, collaborative and engaged to better serve customers.

5. Referral Process

The One-Stop operator is responsible for assuring that effective, customer-friendly referrals occur in the WorkSource system. Each party to this MOU agrees to comply with the following referral procedure to achieve a seamless, efficient and customer focused services:

- Customers seeking services shall be assessed for interests and needs and will be provided information on the full range of services available through the local WorkSource system;
- Customer referrals to staff at WorkSource centers, affiliate sites or partners of the system shall be facilitated by phone, written or electronic means;
- Customer referral information will be recorded in ETO/WIT, if entity has access, in order to assure that customer needs and expectations are readily accessible (viewable) by other partner staff and to ensure that the referral is maintained as part of the customer's permanent services history. Documentation will include:
 - Identified customer needs/basis for referral (what factors prompted the staff person to initiate the referral, customer circumstances/needs)
 - Date of referral
 - Agency acceptance of referral/date of planned meeting with customer
 - Referral outcome and/or next steps to identified by the customer and the receiving agency staff person

6. Increased and Maximized Access

WorkSource Partners agree that meeting WIOA's mandate for increased access to the Region's workforce services, particularly for individuals with barriers to employment must be a priority. This necessarily includes, at a minimum, outreach to the following groups of individuals with barriers to employment:

- Displaced homemakers
- Low-income individuals
- Native Americans, including Indians, Alaska Natives and Native Hawaiians as those terms are defined in section 3
- Individuals age 55 and older
- Individuals with disabilities, including youth who are individuals with disabilities, and Individuals with vision loss
- Returning citizen (ex-offenders)
- Homeless individuals
- Youth who are in or have aged out of the foster care system
- English language learners, a group that is often referred to as Limited English Proficiency (LEP), individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers
- Single parents, including single pregnant women
- Long-term unemployed individuals
- Individuals within two years of exhausting lifetime eligibility under Part A of title IV of the Social Security Act
- Any other groups identified by the Governor
- The OWDC and Partners shall meet federal requirements for physical accessibility at Clallam WorkSource and Kitsap WorkSource. The OWDC and Partners shall co-locate services where possible and use appropriate referrals. The OWDC and Partners shall support and participate in the following strategies to increase access for those with barriers to employment:
 - Identify connection sites to provide greater access to services at a site that the citizens of Clallam, Jefferson and Kitsap counties already frequent – libraries, community centers, etc.
 - An Accessibility Subcommittee, locally known as Barrier and Access Solutions Committee (BASC) created by the OWDC to gather input from a broad spectrum of populations with barriers to employment and identify physical and programmatic barriers; recommend expansions to services to improve access for all jobseekers from all backgrounds; ensure more job seekers can connect to services and become employed; evaluate accessibility issues in the regional WorkSource System; and review WorkSource Partner recommendations for improvements to access
 - Increase use of technology to remove barriers for job seekers and allow for seamless, universal and remote access to education, training and other workforce development services. While technology cannot fix all barrier access problems, in many cases it will help staff to improve accessibility. The OWDC anticipates continued growth in this area.
 - Co-enroll job seekers as part of an integrated service delivery strategy that leverages more resources to help job seekers reach their career goals. This strategy can be especially effective at meeting the needs of populations with barriers to employment. WorkSource Clallam and WorkSource Kitsap Partners will use this strategy as appropriate.

7. Data Sharing and 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. 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

8. Disputes

The parties agree to engage in good faith negotiations in an effort 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 WorkSource System Policy 5410 Rev1: and local OWDC Policy 17 Dispute Resolution. MOU signatories will be notified of any updates. As per WIOA, if any of the required partners cannot come to agreement regarding the IFA, the region shall implement the State Funding Mechanism. 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.

9. Complaints (Attachment B)

The WorkSource Clallam and WorkSource Kitsap Partners agree to be responsive to customer concerns and complaints and act when appropriate in accordance with state, local area, agency, or program complaint policies.

10. Non-Discrimination and Equal Opportunity (Attachment C)

Partners shall not unlawfully discriminate, harass or allow harassment. The Partners agree to comply with the provisions of 29 CFR Part 38.30 and related, applicable local, state, and federal nondiscrimination regulations, rules, and ordinances. Each partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination based on disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

11. Indemnification

The parties recognize that the partnership consists of various levels of government, not for-profit, and for-profit entities. To the extent allowable under Washington State law, each party to this Agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No party assumes any responsibility to any other party, state or non-state, for the consequences of any act or omission of any third party.

12. Amendment or Cancellation of Agreement

The Agreement may be amended at any time in writing and by mutual consent of the Olympic Workforce Development Council, Chief Local Elected Officials and the Agencies. Each Agency may cancel its participation upon sixty (60) days written notice to the other Agencies. In the event an Agency determines that funds are unavailable to carry out the activities set forth in this Agreement, the Agency shall terminate this Agreement by notifying all other Agencies in writing immediately and the Agreements shall terminate upon the delivery of such written notification. The same process shall also be followed when the cancellation is for cause. If a core mandatory partner were to cancel this agreement, pursuant to this section, the OWDC will engage in negotiations, document those negotiations, and then if no resolution is reached, engage the Governor's Office to intercede. This MOU does not conflict with the IFA Operating Budget (Attachment A) Agreement Modification language.

13. General Provisions

It is understood by the Partners that each should be able to fulfill its responsibilities under the MOU in accordance with the provisions of law and regulations that govern their activities. Nothing in this MOU shall supersede, negate or otherwise render ineffective any such provisions or operating procedures. All parties to the MOU agree to adhere to applicable federal and state laws for delivery of services. No part of this agreement shall take precedence over or supersede federal laws, state laws, or collective bargaining agreements.

14. Operating Budget / Infrastructure Funding Agreement (IFA) (Attachment A)

The WorkSource Clallam and WorkSource Kitsap System operating budget consists of the following:

- Non-personnel infrastructure costs necessary for the general operation of the One-Stop center, including but not limited to:
 - Applicable facility cost (such as rent)
 - Costs of utilities and maintenance
 - Equipment (including physical modifications to the center for access, assessment-related product, and assistive technology for individuals with disabilities)
 - Technology to facilitate access to the One-Stop center, including technology used for the center's planning and outreach activities
 - Common identifier costs as costs of One-Stop Infrastructure².

² See budget sheets later in document

- Additional Costs:
- Other Costs to be determined via negotiations with the WorkSource partners. One example of a common identifier is the cost of signage for “American Job Centers (AJC).” Or One-Stop centers as per (WIOA sec. 121 (h)(4) and 20 CFR 678.700).

15. Duration and Modification

This MOU commences on September 1, 2020 or the day it is signed by all parties, whichever is later, and shall remain in effect until June 30, 2024. Signatories will be notified of any updates.

The IFA commences on September 1, 2020 or the day it is signed by all signatories, whichever is later, and will be updated and approved by the Partners by September 1 of each subsequent year.

WorkSource Partners will be convened bi-annually to reconcile actual costs against those projected in the IFA.

Generally, amendment or modification of the MOU only requires the parties to review and agree to the elements of the MOU that changed. Non-substantive changes to the MOU, such as a minor revision to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU. Because this MOU is likely to undergo changes, those that do not change the intent of the document will be considered minor revisions.

Substantial changes, such as the removal or addition of a required partner organization or a change due to the election of a new Chief Elected Official, will require renewal of the MOU (20 CFR 678.500(b)(6), (d), and (e); 34 CFR 361.500 (b)(6), (d), and (e); and 34 CFR 463.500 (b)(6), (d), and (e)). Renewal of the MOU requires all parties to review and agree to all elements of the MOU and re-sign the MOU.

Oral amendments or modifications shall have no effect. If any provision of this MOU is held invalid, the remainder of the MOU shall not be affected.

16. Authority and Signature

The individuals signed below have the authority to commit the Partner they represent to the terms of this MOU and do commit by signing. The undersigned agencies bind themselves to the faithful performance of this MOU.

17. Signatures, Counterparts and Delivery

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

Attachments

Attachment A. Infrastructure Funding Agreement and One-stop Operating Budget

Attachment B. Complaint Investigation Agreement

Attachment C. EO Guidance

Attachment D. Definitions

Attachment E. Service Matrix

Memorandum of Understanding Signatures

By signing below, partners certify that they agree with the MOU and have authority to bind their agency to the terms of the MOU as indicated below. Each signatory will have individual page attached to this document as allowed. By signing their signature to the MOU, the partners also commit themselves to the terms and condition of Attachments A, B, and C.

Authorized Signatory	Partner	Date
Commissioner Kate Dean	Olympic Workforce Development Board Chair	
	Commissioner	
signature	title	date

Memorandum of Understanding Signatures

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Authorized Signatory	Partner	Date
Jessica Bar	Washington State Employment Security Department	
	Regional Director	
signature	title	date

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Authorized Signatory	Partner	Date
Devin Hearn	AARP	
	National Director AARP SCSEP	
signature	title	date

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Authorized Signatory	Partner	Date
Amanda Hunt	Department of Labor and Industries	
	Insurance Services Field Liaison Manager	
signature	title	date

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Authorized Signatory	Partner	Date
<p style="text-align: center;">Lisa Wheeler</p>	<p style="text-align: center;">Department of Services for the Blind</p>	
	<p style="text-align: center;">Assistant Director of Vocational Rehabilitation & Workforce</p>	
signature	title	date

Memorandum of Understanding Signatures

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Authorized Signatory	Partner	Date
Babs Roberts	Department of Social & Health Services -Community Services Division/TANF	
	Director, Community Services Division	
signature	title	date

Memorandum of Understanding Signatures

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Authorized Signatory	Partner	Date
<p style="text-align: center;">LeAnne Raines</p>	<p style="text-align: center;">Department of Social and Health Services, Division of Vocational Rehabilitation DVR</p>	
	<p style="text-align: center;">Olympic Unit Supervisor</p>	
signature	title	date

Memorandum of Understanding Signatures

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Authorized Signatory	Partner	Date
Eu-Wanda Eagans	Goodwill of the Olympics and Rainier Region	
	Senior Vice President of Workforce Development	
signature	title	date

Memorandum of Understanding Signatures

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Authorized Signatory	Partner	Date
Dr. Martin Cavalluzzi	Olympic College	
	President	
signature	title	date

Memorandum of Understanding Signatures

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Authorized Signatory	Partner	Date
<p style="text-align: center;">Dr. Luke Robins</p>	<p style="text-align: center;">Peninsula College</p>	
	<p style="text-align: center;">President</p>	
signature	title	date

Memorandum of Understanding Signatures

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Authorized Signatory	Partner	Date
Greg Lynch	Olympic Educational Service District 114	
	Superintendent	
signature	title	date

Memorandum of Understanding Signatures

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Authorized Signatory	Partner	Date
signature	title	date

ATTACHMENT A – IFA Framework

2020/2022 WorkSource Clallam and WorkSource Kitsap Operating Budget and Infrastructure Sharing Agreement between The Olympic Workforce Development Council and Partners

Statement of Purpose

The purpose of this attachment to the Memorandum of Understanding (MOU) is to establish the terms and conditions under which the partnership will share resources in performance of One-Stop Services at WorkSource Clallam and WorkSource Kitsap. Through this agreement, the partners have identified those costs related to the operation and maintenance of the One-Stop Service Delivery System that are mutually beneficial and agreed upon as shared costs. In addition to the clauses listed below, Attachment B is added to the MOU include the Complaint Investigation Agreement. Partners are listed in the MOU above, and all notices regarding this Agreement shall be given to the following:

Period of Performance

This budget and IFA are effective for the duration of the MOU. The budget will be updated annually. This agreement will be reconciled annually and will have a six and eleven-month reviews to determine if modification/adjustment is needed to ensure accurate and equitable sharing of costs.

Sharing of Partnership Costs

In compliance with the Workforce Innovation and Opportunity Act, the Operating Budget consists of non-personnel infrastructure costs as described in Attachment A-1, and other costs consisting of the non-cash contributions of staff responsible for delivering career services and any allowable, allocable other costs identified by the partners as necessary for the operation of Clallam WorkSource and Kitsap WorkSource.

In the event estimated costs exceed, or are less than actual costs, partners are still responsible for their shares of costs based upon the cost allocation methodology outlined in Attachment A-1.

Agreement Management

The Olympic Workforce Development Council has been identified as the Agreement Manager; the Employment Security Department is identified as Fiscal Lead.

Billing and Payment

Beginning on October 1, 2020, the Employment Security Department (ESD) will invoice all funding partners for the previous months for each partner's allocation costs. Payments shall be made to ESD on a monthly cycle moving forward. ESD must receive payment no later than thirty (30) calendar days after receipt of invoice at the following address:

Employment Security Department
Attention: Specialized Accounting, Lori Nielson

PO Box 9046, MS 6000
Olympia WA 98507
esddlfasdspecializedaccounting@esd.wa.gov

Agreement Modification or Modifications³

The partners recognize that modification may, and likely will be, necessary during the period of the IFA. Partners to the IFA will undertake modification thereof collaboratively. Except for the reallocation of costs as outlined in Attachment A-1 that do not result in an increase in any partner's cost, any modifications to this Agreement, to be valid, must be in writing and signed by all the affected partners. Oral modification shall have no effect. If any provision of the agreement is held invalid, the remainder of the agreement shall not be affected. Modifications must be fully executed by all partners within 30 days.

Monitoring

The partners agree that performance and operation, as well as the cost allocation methodology, of this Operating Budget and IFA will be reviewed by the Agreement Manager quarterly, or at the request of a partner. The Agreement Manager will provide the partners the results of this review so the partners may determine if they wish to modify the Agreement.

Assurances

- This agreement will be interpreted under Washington State Law or Federal Law as applicable.
- Each partner warrants it will comply with all Federal, State and/or local laws and regulations applicable 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.
- All press releases, brochures, printed material, reports and newsletters related to services will recognize the partnership as the funding source and be approved by the Agreement Manager prior to release.
- All partners may use areas designated as common areas within the partnership facility. Each partner will share in the cost and/or provide other resources (such as staffing) for the common space as noted in Attachment A-1. The partnership and building owner/leaseholder will maintain these areas in good condition and in compliance with the applicable provisions of Americans with Disabilities Act, and the regulations issued there under.

Indemnification

The parties recognize that the partnership consists of various levels of government, not for-profit,

³ Note definition of minor modifications in Attachment D

and for-profit entities. To the extent allowable under Washington State law, each party to this Agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No party assumes any responsibility to any other party, state or non-state, for the consequences of any act or omission of any third party.

Use and Disclosure Information

Each party to this Agreement shall use any private and confidential information, provided or owned by any other party, solely for the purpose for which the information was disclosed. No party shall disclose or misuse any private or confidential information under this Agreement unless the disclosure is authorized by law. The misuse or unauthorized release of private and confidential information shall subject the party, its employees or agents to a civil penalty of five thousand dollars and other applicable sanctions under state and federal law. (RCW 50.13) Private and confidential information may only be shared in a manner consistent with contractual confidentiality agreements. This IFA does not supersede such agreements.

Termination

Reference to funds identified in support of this IFA is contingent upon receipt of those funds by the partners. Any partner may withdraw from this IFA if funding is either eliminated or reduced such that the partner can no longer continue its participation in this IFA. Such withdrawal shall be effective upon written notification to the Agreement Manager of the lack of funding, or upon the vacating of the premises by the partner, whichever is later. Such written notice of their withdrawal to the Agreement Manager shall be given at least 60 calendar days prior to the effective date of withdrawal. Upon the withdrawal of any partner, the costs and resources associated with this Agreement shall be reallocated by the Agreement Manager among the remaining partners. This Agreement shall be modified in writing only if the amount of the partner's costs changes. This Agreement may be terminated at any time upon written agreement of all the parties hereto.

Disputes

In the event that disputes should arise regarding the terms and conditions, the performance, or administration of this Agreement which cannot be resolved informally, the following procedure will be conducted:

- Each party to this agreement shall select an individual to participate in a dispute resolution panel;
- These individuals shall select, by a simple majority vote, a person not a party to this Agreement who will chair the dispute resolution panel;
- The panel shall hear the facts of the dispute and render a decision by simple majority vote.

This process shall be invoked before proceeding to any lawsuit or civil action.

Facility Alterations or Modifications

Should any of the partners wish to make physical alterations or modifications to the facility, request for such shall be made to the facility owner, through the leaseholder if appropriate, detailing the requested alteration and/or modification. The request shall be subject to the approval of the facility owner and/or leaseholder. If approved, the cost of such alterations and/or modifications shall be the

sole responsibility of the requesting partner, unless otherwise agreed. Upon termination, expiration of this Agreement, or a partner's withdrawal from the agreement, the premises shall be returned to its normal condition, solely at the expense of the partner who made the original alteration/modification, unless other arrangements are agreed to between the partner and the building owner/leaseholder.

Clallam Budget and Cost Allocation

Clallam Estimated Infrastructure Budget Attachment A	ESD (includes Title III, Wagner Peyser, Vets, UI)										
	Olympic WDC (Title I)	DSHS DVR (WIOA Title IV)	Workfirst TANF	AARP Foundation	DSB (Dept. of Services for Blind)	Goodwill of the Olympics and Rainier	Labor and Industries	Peninsula College	OESD 114		
	FTEs	8	2.5	0.5	1	0.5	0.25	0.25	0.5	0.5	2
Percentage of costs	50.0%	15.6%	3.1%	6.3%	3.1%	1.6%	1.6%	3.1%	3.1%	12.5%	
Estimated Infrastructure Costs											
Supplies/Materials	5,000	2,500	781	156	313	156	78	78	156	156	625
Janitorial Supplies	10,000	5,000	1,563	313	625	313	156	156	313	313	1,250
IT Supplies	200	100	31	6	13	6	3	3	3	6	25
Phones (2Shared phones)	828	414	129	26	52	26	13	13	26	26	104
Postage	100	50	16	3	6	3	2	2	3	3	13
Data & Document Destruction (shredding)	300	150	47	9	19	9	5	5	9	9	38
Rent	97,400	48,700	15,219	3,044	6,088	3,044	1,522	1,522	3,044	3,044	12,175
Publications/training materials	1,000	500	156	31	63	31	16	16	31	31	125
Interpreter	500	250	78	16	31	16	8	8	16	16	63
Managed Print	2,000	1,000	313	63	125	63	25	25	25	25	250
Multi function lease	3,746	1,873	585	117	234	117	59	59	117	117	468
Janitorial	11,270	5,635	1,761	352	704	352	176	176	352	352	1,409
Subtotal Estimated Infrastructure Costs	132,345	66,172	20,679	4,136	8,272	4,136	2,062	2,062	4,095	4,098	16,543
Other Costs											
One Stop Operator	0.00	0	0	0	0	0	0	0	0	0	0
Total Estimated Infrastructure and Other Costs by Partners	\$132,345	\$66,172	\$20,679	\$4,136	\$8,272	\$4,136	\$2,062	\$2,062	\$4,095	\$4,098	\$16,543
Estimated Value of Career Services (non-cash donations by on-site partners)	7,853,651.00	\$2,571,807	\$3,162,000	\$440,106	\$64,142	\$0	\$39,480	\$0	\$0	\$1,500,024	\$76,092

Kitsap Budget and Cost Allocation

Kitsap Infrastructure Budget (Silverdale) Attachment A	ESD (includes Title III, Wagner Peyser, Vets, and UI)									DSB (Department of Services for Blind)
	Olympic WDC Staff and WIOA Title I	DSHS DVR (WIOA Title IV)	Labor & Industries	OESD 114	Olympic College	Workfirst TANF	AARP Foundation			
	9	2	1	5	0.5	1	0.5			
FTEs	18	2	1	5	0.5	1	0.5	0.25		
Percentage of costs	48.3%	5.4%	2.7%	13.4%	1.3%	2.7%	1.3%	0.7%		
Estimated Infrastructure Costs										
Supplies/Materials	8,000	1,933	430	215	2,013	107	215	107	54	
Janitorial Supplies	15,000	3,624	805	403	2,013	201	403	201	101	
IT Supplies	200	48	11	5	27	3	5	3	1	
Phones (3 Shared phones)	828	200	44	22	111	11	22	11	6	
Postage	100	24	5	3	13	1	3	1	1	
Data & Document Destruction (Shredding)	300	72	16	8	40	4	8	4	2	
Rent	366,444	88,537	19,675	9,837	49,187	4,919	9,837	4,919	2,459	
Publications/training materials	1,500	362	81	40	201	20	40	20	10	
Interpreter	1,500	362	81	40	201	20	40	20	10	
Managed Print	2,500	604	134	67	336	34	67	34	17	
Multi function lease (6 printers)	5,622	1,358	302	151	755	75	151	75	38	
Subtotal Estimated Infrastructure Costs	401,994	97,126	21,584	10,792	54,899	5,396	10,792	5,396	2,698	
Other Costs										
One Stop Operator	0	0	0	0	0	0	0	0	0	
Total Estimated Infrastructure and Other Costs by Partners	401,994	\$194,252	\$97,126	\$21,584	\$10,792	\$54,899	\$5,396	\$10,792	\$5,396	\$2,698
Estimated Value of Career Services (non-cash donations by on-site partners)	10,741,787	\$76,092	\$440,106	\$440,106	\$3,162,000	\$4,048,054	\$64,142	\$0	\$39,480	

Effective Date: March 1, 2016

WIOA POLICY

OLYMPIC CONSORTIUM

ATTACHMENT B - Complaint and Grievance Policy

WIOA-POL 5 - Complaint and Grievance Policy

References: State WS Policy 1012 Rev 1 – Complaint and Grievance Policy
Olympic Consortium Complaint and Grievance Procedures
WIOA-PRO 1– Olympic Consortium Complaint Procedure

All Workforce Innovation and Opportunity Act (WIOA) complaints and grievances will be processed through the Olympic Consortium Complaint and Grievance Procedures (attached).

There is one complaint coordinator, the One-Stop Coordinator who is normally located at the Bremerton WorkSource Office. The complaint coordinator will work with the other WorkSource offices to process and track all local complaints. All WorkSource partners will work with the Consortium's Complaint Coordinator to ensure accurate tracking of all complaints from point of entry to resolution. There will be one complaint

log for all Consortium complaints that is maintained by the Complaint Coordinator in cooperation with the program managers of the various WorkSource offices and programs.

If a complaint involves multiple partners, there is an expectation of collaboration among those affected partners to resolve the complaint. To the extent feasible, all efforts will be made to resolve customer concerns at the lowest level.

There are three types of complaints or grievances an applicant, participant, or registrant may file: discrimination complaints, complaints against the program, and complaints against an employer. The Consortium Complaint Procedures will use the state's WorkSource Complaint Handbook as its primary reference.

Discrimination complaints may be filed when a participant believes that he or she, or any specific class of individuals, has been or is being subjected to discrimination on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in WIOA.

Complaints of a general nature may be filed when a participant, applicant, or registrant feels they have been deprived of the benefits assured under the Act. These are complaints against the program and reflect potential violations of WIOA and related regulations.

The third and final type of complaint is that filed against an employer. In these cases, the employer's grievance procedures must be followed unless the employer uses a grievance procedure required under a covered collective bargaining agreement. In the absence of a collective bargaining agreement or an employer grievance procedure, the state policy shall be followed.

A complaint cannot be processed as both a program complaint and as a discrimination complaint. It is important to establish the difference between the two types of complaints.

The Consortium procedures contain provisions covering appeals to the state and, under some circumstances, to the Department of Labor, if any party to the action is not satisfied with the results of the local hearings (see Olympic Consortium Complaint Procedures).

ATTACHMENT C - Equal Opportunity



STATE OF WASHINGTON
EMPLOYMENT SECURITY DEPARTMENT
PO Box 9046 Olympia, WA 98507-9046

EQUAL OPPORTUNITY IS THE LAW 29 CFR Part 37.30

"It is against the law for this recipient of Federal financial assistance to discriminate on the following basis:

Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and

Against any beneficiary of programs financially assisted under Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her 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 activity.

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: the recipient's Equal Opportunity Officer (or person whom the recipient has designated for this purpose); or the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210.

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 do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. 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."

ATTACHMENT D - Definitions

Definitions

Agreement Manager

The Olympic Workforce Development Council has been designated by the partnership to act as the agreement manager.

■ **Cost Allocation**

As described in 2 CFR 200.4, "allocation" is the process of assigning a cost, or a group of costs, to one or more cost objective(s), in reasonable proportion to the benefit provided or other equitable relationship. Descriptions of the legally allowable operational costs associated with the maintenance of the One-Stop Service Delivery System are found in WIOA sec. 121(h)(4), sec. 121(i)(1) et seq., and sec. 134(c)(2); see 29 CFR 678.700 et seq. and "Operational Costs" below.

- **Cost Allocation Method** is the methodology according to which costs associated with the maintenance of the One-Stop Delivery System, including infrastructure costs of one-stop centers, are shared among partner programs. The base(s) used to allocate costs, as agreed upon by the partners. The partners have chosen to allocate costs based on the percent of total space occupied by each partner and the percent of FTE provided on-site by each partner. These costs must be shared among one-stop partner programs based on each program's proportionate use of and relative benefit received from the One-Stop Delivery System. The contribution of each one-stop partner program must adhere to the program's authorizing statute, as well as all other applicable legal requirements, including the Federal Cost Principles that require that costs must be allowable, reasonable, necessary, and allocable (see 2 CFR Part 200, Subpart E, and "Federal Cost Principles" below). Cost allocation methodologies agreed upon by local workforce development boards and one-stop partner programs may include allocation in the aggregate, on an activity basis, on an item of cost basis, or on a combination basis. Consistent with Federal Cost Principles, the allocation methods utilized must be both efficient to use and consistently applied over time. Partner program contributions for administrative costs may not exceed the amount available for administrative costs under the authorizing statute of the partner program.

- **Cost Allocation Base** - An allocation method uses one or more "bases" for assigning costs. Bases may include actual cost of square footage for partners on site, proportionate share of infrastructure costs, FTE, etc.

- **Cost Allocation Plan** - The written documentation of the cost allocation methodologies agreed to by the partnership. The cost allocation plan is included in Attachment A to the MOU and is incorporated herein by reference.

■ **Career Services**

Career services, as identified in sec. 134(c)(2) of WIOA, consist of three types: Basic Career Services, Individualized Career Services, and Follow-up Services. Although these services are described in Title I of WIOA, the definitions of these services will be generalized to all partners participating in the local Workforce System. For example, case management is an individualized career services for programs funded with Title I WIOA resources, but case management delivered by another required WorkSource Partner may count as a career service for the purpose of developing system budgets and cost sharing agreements.

- **Cash Contribution**

“Cash contributions” are cash funds provided to the local workforce development board or its designee by one-stop partners, either directly or by interagency transfer (29 CFR 678.720 (c)(1)).

■ **Common Areas or Common Spaces**

Space within a center or affiliate that is shared by/available to all the staff who are present at the facility (e.g. a common breakroom, meeting room, hallways, restrooms, etc.)

■ **Customer Space**

The portion of a WorkSource Center of Affiliate that is used by any customer from any program (e.g. resource rooms, workshop or classroom spaces, a greeting space, etc.)

■ **Fiscal Lead**

The Employment Security Department has been designated by the partnership to be responsible for all fiscal activities related to the operation of this Operating Budget and Infrastructure Sharing Agreement (IFA).

■ **Infrastructure Costs**

“Infrastructure costs” are non-personnel costs that are necessary for the general operation of the one-stop center, including: facility rental; utilities and maintenance; equipment (including assessment-related products and assistive technology for individuals with disabilities); and technology to facilitate access to the one-stop center, including technology used for the center’s planning and outreach activities (29 CFR 678.700). Infrastructure costs for the WorkSource Centers are the responsibility of all one-stop partner programs, whether they are physically located in the one-stop center or not. Additionally, each entity that carries out a program or activities in a local one-stop center must use a portion of the funds available for the program and activities to maintain the One-Stop Delivery System, including payment of the infrastructure costs of one-stop centers. These payments must be accordance with 29 CFR Part 678, Subpart E, Federal cost principles, and all other applicable legal requirements.

■ **Minor Modifications**

Non-substantive changes to the MOU that do not change the intent of the document. Minor modifications may include, but are not limited to, revisions to the infrastructure budget of 10% or less of the total, adjustments to the budget resulting from reconciliation, updates to the main text or attachments that provide clarifications without changing the original intent, etc. Minor modification to the MOU/IFA may be made with the written consent of all parties to the agreement and do not require new signatures.

■ **Partners Staff Who Do Not Provide WorkSource Services or are Not Allowed to Share in Costs**

The costs associated with staff who do not provide WorkSource services or who are not allowed by statute to share costs, should not be included in the calculations for cost sharing.

■ **Proportional Share**

Proportional share is the share of each partner program’s infrastructure costs based upon its proportional use of the one-stop centers and relative benefit received from that use. The concept of proportional share is used by Federal Cost Principles in the Uniform Guidance (2 CFR part 200) and is to be construed in a manner consistent with the partner programs’ authorizing statutes and regulations.

■ **Proportional Use**

Local workforce development boards and partner programs are responsible for determining the proportional use of the partner programs, and they may utilize a variety of methods to determine each partner program’s proportionate use and relative benefit received, including but not limited to: the proportion of a partner program’s occupancy percentage of the one-stop center (square footage); the proportion of a partner program’s customers compared to all customers served by the one-stop; the proportion of partner program’s staff compared to all

staff at the one-stop; a partner program's use of equipment or other items that support the local One-Stop Delivery System; or any combination of these, or other, proportional formulas.

■ ***Relative Benefit***

"Relative benefit" received by an entity participating in the One-Stop Delivery System refers to the benefit received by the program toward a specific cost objective necessary for that program's operation. Costs are only allocable to a cost objective based on the benefits received by that cost objective. If benefit cannot be measured directly in an efficient and effective way, then it is appropriate to pool the costs. For the purpose of developing IFAs that will be in effect through June 30, 2019, the parties presume that each One-Stop Service Delivery System Partner Program receives relative benefit from its role within and use of the system. Therefore, consistent with TEG 17-16, an exact or absolute measurement of benefit will not be conducted.

■ ***Reportable Customer***

Customers who are recorded in a state-management information system or customers who are recorded through a locally approved process that documents participation in a service or activity offered by the local one-stop service delivery system.

■ ***Shared Operating and Shared Services Costs***

One-stop partners also may share other costs that support the operations of the one-stop centers, as well as the costs of shared services. The costs of shared services may include initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other one-stop partners, and business services (WIOA sec. 121(i)(2), 20 CFR 678.760, 34 CFR 361.760, and 34 CFR 463.760). As discussed in more detail in the section pertaining to personnel costs above, such costs also may include personnel expenses associated with a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that one-stop center. A portion of the costs of Local WDB staff who perform functions that are not otherwise paid with WIOA title I funds and support the general operations of the one-stop centers may also be included as additional costs. An example of such shared operating costs would be a Local WDB staff person acting as the office manager in a one-stop center. As with any additional costs paid by partner programs for the operations of the One-Stop Delivery System, these shared operating costs must be proportionate to the use of the partner program and consistent with the Federal Cost Principles of the Uniform Guidance set forth in 2 CFR part 200.

ATTACHMENT E - Service Matrix

Olympic Consortium Partnership Understandings										
	DSHS DVR	ESD	OESD 114	AARP and GWO	PC	KCR	DSHS TANF	OC	DSB	L & I
Core Services	Core	Core	Core	Core	Core	Core	Core	Core	Core	Core
Outreach, intake and orientation to the information, services, programs, tools and resources available through the One-Stop System	X	X	X	X	X	X	X	X		X
Initial assessment of skill level(s), aptitudes, abilities and supportive service needs	X	X	X	X	X	X	X	X		X
Self-help job search and placement assistance	X	X	X	X	X	X	X	X		X
Access to employment opportunity and labor market information	X	X	X	X	X	X	X	X		X
Performance information and program costs for eligible providers of training services	X	X	X		X	X	X	X		
Information on the overall performance of the One-Stop System	X	X	X	X		X	X	X		X
Information on the availability of supportive services and referral to such, as appropriate	X	X	X	X	X	X	X	X		X
Information on unemployment insurance claim filing	X	X				X	X	X		X
Determination of potential eligibility for mandatory Partner Organization services and programs, and referral(s)	X	X				X	X	X		X
Information and assistance in applying for financial aid for training and education programs;	X	X	X	X	X	X	X	X		X
Access to the core services and information about the governing rules and programs of mandatory Partner Organizations.	X	X				X	X	X		X

Intensive Services	Intensive	Intensive	Intensive	Intensive	Intensive	Intensive	Intensive	Intensive	Intensive	Intensive
Comprehensive and specialized assessments of skill levels	X	X	X		X	X	X	X		X ⁴
Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals	X	X	X	X		X	X	X		X
Referral to training services	X	X	X	X		X	X	X		X
Group counseling	X	X				X	X	X		X
Literacy activities related to work readiness	X	X			X	X	X	X		
Individual counseling and career planning	X	X	X		X	X	X	X		X
Case management for participants seeking training services	X	X	X			X	X	X		X
Individual job search, referral and placement assistance	X	X	X	X	X	X	X	X		X
Work experience and internships	X	X	X	X	X	X	X	X		
Short-term prevocational services (i.e. development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills and professional conduct) to prepare individuals for unsubsidized employment or training	X	X	X	X	X	X	X	X		
Post employment follow-up services and support	X	X	X			X	X	X		X
Out of the area job search assistance/relocation assistance	X	X	X			X	X	X		
Training Services	Training	Training	Training	Training	Training	Training	Training	Training	Training	Training
Occupational Skills Training through Individual Training Accounts (ITAs)		X					X	X	X	
On-the-Job Training (OJT)	X	X	X	X			X	X	X	
Programs that combine workplace training with related instruction which may include cooperative education	X		X	X	X		X	X	X	
Training programs operated by the private sector	X	X					X	X	X	
Skill upgrading and retraining	X	X	X	X	X		X	X	X	

⁴ With the exception of L&I customers in Plan Svs per Manual

Entrepreneurial training	X				X		X	X	X	
Adult education and literacy activities provided in combination with the training services described above	X		X		X		X	X	X	
Customized Training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training	X				X		X	X	X	
Business Services	Business	Business	Business	Business	Business	Business	Business	Business	Business	Business
Conduct outreach regarding One-Stop System Services and products	X		X	X			X	X	X	
Conduct on-site Rapid Response activities regarding closures and downsizings as part of the Olympic Workforce Development Council-led Rapid Response team					X					
Develop On-the-Job Training (OJT) Contracts	X	X	X							
Provide information and services related to Unemployment Insurance taxes and claims	X									
Provide disability assistance technology and assist with disability accommodations	X	X	X		X					
Provide customized recruitment and job applicant screening, assessment and referral services	X		X	X						
Develop customized training opportunities to meet specific employer and/or industry cluster needs	X	X						X		

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
GENERAL LIABILITY <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
AUTOMOBILE LIABILITY <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
WORKERS COMPENSATION AND EMPLOYERS LIABILITY	L & I	Continuous	Continuous	WC – STATUTORY
OTHER				

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

CERTIFICATE NUMBER CRT 2020-00465

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:

Jason Siems
 Jason Siems, State Risk Manager



A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov.

Log In

Login.gov FAQs

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 02/15/2020 from 8:00 AM to 3:00 PM

Entity Dashboard

Employment Security, Washington State Department of
DUNS: 808882914 CAGE Code: 3X3Q3
Status: Active
Expiration Date: 11/04/2020
Purpose of Registration: All Awards

212 Maple Park
Olympia, WA, 98501-2347
UNITED STATES

- Entity Overview
Entity Registration
Core Data
Assertions
Reps & Certs
POCs
Exclusions
Active Exclusions
Inactive Exclusions
Excluded Family Members

Entity Overview

Entity Registration Summary

Name: Employment Security, Washington State Department of
Business Type: US State Government
Last Updated By: Account Manager 65
Registration Status: Active
Activation Date: 11/05/2019
Expiration Date: 11/04/2020

Exclusion Summary

Active Exclusion Records? No

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