



CONTRACT K7976
Between
WASHINGTON STATE EMPLOYMENT SECURITY DEPARTMENT
And
KITSAP COUNTY

CONTRACT INFORMATION		
Contract start date July 1, 2023	Contract end date June 30, 2024	Contract amount \$587,124.00
Purpose To establish the terms, conditions, requirements, and responsibilities of LWDBs for FY24 State Economic Security for All (EcSA).		
PARTIES		
Kitsap County (LWDB)		UEI (Formerly Dunn's) Number:
Address 614 Division Street, MS 23 ,Port Orchard, WA 98366	Business registration or UBI 182002345	Statewide Vendor Number SWV0008949-16
Contract Manager Alissa Durkin	Telephone: (253) 370-1136	Email adurkin@kitsap.gov
Employment Security Department (ESD)		
Division Employment System Policy & Integrity	Contact address 212 Maple Park Ave SE, Olympia, WA 98501	
Contract manager Shannon Brundle	CM Phone 360-545-5063	CM email Shannon.brundle@esd.wa.gov
ATTACHMENTS: This Contract includes the following attachment(s) and document(s) incorporated herein		
Exhibit A – Statement of Work. Exhibit B – Budget and Performance Form.		
The terms and conditions of this Contract are an integration and representation of the final, entire and exclusive understanding between the parties superseding, all previous Contracts, writings, and communications, oral or otherwise, regarding the subject matter of this Contract. The parties signing below represent that they have read and understand this Contract, and have the authority to execute this Contract.		
Board of County Commissioners Charlotte Garrido, <i>Chair</i>	Date 7-24-23	Employment Security Department Danielle Cruver – Chief Financial Officer
		Date 6/30/2023
Katherine T. Walters, Commissioner	Date 7-24-23	DocuSigned by:
NOT PRESENT		82FD1908E9A447F... Approved/Attested by: Kitsap County Clerk of the Board
Christine Rolfes, Commissioner	Date 7-24-23	



1. **IDENTIFICATION**

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

The Parties hereby mutually agree as follows:

2. **BACKGROUND AND PURPOSE**

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

This contract includes three distinct programs each with separate funding streams:

- 1) Providing services for eligible participants that are under 200%FPL
- 2) Expanding services to eligible participants that are over 200%FPL
- 3) Adding business navigators to support industry recovery and growth

The State funds tied to this contract are intended to increase local EcSA program enrollments and outcomes, and continue the previously established EcSA priorities and outcomes:

Priorities:

1. Bundle WIOA and non-WIOA services (SNAP, housing, many others) to stabilize customer's lives, conveniently and with dignity for the customer
2. Establish and implement customized career plans to reach 100% of participant Income Adequacy, as established by the UW self-sufficiency calculator
3. Provide extensive wrap-around services and continue bundling benefits to maintain stability as customers pursue their customized career plan, continuously until they reach Income Adequacy
4. Include BIPOC communities, rural communities and people experiencing poverty in program design and implementation
5. Work collaboratively across local, state and federal levels to remove barriers to coordinated delivery of multiple benefits

All performance targets identified in the Exhibit A: Statement of Work are specific to this contract and must be unique from WIOA EcSA contract performance.

The purpose of this Contract is to identify the FY24 State Economic Security for All (EcSA) – Kitsap County terms, conditions, deliverables, funding, and other requirements between ESD and the LWDB.

3. **AUTHORIZATION**

This Contract is authorized in accordance with ESSB 5187 and the Governor's Decision package for the biennial funding of Washington's State Economic Security for All program.

TERMS AND CONDITIONS:

4. CONTRACT TERM

The term of this Contract starts on July 1, 2023, regardless of date of execution, and ends June 30, 2024, unless terminated sooner as provided herein. ESD does not pre-limit the number of terms.

5. STATEMENT OF WORK

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

In addition to the current Statement of Work, Parties may amend to include additional work, or an increased scope of work and/or scope of funding. Any additional statement of work will be labeled as **Exhibit A**, but will also include a sequential numeric indicator: Exhibit A1, A2, A3, etc.

NOTE: All work to be performed under this Agreement must be performed and completed within the identified fiscal year. The Statement of Work must be reviewed in conjunction with the Budget and Performance Form (Exhibit B), which further specifies the dates and funding deliverables that must be timely achieved.

6. COMPENSATION

The total amount of compensation to the LWDB for completion of all services and requirements contained in this Agreement (including costs) is **\$587,124.00** broken out as follows:

- **\$319,503.00** to serve individuals below 200% FPL.
- **\$159,288.00** to serve individuals above 200% FPL.
- **\$108,333.00** for Business Navigator.

The allocation of this compensation is set out on the **Budget and Performance Form, Exhibit B**. If this form is amended, the updated Budget and Performance Form will be identified as Exhibit B, with a sequential numeric indicator: Exhibit B1, B2, B3, etc.

The LWDB will be reimbursed for subsistence, lodging, and point-to-point mileage at rates not to exceed the current State travel reimbursement rates. Reimbursement by ESD for other travel expenses such as parking, taxis etc. will be in accordance with applicable receipts and justifications submitted to ESD. All travel expenses and receipts must be included in the invoices submitted by the LWDB to ESD.

7. BUDGET CHANGES

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

- a. The revisions must not result in the need for additional funding;
- b. The revisions must not result in the need to adjust performance targets established in this Contract;
- c. The revisions must neither alter the scope of work nor the Statement of Work;
- d. The revisions must not be prohibited by applicable federal or state statutes or regulations; and
- e. The revisions do not exceed 10% of the total costs originally budgeted in the category. Such variance may be between line items only and may not alter the total amount of

money originally budgeted in the major cost categories. The LWDB will send advance written notices of allowed variances to ESD.

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

8. RIGHTS OF RECAPTURE AND REDISTRIBUTION OF FUNDS

ESD may recapture and redistribute all contract funds awarded or made available to the LWDB. ESD may perform such a recapture under its discretion, but will be required to consider a recapture and redistribution based on the following:

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

If LWDB is 10% or more below performance targets or expenditure projections at the end of the second quarter, or any quarter thereafter, the LWDB may be required to submit to ESD a recommendation regarding the recapture of funds. ESD will receive and consider this recommendation and will issue a decision to the LWDB which may result in the recapture of funds and adjustments to the performance targets or expenditure projections included in this Contract.

9. BILLING PROCEDURE

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

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

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

The invoice voucher shall be submitted to:

Employment Security Department
Attention: Shannon Brundle
esdgpworkforceinitiatives@esd.wa.gov

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

10. REPORTING

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

LWDB shall submit final contract closeout package to ESD within 30 days of the conclusion of this contract. This includes, but is not limited to, all final invoices, to leave adequate time to process prior to the end of SFY24 on July 31st, 2024.

11. INSURANCE

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

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

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

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

12. TERMINATION AND SUSPENSION

Non-compliance

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

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

b. **Termination for Funding Reasons:** ESD may terminate or suspend this Contract in the event that funding from federal, state, or other sources becomes no longer available to ESD or is no longer allocated for the purpose of meeting ESD's obligation hereunder. In the event funding is limited in any way, this Contract is subject to re-negotiation under any new funding limitations and conditions.

c. **Termination for Convenience:** ESD, upon providing at least twenty days written notice, may terminate or suspend this Contract, in whole or in part for convenience. LWDB shall continue to provide services under this Contract until the actual termination or suspension date stated by ESD. If this Contract is terminated, ESD shall be liable only for final payment for services rendered or expenses incurred prior to the effective date of termination.

d. **Termination for Withdrawal of Authority:** In the event that ESD's authority to perform any of its duties is withdrawn, reduced, or limited in any way after the commencement of this Contract, ESD may terminate this Contract by seven (7) calendar days or another appropriate time period by written notice to LWDB. If the authority is withdrawn before ESD can provide a full seven-day notice, ESD will only be required to give the amount of notice available. No penalty shall accrue to ESD in the event this Section is exercised.

None of ESD's administrative terminations shall be construed to permit ESD to terminate this Contract in order to acquire similar Services from a different third party.

LWDB Election: LWDB, while not under any current breach or cure process, may elect to cancel

this agreement, providing that all money and billings are up to date and accepted by ESD. Such a termination will be handled through an amendment whereby the parties will establish a new end date for the term.

13. AMENDMENTS

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

14. ASSIGNABILITY

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

15. ATTORNEY FEES AND COSTS

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

16. COMPLIANCE WITH APPLICABLE LAW

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

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

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

17. CONFLICT OF INTEREST

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

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

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

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

18. CONTRACT MANAGEMENT

Each respective Contract Manager listed on page one is the designated person for the general management of this Contract, including receiving all communications and notices related to

the contract. All correspondence and notices from either party will be deemed as being properly sent to the other party if made by emailing said written communication to the other party's identified contract manager.

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

19. DISPUTES

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

20. ELECTRONIC SIGNATURES, COUNTERPARTS, AND DELIVERY

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

21. GOVERNANCE

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

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

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

22. INDEMNIFICATION

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

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

23. INDEPENDENT CAPACITY

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

24. INTELLECTUAL PROPERTY RIGHTS

For Materials created using funds from this Agreement, LWDB hereby grants to ESD and the State of Washington, a nonexclusive, royalty-free, irrevocable license (with rights to sublicense others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. LWDB warrants and represents that it has all rights and permissions, including intellectual property rights, moral rights, and rights of publicity, necessary to grant such a license to ESD.

25. LIMITATION OF LIABILITY

Neither party will be liable to the other party unless damage is proximately caused by such party's respective fault or negligence. Neither the LWDB nor ESD will be liable for damages arising from causes beyond reasonable control and without the fault or negligence of the party. Such causes may include, but are not restricted to, acts of God or acts of a governmental body other than the ESD acting in either its sovereign or contractual capacity.

26. RECORD RETENTION AND ACCESS

Retention

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

Access:

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

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

27. SEVERABILITY

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

28. SUBCONTRACTORS

The LWDB may subcontract work under this Contract.

LWDB must assure that subcontractors meet all the terms and conditions of this agreement to the same extent as required against the LWDB.

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

29. SURVIVORSHIP

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

30. USE AND DISCLOSURE OF CONFIDENTIAL INFORMATION

The Parties do not intend for the LWDB to receive any confidential information from ESD pursuant to this agreement. If any of ESD's confidential information is to be shared with LWDB, both parties agree to enter into a data sharing agreement for that purpose.

For any confidential information that LWDB obtains from the general public through its work and services, LWDB shall follow all state and federal confidentiality requirements.

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

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

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

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

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

31. USE OF NAME PROHIBITED

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

32. WAIVER

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

33. INFRASTRUCTURE FUNDNG AGREEMENTS AND MEMORANDUM OF UNDERSTANDING

Per WorkSource System Policy 1013, Revision 4, One-Stop Memorandum of Understanding (MOU) and WorkSource System Policy 1024, Revision 2, Infrastructure Funding Agreements (IFA), State EcSA programs, if providing direct services through the one stop center(s) (AJCs), must sign the MOU and pay their proportionate share of IFA costs

EXHIBIT A: STATEMENT OF WORK

FY24 State Economic Security for All (EcSA) – Kitsap County

Kitsap County, hereinafter called "Contractor" or "Grantee," will work with local partners to continue the Economic Security for All – Kitsap County model to streamline access to existing services and benefits to help more low-income families move out of poverty. The EcSA – Kitsap County model includes completion of all activities and all outcomes and deliverables as described in the Statement of Work matrix below and as outlined in the Budget and Performance Form (Exhibit B).

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

ESD will monitor Contractor to ensure proper use of state funds. All fund use must comply with the applicable state regulations and ESD policy guidance [WIN 0129]. Contractor must track time and effort and conduct oversight and monitoring of all state funds awarded by this Agreement. This contract includes three distinct funding streams:

- Providing services for eligible participants under 200% Federal Poverty Level (FPL)
- Expanding services to eligible participants that are over 200% FPL
- Adding business navigators to support industry recovery and growth

All EcSA participants must be determined eligible based on the guidelines outlined in WIN 0129 must be enrolled as participants in the State Economic Security for All program of enrollment in the Efforts to Outcomes (ETO) management system. Only participants that have been determined WIOA eligible may be co-enrolled in Federal EcSA and/or other WIOA programs. All participant services received must be documented in ETO or its successor.

All performance targets identified in the deliverables section of the table below are specific to this contract and must be unique from Federal EcSA contract performance.

Performance targets will be closely monitored for these funds to ensure local performance is on target throughout the 1-year contract period. If an area falls below 100% of their planned spending target at the end of the second quarter (December 2023), ESD may consider funding reallocation to other Local Workforce Development Boards that are meeting or exceeding their local performance and spending targets. Accompanying policy guidance [WIN 0129] contains additional detail.

Contractor will receive **\$587,124** broken out as follows to complete all outcomes and deliverables as described in matrix below by June 30, 2024.

- **\$319,503 to serve individuals below 200% FPL**
- **\$159,288 to service individuals above 200% FPL**
- **\$108,333 for Business Navigator**

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

Deliverables, Timelines, Activities, &Outcomes			
Tasks	Timeline	Activities to accomplish outcome	Anticipated Outcomes / Deliverables
<p>1.Partnership</p> <p>Work with local partners, including DSHS and housing insecurity providers, to coordinate programs and services to help more people move to self-sufficiency</p>	<p>Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.</p>	<p>A. Develop a local partnership that includes the LWDB and WIOA service providers, individuals experiencing poverty, DSHS CSO, housing insecurity providers, and other local service organizations, based on the needs of the community served. Partnerships that are part of the existing integrated workforce system and/or local poverty reduction structures is allowable.</p> <p>B. Include individuals experiencing poverty in all aspects of design, planning, and implementation.</p> <p>C. Implement your program to coordinate partner delivery of programs and services to make it easier for participants to access all the supports they need. This is intended to get each household all the benefits for which they are eligible—across many programs—to help stabilize their finances so they can focus on their career plan and subsidized job training.</p> <p>D. Review the Quarterly Outcomes tab of the Budget and Performance Form (Exhibit B) together as a team every quarter, comparing your projected results to your actual results on each item; work together to adapt and problem-solve to ensure success.</p>	<p>I. Progress and activities must be provided to ESD in Quarterly Narrative Reports as outlined in section 2 below.</p>
<p>2. Coordinated recruitment and service delivery</p> <p>Work with partners to recruit:</p> <ol style="list-style-type: none"> 1. individuals below 200% of Federal Poverty Level (FPL); and 2. individuals with income above 200% of FPL at intake but below the UW Self-Sufficiency 	<p>Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.</p>	<p>A. Work with partners, including DSHS, to recruit individuals who are below 200% of FPL, including SNAP recipients and housing insecure individuals.</p> <p>B. For participants who may be eligible for SNAP benefits but who are not connected at intake, refer to and/or coordinate with DSHS for potential enrollment. Utilize the Bundled Services Desk-aid or similar tool, based on local preference.</p> <p>C. Develop career plans for each EcSA participant that includes identification of an Income Adequacy target using the UW Self-Sufficiency Calculator. Capture individual participant targets and track progress towards attainment of income</p>	<p>See Exhibit B - Budget and Performance Form for contractual targets on each of the following:</p> <p>Enrollments:</p> <ol style="list-style-type: none"> I. Total number of eligible individuals below 200% of FPL at intake enrolled in EcSA; II. Total number of eligible individuals above 200% of FPL at intake enrolled in EcSA; <p>Training:</p>

<p>Standard, or at risk of falling into poverty as documented locally; who meet WIOA eligibility, excluding requirements to register for Selective Service, and coordinate service delivery to help participants attain self-sufficiency.</p>		<p>adequacy in the Calculator database.</p> <p>D. Based on career plans, connect EcSA participants to subsidized job training and other allowable services as defined in WIN 0129 that lead to employment at or above their customized Income Adequacy goal.</p> <p>E. Based on assessment of participants and their household needs, coordinate connection to supportive services and wraparound supports, which may include addressing mentorship, personal stability, and financial stability, to ensure each participant has the supports needed to focus on their career plan and/or subsidized job training.</p> <p>F. Co-enroll WIOA eligible participants in WIOA Adult, Youth, and Dislocated Work programs, as appropriate.</p> <p>G. Track and report spending by Service Category on a quarterly basis on Quarterly Financial Reports provided by ESD including:</p> <ul style="list-style-type: none"> a. Career Services Expenditures b. OST Expenditures c. OJT Expenditures d. WEX Expenditures e. Incentive Payments Expenditures f. Cash Payments/Stipends Expenditures g. Needs Related Payments Expenditures h. Support Services Expenditures – <p>BROKEN OUT IN FOLLOWING CATAGORIES: child care, housing, transportation, car repair, and other</p>	<p>III. Number of EcSA participants below 200% of FPL at intake placed in training for employment in an occupation with average starting wage at or above 100% of their Income Adequacy goal</p> <p>IV. Number of EcSA participants above 200% of FPL at intake placed in training for employment in an occupation with average starting wage at or above 100% of their Income Adequacy goal</p> <p><i>Reported trainings can include training funded by WIOA or other programs, for co-enrolled State EcSA customers, and can include the following services: Work/Internship Experience, Transitional Jobs, Occupational Skills Training, On-the-Job Training, and Apprenticeship or pre-apprenticeship training.</i></p> <p>Attainment of Self-sufficiency</p> <p>V. Number of EcSA participants below 200% of FPL at intake entering employment at or above their Income Adequacy goal</p> <p>VI. Number of EcSA participants above 200% of FPL at intake entering employment at or above their Income Adequacy goal</p> <p>Progress and activities must be provided to ESD on a quarterly basis in</p>
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			<p>Quarterly Narrative and Outcome Reports provided by ESD.</p> <p>All state funded services and outcomes must be documented in ETO.</p> <p>Submit Quarterly Financial Reports to ESD, using reporting template provided by ESD.</p>
<p>3. EcSA community of practice and initiative evaluation</p> <p>Promote EcSA success and contribute to statewide learning from the EcSA initiative.</p>	<p>Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.</p>	<p>A. Contribute to the statewide Economic Security for All efforts to decrease the number of WA families living in poverty.</p> <p>B. Support coordination, as appropriate, with other statewide efforts focused on coordination of resources for poverty reduction.</p> <p>C. Participate in remote and in-person quarterly meetings to share and discuss successes, challenges, and lessons learned with other EcSA programs.</p> <p>D. Raise awareness of EcSA efforts in the local community to build support for expansion and replication of EcSA successes; participate in statewide efforts to support EcSA expansion and replication.</p> <p>E. Actively partner with the third-party evaluator selected to evaluate EcSA programs to ensure accurate evaluation of your EcSA model.</p> <p>F. Identify UW Self-Sufficiency Calculator Point of Contact (POC) and actively partner with Workforce Development Council of Seattle-King County to ensure accurate calculator data collection.</p>	<p>I. Progress and activities must be provided to ESD in Quarterly Narrative Reports as outlined in section 2 below.</p> <p>II. Types of efforts to raise the profile of EcSA and promote the importance of poverty reduction among your local leaders and public</p>
<p>4. EcSA Business Navigators</p> <p>Increase local business navigator support to develop business partnerships that lead to training and</p>	<p>Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.</p>	<p>A. Support placement and retention of EcSA participants as a main focus, as well as WIOA Title 1 participants, and others with barriers to employment, for training and employment opportunities developed through business partnerships.</p> <p>B. Help employers successfully recruit and retain talented individuals who may need support with barriers to employment, including but not limited to EcSA participants.</p> <p>C. Serve as a conduit between employers and the many programs available to serve them.</p>	<p>I. Quarterly report on the following:</p> <ul style="list-style-type: none"> I. # of employers engaged II. # of assistance provided to help employers adapt to hiring new populations (tied to activity “B”, based on local strategy) III. # of Work Experiences developed

employment opportunities.		D. Help support employers to utilize various tools such as EcSA, Career Connect WA, Job Skills & Customized Training, Impact WA, Commerce sector leads, Shared Work and/or others to refine their approach to hiring entry level workers, develop upskill/backfill strategies and work experience, on-the-job training, and unsubsidized placement opportunities.	IV. # of OJT opportunities developed V. # of EcSA participants connected to training or employment opportunities developed VI. # of WIOA Title I participants connected to training or employment opportunities developed VII. # of unsubsidized placement opportunities supported (tied to activities "C" and "D")
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2. DEFINITIONS

Self Sufficiency

Attainment of 100% of individualized household Income Adequacy, as established through use of the UW Self-Sufficiency Calculator.

Federal Poverty Level

Will be determined using the most recent U.S. Health and Human Services (HHS) Poverty Guidelines, based on participant household size. HHS Poverty Guidelines are updated annually in January.

Current Poverty Guidelines for 2023:

2023 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
1	\$14,580
2	\$19,720
3	\$24,860
4	\$30,000

2023 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
5	\$35,140
6	\$40,280
7	\$45,420
8	\$50,560
For families/households with more than 8 persons, add \$5,140 for each additional person.	

Exhibit B Budget and Performance Form

WA State General Funds

BUDGET PLANNING

Name of Agreement: **FY24 State Economic Security for All - Below 200% FPL**
 Name of Contractor: Kitsap County

Contract No. _____ K7976
 Modification No. _____
 Grant No. _____ grant number

Period of Performance: July 1, 2023 through June 30, 2024

LINE ITEM BUDGET DETAIL

	Cost Category	Program Expenses
1	WDC Expenses	\$ 31,950.00
2	Personnel: Salaries & Benefits	\$ 31,950.00
3	Personnel: Travel	
4	Communication	
5	Office Supplies	
6	Equipment	
7	Indirect	
8	Subcontracts	\$ 287,553.00
	TOTAL	\$ 319,503.00

Indirect Rate:

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

Program Year	Grant Number	Period of Performance	Award Amount
FY24	xxxx-xx	7/1/2023 - 6/30/2024	\$319,503.00

Cost Categories	Narrative Description
2 Personnel: Salaries & Benefits	WDC Staff Salaries/Benefits
3 Personnel: Travel	
4 Communications	
5 Office Supplies	
6 Equipment	
7 Indirects	
8 Subcontracts	Subrecipient salaries/benefits, partnerships, recruitment, service delivery, and outreach

PLANNED EXPENDITURES BY QUARTER

All Expenditures	2023		2024	
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun
Expenditures by Quarter FY24	\$ 31,950.25	\$ 55,913.00	\$ 115,819.88	\$ 115,819.87
Cumulative Total by Quarter	\$ 31,950.25	\$ 87,863.25	\$ 203,683.13	\$ 319,503.00

* Quarterly Expenditures must demonstrate full expenditure of funds by June 30, 2024

WA State General Funds

BUDGET PLANNING

Name of Agreement: **FY24 State Economic Security for All - Business Navigator**
 Name of Contractor:

Contract No. _____ K7976
 Modification No. _____
 Grant No. _____ grant number

Period of Performance: July 1, 2023 through June 30, 2024

LINE ITEM BUDGET DETAIL

	Cost Category	Program Expenses
1	WDC Expenses	\$ 5,416.00
2	Personnel: Salaries & Benefits	\$ 5,416.00
3	Personnel: Travel	
4	Communication	
5	Office Supplies	
6	Equipment	
7	Indirect	
8	Subcontracts	\$ 102,917.00
	TOTAL	\$ 108,333.00

Indirect Rate: _____

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

Program Year	Grant Number	Period of Performance	Award Amount
FY24	xxxx-xx	7/1/2023 - 6/30/2024	\$108,333.00

Cost Categories	Narrative Description
2 Personnel: Salaries & Benefits	WDC Staff Salaries
3 Personnel: Travel	
4 Communications	
5 Office Supplies	
6 Equipment	
7 Indirects	
8 Subcontracts	Business Navigator 1 FTE

PLANNED EXPENDITURES BY QUARTER

All Expenditures	2023	2023	2024	2024
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun
Expenditures by Quarter FY24	\$ 10,381.74	\$ 19,409.50	\$ 41,978.88	\$ 36,562.88
Cumulative Total by Quarter	\$ 10,381.74	\$ 29,791.24	\$ 71,770.12	\$ 108,333.00

* Quarterly Expenditures must demonstrate full expenditure of funds by June 30, 2024

WA State General Funds

PERFORMANCE PLANNING

Name of Contract: FY24 State EcSA
 Name of Contractor: Kitsap County

Contract Number K7976
 Modification Number _____
 Grant Number grant number

Period of Performance: July 1, 2023 through June 30, 2024

Projected Outcomes by Quarter - State EcSA Below 200% FPL

Performance Indicator	2023 Jul - Sep	2023 Oct - Dec	2024 Jan - Mar	2024 Apr - Jun
Eligible individuals below 200% of FPL enrolled in EcSA	47	56	65	73
Participants placed in training for employment at or above their self-sufficiency wage goal	5	10	15	19
<i>State EcSA Work/Internship Experience</i>	0	0	0	0
<i>State EcSA Transitional Jobs</i>	0	1	1	1
<i>State EcSA Occupational Skills Training</i>	4	8	12	16
<i>State EcSA On-the-Job Training</i>	0	0	1	1
State EcSA Apprenticeship Training	1	1	1	1
Participants entering employment at or above their unique UW Self-Sufficiency wage goal	17	35	52	68

*please add quarterly outcomes cumulatively

*Contract targets are for unique individuals separate from WIOA funded EcSA contracts.

Projected Outcomes by Quarter - State EcSA Above 200% FPL

Performance Indicator	2023 Jul - Sep	2023 Oct - Dec	2024 Jan - Mar	2024 Apr - Jun
Eligible individuals above 200% of FPL enrolled in EcSA	1	7	15	22
Participants placed in training for employment at or above their self-sufficiency wage goal	1	7	14	20
<i>State EcSA Work/Internship Experience</i>	0	0	0	0
<i>State EcSA Transitional Jobs</i>	0	1	2	2
<i>State EcSA Occupational Skills Training</i>	1	5	10	16
<i>State EcSA On-the-Job Training</i>	0	0	1	1
State EcSA Apprenticeship Training	0	1	1	1
Participants entering employment at or above their unique UW Self-Sufficiency wage goal	1	7	12	19

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.

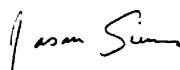
CERTIFICATE HOLDER:

CANCELLATION

EVIDENCE OF INSURANCE

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.

CERTIFICATE NUMBER CRT 2020-00465

AUTHORIZED REPRESENTATIVE:

 Jason Siems, State Risk Manager



DEPARTMENT OF EMPLOYMENT SECURITY WASHINGTON

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

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

Registration Dates		
Activation Date Apr 3, 2023	Submission Date Mar 15, 2023	Initial Registration Date Jul 6, 2004

Entity Dates	
Entity Start Date Mar 1, 1937	Fiscal Year End Close Date Jun 30

Immediate Owner	
CAGE (blank)	Legal Business Name (blank)

Highest Level Owner	
CAGE (blank)	Legal Business Name (blank)

Executive Compensation

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

Proceedings Questions

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

Active Exclusions Records?
No

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

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

Profit Structure
(blank)

Socio-Economic Types

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

Government Types

U.S. State Government

Accepts Credit Card Payments
No

Debt Subject To Offset
No

EFT Indicator
0000

CAGE Code
3X3Q3

EFT Indicator
5400

CAGE Code
8EZLO

Electronic Business

☒
Sophal Espiritu

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

Sophia Espiritu

212 Maple Park AVE SE
Olympia, Washington 98501
United States

Government Business

☒
Sophal Espiritu

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

Sophia Espiritu

212 Maple Park AVE SE
Olympia, Washington 98501
United States

NAICS Codes

Primary
Yes

NAICS Codes
921110

NAICS Title
Executive Offices

Yes, this entity appears in the disaster response registry.

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

Bonding Levels	Dollars
	(blank)

States
Washington

Counties
(blank)

Metropolitan Statistical Areas
(blank)