OLYMPIC CONSORTIUM BOARD

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ROBERT GELDER
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DIRECTOR
ELIZABETH COURT

PROGRAM ANALYST
LUCI BENCH

DATE: January 22, 2021
TIME: 10:00 a.m. – 12:00 Noon.
PLACE: Join Zoom Meeting
https://zoom.us/j/94346882765

A G E N D A

1. Callto Order

2. Action
   a. Approval of January 22, 2021 agenda
   b. Approval of November 20, 2020 meeting minutes (Att. 2.b) pg. 3
   c. Affirmation of WIOA 2021 Budget (Atts. 2.c) (Begin on pg. 5)
   d. Review and Adoption of OWDC Policies
      i. 1600POL Records and Documentation (Att. 2.d.i) pg.12
      ii. 1601POL Protection of Personally Identifiable Information (Att. 2.d.ii) pg.14
      iii. 5502POL Supportive Services (Att. 2.d.iii) pg.16

3. Discussion
   a. COVID-19 Impacts / Virtual Services and Office Reopening Plan
   b. National Emergency Grant Update Kitsap EOCs including Clallam, and Jefferson Counties planing
   c. Regional Director Jessica Barr, Trade Act. RESEA, and related topics.
   d. Commerce and CDBG Covid relief funds
   e. EO Focus, Equity, Inclusion and Diversity (Att. 3.e) pg. 22
   f. WDC Update – OWDC Executive Committee Member

4. Updates
   a. PY20 Q2 Preliminary Performance Reports (Atts. 4.a) (begin on pg.29)
   b. Paperless Program and Policy Reboot
   c. Monitoring
   d. Achievement Letter from Washington State Employment Security Dept. (Att. 4.d) pg.39

5. Adjourn

Next Meeting: February 26, 2021 10:00 a.m. – 12:00 noon.
Via Zoom

AGENDA SUMMARY

Action Items

2.a Approval of Agenda

Standard Motion Requested for approval of agenda

2.b Approval of Nov. 20, 2020 meeting minutes

Standard Motion Requested for approval of prior meeting minutes

2.c Affirmation of WIOA 2021 Budget

WIOA requires the OCB to review and affirm the annual budget developed by the fiscal agent, i.e. Kitsap County.

2.d Review and Adoption of OWDC Policies

i. 1600POL Records and Documentation: This policy requires updates due to changes in records and retention as required by WIOA and State guidance.
ii. 1601POL Protection of Personally Identifiable Information. This policy requires updates due to changes in documentation guidance as required by Covid impacts on services.
iii. 5502POL Supportive Services. This policy requires updates because of adoption of state guidance and increased flexibility in allowable support services to WIOA Title I participants.

Discussion Items

3.a COVID-19 Impacts / Virtual Services and Office Reopening Plan

Staff request information from Board Members on most recent impacts of the pandemic on their respective Counties and staff provide additional information on current services and work in the field.

3.b-c National Emergency Grants for Dislocated Workers

Staff will share information on successes at Kitsap Emergency Operations Center as well as next steps for similar work with Clallam and Jefferson Counties.

3.d Commerce and CDBG Covid relief funds

The federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) has allocated supplemental CDBG Coronavirus (CDBG-CV) funds through the US Department of Housing and Urban Development (HUD) to the state CDBG program at Commerce. The CDBG-CV funding will be provided to Commerce in up to three separate funding rounds.

3.e. EO Focus, Equity, Inclusion and Diversity (EID)

EO Officer and OWDC Director will provide information on current EID work in the area.

Updates

PY Quarterly Report

Updates from Program Analyst on WIOA Title I Adult, Dislocated Worker and Youth programs achievements.

4.b Paperless program and Policy Reboot

Updates from staff on transition to paperless systems as well as valuable streamlining policy format and manual.

4.c 2021 State Monitoring

Employment Security staff will join OWDC staff in March to conduct annual monitoring.

4. Achievement Letter regarding WIOA Title I success in WDA 1 Olympic.

Achievement Letter from Washington State Employment Security Dept.

Meeting Notes
OLYMPIC CONSORTIUM BOARD
Via ZOOM
November 20, 2020

ATTENDEES –Commissioner Kate Dean, Commissioner Randy Johnson, and Commissioner Charlotte Garrido

Guests: Aschlee Drescher

Staff: Kitsap HS Director Doug Washburn, Elizabeth Court, and Luci Bench

1. **CALL TO ORDER –** Commissioner Randy Johnson, Vice Chair called to order 10:02
2. **ACTION ITEMS**
   a. Approval of agenda
   Motion: Commissioner Dean moved to approve November 20, 2020 agenda. Commissioner Garrido second. Motion carried
   b. Approval of meeting minutes for October 16, 2020
   MOTION: Commissioner Dean moved to approve. Commissioner Garrido second. Motion carried.

   Election for Chair of Olympic Consortium Board for period of January 1, 2021 to December 31, 2021

   MOTION: Commissioner Dean moved to nominate Commissioner Johnson as Chair for OCB 2021. Commissioner Garrido second. Motion carried.

   c. OCB Meeting Schedule for 2021

   Discussion about frequency of OCB meetings: Instead of 3rd Friday of each month; meetings will be held bi-monthly on the 4th Friday, including an email update the months meetings are not held. Commissioner Dean, Johnson, and Garrido all agreed to OSB schedule change.

3. **DISCUSSION ITEMS**
   a. Statewide Workforce Development Recovery Plan Presentation
      - Provided by Elizabeth Court on Washington's Workforce Economic Recovery Plan which included charting a more equitable future, technology divide, drivers, recommendations, creating an economic recovery ecosystem, transparent measure progress towards inclusive economic recovery, leverage, expand capacity postsecondary systems, accessible, re-engineering pathways, boost healthcare, customize business services and entrepreneurial support.

- Discussion surrounding barriers: broadband expansion major issue, work being done to have utility district providing broadband as a regular service.

4. UPDATES

a. Performance Dashboard WDA1 Olympic
   - Reviewed. Commission Dean asked about the impact on participant numbers

b. EO Focus, Equity, Inclusion, and Diversity
   - Alissa Durkin will provide a quarterly update.

c. OWDC November 10 Meeting
   - Aschlee Drescher provided meeting debrief:
     - New member introduction of Ashley Jackson and Venus Km-Wr.
     - Fleet and Family Service North West presented about serving veteran and families virtually.
     - Olympic College presented about virtual services, they have converted rooms into open standing ZOOM access that all offices are connected to, and students can immediately connect to receive assistance.
     - AARP presented on their foundations activities in assisting aging community who at poverty level and hardest hit by COVID.
     - Dept. of Services for the Blind presented their services they have available.
     - Employment Pipeline gave an overview of how they are helping job seekers and businesses.
     - Robin Hake appreciation for her service to the OWDC.
     - YESVets presentation about how employers can get involved and award of the employer who has hired the most vets. Award includes branding tool kit.

d. OWDC and OCB Calendar 2021
   - Elizabeth will update with bi-monthly meetings.

ADJOURN: Commissioner Johnson adjourned the meeting at 11:02 a.m.

NEXT MEETING: Friday, January 22, 2021 via Zoom.

RESOLUTION 187 -2020

A RESOLUTION ADOPTING THE 2021 KITSAP COUNTY ANNUAL BUDGET

WHEREAS, R.C.W. 3640.080 requires that the Board of County Commissioners fix and determine each item of the budget separately and by resolution adopt the budget as so finally determined; and

WHEREAS, Resolution 375-1983 authorizes the adoption of the budget at the department and/or fund levels, as described in Attachments 1 - 5; and

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners for Kitsap County, Washington in a regular session assembled that the Kitsap County Budget for 2021, as finally presented on December 7, 2020, is fixed at the department and/or fund levels listed on the attached pages.

ADOPTED this 7th day of December 2020.

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

Charlotte Garrido
CHARLOTTE GARRIDO, Chair

E E Wolfe
EDWARD WOLFE, Commissioner

Robert Gelder
ROBERT GELDER, Commissioner

BOARD OF COMMISSIONERS · STATE OF WASHINGTON · KITSAP COUNTY

ATTEST:

Dana Daniels
Dana Daniels
Clerk of the Board

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Kitsap County Board of Commissioners will hold a public hearing on **December 7, 2020**, at the hour of **5:30 PM**, to consider a **Resolution** adopting the **2021 Kitsap County Budget**. Any taxpayer may attend the meeting and be heard for or against any part of the budget and may request that the officials in charge of the various offices, departments, services and institutions to appear at the hearing for questioning about the budget.

A copy of the of the preliminary 2021 Kitsap County Budget is available by contacting Kristopher Carlson, Financial Manager, Department of Administrative Services, 360-337-4417.

MEETING LOCATION. At the time this notice was submitted for publication, Kitsap County remains in Phase 2 of Governor Inslee's Safe Start Plan for COVID-19 Recovery, as such, the County will be holding this public hearing remotely as part of its regular meeting on the date noted above. There will be no physical location. Board members, staff, and presenters will participate remotely. The public may link into the meeting or hearing through video conference, or telephonically through a call-in number, and will be allowed to provide comments. Meeting access link information, as well as related materials, will be available to the public prior to the hearing at https://sp.kitsapgov.com/sites/comm/SitePages/agendasearch.aspx, or by clicking on the Board Meeting Agendas link on the Kitsap County Board of County Commissioners webpage. Should the Governor's Safe Start Plan allow for in-person meetings, the updated information will be provided at the link above.

ALL THOSE INTERESTED are welcome to attend the public hearing **(Please note that hearing start times are estimates and may be impacted by the amount of public input).**

Dana Daniels, Clerk of the Board
KITSAP COUNTY COMMISSIONERS OFFICE

Kitsap County does not discriminate on the basis of disability. Individuals who require accommodations at this meeting, or who require this information in a different format, should contact the ADA Coordinator at (360) 337-5777 (voice) or (TDD) (360) 337-7275 or (800) 816-2782. Please provide five (5) business days notice for accommodations, if possible.

Publication Date: November 19, 2020 and November 26, 2020
The Kitsap Sun

Meeting Date: December 7, 2020
Agenda Item No:

Kitsap County Board of Commissioners	
Office/Department: Department of Administrative Services **Staff Contact & Phone Number:** Amber D'Amato, Director, 337-4504 **Agenda Item Title:** 2021 Kitsap County Budget	
Recommended Action: Move the Board adopt the 2021 Kitsap County Budget	
Summary:	Presentation to the Board of County Commissioners and the public of the 2021 Preliminary Budget for adoption
Attachments:	1. Kitsap County Budget – All Funds 2. General Fund Revenue and Expenditures by Department/Office 3. General Fund Revenue and Expenditures by Account 4. ER&R Rental Rates 5. Personnel Changes & Frozen Positions

Fiscal Impact for this Specific Action	
Expenditure required for this specific action:	$380,330,653
Related Revenue for this specific action:	$363,366,357
Cost Savings for this specific action:	$0
Net Fiscal Impact:	$16,964,296
Source of Funds:	$380,330,653 in current revenue $16,964,296 in appropriated fund balance from funds outside of the General Fund
Fiscal Impact for Total Project	
Project Costs:	$
Project Costs Savings:	$
Project Related Revenue:	$
Project Net Total:	$

Fiscal Impact (DAS) Review

Departmental/Office Review & Coordination		
Department/Office	**Elected Official/Department Director**	
DAS	Amber D'Amato	Amber D'Amato

Contract Information			
Contract Number	**Date Original Contract or Amendment Approved**	**Amount of Original Contract Amendment**	**Total Amount of Amended Contract**

19131 WIA Admin - 2021 County Budget

Account Title	Account #	2021 Request	2020 Request	2019 Request	2019 Actual	2018 Actual
WIA Adult	3330.17258	**$ 963,485.00**	$ 850,600.00	$ 777,000.00	796,830.46	1,033,727.10
WIA Youth	3330.17259	**$ 966,180.00**	$ 857,300.00	$ 884,800.00	1,249,316.49	945,295.79
WIA National Emerg Grant	3330.17277	**$ 676,500.00**	$ 150,000.00	$ 49,000.00	-	-
WIA Dislocated Worker	3330.17278	**$ 1,004,777.00**	$ 685,800.00	$ 756,500.00	769,853.24	786,033.60
WIA ACP	3330.1744	**$ 316,378.00**	$ 278,000.00	$ 257,600.00	262,731.03	249,860.59
GA & O Transfer In (IS charges)	4970.9701	**$ -**	$ 79,538.00	$ 12,755.00	12,755.00	6,244.00
Revenue total		**$ 3,927,320.00**	**$ 2,901,238.00**	**$ 2,737,655.00**	**$ 3,091,486.22**	**$ 3,021,161.08**
Beginning Fund Balance	3081	**$ -**	$ -	$ -		
Budget total		**$ 3,927,320.00**	**$ 2,901,238.00**	**$ 2,737,655.00**	**$ 3,091,486.22**	**$ 3,021,161.08**
Regular Salaries	5101	**$ 143,430.00**	$ 130,118.00	$ 132,135.00	136,313.73	137,863.52
Overtime Pay	5102	**$ -**	$ -	$ -	513.18	0.22
Longevity Pay	5103	**$ 922.00**	$ 673.00	$ 989.00	1,144.48	1,062.37
Annual Leave Payout	5106	**$ -**	$ -	$ -	1,799.55	-
Miscellaneous Pay	5190	**$ -**	$ -	$ 1,321.00	1,907.34	-
Industrial Insurance	5201	**$ 1,516.00**	$ 1,348.00	$ 1,371.00	1,300.98	1,219.61
Social Security	5202	**$ 11,043.00**	$ 10,006.00	$ 10,286.00	10,348.13	10,207.78
PERS Retirement	5203	**$ 17,172.00**	$ 16,820.00	$ 17,311.00	17,912.74	17,613.83
WA State Family Leave	5209	**$ 210.00**	$ 191.00	$ -	203.47	7.58
Deferred Compensation	5224	**$ 717.00**	$ 651.00	$ -	590.70	-
Benefit Bucket	5229	**$ 23,494.00**	$ 20,883.00	$ 20,883.00	23,941.97	20,170.27
Salaries and Benefits total		**$ 198,504.00**	**$ 180,690.00**	**$ 184,296.00**	**$ 195,976.27**	**$ 188,145.18**
Office Supplies	5311	**$ 1,500.00**	$ 100.00	$ 1,500.00	1,529.70	408.37
Small Tools	5351	**$ -**	$ 200.00	$ 500.00	-	-
Computer Software	5352	**$ 500.00**	$ 200.00	$ -	492.83	-
Small Computer Equipment	5353	**$ 1,100.00**	$ -	$ -	1,143.61	-
Supplies total		**$ 3,100.00**	**$ 500.00**	**$ 2,000.00**	**$ 3,166.14**	**$ 408.37**
Other Prof Services	5419	**$ -**	$ -	$ 2,500.00	-	-
Telephone	5421	**$ 1,000.00**	$ -	$ -	-	163.50

Account Title	Account #	2021 Request	2020 Request	2019 Request	2019 Actual	2018 Actual
Postage	5425	$ 100.00	$ 100.00	$ 200.00	68.90	117.17
Mileage	5431	$ 3,000.00	$ 4,000.00	$ 3,000.00	3,064.85	3,878.19
Travel	5432	$ 5,000.00	$ 5,000.00	$ 5,000.00	4,786.13	935.24
Per Diem	5433	$ 1,000.00	$ 1,500.00	$ 1,000.00	505.30	216.36
Non-Employee Mileage	5438	$ 500.00	$ 500.00	$ 1,000.00	180.38	113.36
Non-Employee Travel	5439	$ 1,000.00	$ 3,000.00	$ 2,000.00	637.30	2,393.86
Advertising	5441	$ 600.00	$ 500.00	$ 1,000.00	-	227.82
Operating Rentals	5451	$ 1,000.00	$ 500.00	$ 1,000.00	1,451.14	845.24
Repairs & Maint - Equipment	5483	$ -	$ -	$ -	-	-
Dues/Subscriptions	5492	$ 12,000.00	$ 12,000.00	$ 13,000.00	10,947.88	10,965.32
Printing & Binding	5496	$ -	$ -	$ -	535.00	-
Registration & Tuition	5497	$ 6,000.00	$ 4,000.00	$ 4,000.00	6,941.68	3,921.24
Other Miscellaneous	5499	$ 5,000.00	$ 5,383.00	$ 5,367.00	4,104.39	9,729.14
Services total		$ 36,200.00	$ 36,483.00	$ 39,067.00	$ 33,222.95	$ 33,506.44
I/F IS Service Charges	5912	$ 10,775.00	$ 10,775.00	$ 9,060.00	9,060.00	8,968.80
I/F IS Prog Maint	5913	$ 4,959.00	$ 4,959.00	$ 3,987.00	3,987.00	3,762.84
I/F IS Projects	5922	$ 688.00	$ 688.00	$ 691.00	690.96	453.96
I/F Insurance Services	5961	$ 2,093.00	$ 2,093.00	$ 2,041.00	2,041.00	1,408.00
Indirect Cost Allocation	5996	$ 94,826.00	$ 94,826.00	$ 28,453.00	28,453.00	19,451.00
Interfund total		$ 113,341.00	$ 113,341.00	$ 44,232.00	$ 44,231.96	$ 34,044.60
IS Computer Fleet	6971.5164	$ -	$ 2,000.00	$ -	-	-
		$ -	$ -	$ -	-	-
Operating Transfers total		$ -	$ 2,000.00	$ -	$ -	$ -
Expense total		$ 351,145.00	$ 333,014.00	$ 269,595.00	$ 276,597.32	$ 256,104.59
Ending Fund Balance	5081	$ -	$ -	$ -		
Budget total		$ 351,145.00	$ 333,014.00	$ 269,595.00	$ 276,597.32	$ 256,104.59
Variance		$ 3,576,175.00	$ 2,568,224.00	$ 2,468,060.00	$ 2,814,888.90	$ 2,765,056.49
		$ (34,767.00)	$ -	$ -	$ -	$ -

19132 WIA Direct Program - 2021 County Budget

Account Title	Account #	2021 Request	2020 Request	2019 Request	2019 Actual	2018 Actual
Miscellaneous revenue	3690.9	$ -	$ -	$ -	-	-
GA & O Transfer In (IS charges)	4970.9701	$ -	$ -	$ 6,665.00	6,665.00	5,851.00
Revenue total		**$ -**	**$ -**	**$ 6,665.00**	**$ 6,665.00**	**$ 5,851.00**
Regular Salaries	5101	**$ 170,404.00**	$ 162,673.00	$ 174,048.00	152,410.63	160,366.67
Longevity Pay	5103	**$ 530.00**	$ -	$ 2,163.00	1,951.20	2,344.37
Annual Leave Payout	5106	**$ -**	$ -	$ -	8,934.32	-
Miscellaneous Pay	5190	**$ -**	$ -	$ 1,740.00	3,910.22	-
Industrial Insurance	5201	**$ 1,853.00**	$ 1,853.00	$ 1,800.00	1,631.22	1,637.10
Social Security	5202	**$ 13,076.00**	$ 12,445.00	$ 13,615.00	12,357.77	12,122.62
PERS Retirement	5203	**$ 20,334.00**	$ 20,920.00	$ 22,914.00	20,111.49	20,793.33
WA State Family Leave	5209	**$ 250.00**	$ 239.00	$ -	241.02	6.65
Deferred Compensation	5224	**$ 852.00**	$ 813.00	$ -	498.88	-
Benefit Bucket	5229	**$ 28,714.00**	$ 28,714.00	$ 27,409.00	31,123.99	24,084.87
Salaries and Benefits total		**$ 236,013.00**	**$ 227,657.00**	**$ 243,689.00**	**$ 233,170.74**	**$ 221,355.61**
Office Supplies	5311	**$ 500.00**	$ 500.00	$ -	423.38	2,076.01
Small Computer Equipment	5353	**$ -**	$ -	$ -	-	-
Supplies total		**$ 500.00**	**$ 500.00**	**$ -**	**$ 423.38**	**$ 2,076.01**
Management Consulting	5415	**$ 450,000.00**	$ 360,073.00	$ 355,000.00	286,870.13	389,821.17
Other Prof Services	5419	**$ -**	$ 25,000.00	$ 23,000.00	9,840.00	10,240.00
Telephone	5421	**$ 800.00**	$ 1,000.00	$ 1,000.00	-	-
Mileage	5431	**$ 1,000.00**	$ 1,000.00	$ 1,000.00	770.25	594.60
Travel	5432	**$ 100.00**	$ 100.00	$ 500.00	69.63	124.54
Per Diem	5433	**$ -**	$ 94.00	$ -	-	-
Advertising	5441	**$ 300.00**	$ 500.00	$ 500.00	-	-
Operating Rentals	5451	**$ 200,000.00**	$ 195,000.00	$ 188,000.00	175,999.38	178,741.36
Electricity	5474	**$ 5,000.00**	$ 3,000.00	$ 5,000.00	4,425.56	4,302.09
Dues/Subscriptions	5492	**$ 500.00**	$ 300.00	$ -	1,089.00	1,114.10
Registration & Tuition	5497	**$ 1,000.00**	$ -	$ -	48.24	3,181.25
Other Miscellaneous	5499	**$ 1,000.00**	$ 1,000.00	$ 819.00	12.00	730.25
Services total		**$ 659,700.00**	**$ 587,067.00**	**$ 574,819.00**	**$ 479,124.19**	**$ 588,849.36**

Account Title	Account #	2021 Request	2020 Request	2019 Request	2019 Actual	2018 Actual
Misc Intergovernment	5519	**$ 2,714,729.00**	$ 1,753,000.00	$ 1,607,617.00	2,060,235.23	1,914,598.69
I/G Pymts Fed, State, Local	5520	**$ -**	$ -	$ -	-	10,981.24
Intergovernmental total		**$ 2,714,729.00**	**$ 1,753,000.00**	**$ 1,607,617.00**	**$ 2,060,235.23**	**$ 1,925,579.93**
I/F IS Service Charges	5912		$ -	$ 45,082.00	45,082.32	30,656.29
I/F IS Projects	5922	**$ -**	$ -	$ 3,518.00	3,518.04	2,390.29
Interfund total		**$ -**	**$ -**	**$ 48,600.00**	**$ 48,600.36**	**$ 33,046.58**
IS Computer Fleet	6971.5164	**$ -**	$ -	$ -	-	-
		$ -	$ -	$ -	-	-
Operating Transfers total		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Expense total		**$ 3,610,942.00**	**$ 2,568,224.00**	**$ 2,474,725.00**	**$ 2,821,553.90**	**$ 2,770,907.49**
Variance		**$ (3,610,942.00)**	**$ (2,568,224.00)**	**$ (2,468,060.00)**	**$ (2,814,888.90)**	**$ (2,765,056.49)**

1600POL RECORDS AND DOCUMENTATION RETENTION

Effective Date: July 01, 2020
Last Modified: January 12, 2021

Approved by XX

The Olympic Workforce Development Council follows state and federal laws and regulations to ensure Workforce Innovation and Opportunity Act (WIOA) Title I financial and program records meet the provisions of *WIOA Policy 5403 Records Retention and Public Access,* and the Washington State Archive Local Government Common Records Retention Schedule (CORE).

1. **WIOA Title I contracts, agreements, or any other award, including financial, statistical, and property records and documentation fall within CORE GS2011-184 Rev3 regulations and have a 6-year retention schedule.**
   a. Final expenditure report (closeout) submittal initiates retention period.
      i. Exception: if unless litigation, audit, or claim involving the contract begins, the retention begins on the date of resolution.
2. **WIOA Title I participant files are maintained per *WIOA Policy 5403 Records Retention and Public Access* and have a 3-year retention period.**
   a. Subrecipients and contractors house and maintain participant files under the laws and regulations of specific federal, state and local law requirements.
3. **OWDC contractors and subrecipients are required to manage the cost of storage and keep records and documents in a manner to prevent loss or damage.**
   a. Storage costs shall be entered as a liability, requiring payment to the vendor.
4. **WIOA Title I records and documents will be made available in the case of audits, monitoring, and/or examination by the Olympic Consortium Board (OCB), OWDC, U.S. Department of Labor (DOL), or The State of Washington.**
   a. This right also includes timely and reasonable access to Contractor's and subcontractor's personnel, for the purpose of interviews and discussions related to such documents.
5. **The statewide Management Information System (Efforts to Outcomes (ETO) houses all program participant records and documentation per *1610PRO Digital Documentation* procedure.**
   a. If specific documentation is not obtained or required, case notes within the participant records must be present to explain why documentation is missing or unnecessary.
   b. Confidential, medical, or legal information must be kept in physical paper form in subrecipient designated locked file cabinet.
6. **Protection of personally identifiable information (PPII) will be housed per *1620POLPortection of Personally identifiable Information* policy.**

7. **Once retention is met, records and documentation are to be logged per CORE destruction procedure and destroyed.**
    a. All records retained beyond the mandatory retention period are subject to audit and/or review.

References

WIOA Policy 5403 Records Retention and Public Access
1620POL Protection of Personally Identifiable Information
1611TSK Digital Documentation
Office of the Secretary of State, Washington State Archive Local Government Common Records Retention Schedule (CORE) Ver4**. GS2011-184 rev. 3** Financial Transaction – General

1601POL PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Effective Date: November 1, 2020
Last Modified: January 11, 2021

Approved by XX

To provide services to job seekers and other WorkSource System customers, Olympic Workforce Development Council (OWDC) staff, subrecipients, contractors and partner collect and store a variety of protected, personal identifiable information (PPII). OWDC is committed to ensuring appropriate use, storage, and protection of PII from unauthorized use or disclosure.

1. **Confidential PPII Records** include entire record systems, specific records or individual identifiable data.
   - Records may include; documents, file content, computer files, letters, and other notations of records or data.
2. **Physical documents that contain PPII,** such as (participants' or family members') social security numbers, driver's license, birth certificates, or I-9 documents, must be stored in a confidential, locked file cabinet, only accessible by appropriate staff.
3. **Computers that have access to PPII data** must be locked when not in use and anytime a staff person is not attending their workstation.
4. **All staff with access to online systems containing PPII** must follow the procedures established by the administering agency. Electronic information and data are subject to all the requirements of this policy.
5. **Staff and subrecipients are required to ensure the privacy of all PPII and to protect such information from unauthorized disclosure.**
   a. Maintain PII in accordance with the standards for information security described in *TEGL 39-11.*
   b. Ensure that during the performance of each grant/contract, PPII has been obtained in conformity with applicable Federal and State laws governing the confidentiality of information.
6. **Failure to comply with the requirements identified in *TEGL 39-11* may result in disciplinary action.**
   a. Subrecipient's improper use of PPII for an unauthorized purpose, may result in the termination or suspension of the contract, the imposition of special conditions or restrictions, or other actions the OWDC deem necessary to protect the privacy of participants or the integrity of data.

DEFINITIONS:

Protected Personally Identifiable Information (PPII): The Office of Management and Budget defines as information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal identifying information that is linked to social security numbers (SSN), credit card numbers, bank account numbers, ages, birth dates, medical history, financial history and computer passwords.

REFERENCES:

TEGL 39-11 Handling and Protection of Personally Identifiable Information
2 CFR 200.79 Personally Identifiable Information
WorkSource System Policy 5403 Records Retention and Public Access

5502POL SUPPORTIVE SERVICES

Effective Date: December 15, 2020
Last Modified: January 13, 2021

Approved by XX

This policy applies to all Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated worker, and Youth program participants and defines support service guidelines the Olympic Workforce Development Council, subrecipient, and service providers follow in accordance with local, state, and federal WIOA law.

1. **The OWDC subrecipients and service providers issue support services to participants to enable their participation in training and career services** *(TEGL 19-16, pg. 18).*
2. **Support service eligibility requires participation in a training or career service.**
3. **All services require entry into the statewide Management Information System(MIS) (Efforts to Outcomes (ETO)) at the time service is rendered.**
4. **Support services include, but are not limited to:** transportation, childcare, dependent care, housing, and assistance with uniforms, and other appropriate work attire, and assistance with work-related tools, including eyeglasses and protective wear.
5. **Youth Support Services include items listed in 1.c., as well as**; education testing, reasonable accommodations (as defined in WS 1019 Policy) for youth with disabilities and referrals to healthcare services.
6. **The OWDC authorized the purchase of technology if training and career participation and/or employment attainment requires information technology resources** (e.g., laptop, notebook, software programs, hotspot, data).
    i. Program managers are required to establish a fair and reasonable cost cap for technology resources. Resources must be selected to enable the client to participate in approved services at the lowest possible WIOA expense.
    ii. When an expense is greater than $50, program managers are required to maintain a list of purchased technology devices and recipient of the device (Attachment A).
    iii. If a participant does not positively exit the program (e.g., unsubsidized employment or entered a post-secondary education) they are required to return the technology to WIOA staff.
        1. Staff need to make three (3) attempts to recover equipment. Contact attempts include email, phone, or in-person interaction. Each attempt requires case notes in the participants ETO account.
        2. Program managers are required to reissue any returned devices after they have cleaned, and the memory wiped by electronics cleaner (e.g., Geek Squad). Any cost incurred from cleaning a device becomes part of the original support service with receipt, invoice, and case note.
        3. Software programs do not need to be returned, per licensing agreements.

   iv. Subrecipients are responsible for creating their specific service delivery processes of technology support services.
   v. Program staff are required to provide justification documentation and research other resources and add this information in case notes.

7. **WIOA funds cannot be used to pay fines or penalties.**
8. **The OWDC does not offer needs-related payments.**
   a. Needs-related payments are an ongoing payment to adults and dislocated workers who have exhausted their unemployment insurance.
9. **Subrecipient program managers and staff must include proper documentation for any allocation of WIOA Title I funds**
   a. A budget and financial plan must be created and used to identify need of supportive services.
   b. Program staff must review, determine, and adequately case note the need for the purchase. It must be clear that the program participant does not have any other means to obtain and there are no other resources available.
   c. Support Services entered into ETO are required to include case notes per *5800POL Case Notes* at or above OWDC standards.
   d. Acceptable documentation to obtain and include in participant file (see *1611TSK Digital Documentation*) include but are not limited; to invoices, receipts, and purchase orders.
10. **Program managers/supervisors and staff are required to utilize funds in a fair and equitable manner.**
11. **Staff shall work with community agencies to make allowable non-WIOA supportive services resources available to participants.**
12. **Other resources, or the lack of, is required to be recorded in case notes.**

References

1611TSK Digital Documentation
5600POL Case Note (Policy 25)
DOL Final Rule 20 CFR 680.900-970
Training and Employment Notice (TEN) 08-20 Public Workforce System Role in Reopening State and Local Economies, Section 4(e)(iii)(B)
WIN 0077 (Rev9) WorkSource Services Catalog
WIN 0078 (Rev1) Provision of Title I Follow-up and Supportive Services Before and After Exit for Adults and Dislocated Workers
WIOA Policy 5602 (Rev2) Supportive Services and Needs-Related Payments.
WIOA Policy 5607 (Rev4) Incumbent Worker Training
WIOA Sections 3(59), 134(d)(2)-(3), 129(C)(2)(G)

WIOA Title I Dislocated Worker Self-Attestation Form

Applicant Information:

Last Name:	First Name:		Middle Initial:
Address:	City:	State:	Zip:

Individuals entering WIOA services may self-attest to the information below:

1.	Are you low-income? (Please explain below)	☐ Yes	☐ No
Low-Income Explanation:			
2.	Are you legally entitled to employment within the U.S. and territories?	☐ Yes	☐ No
3.	Have you been terminated laid off, or received a notice of termination or layoff? (DW Categories 1 and 2).	☐ Yes	☐ No
4.	Are you a military service member who was discharged or released from service (under conditions other than dishonorable) or has received a notice of military separation (DW Category 5)	☐ Yes	☐ No
5.	Were you unable to continue employment due to your spouse's permanent change of military station, or did you lose employment as a result of your spouse's discharge from the military? (DW Category 6)	☐ Yes	☐ No
6.	Were you self-employed, but are unemployed as a result of general economic conditions in the community in which you reside? (DW Category 3)	☐ Yes	☐ No
7.	Are you a displaced homemaker? (DW Category 4) NOTE: A displaced homemaker is an individual who was dependent on the income of another family member and is no longer supported by the income of another family member.	☐ Yes	☐ No

	Dislocation Information	Current Employment Information
Separation Date		
Job Title		
Business Name		
Address		
City, State, Zip		

Self-Attestation Statement:

I certify that the information provided on this document is true and accurate to the best of my knowledge and belief. I understand that such information is subject to verification and further understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from any WIOA program and/or penalties as specified by law.

______________________________ ______________________

SIGNATURE OF PARTICIPANT **DATE**

Staff Verification Statement:

I certify that the individual whose signature appears above provided the information recorded on this form.

______________________________ ______________________

SIGNATURE OF STAFF **DATE**

Summary of 2020 Changes & Updates

To ensure Olympic Workforce Development Council (OWDC) policy compliance, below is a list of changes, updates, and additions made to the OWDC Policy Handbook in 2020. Decision to reorganization and review current policy is based on Training Program Manager and Program Analyst attended in July 2020, facilitated by Peabody Communications.

1. **New policy numbering convention.** Original policies were number in sequence of published date (e.g., 1-25).
   a. Identified three major categories: Administration, Fiscal, and Participation.
      i. Added Program Notice & Guidance.
   b. Categorized polices into one of the three major categories. (i.e., Policy 17 Dispute Resolution = Administration and Policy 4 Support Service = Participation).
   c. Administration Policies start in 1000's
   d. Fiscal Polices start in 3000's
   e. Participant Polices start in 5000's
   f. Program Notices & Guidance 7000's
2. **Policy versus procedure and task**
   a. Polices are currently undergoing review to identify the administrative directives (policy), versus staff activities (procedure is two or more staff, task is one staff).
   b. Policies (POL) are at the hundredth level (i.e., 1100POL Complaint and Grievance).
   c. Procedure (PRO) are at the tenth level (i.e., 1110PRO How to file a complaint or grievance).
   d. Tasks (TSK) are at the single level (i.e., 1111TSK Filing a complaint with EO).
   e. By numbering in this manner, it allows for addition policy, procedures, and tasks to be added where and when necessary but also by major categories grouping.
3. **Updated**
   a. Revision of Policy 2 Records Retention
      i. Added Statewide Case Management System Information Access
      ii. Added PPII Policy and Digital Documentation Task
   b. Supportive Service Policy to include technology resources as an allowable support service.
   c. Combined all income validation under one policy: Income Validation
      i. Policy 13 Definition of Dependent for Determining Family Size for WIOA Youth
      ii. Policy 14 Definition of Family for Determining Family Income for Youth

   iii. Policy 15 Definition of Includable and Excludable Income for Determining Family Income for Youth & Adult Program Eligibility
   iv. Att. 10(B) Lower Living Income Standards Level (LLISL)
d. Combined all service policies under one policy: Individual Training and Support Services (ITSS). Procedures and task for individual related subject were created where applicable.
   i. Policy 4 Supportive Services and Needs-Related Payments
   ii. Policy 6 Individual Training Accounts
   iii. Policy 19 Incumbent Worker Training
   iv. Policy 20 Follow-up Services
   v. Policy 25 Case Note Policy
e. Rewrite or elimination of outdated attachments.
   i. Removed Att. 9(A) Kitsap County Code Chapter 4.116 Purchasing Procedure and added link as this is not OWDC document.
   ii. Updated to Att. 11(B) Dislocated Worker and Att. 12(C) Youth Self-Attestation forms.
   iii. Removed Att. Monitoring Checklist and Att. Monitoring Tools
      1. Added link to ESD Monitoring Team Checklist that are updated, maintained, and provided to us by the ESD Monitoring Team.
   iv. Updated Adult and DW application forms.
   v. Updated Equal Opportunity, Right to File Discrimination Grievance , and Data Sharing Agreement.
f. Combined eligibility policies under one: Program Eligibility and created procedures for individual program requirements.
   i. Policy 10 Adult Program Eligibility
   ii. Policy 11 Dislocated Worker Eligibility
   iii. Policy 12 Youth Eligibility
g. Added Data Validation Policy and combining applicable attachments.
   i. Att. 10(A) Adult Data Elements
   ii. Att. 10(C) Data Validation Source Document Requirements
   iii. Att. 12(A) Data Validation Source Documents Youth
   iv. Att. 12(b) Data Elements Youth

4. Additions

a. 90-Day Hold Gap Service Program Notice
b. COVID Pandemic Waivers Notice
c. Virtual Enrollment Guidance
d. Authorization of 14-day service entry delay Policy
e. Protected Personal Information (PPII) Policy

   f. Digital Documentation Task in response to OWDC going paperless.

5. Updated OWDC Policy Handbook will be made available on OWDC website, by request.
   a. Further additions or changes will be documented as Policy Reboot (Reorganization and Review) project completion is due in September 2021.

Washington State Technical Advisory Group - November 2020

SUMMARY

Issue

The magnitude and duration of the economic recovery is expected to be severe and long-term. Without intentional investments to build an inclusive, equitable economic recovery, deeply rooted demographic and geographic inequalities that existed prior to COVID-19 will intensify and put an unprecedented number of Washingtonians at risk of poverty and its intergenerational consequences. The purpose of the Technical Advisory Group (TAG) is to define and measure equitable economic recovery to guide Washington state toward and equitable and inclusive economic economy over the long-term.

How Leaders Can Take Supportive Action

1. Embed a vision for equitable economic recovery and corresponding economic trigger and dashboard within Governor Inslee's Safe Start efforts.
2. Encourage partnership with Results WA to align vision for an equitable recovery and economy with their updated outcomes framework.
3. Elevate the work among cabinet-level colleagues and the Legislature.

BACKGROUND

The magnitude and duration of the economic recovery will be severe and long-term. With the steep rise in unemployment, emerging estimates show that poverty could reach its highest level in 50 years[1] and significantly deepen racial and geographic inequality. Without intentional investments to build an inclusive, equitable economic recovery, deeply rooted demographic and geographic inequalities that existed prior to COVID-19 will intensify and put an unprecedented number of Washingtonians at risk of poverty and its intergenerational consequences.

DSHS|ESA recently co-lead Governor Inslee's Poverty Reduction Workgroup and the creation of a 10-Year Plan to Reduce Poverty & Inequality in Washington state. This plan serves as a blueprint for how to rebuild our economy in a more equitable and inclusive way. As an outgrowth of PRWG's work, DSHS convened a technical work group to create a definition of "equitable economic recovery" that moves beyond traditional markers of recovery (e.g., aggregate unemployment rates, expansion of national/state GDP) toward a more inclusive definition and measure that includes concepts of just and equitable employment, economic inclusion, and no racial and geographic inequality. The intention of this effort is to hold the state accountable to targeted, sufficient, and sustained investments in an equitable economic recovery from COVID-19 and long-term, inclusive and robust economic growth.

The workgroup consists of staff from DSHS's RDA and ESA divisions, Commerce, ESD, DCYF, DOH, HCA, and five organizations with missions strongly aligned to the state's poverty reduction efforts – National Urban Indian Family Coalition, Front & Centered, Civic Commons, Washington State Budget & Policy Center, and the University of Washington's West Coast Poverty Center *(see Appendix A for full list)*.

[1] Parolin, Z. & Christopher Wimer (April 2020) Forecasting Estimates of Poverty during the COVID-19 Crisis. Center on Poverty and Social Policy at Columbia University Policy Brief available for download athttps://static1.squarespace.com/static/5743308460b5e922a25a6dc7/t/5e9786f17c4b4e20ca02d16b/1586988788821/Forecasting-Poverty-Estimates-COVID19-CPSP-2020.pdf

PURPOSE & GOAL

Goal: To establish state accountability toward an equitable economic recovery from COVID-19 and long-term, inclusive economic growth.

Purpose: The purpose of TAG's work is as follows:

1. To create a shared vision and definition for what an "equitable, inclusive recovery and economy" means *(see Appendix B for equitable recovery framework)*;
2. To create state accountability toward said vision by measuring, tracking, and publicizing progress over the long-term;
3. To ensure the expertise, stories, and experience of people and communities most affected by poverty and inequality are included as data and the primary audience to be accountable to; and
4. To create an economic trigger in the short-term to guide policy, program, and funding decisions toward equitable economic recovery and inclusive, long-term economic growth during the upcoming 2021-23 budget development and 2021 legislative session *(see Appendix C for proposed methodology)*.

OPPORTUNITIES FOR ACTION & ALIGNMENT

A measure of equitable economic recovery should be used in decision-making related to the state's economic recovery efforts, including in Governor Inslee's Economic Recovery and Safe Start Planning Groups, as well as executive and legislative branch policy, program, and funding decisions. As these efforts are just emerging, it is important to align them and embed a strong commitment for action on equity and the inclusion of people most affected by the COVID-19 crisis in decision-making.

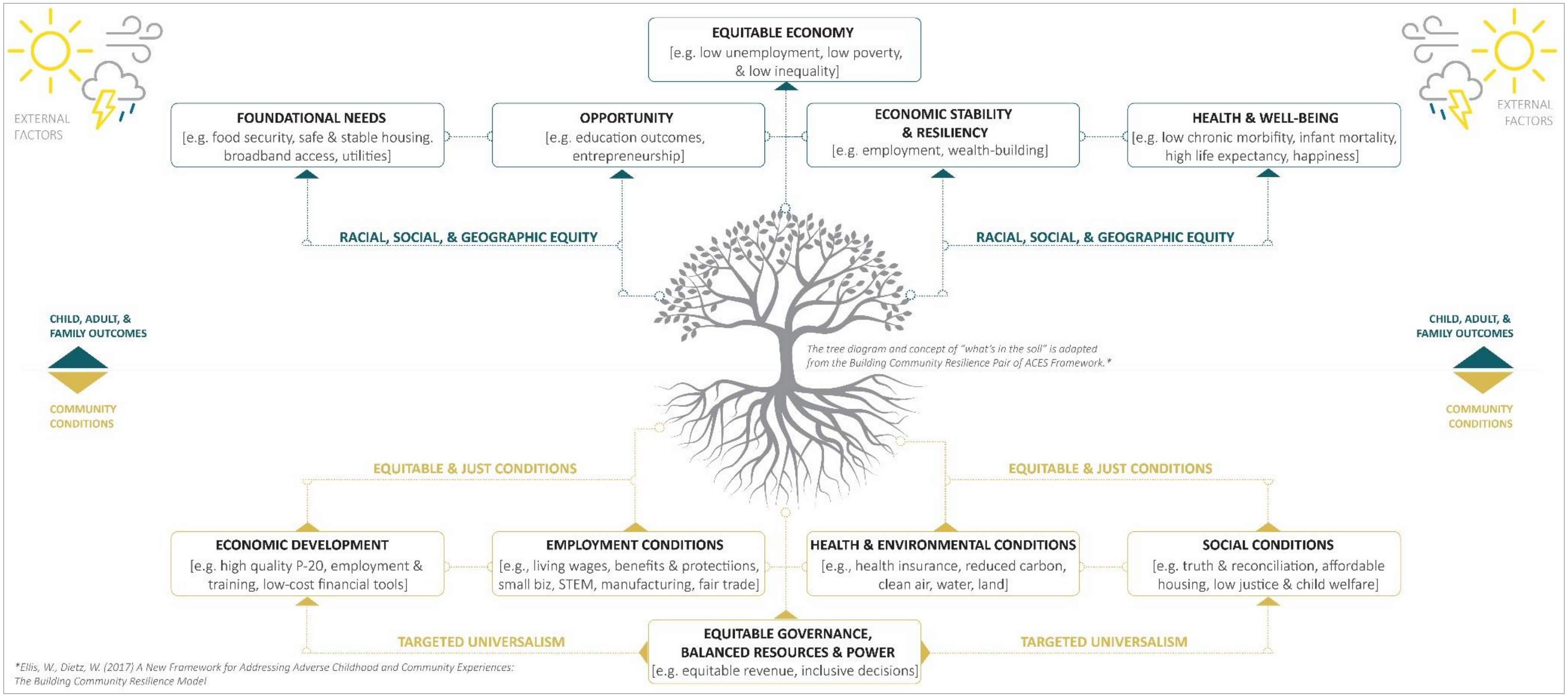
State leaders can support action toward equitable economic recovery by:

- Embedding a vision for equitable economic recovery and corresponding economic trigger within Governor Inslee's Safe Start efforts.
- Expanding the Economic Recovery Dashboard developed by Commerce to include measures that reflect both community conditions and outcomes for children, adults, and families.
- Encouraging partnership with Results WA to align vision for an equitable recovery and economy with their updated outcomes framework.
- Elevating the work among cabinet-level colleagues and the Legislature.

APPENDIX A: TAG Membership

Michael Brown (Civic Commons)
Vishal Chaudry (HCA)
Janeen Comenote (NUIFC)
Brianne Firth (ESD)
Deric Gruen (Front & Centered)
Alice Huber (DSHS|RDA)
Kim Justice (Commerce)
Tedd Kelleher (Commerce)
Shannon Latiff (ESD)
Barb Lucenko (DSHS|RDA)
David Mancuso (DSHS|RDA)
Aurora Martin (Front & Centered)
Lisa Nicoli (DSHS|ESA|EMAPS)
Lori Pfingst (DSHS|ESA)
Tim Probst (ESD)
Shane Riddle (DSHS|ESA|EMAPS)
Amy Sullivan (DOH)
Jennifer Tran (Budget & Policy Center)
Vickie Ybarra (DCYF)

APPENDIX A: Framework for an Equitable, Inclusive Economy



APPPENDIX B: Constructing an Economic Trigger to Guide Equitable Economic Recovery

DATA BRIEF

UNIVERSITY OF WASHINGTON WEST COAST POVERTY CENTER
Jennie Romich, PhD & Callie Freitag, PhD Student

OVERVIEW

An index combines indicators of specific factors in order to capture a larger idea. In the case of the TAG, we want an index that shows Washingtonian's material and social well-being. This includes indicators of wealth, income sufficiency (above poverty line), food security, housing stability, and access to insured medical care. This well-being index will complement the labor market and health dashboards guiding the state's recovery efforts.

An index combines indicators of specific factors in order to capture a larger idea. For a well-being index, individual data components would ideally have the following features:

- Be available immediately and easy to update quarterly;
- Represent Washington State with a high level of detail by geography and race/ethnicity: and
- Include questions on all indicators necessary to grasp the size, scope, and experience of poverty and economic hardship in Washington state.

Existing data sources vary with the extent to which they are able to meet these criteria. Even used in combination, existing data is still limited in critical ways. For instance, common data sources fail to include or meaningfully disaggregate American Indian and Alaska Native populations. Collecting supplemental data can help fill in these gaps. We have identified three options for constructing this index, arranged below from least to most resource-intensive.

DATA OPTIONS FOR CONSTRUCTING AN EQUITABLE RECOVERY INDEX

Option 1: Use Existing Data. We have identified three promising data sources – the Household PULSE Survey, the American Community Survey (ACS), and state administrative data – which could be used in combination to produce an index. Each source has its own benefits and drawbacks *(see Appendix)*. These limitations could be somewhat addressed through combining the data sources throughout the reporting process *(see "Reporting & Accountability" section below)*.

Option 2: Use Existing Data and Collect Qualitative Evidence. Per the charge of the TAG, qualitative evidence from peoples' lives will be a necessary complement to the index. Qualitative data and stories could fill in the gaps left by existing data to provide insight on how households are confronting the decisions, risks, and tradeoffs throughout the pandemic and economic recovery.

Option 3: Collect Equitable Data. The final option would be to design a survey to collect data that reflects the priorities and needs of the PWRG and the 10 Year Plan. One option for data collection would be to administer the PULSE survey for Indigenous Washingtonians and other communities not well represented by existing PULSE data. Another option would involve designing a Washington-specific set of indicators such as New York City's Poverty Tracker.

Analysis of Proposed Options

PROPOSED OPTIONS	GEOGRAPHIC BREAKDOWNS	AVAILABLE BY 12/20*	RACI AL BREAKDOWNS				COST
			Asian	Black	Indigenous	Latino	
#1: Existing Data	Yes	Yes	●	●	●	●	Lowest
#2: Existing + Qualitative	Yes	Maybe	●	●	●	●	Moderate
#3: Collecting Data	Yes	Unlikely	●	●	●	●	Highest

● = data available | ● = data partially available | ● = data not available

It is unknown whether the PULSE survey will continue beyond November2020

RECOMMENDED APPROACH

We recommend a triangulated approach using existing PULSE and ACS data to track equitable economic recovery, paired with a strong accountability mechanism to people and communities most affected by the economic downturn (Option 1). Specifically:

- PULSE data will be used to construct a ***monthly or quarterly*** index that captures the impact of the economic downturn on key foundational needs related too poverty and inequality (e.g., food security, housing, employment, health, education)
- The PULSE data will be used in coordination with ACS data to bolster racial and ethnic estimates for the quarterly data and also create an ***annual*** index that capture similar components, but with greater racial, ethnic, and geographic detail and increased ability to track population-level trends
- To account for limitations in the data in the short-term, an accountability group (TBD) will be identified (e.g., Results WA) or created (e.g., Communities of Opportunity is a potential model for state) to ensure people most affected by the downturn and/or invisible in the data are able to share their story and shape understanding and solutions
- The accountability group created will meet with the Governor's Office and the Legislature on a quarterly basis to track equitable recovery index, and will release an annual report in October summarizing progress toward long-term equitable recovery goals

APPENDIX: Summary of Data Sources

Household PULSE Survey. The Household Pulse Survey releases close-to-real-time data on how the COVID-19 pandemic is affecting households. While it does not ask about income or wealth, it does collect information on employment, food insecurity, housing security, and health insurance coverage. Most crucially, the Household PULSE Survey reports only limited racial and ethnic categories that do not reflect the diverse populations in Washington State, and it does not report sub-state geographies. In particular, this option would provide less accurate information about the well-being of Indigenous Washingtonians, which is a major limitation.

American Community Survey. The American Community Survey is a nationally representative survey of households that covers a wide range of topics, including employment and income. It is known for being able to produce geographically detailed estimates due to its large sample size. The ACS offers more detailed race and ethnicity categories than the PULSE survey. However, its estimates are available only on an annual basis the year following data collection, so it lags current conditions.

Administrative Data. Merging state administrative data from state agencies can provide a powerful resource for examining employment, earnings, poverty, and benefit use in fine-grained geographic detail. Developing agency capacity to merge and analyze data from across agencies would allow for quick turnaround analysis on Washington workers covered by Unemployment Insurance (UI) and people who receive benefits through DSHS. Crucially, administrative data does not cover everybody who lives and works in Washington State. People who work in jobs not covered by UI – like those who work in border counties or are independent contractors – may show up as unemployed in the data. Children are also likely to be missing from RDA's administrative data unless they receive DSHS benefits.

Component	Household PULSE Survey	American Community Survey	Administrative Data
Geographic detail	• State-level • Not county-level	• State-level • County-level for counties with larger populations	• Washington State only • Finer than county-level detail
Race, Ethnicity, and Indigenous Tribal Affiliation	• Only reports the following categories: White, Black, Asian, and Hispanic/Latinx, Other (which includes Multi-Race).	• High detail within Hispanic/Latinx and Asian groups • Data reported by tribal affiliation of questionable quality	• Rough approximations of white, Black, Hispanic, and Asian groups possible
Timeliness	• Weekly data available April 23-July 21, 2020. • Phase 2 of data collection began August 19 and ends October 26, 2020. No news of Phase 3 yet. May not be continued.	• Yearly data available in September the after collection (e.g. 2019 data released in September 2020)	• Dependent on RDA capacity and infrastructure

Employment (Among Working-Able Adults)	• Whether worked for pay and sector within last 7 days • Detailed reasons for not working, including coronavirus-specific and disability-related questions	• Whether worked for pay within last 7 days • Limited reasons for not working (layoff, illness, in school, or "could have gone to work")	• Whether worked in UI-covered job each quarter
Income	• 2019 income bracket (overall) • Whether lost income since March 13 • Income sources used in last 7 days (regular employment income, credit cards, savings, etc.)	• 2019 income by components (earnings, transfers, etc.)	• Quarterly and annual earnings in UI-covered jobs
Wealth	• Not explicitly asked • Homeownership (with and without mortgages) could serve as a proxy indication of wealth	• Not explicitly asked • Homeownership (with and without mortgages) could serve as an indication of wealth	• N/A
Poverty	• Not calculable because income not included • Food and housing insecurity could be use as proxy measures	• Ratio of income to poverty level • Detailed income and household questions support the Census' Supplemental Poverty Measure (SPM), which takes into account geographic cost-of-living and income from government transfers	• Readily available for DSHS clients • Possible to construct with earnings and estimated household size for workers in UI-covered jobs
Food Insecurity	• Whether enough of the kinds of food the household wants • Whether children were eating enough • Why not enough food (includes couldn't afford, afraid to go to store) • Where food purchased • Confidence about household's ability to	• Does not ask about food insecurity. • Collects information on SNAP use.	• N/A

	afford food in next 4 weeks		
Housing Insecurity	• Whether paid last month's rent or mortgage on time • Confidence in ability to pay rent next month	• Rent or mortgage cost can be used in combination with income questions to construct measures of housing cost burden	• N/A
Health Insurance and Medical Care	• Whether covered by health insurance • Detailed coverage types • Whether delayed care due to COVID	• Whether covered by health insurance • Whether insurance is from a public source	• N/A

OTHER POSSIBLE REFERENCES

National Congress of American Indians Policy Research Center - Data Resources. http://www.ncai.org/policy-research-center/research-data/data-resources

NCAI Policy Research Center. (2016). Disaggregating American Indian & Alaska Native data: A review of literature. Washington DC: National Congress of American Indians. http://www.ncai.org/DataDisaggregationAIAN-report_5_2018.pdf

WorkSource Kitsap, Clallam, & Jefferson Performance Report

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Earliest Refresh Date

Office	Program	Current	QTR PE	QtrAddTarPE	Percentage PE	QTR Exits	QtrAddTarExit	Exit %age	QTR Placements	QtrAddTarPlacement	Placement Rate	Placements %age
Clallam	Adult	24	35	38	92.11%	11	21	52.38%	11	15	100.00%	73.33%
Clallam	DW	11	25	27	92.59%	14	15	93.33%	12	11	85.71%	109.09%
Clallam	DWIE	0	1	6	16.67%	1	4	25.00%	1	4	100.00%	25.00%
Jefferson	Adult	7	10	14	71.43%	3	6	50.00%	3	5	100.00%	60.00%
Jefferson	DW	12	14	12	116.67%	2	6	33.33%	2	4	100.00%	50.00%
Jefferson	DWIE			4			3			2		
Kitsap	Adult	13	27	40	67.50%	14	20	70.00%	13	15	92.86%	86.67%
Kitsap	DW	43	58	33	175.76%	15	10	150.00%	14	8	93.33%	175.00%
Kitsap	DWIE	2	6	9	66.67%	4	8	50.00%	4	6	100.00%	66.67%
Total		**112**	**176**	**183**	**96.17%**	**64**	**93**	**68.82%**	**60**	**70**	**93.75%**	**85.71%**

Office	Program	Actual Expenditure	QtrAdd TarExp	Expenditures %age
Clallam	Adult	$43,460	118,392	36.71%
Clallam	DW	$36,392	98,294	37.02%
Clallam	DWIE	$3,348	22,269	15.03%
Jefferson	Adult	$10,124	27,092	37.37%
Jefferson	DW	$8,862	32,442	27.32%
Jefferson	DWIE		15,015	
Kitsap	Adult	$3,324	77,436	4.29%
Kitsap	DW	$21,340	75,556	28.24%
Kitsap	DWIE	$18,628	43,575	42.75%
Total		**$145,478**	**510,071**	**28.52%**

Office Name	INDIVIDUALIZED	SUPPORT	TRAINING	Total
Clallam	**14**	**3**	**44**	**61**
Adult	6	1	28	35
DW	8	2	15	25
DWIE			1	1
Jefferson	**11**		**12**	**23**
Adult	5		5	10
DW	6		7	13
Kitsap	**36**	**1**	**53**	**90**
Adult	3	1	22	26
DW	33		25	58
DWIE			6	6
Total	**61**	**4**	**109**	**174**

Office	Outcomes
WorkSource Affiliate Jefferson County	**5**
Self Employment	2
Unsubsidized Employment	3
WorkSource Clallam County	**26**
Entered a Post Secondary Education	1
Exit Exclusion	1
Self Employment	1
Unsubsidized Employment	23
WorkSource Kitsap County	**33**
Cannot Locate	2
Self Employment	3
Unsubsidized Employment	28
Total	**64**

WIOA Formula Performance Report

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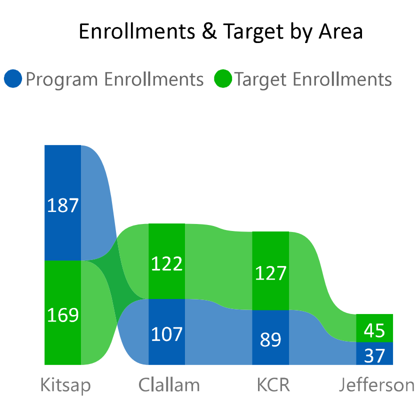
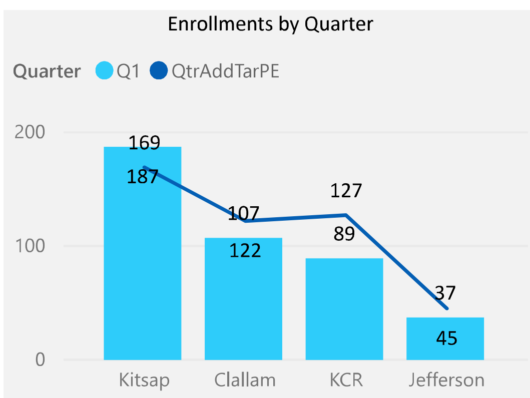
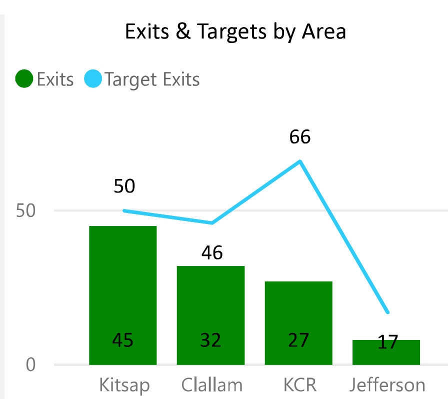
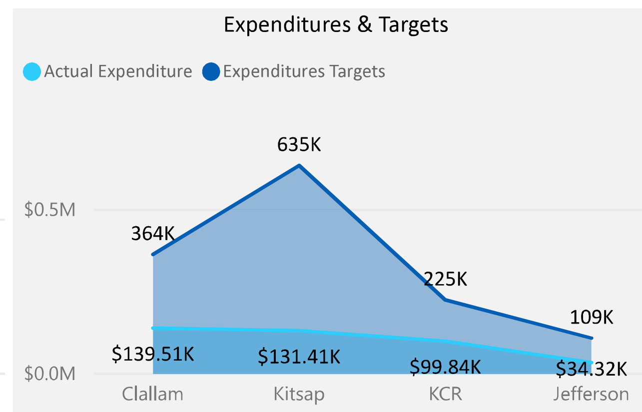
Earliest Refresh Date

Office	Program	Current	Program Enrollments	Target Enrollments	PE %age	Exits	Target Exits	Exit %age	Placements	Target Placements	Placement Rate	Placements %age	Actual Expenditure	Target Expenditures	Expenditures %age
Clallam	Adult	24	35	38	92.11%	11	21	52.38%	11	15	100.00%	73.33%	$43,460	118,392	36.71%
Clallam	DW	11	25	27	92.59%	14	15	93.33%	12	11	85.71%	109.09%	$36,392	98,294	37.02%
Clallam	DWIE	0	1	6	16.67%	1	4	25.00%	1	4	100.00%	25.00%	$3,348	22,269	15.03%
Clallam	Youth	40	46	51	90.20%	6	6	100.00%	5	3	83.33%	166.67%	$56,310	124,928	45.07%
Jefferson	Adult	7	10	14	71.43%	3	6	50.00%	3	5	100.00%	60.00%	$10,124	27,092	37.37%
Jefferson	DW	12	14	12	116.67%	2	6	33.33%	2	4	100.00%	50.00%	$8,862	32,442	27.32%
Jefferson	DWIE			4			3			2				15,015	
Jefferson	Youth	10	13	15	86.67%	3	2	150.00%	2	1	66.67%	200.00%	$15,338	34,228	44.81%
KCR	Adult	37	55	80	68.75%	18	40	45.00%	14	30	77.78%	46.67%	$64,019	102,680	62.35%
KCR	DW	19	24	30	80.00%	5	18	27.78%	4	12	80.00%	33.33%	$26,292	40,684	64.62%
KCR	DWIE	6	10	12	83.33%	4	7	57.14%	3	6	75.00%	50.00%	$9,531	21,738	43.84%
Kitsap	Adult	13	27	40	67.50%	14	20	70.00%	13	15	92.86%	86.67%	$3,324	77,436	4.29%
Kitsap	DW	43	58	33	175.76%	15	10	150.00%	14	8	93.33%	175.00%	$21,340	75,556	28.24%
Kitsap	DWIE	2	6	9	66.67%	4	8	50.00%	4	6	100.00%	66.67%	$18,628	43,575	42.75%
Kitsap	Youth	56	68	72	94.44%	12	8	150.00%	8	4	66.67%	200.00%	$88,121	194,080	45.40%
Totals		**280**	**392**	**443**	**88.49%**	**112**	**174**	**64.37%**	**96**	**126**	**85.71%**	**76.19%**	**$405,089**	**1,028,4...**	**39.39%**









Kitsap Community Resources Performance Report

1/4/2021 8:39:04 AM

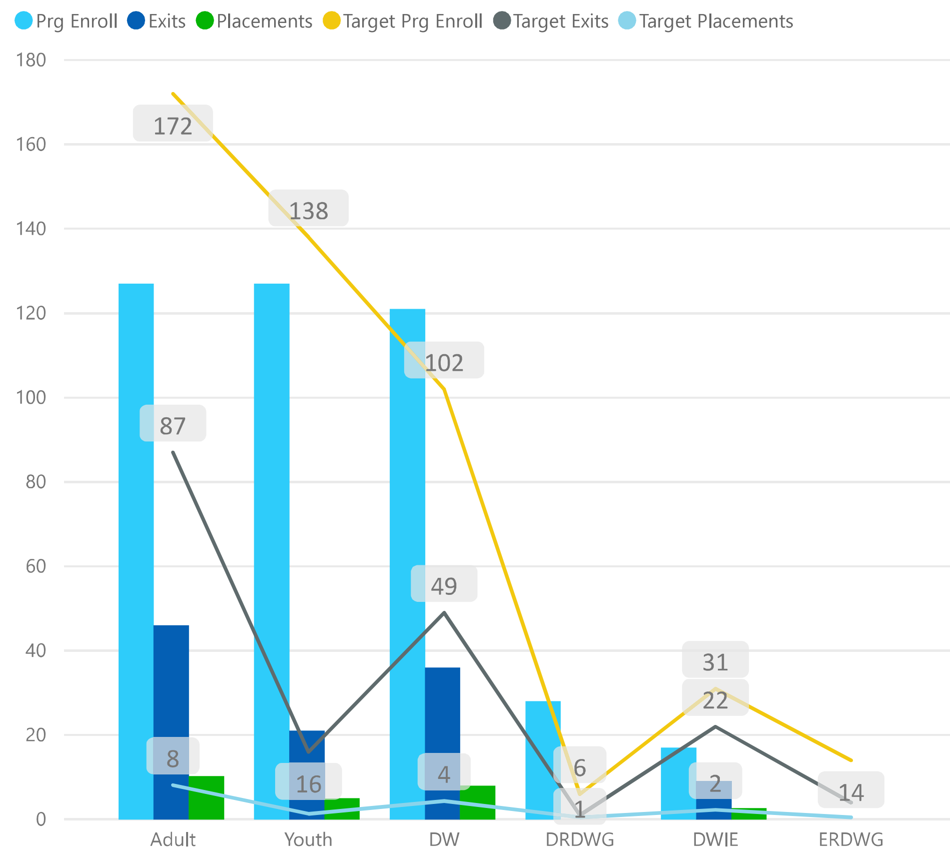
Earliest Refresh Date

Program	Current	Program Enrollments	Target Enrollments	PE %age	Exits	Target Exits	Exit %age	Place ments	Target Placements	Placement Rate	Placements %age
Adult	37	55	80	68.75%	18	40	45.00%	14	30	77.78%	46.67%
DW	19	24	30	80.00%	5	18	27.78%	4	12	80.00%	33.33%
DWIE	6	10	12	83.33%	4	7	57.14%	3	6	75.00%	50.00%
Totals	**62**	**89**	**122**	**72.95%**	**27**	**65**	**41.54%**	**21**	**48**	**77.78%**	**43.75%**

Program	Actual Expenditure	Target Expenditures	Expenditures %age
Adult	$64,019	102,680	62.35%
DW	$26,292	40,684	64.62%
DWIE	$9,531	21,738	43.84%
Totals	**$99,842**	**165,102**	**60.47%**

Program Of Enrollment	INDIVIDUALIZED	SUPPORT	TRAINING	Total
Adult	9	18	25	**52**
DW	4	7	9	**20**
DWIE	6		4	**10**
Total	**19**	**25**	**38**	**82**

Reason for Completion	Outcomes
Unsubsidized Employment	20
Self Employment	1
Employability Enhancement	4
Cannot Locate	2
Total	**27**



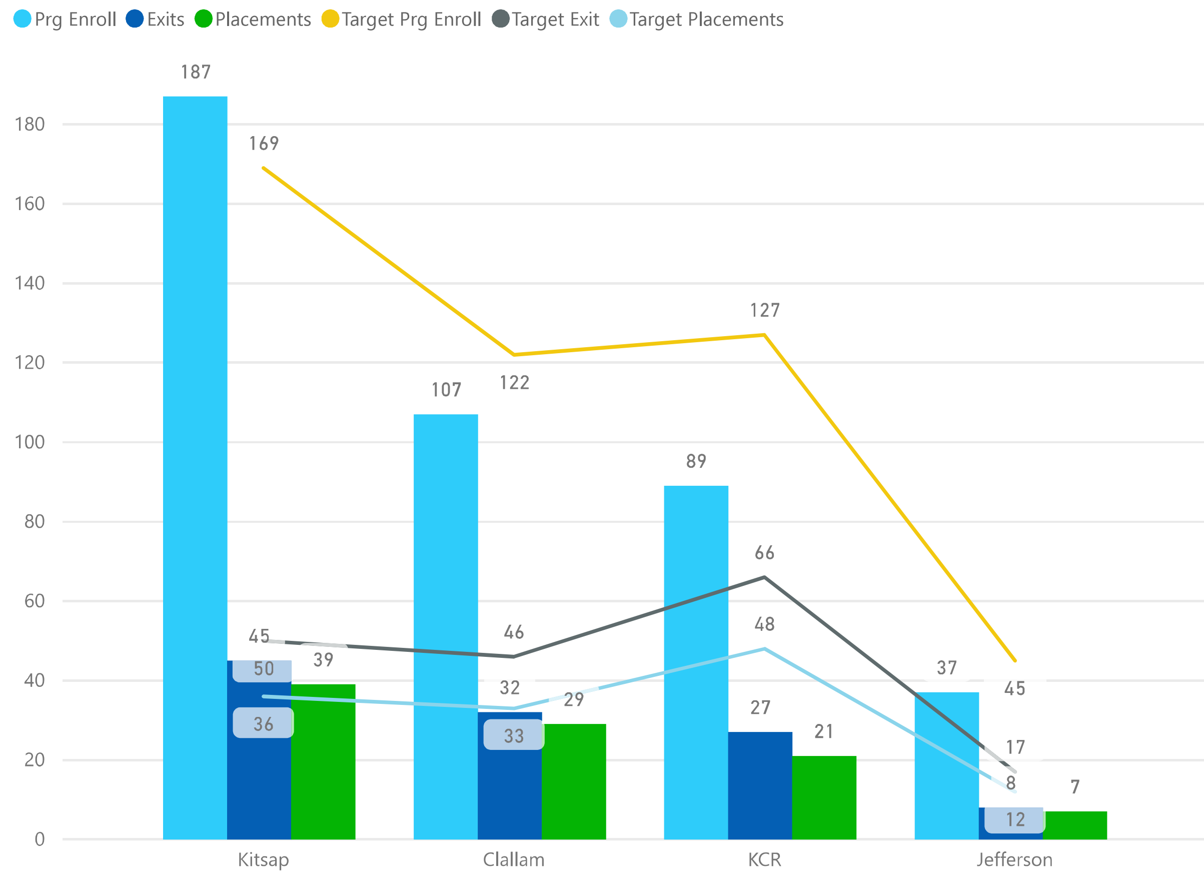
WorkSource Kitsap, Clallam, & Jefferson Youth Performance Report

1/4/2021 8:39:04 AM
Earliest Refresh Date

Office	Current	Program Enrollments	Target Enrollments	PE %age	Exits	Target Exits	Exit %age	Place ments	Target Placements	Placement Rate	Placements %age	Expend iture	Tar Expend
Clallam	40	46	51	90.20%	6	6	100.00%	5	3	83.33%	166.67%	$56,310	124,928
Jefferson	10	13	15	86.67%	3	2	150.00%	2	1	66.67%	200.00%	$15,338	34,228
Kitsap	56	68	72	94.44%	12	8	150.00%	8	4	66.67%	200.00%	$88,121	194,080
Totals	**106**	**127**	**138**	**92.03%**	**21**	**16**	**131.25%**	**15**	**8**	**71.43%**	**187.50%**	**$159,...**	**353,236**

Office Name	INDIVIDUALIZED	SUPPORT	TRAINING	Total
Clallam	10	13	22	45
Jefferson	3	1	10	14
Kitsap	6	6	56	68
Total	**19**	**20**	**88**	**127**

Reason for Completion	Outcomes
Unsubsidized Employment	**14**
WorkSource Kitsap County	7
WorkSource Clallam County	5
WorkSource Affiliate Jefferson County	2
Entered a Post Secondary Education	**4**
WorkSource Kitsap County	2
WorkSource Affiliate Jefferson County	1
WorkSource Clallam County	1
Cannot Locate	**2**
WorkSource Kitsap County	2
Self Employment	**1**
WorkSource Kitsap County	1
Total	**21**



Program	Enrollments	Current
Adult	127	81
DRDWG	28	28
DW	121	85
DWIE	17	8
Youth	127	106
Total	**420**	**308**

WIOA Disaster Relief Grants Performance Report

1/4/2021 8:39:04 AM
Earliest Refresh Date

Office	Program	Current	Program Enrollments	Target Enrollments	PE %age	Exits	Target Exits	Exit %age
KCR	ERDWG			5			1	
Kitsap	DRDWG	28	28	6	466.67%		1	
Kitsap	ERDWG			9			3	
Totals		**28**	**28**	**20**	**140.00%**		**5**	

Office	Program	Current	Placements	Target Placements	Placement Rate	Placements %age	Actual Expenditure	Target Expenditures	Expenditures %age
KCR	ERDWG			0				60,000	
Kitsap	DRDWG	28		1				145,674	
Kitsap	ERDWG			2				98,750	
Totals		**28**		**3**				**304,424**	

Washington State WorkSource

System Performance Dashboard

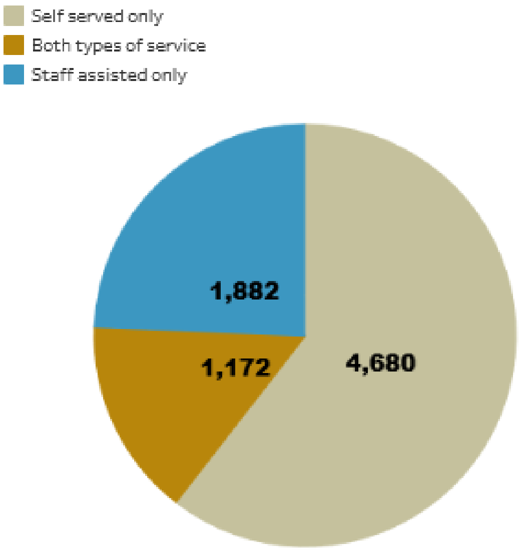
Seekers served | Employers served | Exits & Wages | Definitions

Service Location
WDA 01 - Olympic

Time Frame
Rolling 4-quarters ending with
PY 2020 Q1 (Jul - Sep 2020)

Data prior to the beginning of PY16Q1 (July 1, 2016) is not reflected in this dashboard. Therefore, the first quarter with complete rolling 4-quarter data is PY2016 Q4 (the quarter ending on June 30, 2017).

Total seekers 7,734



All seekers served

Self-service customers	5,852
Staff-assisted customers	3,054

Self served only	60.51%	4,680
Both types of service	15.15%	1,172
Staff assisted only	24.33%	1,882

New to WorkSource?

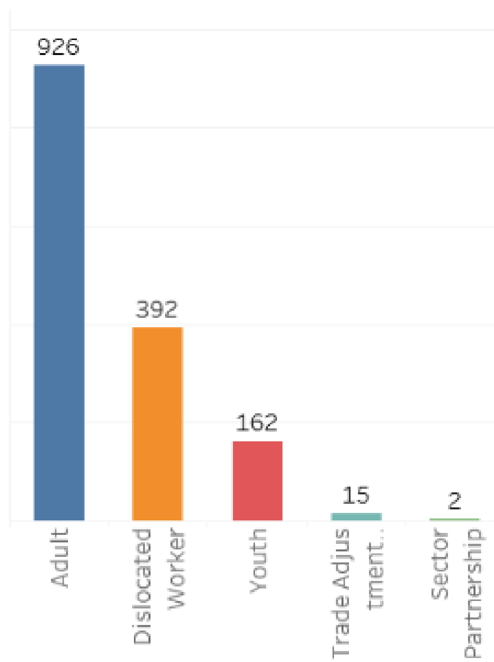
New	49.54%	4,170
Returning	50.46%	4,247

WorkSourceWA job applicants

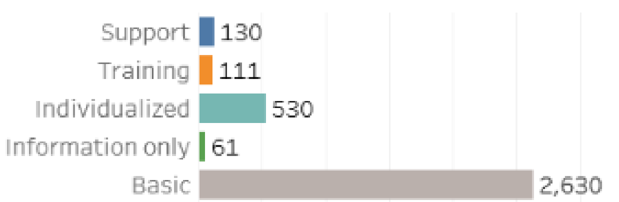
Seekers with job applications	2,018

Seekers served by program enrollment

Staff-assisted seeker counts by service location, regardless of enrollment location

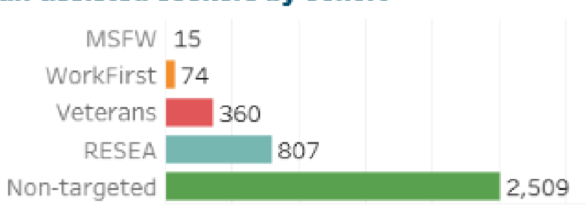


Staff assisted seekers served by service type*



*Information only and support services do not trigger or extend participation.

Staff assisted seekers by cohort



Data last refreshed: 12/16/2020 5:08:27 PM

Washington State WorkSource
System Performance Dashboard

Seekers served | **Employers served** | Exits & Wages | Definitions

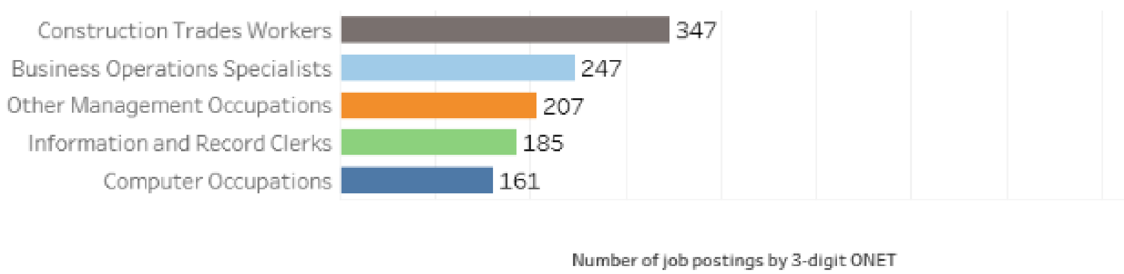
Location
WDA 01 - Olympic

Time Frame
Rolling 4-quarters ending with
PY 2020 Q1 (Jul - Sep 2020)

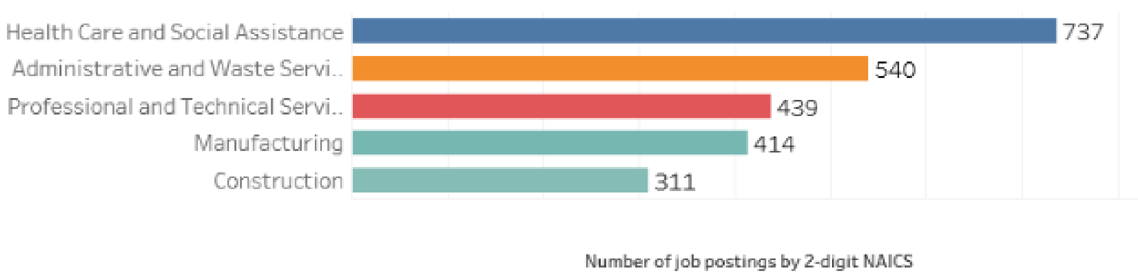
Employers using WorkSource

Employers	506
Job orders	4,091
Employers receiving staff-assisted services	179

Top 5 jobs in demand



Top 5 industry sectors posting jobs



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

January 6, 2021

RE: Acknowledging Your Team's Excellent Work Last Year

Dear Elizabeth,

With the extreme challenges that 2020 brought, I didn't want the year to end without acknowledging your unwavering support for the communities served by your WDC. It is important to take a moment to recognize your performance on the outcomes shown below from your WIOA Title I grants and discretionary contracts. Please thank your entire team for the hard work and dedication they put into finding solutions and support for those most affected by the year's struggles.

WDC 01 Quarter Ending Sep 30, 2020 (Mar 31, 2020 for employment outcomes)

Goals set pre-Covid

Outcome	**Target**	**Actual**
WIOA Adult Enrollments	85	140
WIOA Adult Employments	122	481
WIOA DW Enrollments Including RRIE	89	77
WIOA Youth Enrollments	121	119

Through quarterly narratives and team meetings, we noted that your dedication to adapting to a virtual landscape has proven successful. Notably, your organization of monthly WIOA sub-recipient peer meetings have really contributed to innovative ideas to maintain enrollments in all programs. Way to go! If we could offer additional technical service in the areas of in-person training, assisting with shifts in need in your communities and how to reassess placement strategy, or others, please just let us know. Our goal is to support your local success!

We are always looking for successful practices to share with the rest of the workforce development system. If you would like to share any tools or practices with your peers across the state, please send them to ESDGPWorkforceInitiatives@esd.wa.gov. Also, let us know in that message if you would be willing to present during the next quarterly peer-to-peer teleconference. By sharing your successes, you can help the entire state continue to pursue and achieve excellence. While we have already held our Q3 peer-to-peer call, we are already planning for our Q4 meeting scheduled for ***March 15, 2021.***

If you would like more information, please let me know. Congratulations again on your success, and thank you for serving Washington's employers, workers, jobseekers, and youth.

Sincerely,

Tim Probst
Grants Director
360-790-4913

Attachment 4.d

Olympic Consortium Board Meeting (4th Fridays)	10 a.m. to 12:00 p.m.	Zoom until further notice
Exec OWDC Meeting (4th Tuesdays)	10 a.m. to 12:00 p.m.	Zoom until futher notice
OWDC Full Meeting (2nd Tuesdays)	9:00 a.m. to 1:30 p.m.	Zoom from 9 to 11:30 until further notice

2021

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
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28						

March						
Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
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30	31					

June						
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27	28	29	30			

July						
Su	Mo	Tu	We	Th	Fr	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
26	27	28	29	30		

October						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OLYMPIC CONSORTIUM BOARD

DATE: February 26, 2021
TIME: 10:00 a.m. – 12:00 Noon.
PLACE: Join Zoom Meeting
https://zoom.us/j/92067159448

AGENDA

1. Call to Order

2. Action Items
   a. Approval of February 26, 2021 agenda. (Summary Att. 2.a) pg 2
   b. Approval of January 22, 2021 meeting minutes (Att. 2.b) pg 3
   c. Review and Adoption of OWDC Policy 1100 (Att. 2.c) pg 6

3. Discussion Items
   a. Covid-19 Impacts
   b. Trade Act Presentation (Att. 3.a) pg 8
   c. Self Sufficiency Calculator (Att. 3.b) pg 10
   d. Economic Recovery Grants
   e. RETAIN Grant /Economic Security for All Program
   f. KADA
   g. EO Focus, Equity, Inclusion and Diversity
   h. Reopening / Resumption of In-Person Services at One Stop
   i. WWA
   j. Post Covid Use of Technology

4. Updates
   a. Monitors
   b. February 9 OWDC Meeting Update
   c. Calendar (Att. 4.c) pg 21

5. Adjourn

Next Meeting: May 28, 2021 10:00 a.m. – 12:00 noon.
Port Townsend or Online TBA

AGENDA SUMMARY

CLALLAM COUNTY COMMISSIONERS
RANDY JOHNSON
Chair
MARK OZIAS
BILL PEACH

JEFFERSON COUNTY COMMISSIONERS
KATE DEAN
Second Vice Chair
GREG BROTHERTON
DAVID SULLIVAN

KITSAP COUNTY COMMISSIONERS
CHARLOTTE GARRIDO
First Vice Chair
ROBERT GELDER
EDWARD WOLFE

DIRECTOR
ELIZABETH COURT

PROGRAM ANALYST
LUCI BENCH

Action Items

2.a Approval of Agenda
Standard Motion Requested for approval of agenda

2.b Approval of Jan. 22, 2021 meeting minutes
Standard Motion Requested for approval of prior meeting minutes

2.c Review and Adoption of OWDC Policy
i. 1100POL - Complaint and Grievance Policy Updated

Discussion Items

3.a COVID-19 Impacts / Virtual Services and Office Reopening Plan
Staff request information from Board Members on most recent impacts of the pandemic on their respective Counties and staff provide additional information on current services and work in the field.

3.b Trade Adjustment Assistance Program
The Trade Adjustment Assistance (TAA) program is a federal re-employment program established under the Trade Act of 1974. The program helps U.S. workers become re-employed after losing their jobs due to international trade. Certified workers can receive help looking for and relocating to a new job, as well as training for a new occupation.

3.c Self-Sufficiency Calculator
The Self-Sufficiency Calculator evaluates how much income families need to make ends meet with out public or private assistance varied by place and family type.

3.d Economic Recovery Grants for Dislocated Workers
Staff will share information on successes at Kitsap Emergency Operations Center as well as next steps for similar work with Clallam and Jefferson Counties.

3.e Pilot Programs Economic Security for All and RETAIN
Discussion of new state pilot programs for economic mobility and injured workers.

3.f KADA
Review of current status of Kitsap Aerospace and Defense Alliance

3.g EO Focus, Equity, Inclusion and Diversity
Will share information on work of Dr. Charles Patton and Ms. Timmy Foster as well as Duke University series of policy documentaries.

3.i WWA Updates on Washington Workforce Associations, fees, activities and benefit analysis.

Updates

4.a 2021 State Monitoring
Employment Security staff will

Meeting Notes
OLYMPIC CONSORTIUM BOARD
ZOOM
January 22, 2021

ATTENDEES –Commissioner Kate Dean and Commissioner Charlotte Garrido

Guests: Christopher Abplanalp, Jessica Barr, and Aschlee Drescher

Staff: Kitsap HS Director Doug Washburn, Elizabeth Court, Alissa Durkin and Luci Bench

1. **CALL TO ORDER –** Commissioner Kate Dean, called to order 11:17 AM
2. **ACTION ITEMS**
   a. Approval of agenda
   Motion: Commissioner Garrido moved to approve January 22 agenda. Commissioner Dean second. Motion carried
   b. Approval of meeting minutes for November 20, 2020
   MOTION: Commissioner Garrido moved to approve. Commissioner Dean second. Motion carried.
   c. Affirmation of WIOA 2021 Budget

   MOTION: Commissioner Garrido moved affirm. Commissioner Garrido second. Motion carried.

   d. Review and Adoption of OWDC Polices

   1600POL Records and Documentation, 1601POL Protection of Personally Identifiable Information, 5502POL Supportive Services and WS 1019 Title I Self-Attestation Form.

   MOTION: Commissioner Garrido moved affirm. Commissioner Dean second. Motion carried.

3. **DISCUSSION ITEMS**
   a. COVID-19 Impacts / Virtual Services and Office Reopening Plan
   - Commissioner Dean work in Jefferson is progressing. Discussion and implementation on the hardest hit communities; e.i., low wage workers, getting people to come to work, leave, physical and mental health, contact tracing, and all COVID-19 challenges. County revenues not impacted as some areas. Hardest hit areas include the service, tourism, art services, and minimum wage workers. Jefferson has one of the oldest county population in the state. Hospital doing all the vaccinations, one centralized place. Governor proclamation for vaccine for only 65 and older, but Jefferson has only enough for 75 and older. 12%-14% by the end of the week.

  - Race to Alaska Events will shift to independent run around the sounds and reach 8 points with strict rules.
- Commissioner Garrido work in Kitsap County is ongoing, with lines 60-70 people long and growing, only for seniors and those with underlining health conditions. Emergency Management and EEOC talks on regular bases how to implement social distancing, new policies, health environment, teleworking,
- Alissa Durkin and Chris Abplanalp continue to work through COVID checklist to reopen the WorkSource Centers. The creation and implementation of proper signage, sign in sheets, and new processes is ongoing.

b. National Emergency Grant Update Kitsap EOC's including Clallam, and Jefferson Counties planning.

- The Disaster Recovery Dislocated Worker Grant put 26 individuals to work at the Quarantine and Isolation center in Kitsap.
- Funds are available to assist Jefferson and Clallam county.

c. Trade Act, RESEA, and related ESD topics

- Provided by Jessica Barr a review of the three-county reemployment staffing and programs. Trade Act Assistance (TAA) has reduced a year long training to 3- to 6-month training program in anticipation of increased TAA eligible clients. Expecting case loads of 30- to 90- clients.
- RESEA relaunched on January 11, reemployment staff are still working half time Unemployment Insurance, but have made the transition to employment planning with clients.
- Discussion about plans in place to handle the influx of unemployment. A general recession plan was implemented immediately and while there have been growing pains, ESD continues to meet the needs of staff and customer. Fully expect moving forward, a hybrid teleworking model and more virtual services available for customers.

d. Commerce and CDBG COVID relief funds

- Doug Washburn provided a brief overview of the CBDG grants, how it might be dispersed regionally instead of by county. Push for Community Vaccination site support, further food banks, rental, and mortgage assistance.

e. EO Focus, Equity, Inclusion, and Diversity

- All staff have received or our scheduled to receive EO training provided by ESD's EO department. In May, Alissa Durkin, will start facility EO monitoring.

f. WDC Update – OWDC Executive Committee Member

- Aschlee Drescher provided brief update. Veteran

4. UPDATES

a. Performance Reports

- Reviewed, pandemic impacts are apparent in the performance reports. The OWDC is working with local subrecipients and state agencies to mitigate any issues.

b. Paperless Program and Policy Reboot
- Luci Bench provided an updated on the two projects.

c. Monitoring
- ESD monitors are scheduled to perform a full virtual WIOA monitoring, starting March 15^{th}.

d. Achievement Letter from Washington State Employment Security Dept.
- Reviewed, no comments.

ADJOURN: Commissioner Dean adjourned the meeting at 11:52 a.m.

NEXT MEETING: Friday, February 26, 2021 via Zoom.

1100POL Complaint and Grievance Policy - DRAFT

Effective Date: Upon OCB Adoption
Supersedes 2017 Policy 5 Complaint and Grievance

Approval PENDING

The purpose of this policy is to ensure Olympic Workforce Development Council (OWDC) policy compliance with complaints and grievance procedures defined by WorkSource System Policy 1012, Rev 2 – Customer Concern and Complaint Resolution and Policy 1017 - Discrimination Complaint Processing Policy.

1. **There are three types of complaints or grievances an applicant, participant, or registrant may file:**
    a. Complaints against the program
    b. Complaints against an employer/business in which WorkSource services are rendered.
    c. Discrimination complaints
2. **There is one log for all Consortium complaints, maintained by Olympic Equal Opportunity Officer and One-Stop Operator.**
3. **The One-Stop Operator handles type a and b (listed above) complaints and is responsible for processing, logging, and tracking all complaints within the OWDC.**
    a. All WorkSource offices and affiliates within the OWDC are required to work with the One-Stop Operator to ensure accurate complaints from point of entry to resolution.
    b. If a complaint involves multiple partners, affected/involved partners are required to collaborate in resolving the complaint. To the extent feasible, all efforts will be made to resolve customer concerns at the lowest level.
    c. In the case of a complaint filed against an employer, the employer complaint'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.
4. **The Olympic Equal Opportunity Officer (WIOA Program Supervisor) handles type c complaint and are responsible for processing, logging, and tracking all discrimination complaints within the OWDC.**
    a. Discrimination complaints may be filed when a participant believes that they have 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.
    b. Strict adherence to WorkSource System Policy 1017 – Discrimination Complaint Processing Policy and enclosed handbook is required.

References

WorkSource System Policy 1012, Rev 2 – Customer Concern and Complaint Resolution

WorkSource System Policy 1017 - Discrimination Complaint Processing Policy and Handbook

Discrimination Form, attachment XXX

Discrimination Log, attachment XXX

Trade Adjustment Assistance

FACT SHEET

The Trade Adjustment Assistance (TAA) program is a federal re-employment program established under the Trade Act of 1974. The program helps U.S. workers become re-employed after losing their jobs due to international trade. Certified workers can receive help looking for and relocating to a new job, as well as training for a new occupation.

Each trade-related layoff must be certified, then a wide array of benefits becomes available

Retooling Washington's workforce

The most recent trade-related dislocations in Washington have been in the manufacturing and service sectors. The comprehensive benefits provided by the TAA program make a new career a viable choice.

Benefits

Job search allowance ~ Travel costs to find a job in another community are covered at 90 percent up to $1,250, when suitable employment isn't available in the commuting area.

Relocation allowance ~ Ninety percent of necessary moving expenses are covered if it's determined that there is no reasonable chance of finding a job in the commuting area and if the participant has obtained suitable employment in a new location. An additional lump-sum payment of up to $1,250 also may be available to defray moving expenses. A relocation allowance may be granted only once.

Training assistance ~ A participant may attend up to 130 weeks of post-high-school training for a new occupation. Approved training costs are covered in Washington state if funding is available.

Income support ~ Through a combination of unemployment insurance and Trade Readjustment Allowances (TRA), participants may receive benefits for up to 130 weeks through:

- Unemployment insurance, generally up to 26 weeks
- Basic TRA, for 52 weeks minus weeks of unemployment insurance received.
- Additional TRA, up to 65 weeks.
- Completion TRA up to 13 additional weeks, if needed to complete training.

Re-employment Trade Adjustment Assistance (RTAA) ~ This is a wage-supplement program for workers age 50 and older who are deemed eligible. To qualify, workers must be earning a lesser wage in their new job than they were earning in their pre-layoff jobs. RTAA covers half the difference between their wages in the new job and the wages earned at the time they were laid off, for up to two years and a maximum of $10,000. The worker's new wages can't exceed $50,000 per year.

Health Coverage Tax Credit (HCTC) ~ The TAA Reauthorization Act of 2015 reinstated HCTC (a federal income tax credit) retroactively to tax year 2014 and forward through December 2020. The tax credit, which is administered by the IRS, equates to 72.5 percent of premiums paid by a TAA participant or spouse under qualified health insurance plans (e.g., COBRA) if the TAA participants received TRA or RTAA payments during any calendar month in a tax year. Find more information on the tax credit at www.irs.gov/HCTC.

Application and certification

Within one year after a layoff or company closure, a petition must be filed with the U.S. Department of Labor or ESD to be eligible for Trade Adjustment Assistance. Petitions may be filed by:

- The Employment Security Department,
- WorkSource or WorkSource affiliates,
- A minimum of three affected workers,
- An official of a recognized union or other employee representative, or
- The employer or management of the affected business.

The U.S. Department of Labor investigates and issues a certification or denial for the affected workers. A certification covers workers laid off up to one year before the petition is filed and for up to two years after the certification is issued. The U.S. Department of Labor notifies the state, the company and employee petitioners of its decision and publishes a notification in the Federal Register and Department of Labor's TAA online database: http://www.doleta.gov/tradeact/taa/taa search_form.cfm.

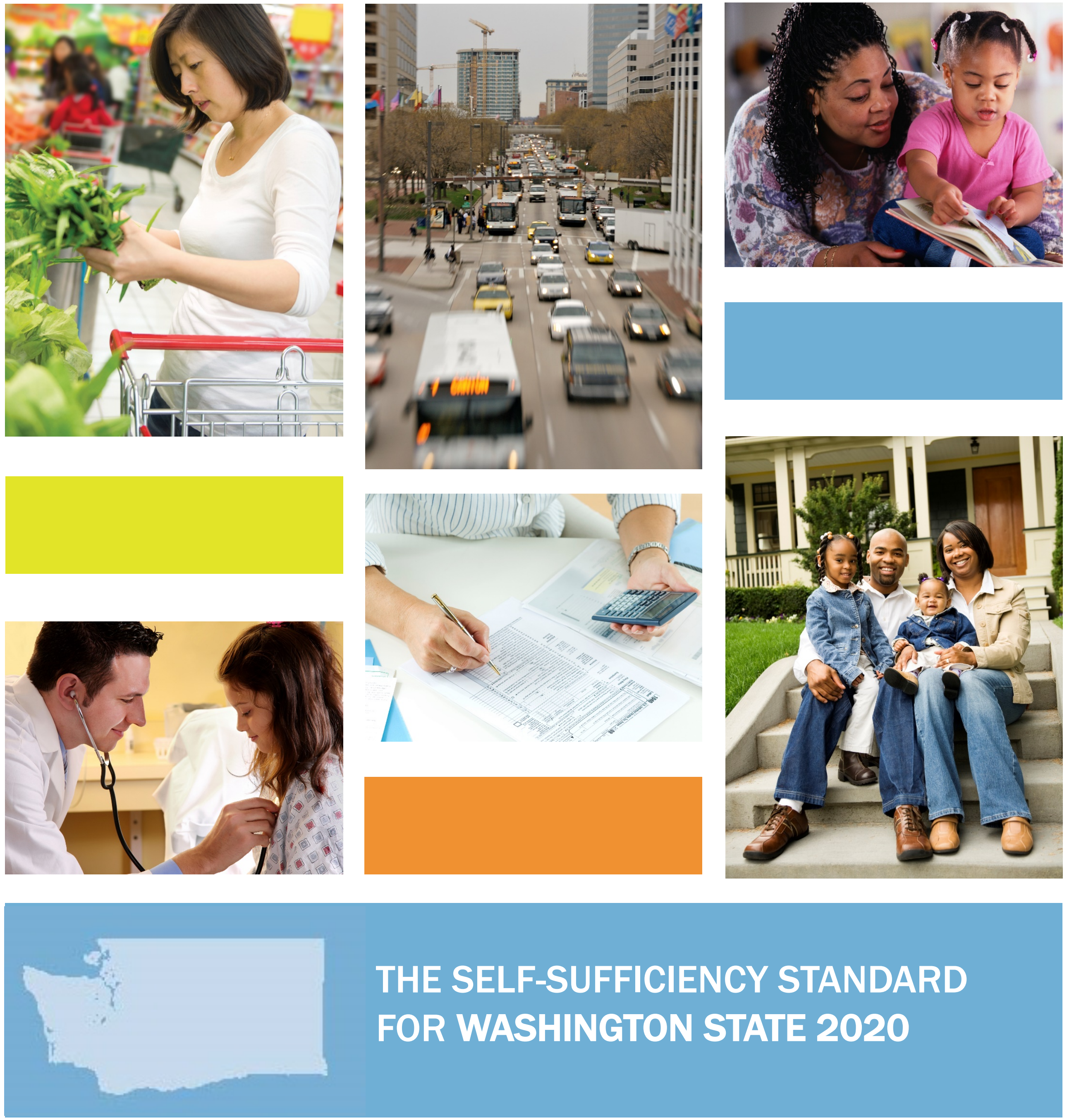
Results in Washington

During the July 2017-June 2018 program year, 1,244 Washington residents received TAA services, of which 866 also received job retraining.

TAA participants are measured two quarters after exiting the program. Because their tax and wage records are compared, it can take up to a year to be reported and verified. As of September 2017, an estimated 60 percent of participants exiting the program from October 2016 through June 2017 found work. The median wage for these participants was 48.7 percent of their wages in the quarter immediately before they were laid off.

Funding

For the October 2018-September 2019 federal fiscal year, the U.S. Department of Labor allocated nearly $11.9 million to Washington state for TAA services.



Attachment 3.b

Lisa Manzer

Director, Center for Women's Welfare
University of Washington School of Social Work

Washington Workforce Training, and Education Coordinating Board

January 27, 2021

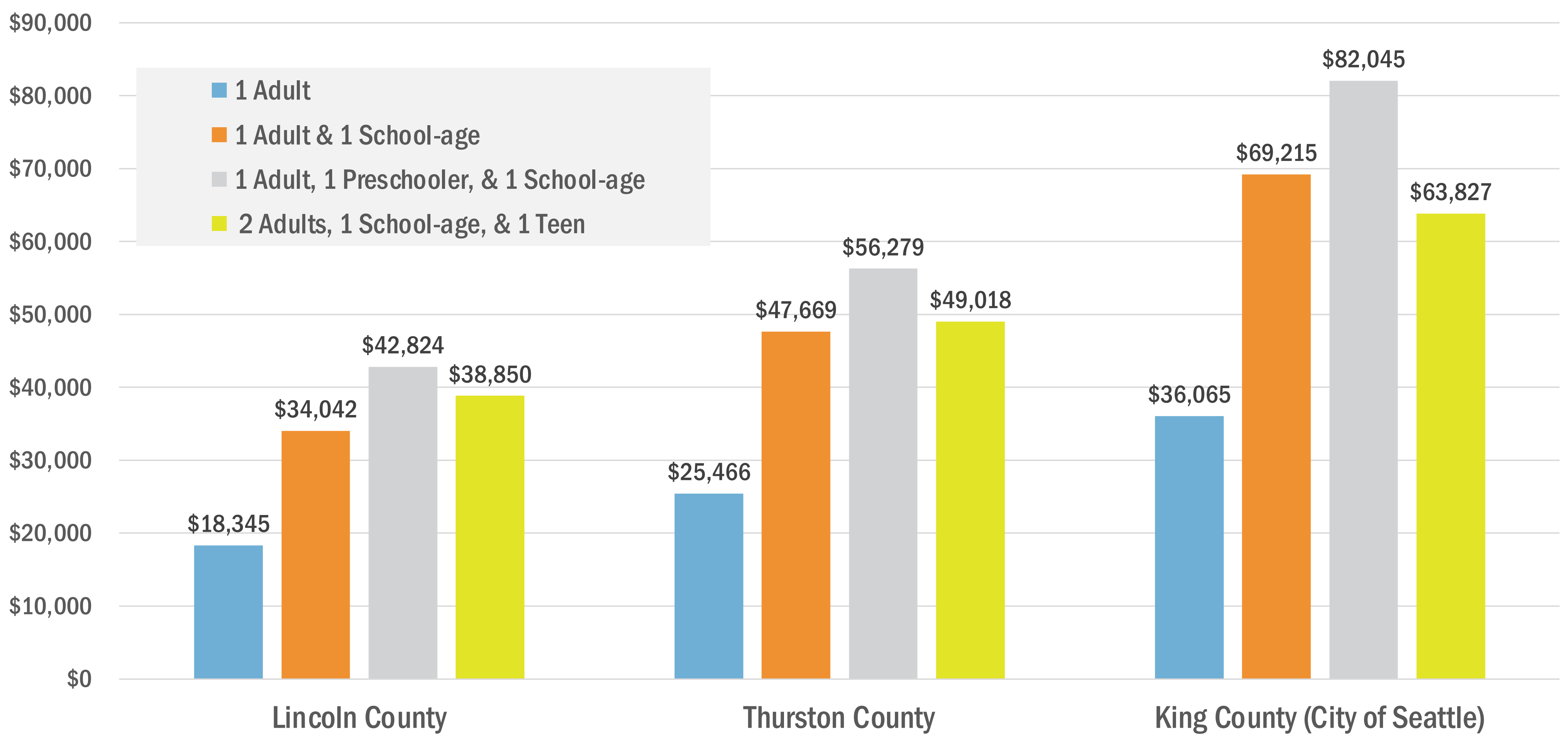
CENTER FOR WOMEN'S WELFARE
UNIVERSITY of WASHINGTON
School of Social Work

The Self-Sufficiency Standard calculates how much income families need to make ends meet without public or private assistance, varied by place and family type

The Self-Sufficiency Standard Calculates the Full Cost of Each Basic Need at a Minimally Adequate Level

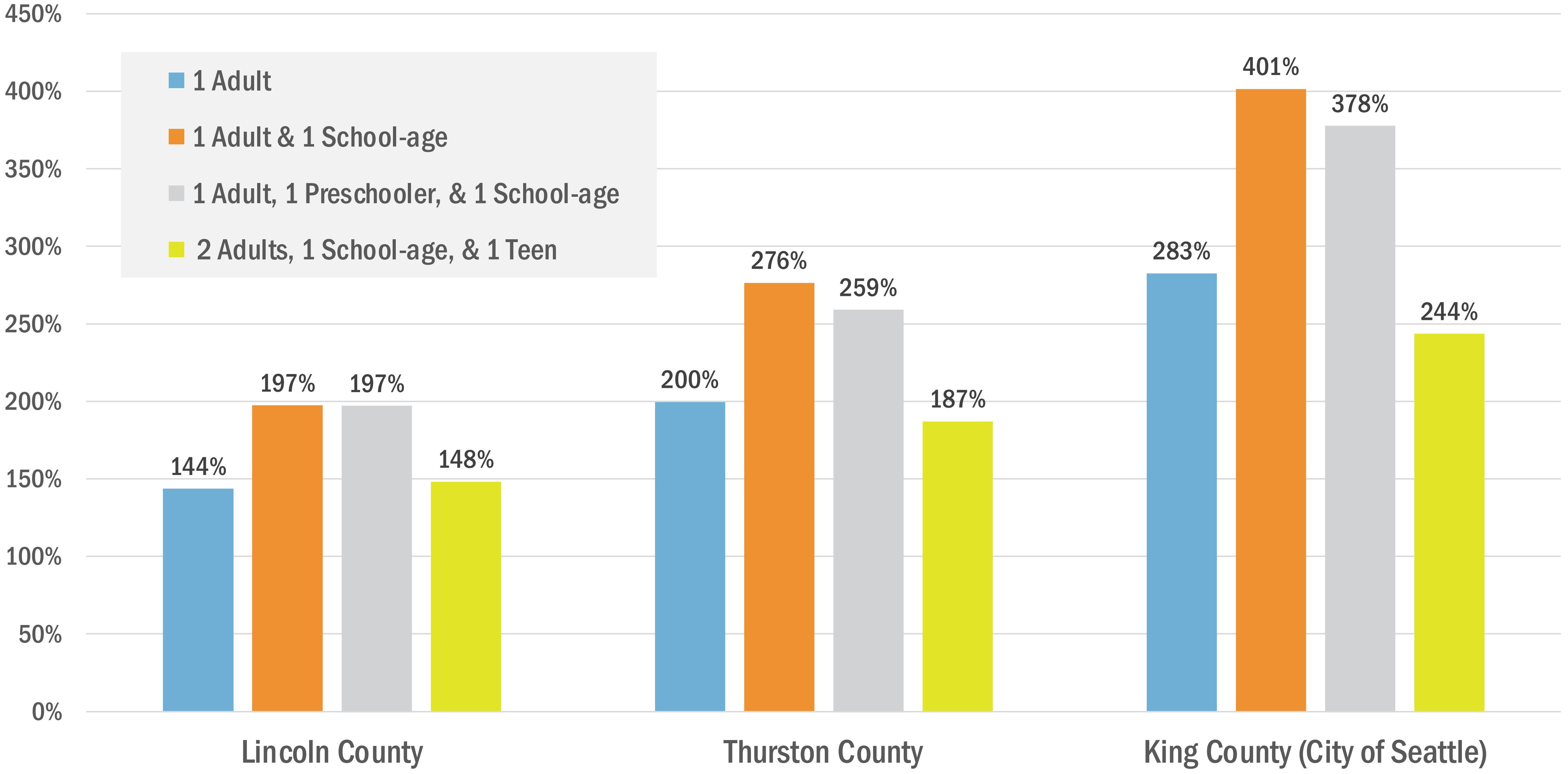
- No presents, vacations, pets
- No extra curricular activities such as team sports or music lessons
- No eating out – not even a latte or slice of pizza
- No government assistance such as food benefits
- No informal assistance such as free babysitting from grandparents

Annual Self-Sufficiency Standard for Select Counties and Family Types, 2020



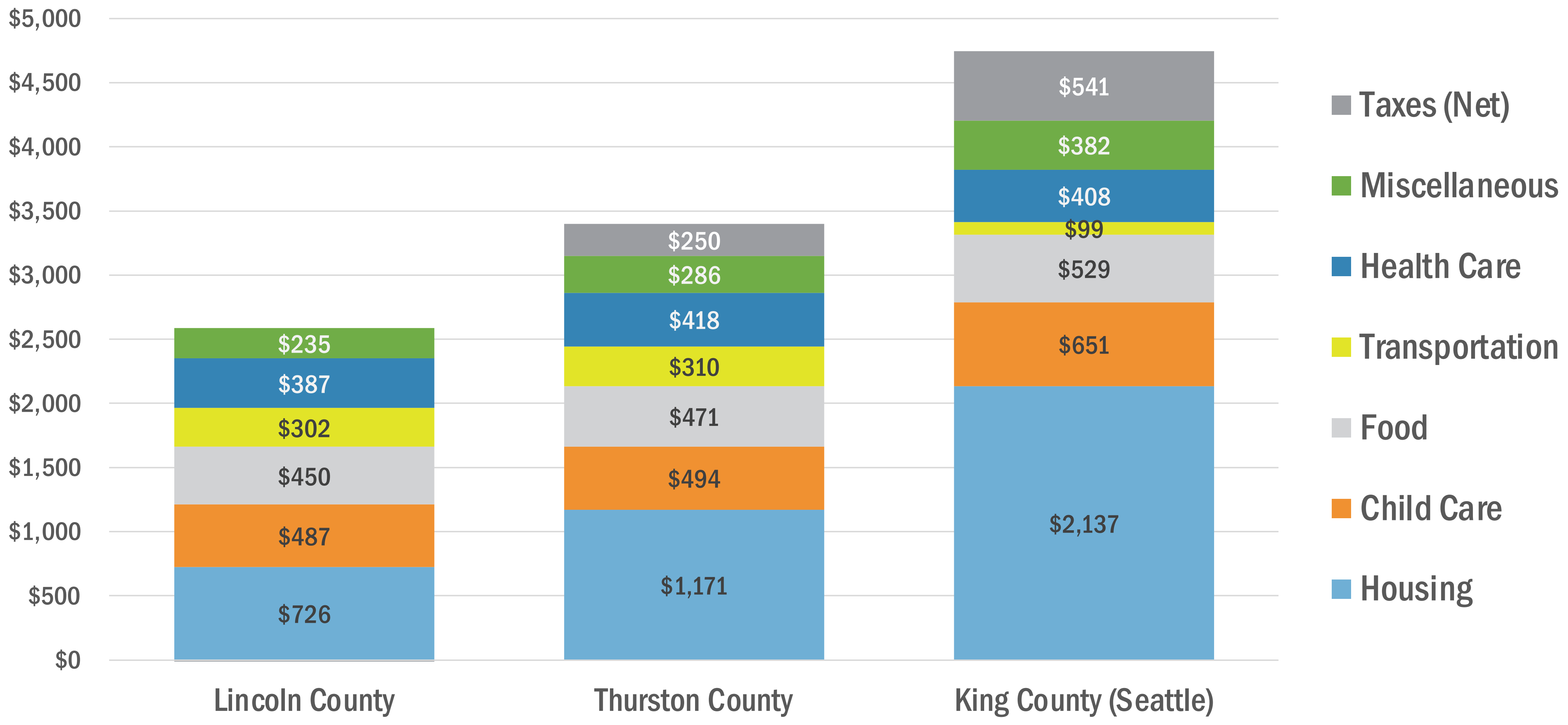
Source: The Self-Sufficiency Standard for Washington State 2020, Center for Women's Welfare, University of Washington School of Social Work, www.selfsufficiencystandard.org/washington

Annual Self-Sufficiency Standard Compared to the Federal Poverty Guidelines, 2020



Source: The Self-Sufficiency Standard for Washington State 2020, Center for Women's Welfare, University of Washington School of Social Work, www.selfsufficiencystandard.org/washington

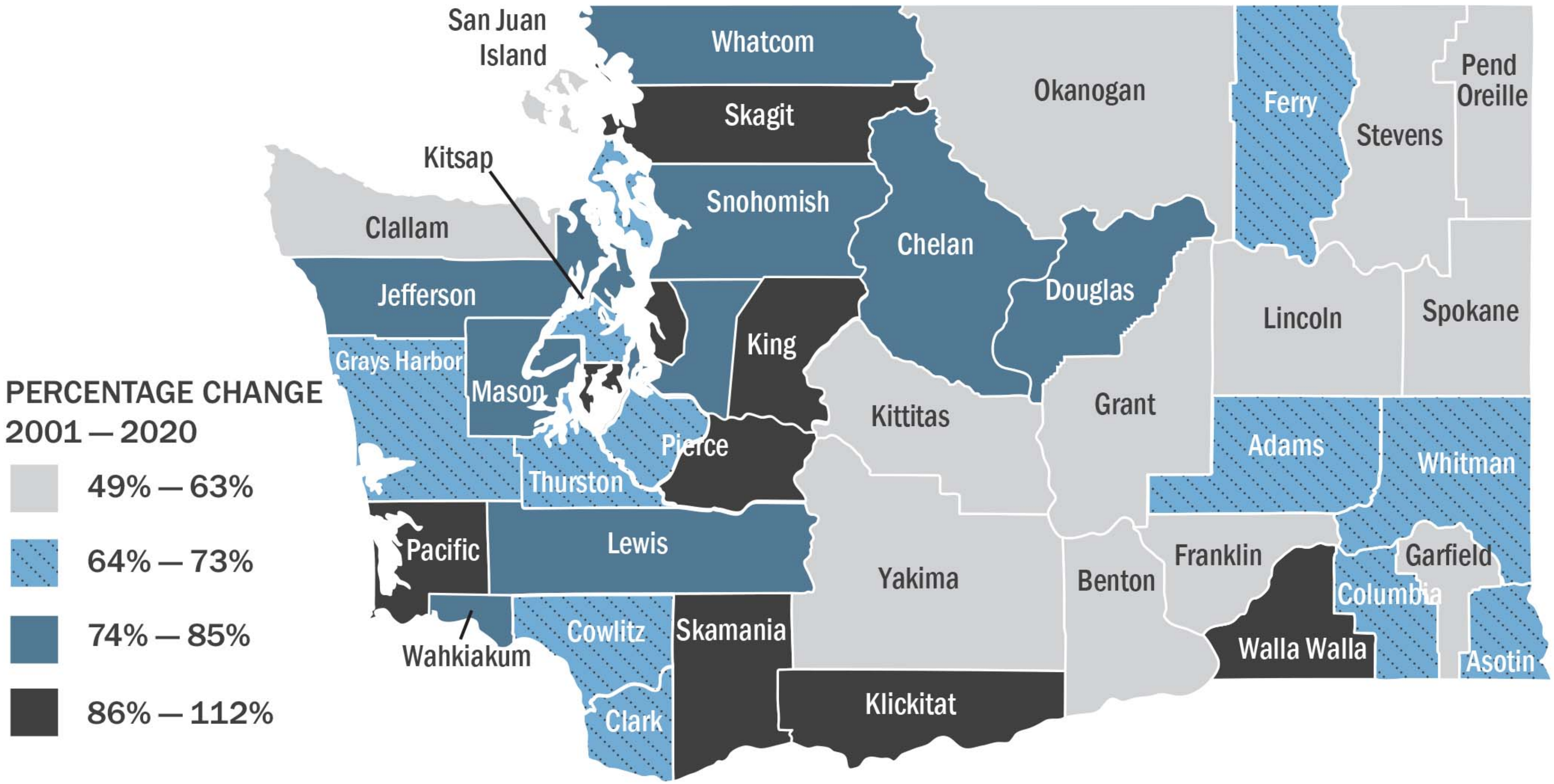
Monthly Cost of Basic Needs for One Adult & One School-age Child, WA 2020



Source: The Self-Sufficiency Standard for Washington State 2020, Center for Women's Welfare, University of Washington School of Social Work, www.selfsufficiencystandard.org/washington

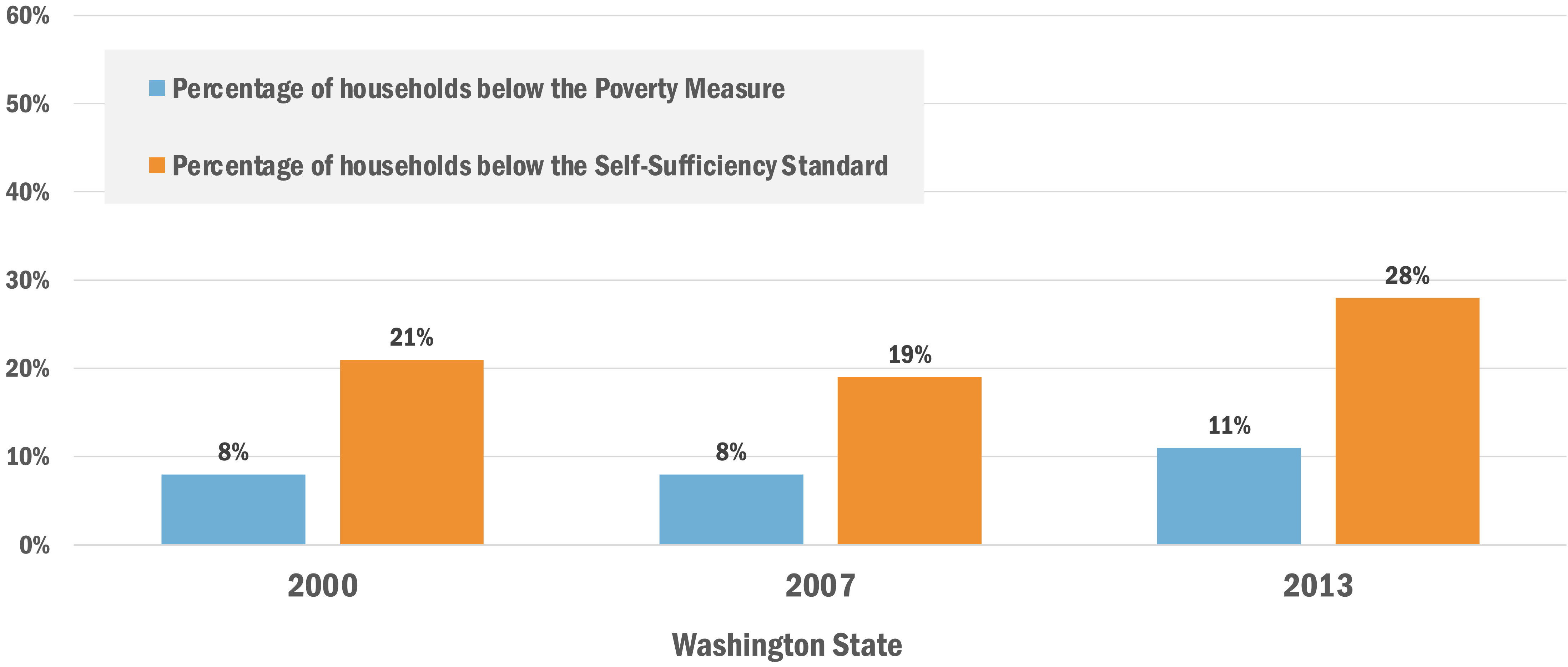
Percentage Change in the Self-Sufficiency Standard for Washington State between 2001-2020

Two Adults, One Preschooler, & One School-Age Child



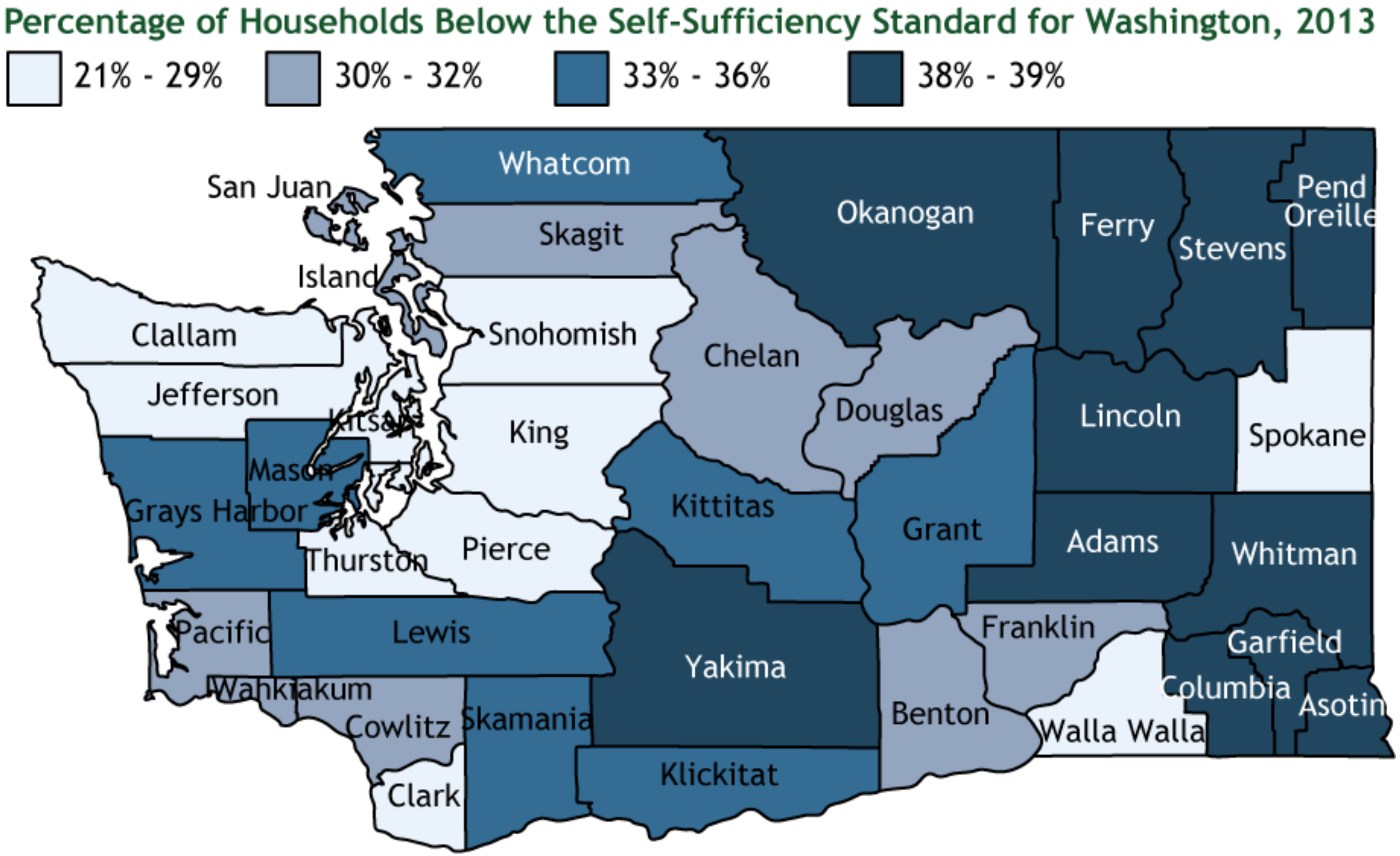
Impact of the Great Recession on Household Income Adequacy

(Funding Provided by Harry Bridges Center for Labor Studies)



Source: Center for Women's Welfare analysis of U.S. Census Bureau 2000 Census, 2007 American Community Center, and analysis of the 2013 American Community Survey.

In 2013, western urban Washington was more expensive but higher proportions of rural eastern households lacked adequate income



Source: Center for Women's Welfare analysis of the 2013 U.S. Census American Community Survey

The Self-Sufficiency Standard is More than Data – it is a Tool

- Used by customers of workforce, training, and education programs seeking paths to self-sufficiency

- Used by managers to evaluate program effectiveness

- Used by communities and businesses as an indicator of the basic cost of living

- Used by policymakers seeking to create programs and pathways that lead to economic self-sufficiency for working families.

HOME / THE STANDARD / THE STANDARD IN PRACTICE / STATE DATA / MEDIA / ABOUT / CONTACT US /

Lisa Manzer
lmanzer@uw.edu

State Data › Resources By State › Washington

Washington

Self-Sufficiency Standard for Washington (PDF)
2020 | 2017 | 2014 | 2011 | 2009 | 2007 | 2001

Self-Sufficiency Standard Tables (Excel)
2020 |2017 | 2014 | 2011 | 2009 | 2007 | 2001

Demographic Report
Overlooked and Undercounted: Wages, Work and Poverty in Washington State (2007)

Calculator
The Calculator

Partner
Workforce Development Council of Seattle-King County

Resources By State

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois

www.selfsufficiencystandard.org

Olympic Consortium Board Meeting (4th Fridays)	10 a.m. to 12:00 p.m.	Zoom until further notice	Att. 4.c
Exec OWDC Meeting (4th Tuesdays)	10 a.m. to 12:00 p.m.	Zoom until futher notice	
OWDC Full Meeting (2nd Tuesdays)	9:00 a.m. to 1:30 p.m.	Zoom from 9 to 11:30 until further notice	

2021

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OLYMPIC CONSORTIUM BOARD

DATE: May 28, 2020
TIME: 10:00 a.m. – 12:00 Noon.
PLACE: Join Zoom Meeting
https://zoom.us/j/94346882765

A G E N D A

1. Callto Order

2. Action Items
   a. Approval of May 28, 2021 agenda.
   b. Agenda Summary (Att. 2.b) pg. 2
   c. Approval of February 26, 2021 meeting minutes (Att. 2.c) pg. 3
   d. Approval of WorkSource Re-Opening Dates
   Review and Adoption of Policy
   e. 5100POL Program Eligibility (Att. 2.e) pg. 6
   f. 5520POL Supportive Services, Rev2 (Att. 2.f) pg. 14
   g. 5550POL TAA – DW Co-Enrollment (Att. 2.fg pg. 19

3. Discussion
   a. COVID-19 Impacts
   b. Childcare Conversation
   c. Clallam, Jefferson, Kitsap Bigleaf Maple and Economic Development, Dr. Indroneil Ganguly
   d. EO Focus, Equity, Inclusion and Diversity (Att. 3.d) pg. 21

4. Updates
   a. May 11th OWDC Meeting Update
   b. PY20 Q3 Formula Performance Reports (Att. 4.b) pg. 49
   c. Calendar (Att. 4.c) pg. 56

5. Adjourn

Next Meeting: July 23, 2021 10:00 a.m. – 12:00 noon.
Online via Zoom

AGENDA SUMMARY

CLALLAM COUNTY COMMISSIONERS
RANDY JOHNSON
Chair
MARK OZIAS
BILL PEACH

JEFFERSON COUNTY COMMISSIONERS
KATE DEAN
First Vice Chair
GREG BROTHERTON
HEIDI EISENHOUR

KITSAP COUNTY COMMISSIONERS
CHARLOTTE GARRIDO
Second Vice Chair
ROBERT GELDER
EDWARD WOLFE

DIRECTOR
ELIZABETH COURT

PROGRAM ANALYST
LUCI BENCH

Approval of May 28, 2021 agenda
Standard Motion Requested for approval of agenda
Approval of February 26, 2021 meeting minutes
Standard Motion Requested for approval of prior meeting minutes

Review and Adoption of Policies
5100POL Program Eligibility
This policy applies to all Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth programs.
5520POL Supportive Services, Rev2
This policy applies to all WIOA Title I Adult, Dislocated worker, and Youth program participants and defines support service guidelines the Olympic Workforce Development Council, subrecipient, and service providers follow in accordance with local, state, and federal WIOA law.
5550POL TAA – DW Co-Enrollment
This policy applies to all WIOA Title I Adult, Dislocated worker, and Youth program participants and defines co-enrollment guidelines the Olympic Workforce Development Council, subrecipient, and service providers follow in accordance with local, state, and federal WIOA law.

COVID-19 Impacts
Staff request information from Board Members on most recent impacts of the pandemic on their respective Counties and staff provide additional information on current services and work in the field.

Childcare Conversation
Review of the OWDC conversation with Dr Molly Patton of Jefferson County and Dr Lynn Keenan of Clallam County.

In-person Services
Staff provide an update on the conversation with Dr. Parker and Dr. Keenan on May 11th.

EO Focus, Equity, Inclusion and Diversity
Staff will share information PSRC Equity Mapping Tool by Dr. Charles Patton.

May 11th OWDC Meeting Update
Executive Committee Member will provide update on OWDC meeting.

PY20 Q3 Formula Performance Reports
Updates from staff on WIOA Title I Adult, Dislocated Worker and Youth programs.

Meeting Notes
OLYMPIC CONSORTIUM BOARD
ZOOM
February 26, 2021

ATTENDEES – Commissioner Randy Johnson, Commissioner Kate Dean and Commissioner Charlotte Garrido

Guests: Michell Griffith, TAA and Jason Kohler, TRA, Jessica Barr, and Aschlee Drescher

Staff: Kitsap HS Director Doug Washburn, Elizabeth Court, Alissa Durkin and Luci Bench

1. **CALL TO ORDER –** Commissioner Randy Johnson, called to order 10:02 AM
2. **ACTION ITEMS**
   a. Approval of agenda
   Motion: Commissioner Garrido moved to approve February 26 agenda. Commissioner Dean second. Motion carried
   b. Approval of meeting minutes for January 22
   MOTION: Commissioner Garrido moved to approve amended. Commissioner Dean second. Motion carried.
   c. Review and Adoption of OWDC Policy

   1100POL complaint and Grievance Policy Update

   MOTION: Commissioner Garrido moved affirm. Commissioner Dean second. Motion carried.

3. **DISCUSSION ITEMS**
   a. COVID-19 Impacts
   - Commissioner Dean not much to report from Jefferson County. Cautiously moving forward since Phase 2 a couple of weeks ago. Cases have not increased, though the 1st case in the courthouse, which was quickly contained. Waiting on 4th relief funds package equaling est. $6.3 million, to process and distribute. There hasn't been a huge loss of revenue at the county level, cities have been hit harder. Further research into the Governor's regional health jurisdiction.
   - Commissioner Garrido the Quarantine and Isolation centers at Pilgrim Firs and Fairgrounds doing really well, with small outbreaks. Human Service department coordinating addressing homelessness. Kitsap Health Department is providing updated information and identifying hotspots and what action taken.
   - Commissioner Johnson in Clallam county 71% rate of vaccinations for 65 or older. Jamestown clinic stepped and helped with dispersal. Appreciation for volunteers coordinating vaccinations. No funding for the Blackball Ferry and the

1,000 jobs and might not have with the boarder not opening until, possibly, 2022. Major restaurants are struggling to find workers, since previous employees have taken other jobs during the mandatory closures. Isolation centers are doing well, Serenity House planning expansion.

b. Trade Adjustment Assistance Program.
   - Michell Griffith, TAA Program Operator and Jason Kohler, TRA) Trade Readjustment Allowances State Coordinator, presented on TAA and TRA. The program assists individuals who have lost their jobs due to a international trade. Mostly centered around BOEING and the King County area, Olympic WDC does have 15 enrollees. Michell and Jason presented the communication plan which consist of outreach through social media and electronic messaging, but most importantly through partnership with WDC around the state.

c. Self Sufficiency Calculator
   - Presentation by Elizabeth on a study Seattle-King WDC and the University of Washington conducted on poverty level around the state. The study and attached graphs show how much income an individual or family needs to make to be considered above the poverty line. Commissioners all agreed on the importance of this information and asked Elizabeth to share the website for Commissioners to further review.

d. Economic Recovery Grants
   - The Disaster Relief and Employment Recovery DW grants are well underway and expanding to Clallam and Jefferson county. Able to place 26 participants in the Kitsap Quarantine and Isolation centers.

e. RETAIN Grant/Economic Security for All Program
   - RETAIN grant centers on working with medical centers and getting previously injured individuals back to work. OWDC will not be petitioning for the RETAIN grant. The Economic Security for All (EcSA) centers on assisting impoverished individuals. There is a third application and implementation meeting upcoming, which Elizabeth is tentatively working on.

f. Kitsap Aerospace and Defense Alliance (KADA)
   - Commissioner Garrido sits on this committee, which is moving in a new direction as the new KEDA director Joe Morrison steers the focus other manufacturing around Kitsap.

g. EO Focus, Equity, Inclusion and Diversity
   - Elizabeth invited Dr. Carson and Dr. Foster to the May OCB meeting. Dr. Carson conducted research on the major inequities in cities around the state. Dr. Foster will share her dissertation on the role sports play on socioeconomic status.
   - Commissioner Garrido’s staff is researching Diversity, Equity and Inclusion in Kitsap County. Will present at May meeting.

- Alissa plans to conduct on-site compliance monitoring on the facilities within the next couple weeks. Ongoing discussion to plan how to conduct business with COVID restrictions.

h. Reopening / Resumption of In-Person Services at One Stop

- Weekly meetings on reopening WorkSource. Alissa, along with One-Stop Operator, Chris Abplanalp, continue to work on reopening plans and will be ready within 1 – 1.5 weeks of Governors notification.

i. Washington Workforce Association (WWA)

- OWDC is considering pulling their membership, (cost savings of $9,000). Under new leadership, the WWA's new direction does not align with OWDC. Commissioners support.

j. Post COVID Use of Technology

- Discussion about future OCB meeting in-person or a combination of in-person and virtual. Jefferson County is currently in discussion about in-person public meetings. Kitsap is continuing forward with virtual but exploring options. Clallam has introduced limited in-person public meetings.

4. UPDATES

a. Monitors

- Full virtual WIOA Monitoring starts on March 15th with ESD Monitors. OWDC has uploaded all required documentation and will attend first meeting on Monday, March 1st. Update at May meeting.

b. February 9 OWDC Meeting Update

- Aschlee Drescher provided update on from the Department of Veterans Affairs. All sites have received all vaccinations. Exploring welcoming visitors back, mental health providers for residences and staff. Looking forward to welcoming back essential volunteers to connect with residents.

c. Calendar

- Reviewed, no comments.

ADJOURN: Commissioner Dean adjourned the meeting at 11:34a.m.

NEXT MEETING: Friday, February 26, 2021 via Zoom.

Effective Date: March 01, 2021
Last Modified: February 11, 2021

Approval PENDING
Supersedes Policy 6, 10, 11, 12, & 16

This policy applies to applicants of Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth programs and provides program eligibility guidelines and documentation requirements for the Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth programs.

1. **OWDC policies adheres to WIOA, State WorkSource System Policies, WorkSource Information Notices (WIN), and Training and Employment Guidance Letters (TEGL) in determining eligibility for WIOA programs.**

2. **The state's Management Information System (MIS) is the designated record keeping system** used to ensure valid documentation evidence is present, confirming participant eligibility.

3. **Staff is required to maintain copies of acceptable source documentation** in the client's file as described in *1600POL Records and Documentation Policy*, *1601POL Protected Personal Identifying Information and 5700POL Data Validation,* for eligibility and program data elements.

4. **Program Eligibility Requirements** include verification and documentation of (per *WorkSource System Policy 1019, Rev4)*:

   a. U.S. citizenship or otherwise legally entitled to work in the U.S.
   b. Age verification Adult and DW 18 or older, Youth 14-26 (see preceding *5130POL Youth Eligibility*)
   c. Selective Service Registration (males who are 18 or older and born on or after January 1, 1960, unless an exception is justified) further guidance is located on the Selective Service System Website (https://www.sss.gov/) or in the proceeding definition section of this policy; and
   d. Additional Adult, Dislocated Worker, and Youth eligibility criteria, detailed in *5110PRO Adult Eligibility, 5120PRO Dislocated Worker Eligibility* and *5130PRO Youth Eligibility*

5. **Self-Attestation is acceptable for certain eligibility criteria.** Self-attestation occurs when a participant states their status for a particular data element and then signs and dates (either physically or a date-stamped electronical signature) acknowledging their status (*WS 1019, Rev4, Section 4).*

6. **Staff are required to review additional policies and guidance with the following participant barriers.**

   a. Assisting victims of Human Trafficking *TEGL 9-12*
   b. Address Confidentiality Program *WorkSource Policy 1019, Rev4: Handbook pg. 21*
   c. Use of Unemployment Insurance Service Web Site *WIN 0027, Change 3*
   d. Washington's Marriage Equality Act *RCW 26.60*

5110POL Adult Eligibility

Effective Date: March 01, 2021
Last Modified: February 11, 2021

Approval PENDING
Supersedes 03/27/19 Policy 10

WIOA emphasizes providing services to individuals with barriers, thus WIOA Adult Eligibility is based on *5100POL Program Eligibility 4(a-c)* and:

1. **Adult Priority of Service** as defined in *WIOA section 134(c)(3)(E)* and *WorkSource System Policy 1009, Rev2* Covered person is defined as veterans or their eligible spouses (see eligibility definitions section).
    a. FIRST PRIORTY: Covered persons (veterans and eligible spouses) who are low income, recipients of public assistance, or basic skills deficient.
    b. SECOND PRIORTY: Individuals (non-covered persons) who are low income (may include unemployed individuals), recipients of public assistance, or basic skills deficient.
    c. THIRD PRIORTY: Covered persons (veterans and eligible spouses) who are not low income, are not recipients of public assistance, or not basic skills deficient.
    d. FOURTH PRIORTY: Covered persons not meeting any other program-eligibility who are unemployed or employed individuals in need of individualized career and training services to obtain or retain employment that leads to self-sufficiency.
2. **WorkSource Staff are required to ensure qualified veterans and eligible spouses are identified at the point of entry into the WorkSource system.** Participant will be notified of their priority status and given a “menu of services and programs.” Staff must also provide applicants with information pertaining to eligibility requirements for applicable programs.
3. **Priority of Service will be recorded in participant’s case notes per *5730PRO Case Notes.***

5120POL Dislocated Worker Eligibility

Effective Date: March 01, 2021
Last Modified: February 11, 2021

Approval PENDING
Supersedes 03/27/19 Policy 11

WIOA Dislocated Worker is a worker who is “unlikely to return to a previous industry or occupation.” Eligibility is based on *5100POL Program Eligibility 4(a-c)* and one of the six dislocated worker status categories:

1. **General Dislocation**
    a. An individual who was terminated, laid off, or received a notice of termination or layoff, ***AND***
    b. Is determined unlikely to return to previous industry or occupation, ***AND***
        i. Is eligible for or has exhausted entitlement to unemployment compensation; ***OR***
        ii. Is not eligible for unemployment compensation but can show attachment to the workforce of sufficient duration.
2. **Dislocation from Facility Closure/Substantial Layoff**
    a. An individual who was terminated, laid off, or received a notice of layoff from employment at a plant, facility, or enterprise as a result of: Permanent closure; or substantial layoff; ***OR***
    b. An individual employed at a facility at which the employer has made a general announcement that the facility will close within 180 days.
3. **Self-employed Dislocated**

   a. Was self-employed (including employment as a farmer, rancher, or a fisherman), but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disaster.

4. **Displaced Homemaker**

   a. An individual who was dependent on the income of another family member and is no longer supported by the income of that family member; ***OR***
   Is the depended spouse of a member of the armed forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, or a service-connected death or disability of the member;
   b. ***AND***
   Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
   c. Individuals cannot cite long-term partners to whom they were not married as family members. Individuals can cite adult children upon whom they were financially dependent as family members as long as it is appropriately documented.

5. **Dislocated/Separated Military Service Members**

   a. A non-retiree military service member who was discharged or released from service under other reasons than dishonorable discharge or has received notice of military separation. *Per 20 CRF 680.660,* separating military service members automatically qualify as unlikely to return to a previous industry or occupation and as eligible for exhausted entitlement to Unemployment Insurance.
   b. Priority of Service (POS) (as described in *WorkSource System Policy 1009, Rev2.)* is applicable for dislocated military service members, veterans and other covered persons eligible for Priority of Service (POS)

6. **Spouses of Military Service Members**

   a. The spouse of a member of the armed forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member, ***OR***
   b. The spouse of a member of the armed forces on active duty and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
   c. A military spouse may also qualify as a displaced homemaker (Category 4).

Establishing DW eligibility also includes the following:

1. **Eligible veterans and other covered persons are given priority of service** as defined in *5120POL Adult Eligibility.*

2. **Self-attestation is allowable for participants out of work through no fault of their own, where no physical documentation is attainable.** (5122ATT Self-Attestation).

3. **Someone 'unlikely to return' to a previous industry or occupation** are individuals that have a specific recall date from the employer of the qualifying dislocation that is within 12 weeks of termination of layoff. Staff uses labor market and economic conditions to determine "unlikely to return," but should also be based on relevant circumstances of the individual. Examples include but are not limited to:

   - The industry and/or occupation is in decline based on local labor market information or the job has become obsolete.

   - The individual's wage from their job of dislocation is significantly higher than local labor market information indicates.

- The individual is considered long-term unemployed, defined as 27 or more consecutive weeks of being unemployed.
- The individual has adequate skills (learned on-the-job) but lacks a credential or certificate required by most employers.
- Physical limitation or injury which limits the individual's ability to perform the essential job tasks required of the position or is no longer able to work in industry environment.
- Has exhausted UI Benefits and has been unable to find a job in their previous industry or occupation.
- Has a gap in employment that decreases their chances of returning to the same level of occupation or type of job.

4. **Spouses of Military Service Members unlikely to return to previous industry or occupation if**:
   - The spouse of the military service member voluntarily quits because they relocate with the service member to a new duty location.
   - The spouse of a military service member is no longer eligible to work on the base as a result of military service member's discharge.
5. **Designated time frame (prior to planned separation) during which service members can receive Dislocated Worker services** is within 90 days of planned separation (career basic services only). Additionally, the transitioning military members are not considered a veteran for the purposes of Dept. of Labor reporting. Any military member at any time can receive any services provided at the WorkSource at the Wagner-Peyser level.
6. **The category and how the participant met eligibility requires documentation within MIS and participant file.** See *5700POL Data Validations* and *5205POL Case Note Policy.*

5130POL Youth Eligibility

Effective Date: March 01, 2021
Last Modified: February 11, 2021

Approval PENDING
Supersedes 03/27/19 Policy 12

WIOA In-School Youth (ISY) and Out-of-School(OSY) **basic eligibility requirements** (outlined in *5100POL Program Eligibility 4(a-c))* include:

1. U.S citizen or otherwise legally entitled to work in the U.S.
2. Selective Service registration (see eligibility definitions)
3. ISY or OSY determination as outlined below:

In addition to basic eligibility requirements, In-School-Youth (ISY) eligibility requirements include:

1. Age 14 through 21
2. Attending school as defined by state law
3. Low income individual as defined in *5400POL Income Validation*
4. One or more of the following:
   a. Basic Skills Deficient (BSD)
   b. An English language learner
   c. An offender
   d. A homeless individual as defined below

e. Pregnant or parenting
f. A youth who is an individual with a disability
g. An individual who requires additional assistance to complete an educational program or to secure employment, defined as
    i. At risk of dropping out of school as identified by program staff or based where the youth is living in a household:
        1. where one member has substance use issues
        2. affected by domestic violence
        3. where Temporary Assistance for Needy Families (TANF) benefits are exhausted
    ii. Attending a post-secondary school, or vocational school, but needs assistance meeting the prerequisites (e.g., pre-college math) for the vocational program. <u>AND</u> would benefit from additional temporary services to secure and hold employment due to:
        1. a disability, or
        2. extra tutoring and remedial education that is more than is required to achieve basic literacy, or
        3. more intensive work habits or education experience that require temporary one-on-one job coaching or assessment of skills and needs
    iii. NOTE: No more than five (5) percent of ISY can qualify under this 'additional assistance' criteria.

In addition to basic eligibility requirements, Out-of-School Youth (OSY) eligibility requirement include:

1. Age 16 through 24
2. Not attending school as defined by state law
3. One of more of the following:
    a. A school dropout
    b. A youth who is within the age of required school attendance but has not attended school for at least the most recent calendar year quarter
    c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual <u>**and**</u> is basic skills deficient <u>**or**</u> an English language learner
    d. An individual who is subject to the juvenile or adult justice system
    e. A homeless individual as defined below
    f. Pregnant or parenting
    g. An individual with a disability
    Low-income who requires additional assistance to enter or complete an educational program or to secure or hold employment
        i. Has no work history or has an insignificant work history, i.e., has not held a job for more than three (3) months or has recently been fired from a job.
        ii. Needs the prerequisites to enter an appropriate occupational training program.
        iii. Would benefit from additional temporary services to secure and hold employment due to a disability. Additional temporary services would include (a) extra tutoring and remedial education that is more than required to achieve basic literacy; (b) more intensive work habits, education experience requiring one-on-one job coaching, or skill/needs assessment.

Basic Skills Deficient a youth or adult who is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society (*WIOA Section 3(5)(B)*).

The Consortium further defines basic skills deficiency as:

1. Computes or solves problems, reads, writes, or speaks English at or below grade level 8.9 on the Comprehensive Adult Student Assessment Systems (CASAS); or
2. unable to compute or solve problems or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

Per program year no more than five (5) percent newly enrolled ISY may be eligible. Eligibility is based solely on the criteria of needing additional assistance to complete an educational program or to secure and hold employment.

Covered person means veterans or their eligible spouses per *WS Policy 1009 (Rev.2).*

Eligible Spouse as defined in *Public Law 107-288 (38 USC 4215(a), section 2(a))* means the spouse of one of the following:

1. Any veteran who dies of service-connected disability;
2. Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
   a. Missing in action;
   b. Captured in the line of duty by a hostile force; or
   c. Forcibly detained or interned in the line of duty by a foreign government or power.
3. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the Department of Veteran Affairs;
4. Any veteran who died while a disability, as defined above, was in existence.

General announcement of a plant closing is one that is made in a general or specialty publication as a newspaper or magazine or press release.

Individual with a Disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).

Homeless individual as defined in *Section 41403(6)* of the *Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)),* a homeless child or youth as defined in *Section 725(2)* of the *McKinney-Vento Act (42 U.S.C 11434a(2)),* a runaway in foster care or has aged out of the foster care system, a child eligible for assistance under *Section 477 of the Social Security Act (42 U.S.C. 677),* or an out of home placement.

Low Income Individual as defined in *WIOA sec. 3(36)(A)* and *5400POL Income Verification*.

Offender is a youth who has been charged with an offense, but subsequently directed to community-based diversion programs rather than the formal court system. Or has met the definition of having been "subject to a stage of criminal justice process" due to having been charged with an offense, even though they have not been remanded to the court system (*TEGL 21-16 Section 4*).

Pregnant or parenting may be a father or mother, custodial or non-custodial. The age the youth becomes a parent does not factor into this definition as long as the youth is within the WIOA youth age eligibility. An important distinction is that the father does not attain parenting status under WIOA until the child is born; that status does not convey to the father during pregnancy.

School refers to both secondary and post-secondary school as defined by state law (*20 CFR Section 681.230).* Home-schooled individuals' requirements are based on state and local education agency policies *(TEGL 21-16 Section 4, WorkSource System Policy 1019, Rev4, RCW 28A.200, 28A.225.010(4)).*

Selective Service in order to become enrolled in WIOA Title I-funded programs, all males born on or after January 1, 1960 are required to register with Selective Services within 30 days of their 18th birthday. This includes males who are:

- Citizens of the U.S.
- Non-citizens, including illegal aliens, legal permanent residents, seasonal agricultural workers, and refugees, who take up residency in the U.S. before their 26th birthday; or
- Dual national of the U.S. and another country regardless of whether they live in the U.S. or not.

The Selective Service lists many exceptions to the above on its website: www.sss.gov.

Self-attestation defined as the participant certifying the information provided is true and accurate to their knowledge. The collection and maintenance of adequate documentation is necessary to ensure the credibility of WIOA Dislocated Worker eligibility determinations and to minimize the risk of disallowed costs. The approved self-attestation form is 5122ATT Self-Attestation (Adult and DW) and B (Youth).

Self-sufficiency for Dislocated Workers is defined by the OWDC as employment which provides the worker a wage that is equal to or greater than 80% of his/her wage at the time of separation.

Stop-gap employment is temporary work an individual accepts only because they have been laid off or terminated from the customary work for which their training, experience, and/or work history qualifies them. Stop-gap employment must be temporary in nature with the intent to end employment upon completion of training, obtaining self-sufficient employment, or as specified in the individual employment plan (IEP). Typically, stop-gap employment will pay less than the individual's wage of self-sufficiency. However, there may be circumstances where stop-gap employment does provide a self-sufficient wage but is not considered permanent employment that leads to self-sufficiency; e.g. contract employment or employment obtained through a temporary employment services agency. Additionally, the special needs of individuals with disabilities or other barriers to employment should be considered when determining if employment leads to self-sufficiency. These circumstances should be examined on a case-by-case basis. *WorkSource System Policy 1019, Rev 4: Eligibility Handbook, section 4.4 page 18-19.*

Substantial layoff is defined as a layoff of 50 or more workers.

Unemployed as a result of general economic conditions is defined as unemployment for self-employed individuals in the community the individual resides because of natural disasters; includes family members and farm or ranch hands and economic conditions worsen over time. Indicators are unemployment rates, sales tax collection rates, etc.

An Underemployed individual meets one of the following: (a) working part-time but desires full-time employment; (2) employed in a position that is inadequate with respect to documented skills and training; (3) employed but meet the definition of Low-Income *5400POL Income Validation:* (4) employed but wages are insufficient compared to previous employment.

Veteran refers to a person who was in active military service, and who was discharged or released under conditions other than dishonorable, as specified in *38 U.S.C 101(2).* Active service also includes full-time duty in the National Guard or a Reservist, other than full time duty for training purposes.

Eligibility References

Administrative Rules, Costs, and Limitations, 20 CFR §683.230 Chapter V, Subpart B
Assisting Customers in Using the UI Claimant Website (eServices), WIN 0027 (Rev.4)
Data Element Validation, WorkSource System Policy 1003
Data Integrity and Performance Policy and Handbook, WorkSource System 1020
Definition of Disability, 42 USC §12102 Ch.126
Dropout Prevention, Intervention, and Retrieval System, RCW 28A.175.105
Effective Implementation of Priority of Service Provisions for Most in Need Individuals in the WIOA Adult Program, TEGL 07-20
Eligibility Guidelines and Documentation Requirements, WorkSource System Policy 1019 (Rev.4)
Grievance Procedures, Complaints and State Appeals Processes, 20 CFR §683.620 Chapter V, Part 683 Subpart F
Jobs for Veterans Public Law 107-288, §2(a) 38 USC 4215(a)
McKinney-Vento Homeless Assistance Act, USC NCHE Title IX, Part A
OWDC 1600POL Records and Documentation Policy
OWDC 1601POL Protected Personal Identifying Information Policy
OWDC 5400POL Income Verification Policy
OWDC 5700POL Data Validation Policy
OWDC 5730PRO Case Notes Policy
Priority of Service for Veterans and Eligible Spouses, WorkSource System Policy 1009 (Rev.2)
Request for Current Law on State Work Search Requirements, TEGL 26-13, Ch.1
Selective Service System Organization, 32 CFR 1605 Subtitle B, Chapter XVI
State Registered Domestic Partnerships, RCW 26.60
Victims of trafficking and Violence Protection Act of 2000, TEGL 19-01, Ch.1
WIOA Training Services, USC §134 H.R. 803 (113th)
WIOA Use of Funds for Employment and Training Activities, USC 116(b)(2)(A)(ii) H.R. 803 (113th)
WIOA Use of Funds for Youth Workforce Investment Activities, USC §129 H.R. 803 (113th)
Youth Activities Under WIOA Title I, 20 CFR §681 Ch. V
Youth Formula Program Guidance WIOA Title I TEGL 21-16

5520POL SUPPORTIVE SERVICES Rev2

Effective Date: December 15, 2020 Approval pending
Last Modified: May 6, 2021 TBD

This policy applies to all Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated worker, and Youth program participants and defines support service guidelines the Olympic Workforce Development Council, subrecipient, and service providers follow in accordance with local, state, and federal WIOA law.

1. **All WIOA enrolled adults, dislocated workers, and youth are eligible for supportive services as defined in WIOA Section 3(59).** Supportive services may only be provided to individuals who are:
    a. Participating in career and/or training services; and
    b. Unable to obtain supportive service through other programs, community, or personnel resources.
2. **Support services may include:**
    - Transportation (bus pass, gas, auto repairs services (*see Support Service Procedure)*)
    - Hygiene products (soap, toothpaste, haircuts, laundry assistance, etc.)
    - Childcare and dependent care by state or local government licensed provider
    - Housing (mortgage/rental assistance, utility assistance)
    - Educational/certificate testing
    - Reasonable accommodation for individuals with disabilities
    - Legal aid services to reduce barriers (counseling and attorney fees to address legal issues hindering participation in training and employment attainment)
    - Referrals to health care
    - Appropriate work/interview uniforms or attire
    - Work-related tools specifically required by employer
    - Books, fees, school supplies required for education/training participation
    - Payments and fees for employment and training-related application, tests, and certification, licensure, and permits
    - Technology (laptop, notebook, software programs, hotspot, data) *(see Support Service Procedure*)
3. **Prohibited support:**
    - Needs Related Payments
    - Fines and penalties (traffic violations, late finance charges, and interest payments)

- Entertainment
- Contributions or donations
- Vehicle payments
- Refundable deposits
- Groceries, including food or meals
- Alcohol, tobacco, or marijuana products
- Pet products
- Plants or supplies for plants
- Membership fees (i.e., fitness or social memberships, annual fees on personal credit cards)

4. **Staff shall work with community agencies to make allowable non-WIOA supportive services resources available to participants.**
5. **Supportive Services are not entitlements** and shall be provided to participants on the basis of a documented financial assessment, individual circumstances, and absence of other resources and funding.
6. **Support Services are allowable while the participant is in Follow-up status, if the participant has opted to receive such.** Per *WorkSource System Policy 5602 (Rev3) and 5620 (Rev1), following DOL guidance outlined in TEGL 10-16* allow Support Services during the 12-month Follow-up period (*per 5530POL Follow-up Services)*. (*see Supportive Service Procedure*)
7. **Subrecipient require an internal approval process and internal controls**. (*see Supportive Service Procedure*)
8. **All services require entry into the statewide Management Information System(MIS) (Efforts to Outcomes (ETO)). Subrecipient program managers and staff must include proper documentation for any allocated WIOA Title I funds** (*see Supportive Service Procedure*)
9. **Supportive services purchased in bulk require a general ledger detailing date, specific items, cost per item, and participants the item were issued** (i.e., bus passes, gas vouchers, and Youth food purchases (during Waiver)). General ledgers will be made available to OWDC for monitoring purposes.
10. **Program managers/supervisors are required to utilize funds in a fair and equitable manner, including defining a reasonable cost cap for participants support service allocation.**

5521PRO Supportive Service Procedure

1. Equitable
    a. Community Resources explored and offered to the participants.
    b. Resources must be selected to enable the client to participate in approved services at the lowest possible WIOA expense.

    c. Allocation exceeding reasonable cost cap require case note citing approval from supervisor documentation justifying for the cost.

2. Internal Approval Process and Internal Controls are required to include:
    a. Program Manager/Supervisor authorization and discussion with WIOA Specialist.
    b. Who approves, signs, and submits to accounting agent for payment
    c. Documentation requirements for purchase, approval, and allocation
    d. Normal timeframe or case note explaining delay of service per *5720PRO 14-Day Entry Authorization*
    e. Handling of process variances and who authorizes

3. Documentation
    a. Supportive services neither trigger participant nor extend the date of participation.
    b. Supportive services must be necessary to the success of the services plan and the support documented in the Individual Participant Plan (IPP)
    c. A budget and financial plan must be created and used to identify need of supportive services.
    d. Program staff must review, determine, and case note the need for the purchase. It must be clear that the program participant does not have any other means to obtain support services and there are no other resources available.
    e. Support Services entered into ETO are required to include case notes per 5800POL Case Notes at or above OWDC standards.
    f. Acceptable documentation to obtain and include in participant file (see 1611TSK Digital Documentation) include but are not limited; to invoices, receipts, and purchase orders.

4. Technology Support Services
    a. Program managers are required to establish a fair and reasonable cost cap for technology resources. Resources selected are to enable the client to participate in approved services at the lowest possible WIOA expense.
    b. Program managers are required to maintain a list of purchased technology devices and recipient of the particular device, to include all items whose expense is great than $50 (Attachment A).
    c. If a participant does not positively exit the program (e.g., unsubsidized employment, self-employment or entered a post-secondary education) they are required to return the technology to WIOA staff.
    d. Staff need to make three (3) attempts to recover equipment. Contact attempts include email, phone, or in-person interaction. Each attempt requires case notes in the participants ETO account. If, after three attempts, the staff are unsuccessful, they are to notify the program supervisor, who will enter case notes in the MIS stating this and approving the halt of further attempts.

e. Participants who fail to return equipment in accordance with this policy will be ineligible for further WIOA funded services for a period of 1-year after date of supervisor write-off.
f. Program managers are required to reissue any returned devices after they have cleaned, and the memory wiped by electronics cleaner (e.g., Geek Squad). Any cost incurred from cleaning a device becomes part of the original support service with receipt, invoice, and case note.
g. Software programs do not need to be returned, per licensing agreements.
h. Subrecipients are responsible for creating their specific service delivery processes of technology support services.
i. Program staff are required to provide justification documentation and research other resources explored and add to case notes.

5. Transportation Support Services
    a. Auto repairs require at least two quotes from ASE Certified shop.
    b. Justification for mechanic selection and reasonable cost allocation.
    c. Any costs above subrecipient cost cap requires OWDC approval.
        i. Approval request must include all documentation and justification.

6. Follow-up Services
    a. Allowing support services during Follow-up enables the participant to be successful and retain the position. All resources issued are in support of this goal.
    b. Program Support Services (Transportation) and (Other) are allowable services during Follow-up. Includes: gas, bus pass, job specific tools (hammer, screw drivers, etc.), appropriate work attire (slacks, blouse, scrubs, boots, etc.), hygiene products (soap, toothpaste, deodorant, etc.), technology (phone minutes, computer programs specific to job description/task not provided by employer (verification is required)). Laptops are not an allowable purchase follow-up support service.
    c. Support Services issued during Follow-up must follow all regular support services requirements outlined in this policy.
    d. Case managers will research other resources available and case note availability or non-availability.

References

1611TSK Digital Documentation
5530POL Follow-up Services
5720PRO 14-Day Entry Authorization
5600POL Case Note (Policy 25)
DOL Final Rule 20 CFR 680.900-970
Training and Employment Notice (TEN) 08-20 Public Workforce System Role in Reopening State and Local Economies, Section 4(e)(iii)(B)
WIN 0077 (Rev9) WorkSource Services Catalog

WIN 0078 (Rev1) Provision of Title I Follow-up and Supportive Services Before and After Exit for Adults and Dislocated Workers
WorkSource System Policy 5602 (Rev2) Supportive Services and Needs-Related Payments
WorkSource System Policy 5620 (Rev1) Follow-Up Services for Adult and Dislocated Worker Exiters
WIOA Sections 3(59), 134(d)(2)-(3), 129(C)(2)(G)

5550POL TAA - WIOA Title I Co-Enrollment

Effective Date: February 24, 2021
Last Modified March 15, 2021

Approved by PENDING

To ensure Olympic Workforce Development Council (OWDC) compliance with 20 CFR 618.325 that requires co-enrollment of all Trade Adjustment Assistance (TAA) participants into the Workforce Innovation and Opportunity Act (WIOA) Title I-B Dislocated Worker (DW) program, subject to eligibility, unless they decline.

1. **TAA participants must be co-enrolled in the WIOA Title I-B DW program if they are determined eligible, unless the participant declines.**

2. **OWDC subrecipients will accept referrals of TAA participants.**
   a. Subrecipient staff have 30 days, after the date of the referral, to determine DW eligibility and enroll.
   b. If found eligible, staff will notify TAA of the co-enrollment status.
   c. Subrecipient will follow their standard intake and enrollment process in assessment of co-enrollment.

3. **TAA services will be considered the first dollar resource for allowable training and individualized program services.**
   a. TAA program does not provide support services. When needed TAA staff will refer participants to WIOA staff for supportive services.
   b. In the event of funding limits for a specific service, programs may co-fund a service if it is determined appropriate, allowable, and will result in a strong likelihood the participant will obtain suitable employment.

4. **To best serve the participant, staff will work with TAA staff to ensure participant is receiving training and support services best suited for their situation.**
   a. TAA services entered do not extend DW participation. To mitigate DW program system exit, staff are required to review TAA services dates and enter a Career and Vocational Counseling TouchPoint (TP) into ETO.
      i. Case notes must include TAA services reviewed and any action WIOA staff have taken to assist customers employment/training goals.

5. **TAA and WIOA program staff will share the documentation of progress, credentials, and measurable skill gains.**
   6. Per local policy *1600POL Records and Documentation Retention* the state MIS system stores all participant documentation.

References

Co-enrollment of Trade Adjustment Assistance participants into the WIOA Title I-B Dislocated Worker program, WS 5617

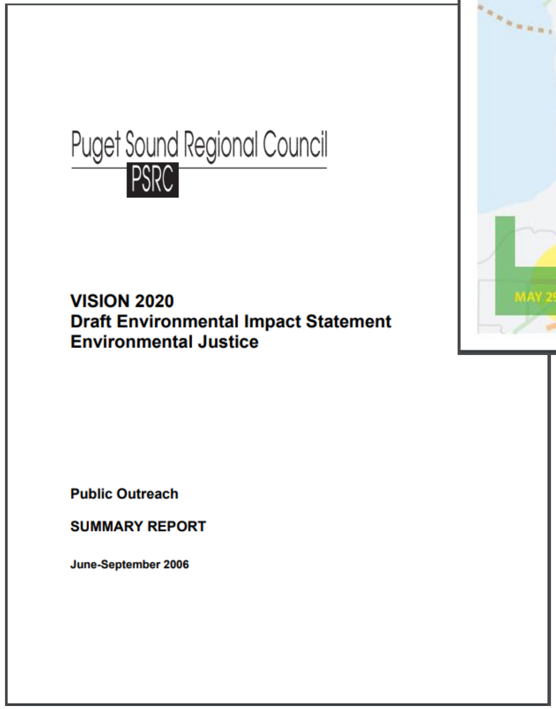
Guidance on Integrating Services for Trade-Affected Workers under the TAA Program with the WIOA Title I DW Program, 2020 Training and Employment Guidance Letter, TEGL 04-20.

Integrated service strategies and Workforce Innovation and Opportunity Act co-enrollment, Trade Adjustment Assistance Final Rule, 20 CFR 618.325, Federal Register, Volume 85, No. 163


VISION 2050
VISION 2050 – Regional Equity Strategy
Puget Sound Regional Council

PSRC History

- **Environmental Justice**
  - Focused analyses
  - Demographic profiles
  - Targeted outreach

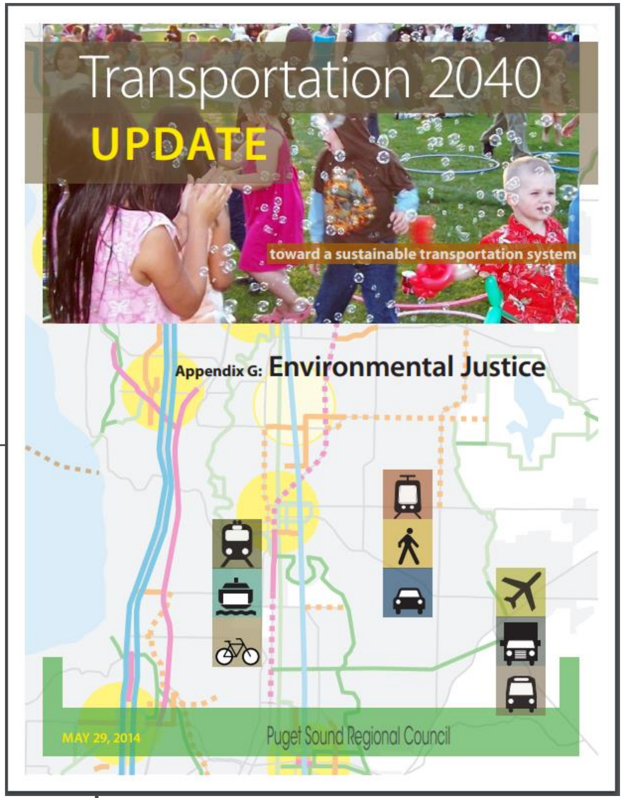

Puget Sound Regional Council
PSRC

VISION 2020
Draft Environmental Impact Statement
Environmental Justice

Public Outreach

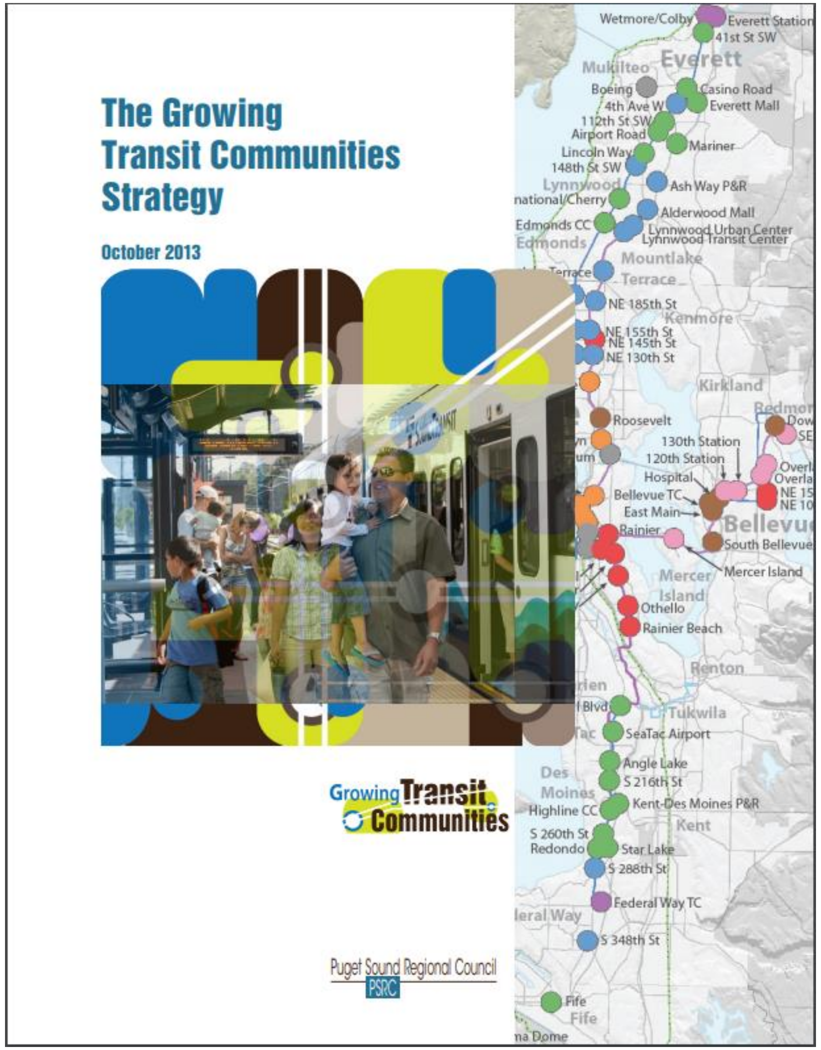
SUMMARY REPORT

June-September 2006

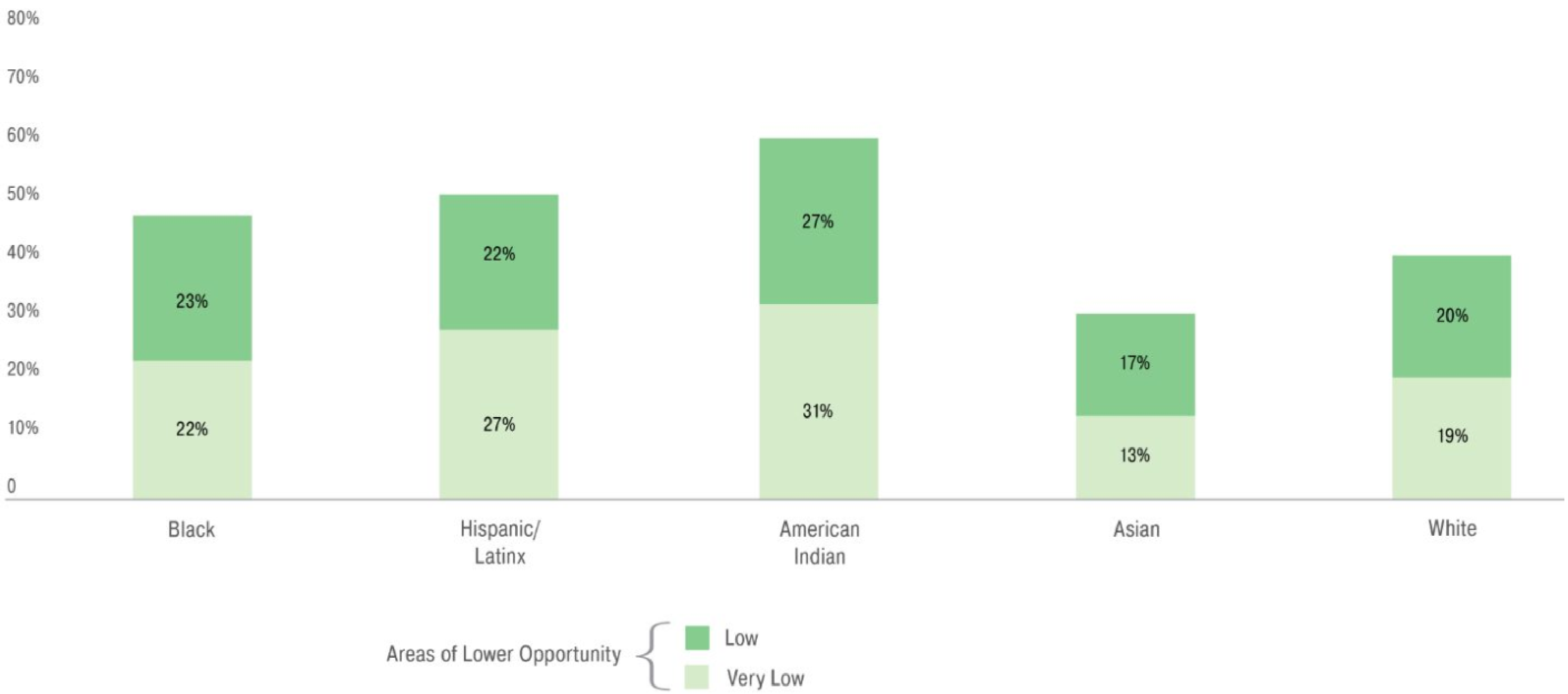


PSRC History

- **Growing Transit Communities**
  - Capacity building and research
  - Equity-focused policy recommendations
  - Opportunity mapping



Opportunity Mapping



RC-Action-3: Regional Equity Strategy

PSRC, in coordination with member governments and community stakeholders, will develop a regional equity strategy intended to make equity central to PSRC's work and to support the 2024 local comprehensive plan updates. The strategy could include components such as:

- Creating and maintaining tools and resources, including data and outreach, to better understand how regional and local policies and actions affect our region's residents, specifically as they relate to people of color and people with low incomes.
- Developing strategies and best practices for centering equity in regional and local planning work, including inclusive community engagement, monitoring, and actions to achieve equitable development outcomes and mitigate displacement of vulnerable communities.
- Identifying implementation steps, including how to measure outcomes.

RC-Action-3: Regional Equity Strategy

PSRC, in coordination with member governments and community stakeholders, will develop a regional equity strategy intended to make equity central to PSRC's work and to support the 2024 local comprehensive plan updates. The strategy could include components such as:

- Identifying mechanisms to prioritize access to funding to address inequities.
- Developing a plan and committing resources for an equity advisory group that can help provide feedback on and help implement the Regional Equity Strategy.
- Developing and adopting an equity impact tool for evaluating PSRC decisions and community engagement.

Region’s Demographics

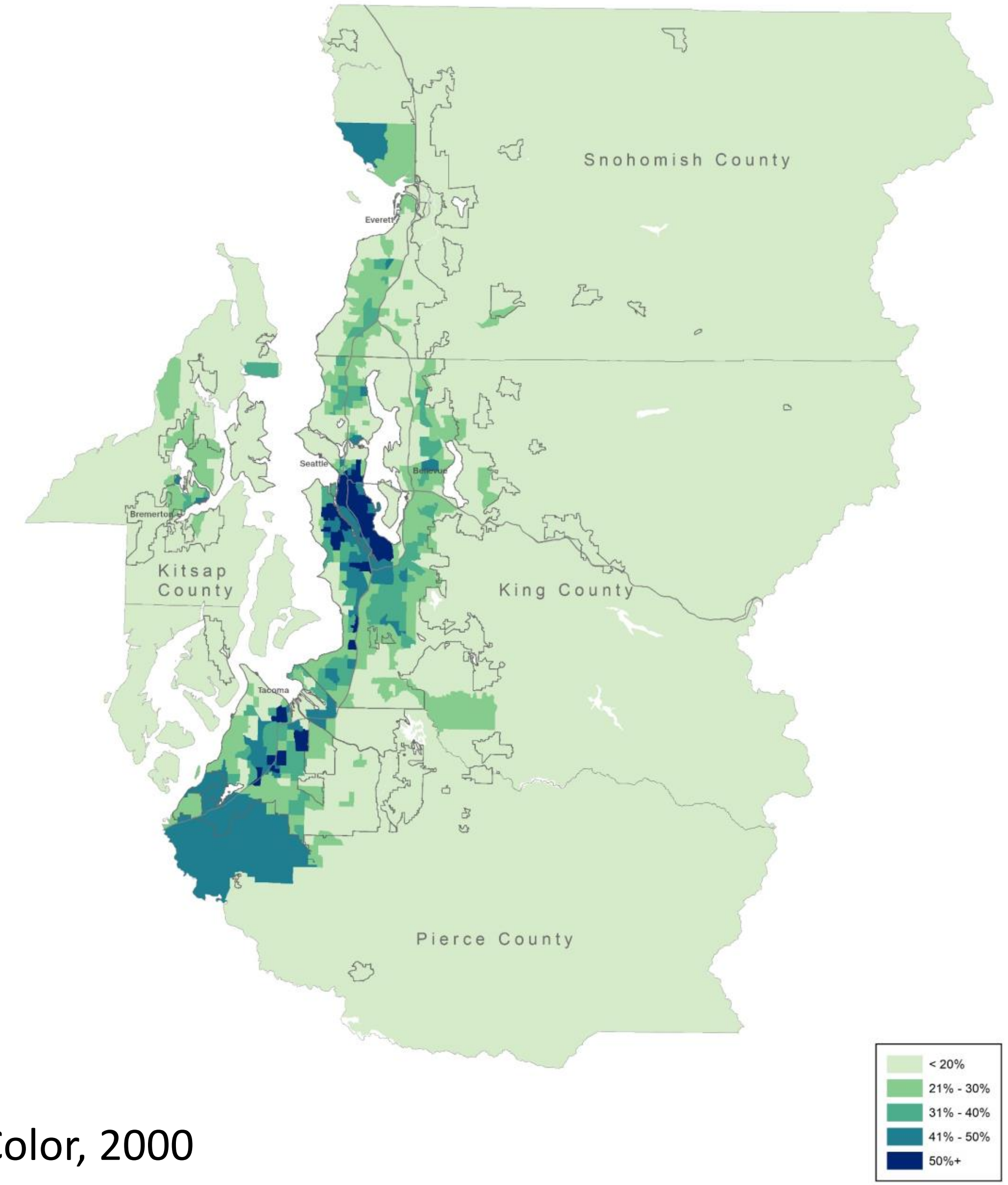
People of color represent:

24% of region’s population in 2000

35% of region’s population in 2016

81% of region’s growth since 2000

15 cities at or near 50%+ people of color in 2017



People of Color, 2000

Region's Demographics

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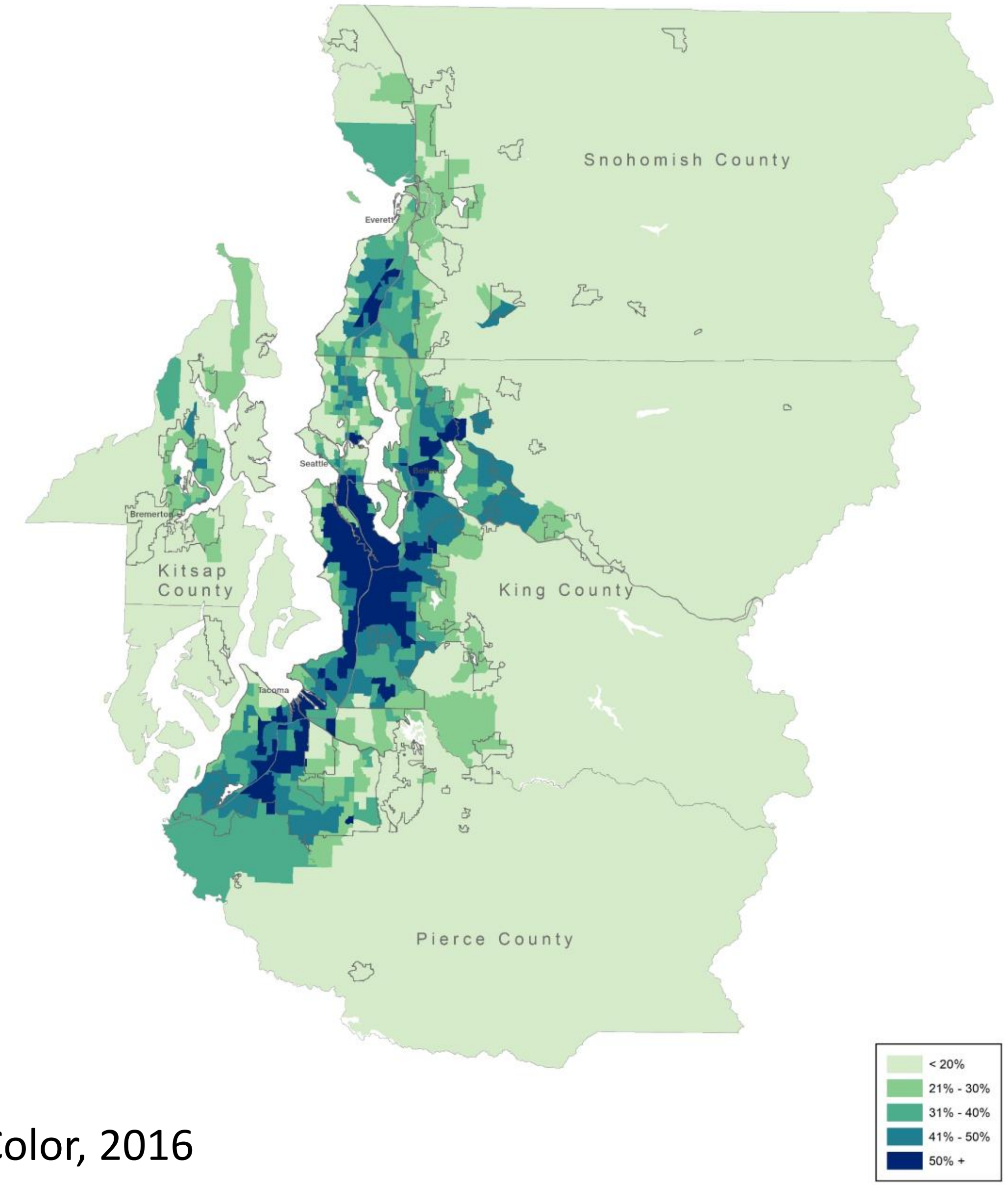


People of Color, 2016

Approach

- Refine and build on current practices and methods
- Move beyond what we are currently doing

Key Component Categories

1. Capacity Building
2. Data and Research
3. Community Engagement
4. Best Practices

1. Capacity Building

- PSRC should work to develop a deeper understanding of racial and social equity

Capacity Building

- **GARE Learning Cohort**
  - Analyze and address policies, practices, and procedures
  - Skills and tools to reduce inequities
  - Resources committed upcoming year

LOCAL AND REGIONAL
GOVERNMENT ALLIANCE ON
RACE & EQUITY

Capacity Building

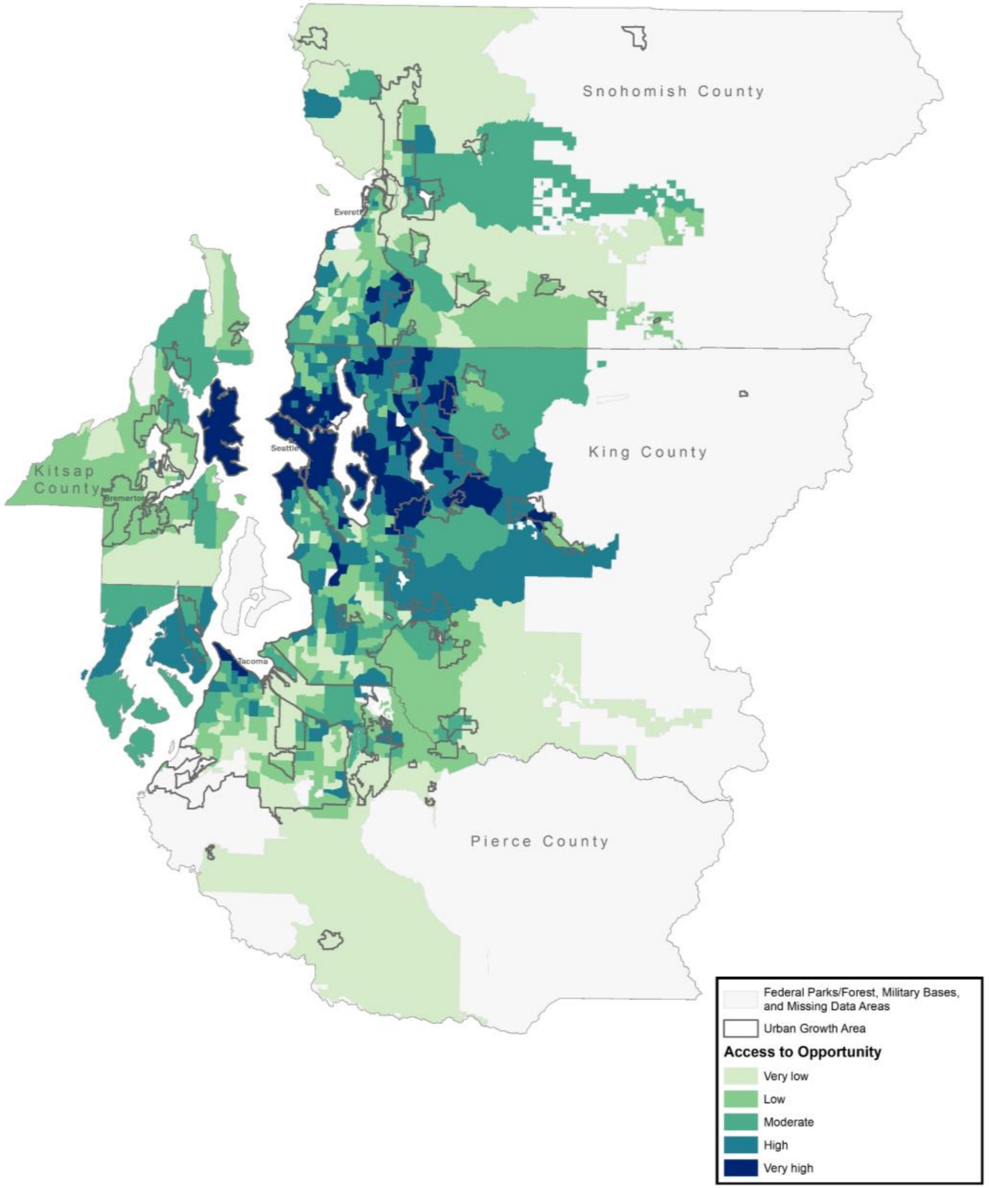
- **Equity Related Learning Opportunities**
  - Staff and board members
  - Staff trainings and facilitated discussions
  - Equity goals
    - PSRC staff will develop a deeper understanding of racial equity
    - PSRC staff will reflect the diversity of the region we serve
    - PSRC will ensure that communities of color inform decision-making processes
    - PSRC will center race in its work and use its various roles to advance racial equity
    - PSRC will spend its resources to improve racial equity outcomes

2. Data and Research

- Equitable outcomes are important and data should be used to highlight areas of concern and progress

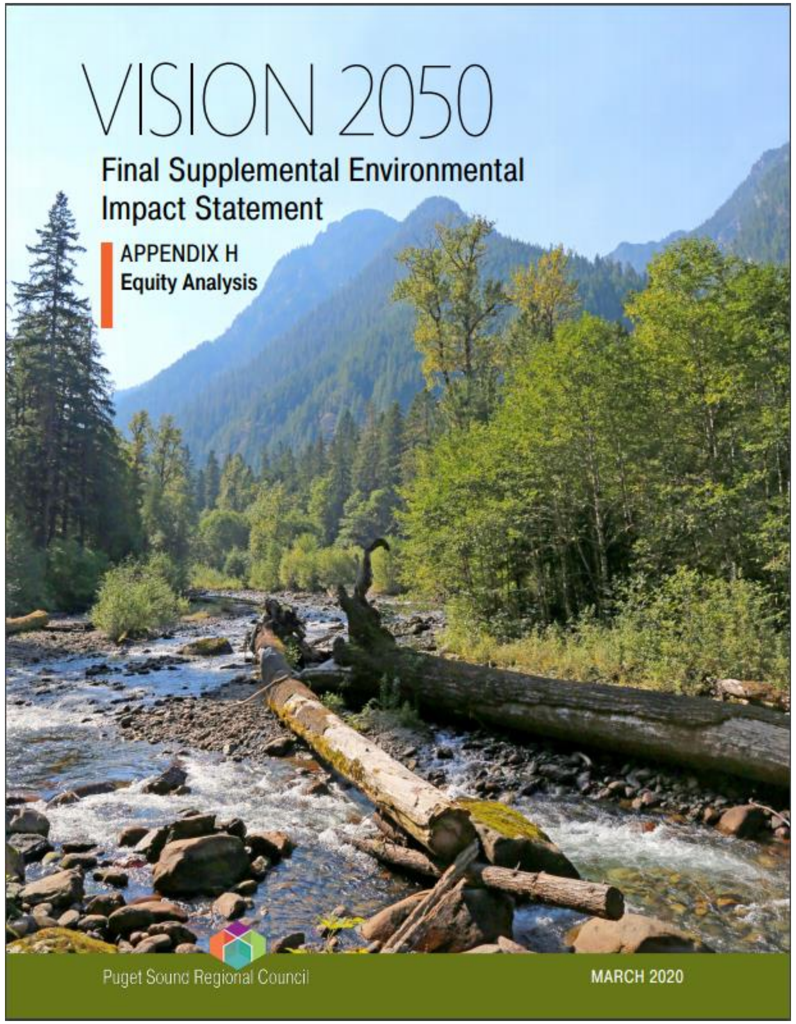
Data and Research

- **Demographic Profile**
  - Compile key demographic data on people of color and low-income populations
- **Opportunity and Displacement Risk Mapping**
  - Identify relative access to resources and risk of displacement



Data and Research

- **Equity Analyses Supporting Regional Planning**
  - How race, income, and other factors intersect
  - Work program products:
    - Supplemental Environmental Impact Statement (SEIS)
    - Regional Transportation Plan (RTP)
    - Transportation Improvement Program (TIP)

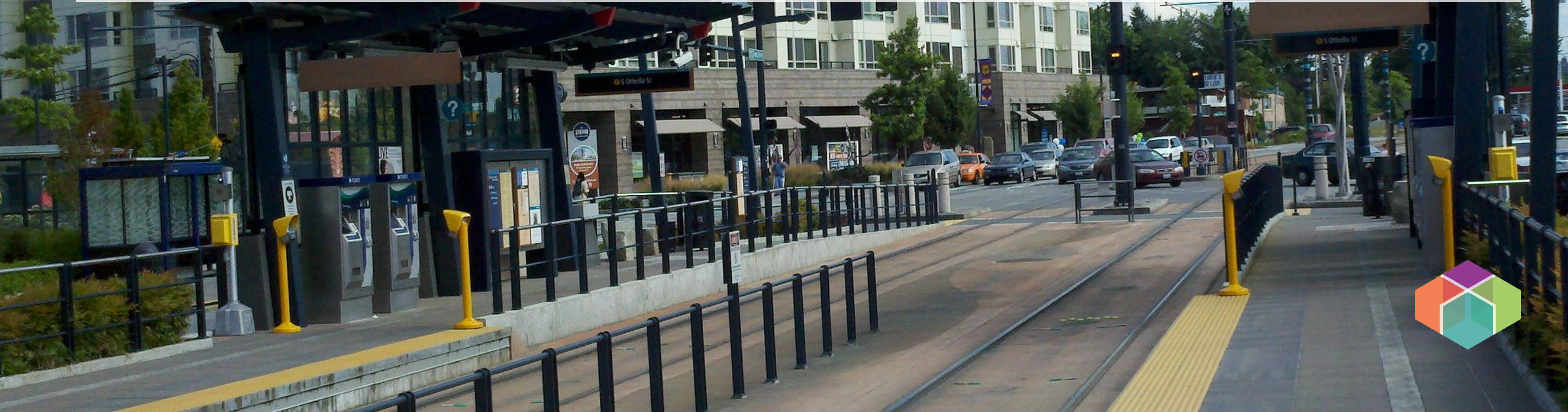


Data and Research

- **Existing Conditions Report**
  - Existing disparities in the region
- **Equity Dashboard**
  - Track progress on equity related goals

3. Community Engagement

- Authentic engagement with marginalized communities is imperative to developing a more holistic understanding of problems and solutions



Community Engagement

- **Social Media Posts and Ads**
  - Targeted underrepresented communities
- **Translated Materials**
  - Postcards translated into 9 languages
- **Community Events**
  - Raised awareness of PSRC and VISION 2050

Community Engagement

- **Equity Advisory Committee**
  - Center equity in PSRC work
  - Help implement Regional Equity Strategy
- **Inclusive Engagement for Regional Planning**
  - Historically underrepresented communities
  - Consult and collaborate
- **Support Anti-displacement Organizations**
  - Community-driven solutions
  - Identify funds to support work

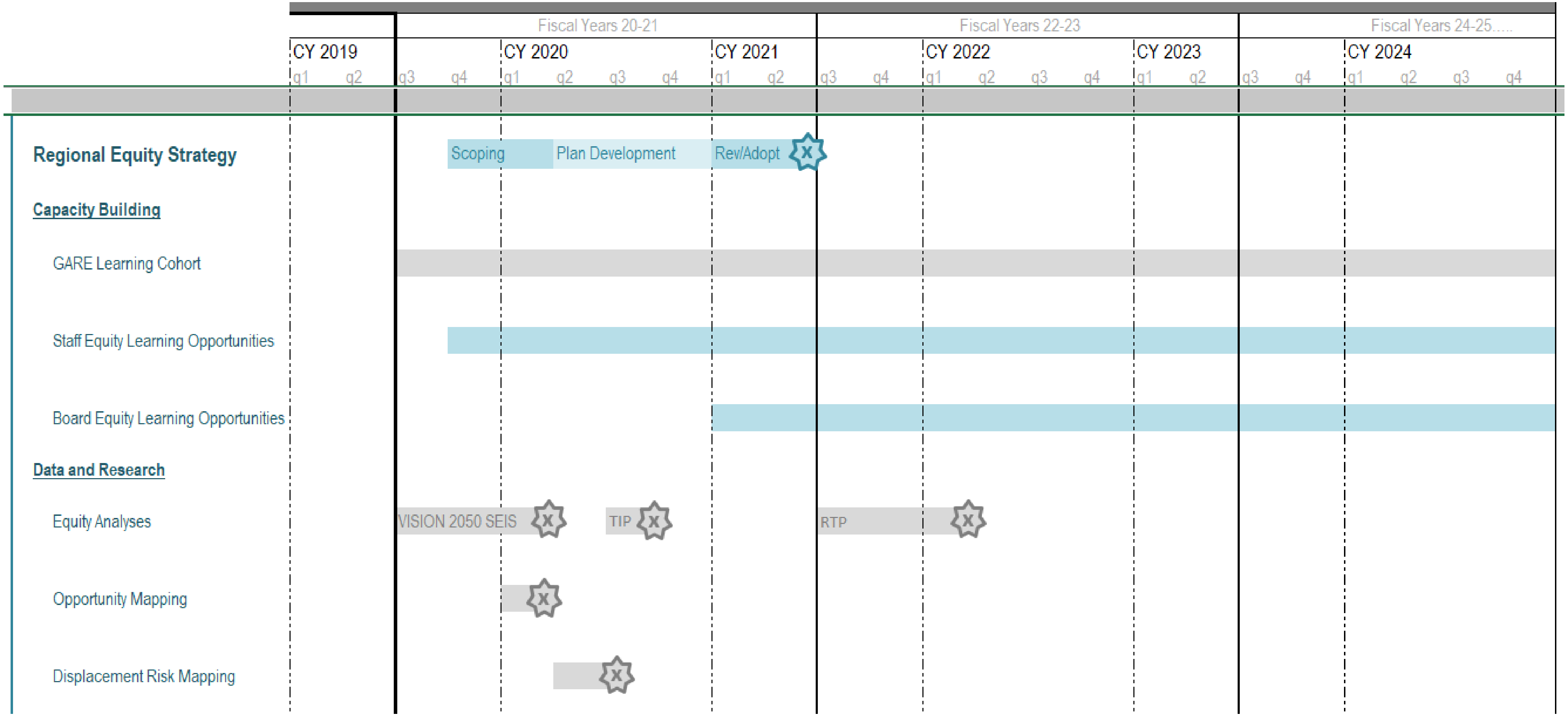
4. Best Practices

- Strategies are necessary ensure marginalized groups do not suffer from undue burdens and enjoy the benefits associated with increased growth

Best Practices

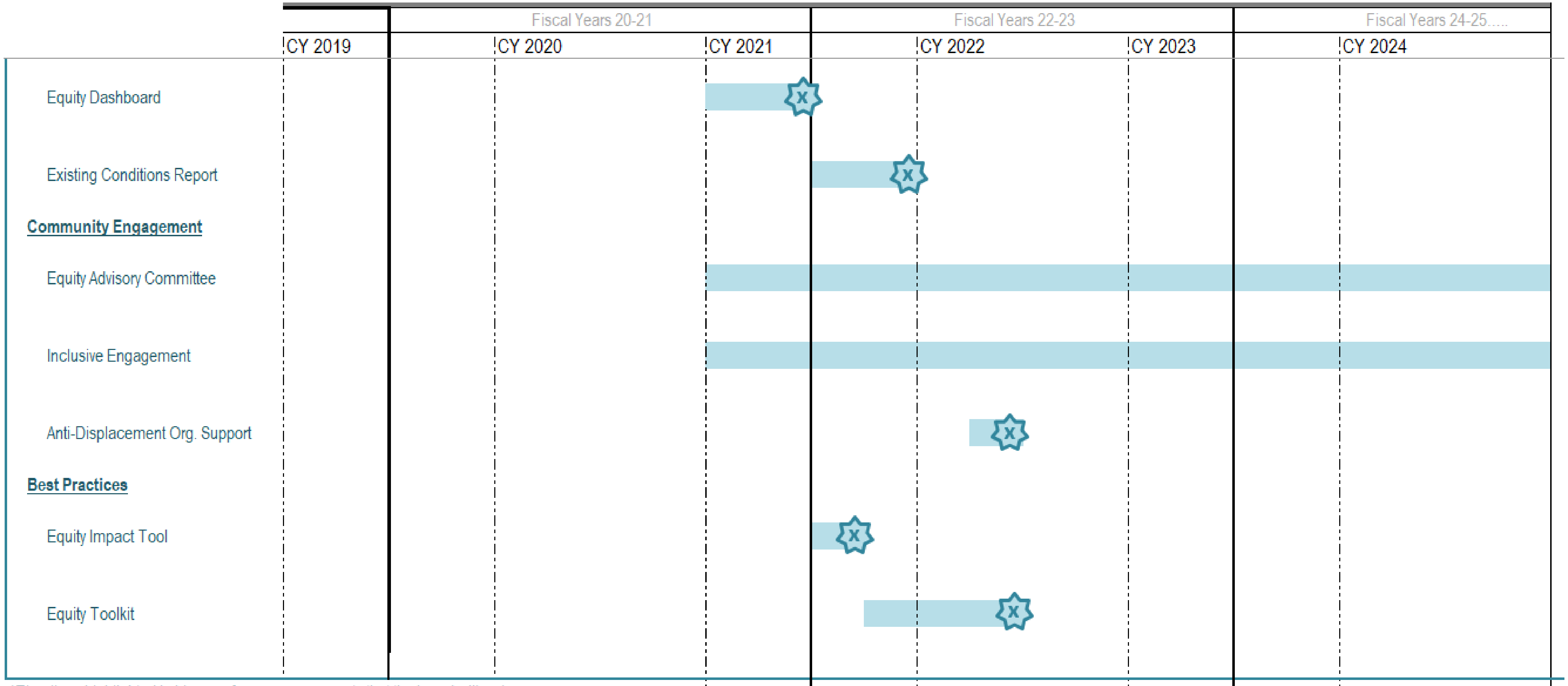
- **Equity Impact Tool**
  - Encourage community engagement
  - Mitigate unintended consequences
  - Hold agencies accountable
- **Equity Toolkit**
  - Equity related strategies
  - Local context
  - Regulatory incentive

Timeline



Fiscal Years 20-21
Fiscal Years 22-23
Fiscal Years 24-25.....
CY 2019
CY 2020
CY 2021
CY 2022
CY 2023
CY 2024
q1 q2 q3 q4
Regional Equity Strategy
Scoping
Plan Development
Rev/Adopt
X
Capacity Building
GARE Learning Cohort
Staff Equity Learning Opportunities
Board Equity Learning Opportunities
Data and Research
Equity Analyses
VISION 2050 SEIS
TIP
RTP
Opportunity Mapping
Displacement Risk Mapping

Timeline



*Timelines highlighted in blue are for new components that the board will review

PSRC Boards and Committees

- **Executive Board:** Lead process and provide guidance
- **GMPB, TPB, EDD:** Updates
- **Regional Staff Committee, Equity Advisory Committee, other PSRC committees:** Advise the process, provide subject matter expertise

Next Steps

- Incorporate feedback into workplan
- Staff develop draft workplan
- Share updated workplan with PSRC Boards and Committees

Questions

What topics would board members be interested in exploring related to racial and social equity?

What are some lessons you have learned working with groups similar to the Equity Advisory Committee that could inform our work moving forward?

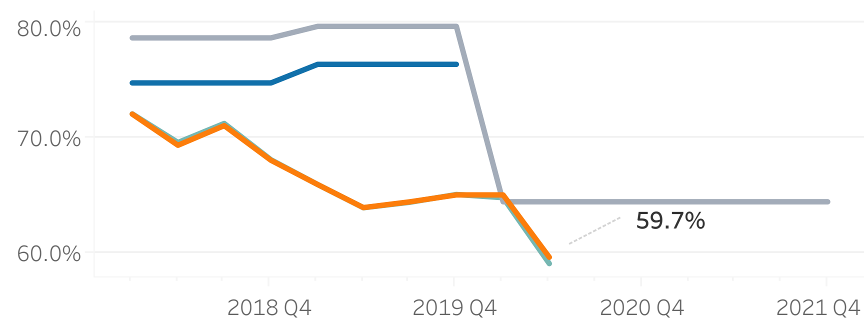
Thank you!

Charles Patton, PhD
Equity Manager
cpatton@psrc.org

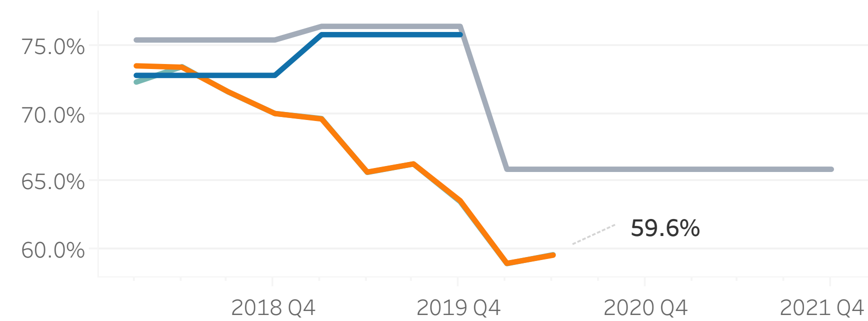
WIOA Title I Performance Indicators

Olympic Workforce Development Council
Dislocated Worker

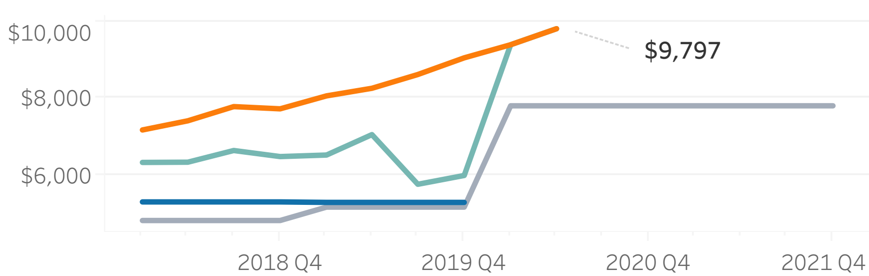
1. Employment Rate (Q2)



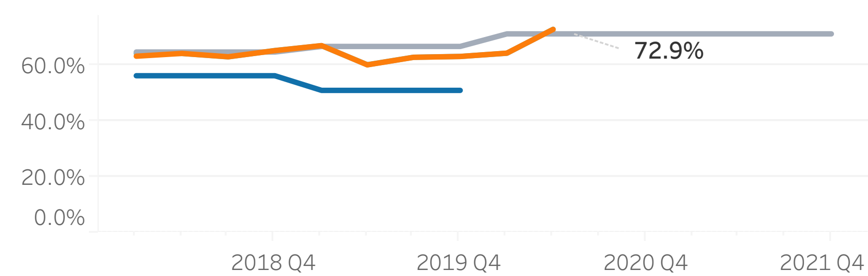
2. Employment Rate (Q4)



3. Median Earnings



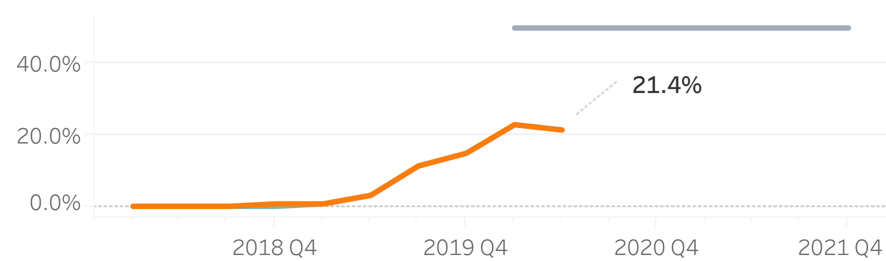
4. Credential Rate



WTB's PIRL Esti.. Initial Targets DOL's QPR Adjusted Targets

Series	All
Area	Olympic Workforce Development Council
Program	Dislocated Worker

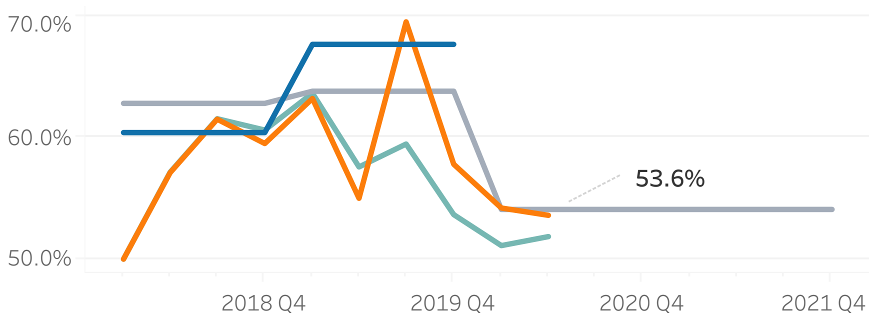
5. Measurable Skill Gains



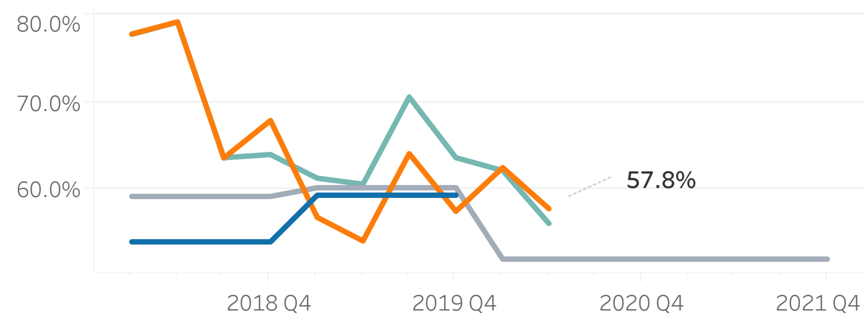
WIOA Title I Performance Indicators

Olympic Workforce Development Council
Youth

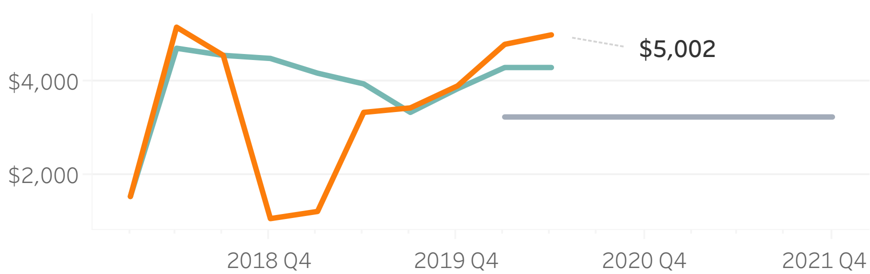
1. Employment Rate (Q2)



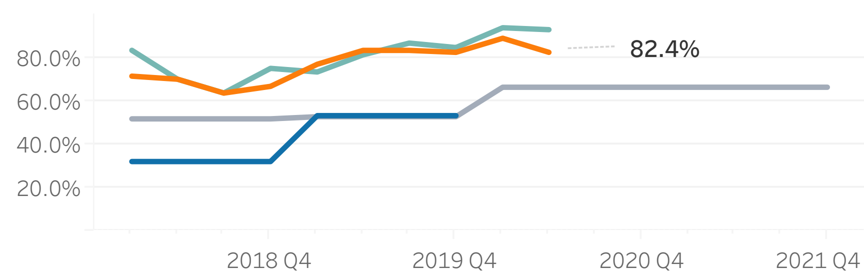
2. Employment Rate (Q4)



3. Median Earnings



4. Credential Rate



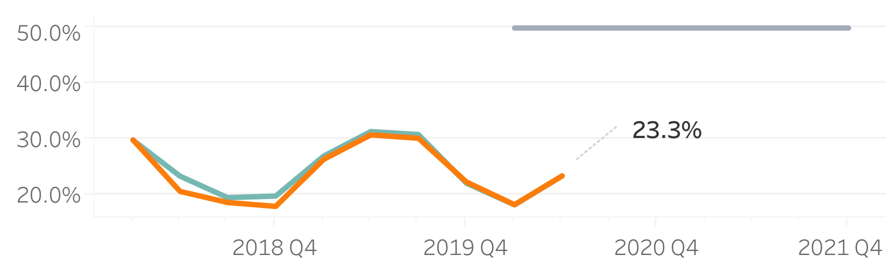
WTB's PIRL Esti.. Initial Targets DOL's QPR Adjusted Targets

Series All

Area Olympic Workforce Development Council

Program Youth

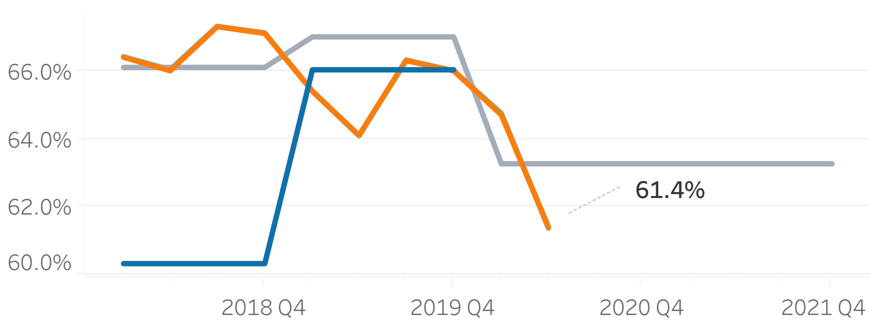
5. Measurable Skill Gains



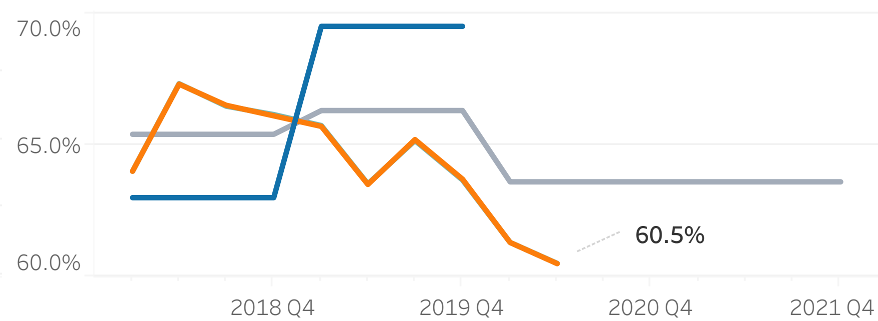
WIOA Title I Performance Indicators

Olympic Workforce Development Council
Adult

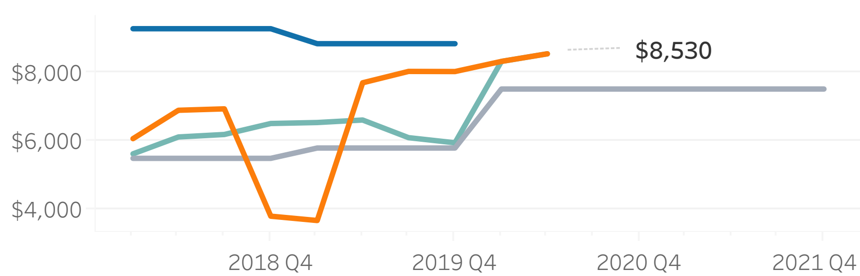
1. Employment Rate (Q2)



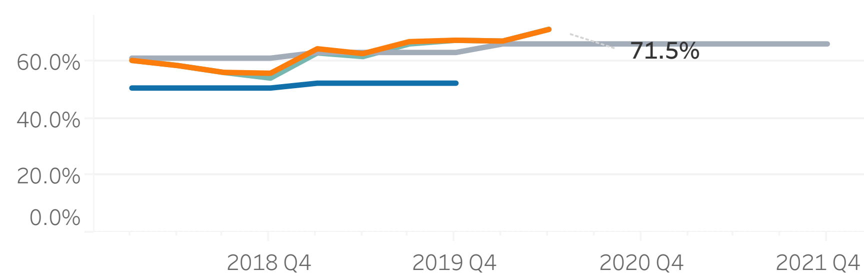
2. Employment Rate (Q4)



3. Median Earnings



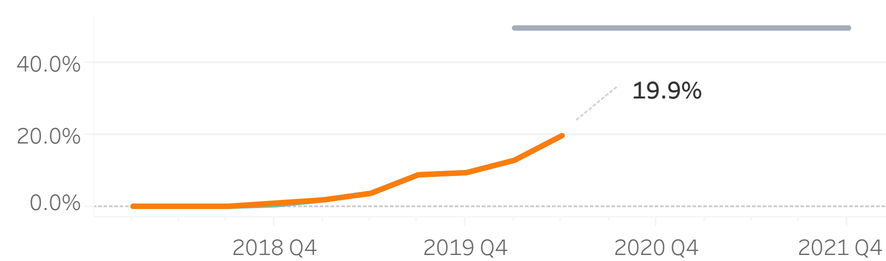
4. Credential Rate



WTB's PIRL Esti.. Initial Targets DOL's QPR Adjusted Targets

Series	All
Area	Olympic Workforce Development Council
Program	Adult

5. Measurable Skill Gains

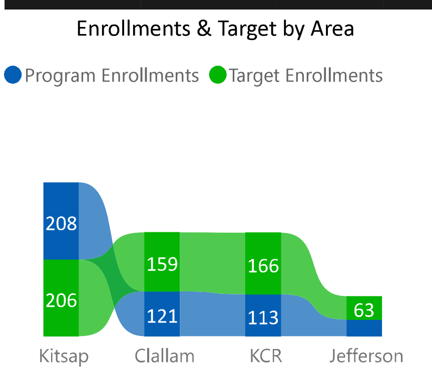


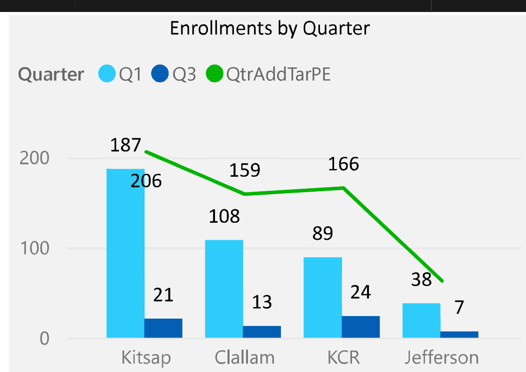
WIOA Formula Performance Report

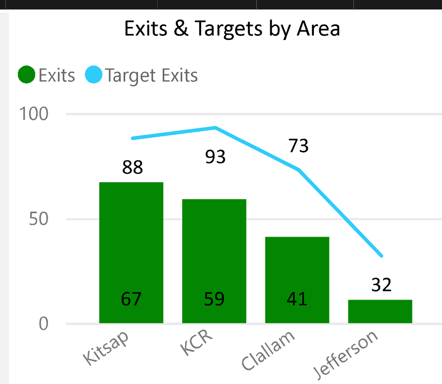
4/23/2021 10:06:16 AM

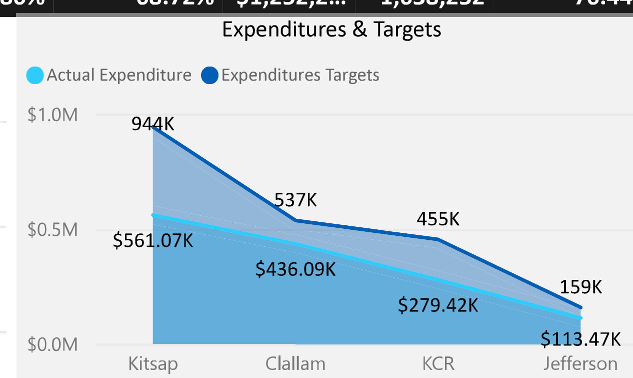
Earliest Refresh Date

Office	Program	Current	Program Enrollments	Target Enrollments	PE %age	Exits	Target Exits	Exit %age	Placements	Target Placements	Placement Rate	Placements %age	Actual Expenditure	Target Expenditures	Expenditures %age
Clallam	Adult	23	39	49	79.59%	16	32	50.00%	14	26	87.50%	53.85%	$143,693	177,588	80.91%
Clallam	DW	15	29	32	90.63%	14	21	66.67%	12	17	85.71%	70.59%	$122,482	147,441	83.07%
Clallam	DWIE	0	1	8	12.50%	1	5	20.00%	1	5	100.00%	20.00%	$3,348	26,723	12.53%
Clallam	Youth	39	49	60	81.67%	10	10	100.00%	8	5	80.00%	160.00%	$161,717	185,526	87.17%
Jefferson	Adult	7	12	18	66.67%	5	11	45.45%	5	9	100.00%	55.56%	$30,662	40,638	75.45%
Jefferson	DW	14	17	15	113.33%	3	10	30.00%	3	7	100.00%	42.86%	$24,825	48,663	51.01%
Jefferson	DWIE			6			4			4			$0	18,018	0.00%
Jefferson	Youth	12	15	17	88.24%	3	3	100.00%	2	2	66.67%	100.00%	$57,982	51,323	112.97%
KCR	Adult	35	75	100	75.00%	40	55	72.73%	31	45	77.50%	68.89%	$194,032	220,817	87.87%
KCR	DW	15	28	40	70.00%	13	26	50.00%	12	20	92.31%	60.00%	$57,777	111,217	51.95%
KCR	DWIE	4	10	18	55.56%	6	10	60.00%	5	8	83.33%	62.50%	$27,606	32,607	84.66%
Kitsap	Adult	16	34	48	70.83%	18	31	58.06%	16	24	88.89%	66.67%	$49,579	116,154	42.68%
Kitsap	DW	41	63	39	161.54%	22	22	100.00%	18	19	81.82%	94.74%	$62,457	113,334	55.11%
Kitsap	DWIE	2	7	19	36.84%	5	15	33.33%	4	14	80.00%	28.57%	$35,822	52,290	68.51%
Kitsap	Youth	55	74	84	88.10%	19	12	158.33%	14	6	73.68%	233.33%	$280,303	295,913	94.72%
Totals		**278**	**453**	**553**	**81.92%**	**175**	**267**	**65.54%**	**145**	**211**	**82.86%**	**68.72%**	**$1,252,2...**	**1,638,252**	**76.44%**









NOTE: PY19 Obligated funds for KCR available in Q3. WorkSource & Youth PY19 Obligated funds will reflect in Q4.

Washington State WorkSource
System Performance Dashboard

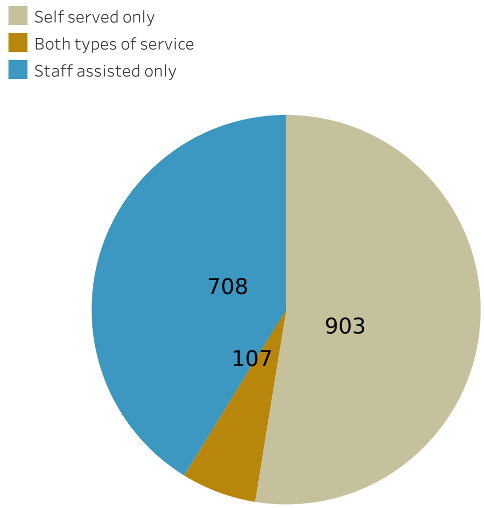
Service Location
WDA 01 - Olympic

Time Frame
Single-quarter

PY 2020 Q3 (Jan - Mar 2021)

Data prior to the beginning of PY16Q1 (July 1, 2016) is not reflected in this dashboard. Therefore, the first quarter with complete rolling 4-quarter data is PY2016 Q4 (the quarter ending on June 30, 2017).

Total seekers =1,718



All seekers served

Self-service customers	1,010
Staff-assisted customers	815

Self served only	52.56%	903
Both types of service	6.23%	107
Staff assisted only	41.21%	708

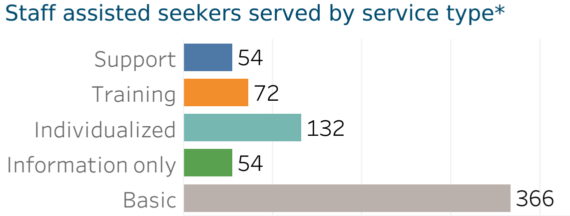
New to WorkSource?

New	30.97%	532
Returning	69.03%	1,186

WorkSourceWA job applicants

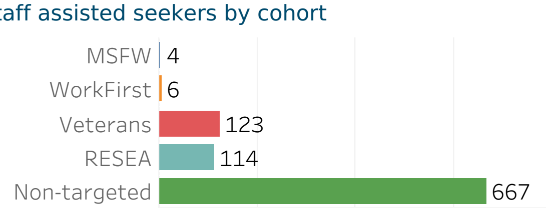
Seekers with job applications	321

Staff assisted seekers served by service type*



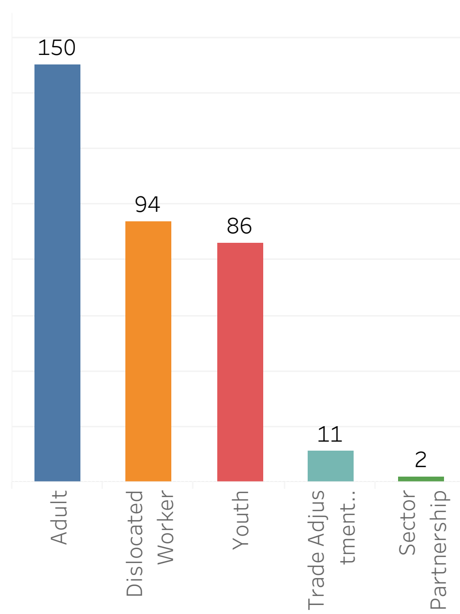
*Information only and support services do not trigger or extend participation.

Staff assisted seekers by cohort



Seekers served by program enrollment

Staff-assisted seeker counts by service location, regardless of enrollment location



Data last refreshed: 4/13/2021 6:52:10 PM

Washington State WorkSource
System Performance Dashboard

Seekers served	Employers served	Exits & Wages	Definitions

Location
WDA 01 - Olympic

Time Frame
Single-quarter

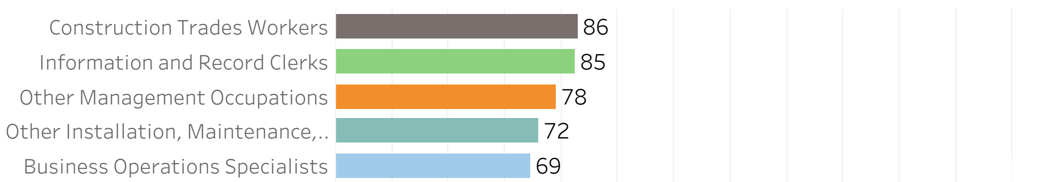
PY 2020 Q3 (Jan - Mar 2021)

Employers using WorkSource

Employers	301
Job orders	1,567

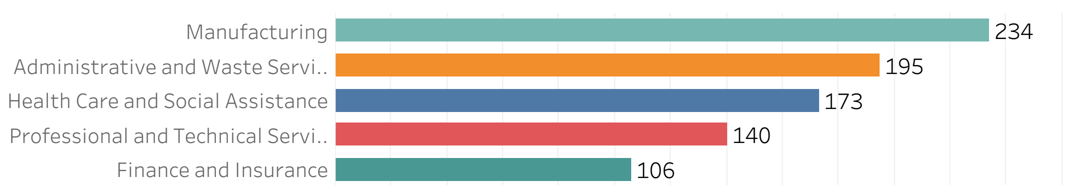
Employers receiving staff-assisted services	160

Top 5 jobs in demand



Number of job postings by 3-digit ONET

Top 5 industry sectors posting jobs



Number of job postings by 2-digit NAICS

Washington State WorkSource
System Performance Dashboard

Seekers served | Employers served | Exits & Wages | Definitions

Location
WDA 01 - Olympic

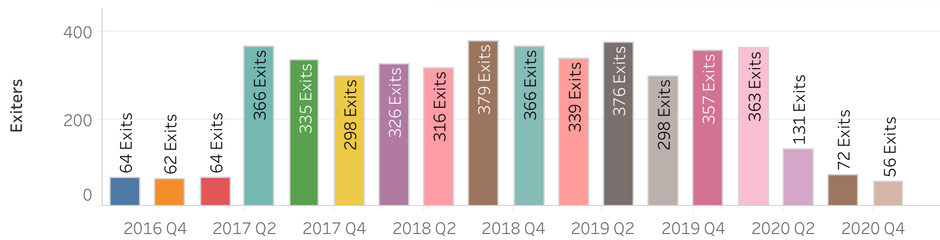
Program
- (•) All Title I participants
- ( ) WIOA Adult
- ( ) WIOA Dislocated Worker
- ( ) WIOA Youth
- ( ) Wagner Peyser
- ( ) All WorkSource customers

These exit proxies are intended to help track potential WorkSource outcomes, are not intended to replace official federal outcomes, and may not accurately reproduce official federal outcomes.

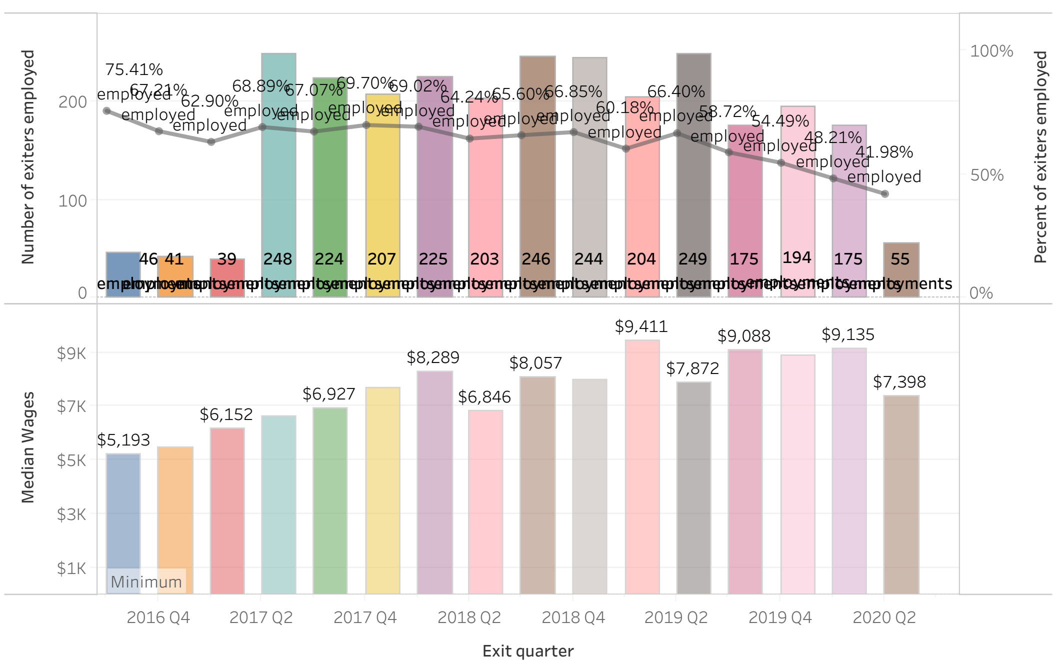
Employments data are delayed.
Employments are based on wages received the second quarter after a person exits (final service date with no more services planned).
Wage data come in about 45 days after the quarter ends.

Example: *If the final service is on January 3 (exit date), exit is the quarter of Jan- Mar, and the quarter to check for wages is Jul-Sept. Wages for this quarter would be reported by November 15 (approximately 11.5 months from Exit date).*

Exits (by Calendar Year)
WDA 01 - Olympic: All Title I participants



Employments (by Calendar Year): select an outcome measure*
All exit quarters, 2 Q after exit



* Low exiter and employment counts are suppressed to protect confidentiality. If the number of exiters or employments meets suppressi..

Data last refreshed: 4/13/2021 6:52:10 PM

Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711.

Olympic Consortium Board Meeting (4th Fridays)	10 a.m. to 12:00 p.m.	Zoom until further notice	Att. 4.c
Exec OWDC Meeting (4th Tuesdays)	10 a.m. to 12:00 p.m.	Zoom until futher notice	
OWDC Full Meeting (2nd Tuesdays)	9:00 a.m. to 1:30 p.m.	Zoom from 9 to 11:30 until further notice	

2021

January

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OLYMPIC CONSORTIUM BOARD

DATE: July 23, 2021
TIME: 10:00 a.m. – 12:00 Noon.
PLACE: Join Zoom Meeting
https://zoom.us/j/94920580737

AGENDA

1. **Call to Order**

2. **Action Items**
   a. Approval of July 23, 2021 Agenda [Agenda Summary (Att 2.a) pg. 2]
   b. Approval of May 28, 2021 meeting minutes (Att. 2.b) pg. 4
   c. November OWDC Meeting – Request to return to In-person
   d. Olympic Consortium Board Meeting Format Zoom vs. In-person
   e. Approval of 5530POL Follow-up Services (Att. 2.e) pg. 8

3. **Discussion Items**
   a. WIOS - Career Information System
   b. The State of the Nations Housing 2021 (JOINT CENTER FOR HOUSING STUDIES OF HARVARD UNIVERSITY (Att. 3.b) pg. 10
   c. Economic Security for All
   d. In-person Services
   e. EO Focus, Equity, Inclusion and Diversity
   f. Sequim Office Update
   g. May 2021 OWDC meeting

4. **Updates**
   a. PY20 Q4 Formula Performance Reports (Atts. 4.a.i to a.iii) pgs. 50-56
   b. Achievement Recognition Letter (Atts. 4.b) pgs. 57
   c. Calendar (Att. 4.c) pg. 58

5. Adjourn

Next Meeting: September 24, 2021 10:00 a.m. – 12:00 noon.
Online via Zoom

Data included in this packet are subject to revision.

Att. 2.a

AGENDA SUMMARY

Olympic Consortium Board

ACTION ITEMS

Approval of July 23, 2021 Agenda
Standard Motion Requested for approval of Agenda

Approval of May 28, 2021 meeting minutes
Standard Motion Requested for approval of prior meeting minutes

Approval of OWDC Meeting – Request to return to In-person

Approval of Olympic Consortium Board Meeting Format Zoom vs. In-person

Approval of 5530POL Follow-up Services
This policy applies to all Workforce Innovation and Opportunity Act (WIOA) Title I Adult for the Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth programs. Follow-up service must align with participants individual service strategies planning. The types of services are based on the needs of the individual and may differ for each participant. Individuals who have multiple employment barriers and limited work histories may need significant follow-up services to ensure long-term success.

DISCUSSION ITEMS

WIOS - The Career Information System
For over 40 years WOIS The Career Information System has been a trusted source for current, complete career and college planning tools. WOIS provides access to: More than 600 detailed career descriptions Hundreds of detailed college training program descriptions, ranging from short-term certificate programs to PhDs. All training programs are linked to the careers they train for, and colleges nationwide that offer the training.

Economic Security for All
Staff with provide update on grant activities and contact with OESD 114.

THE STATE OF THE NATION'S HOUSING 2021 -JOINT CENTER FOR HOUSING STUDIES OF HARVARD UNIVERSITY Even as the US economy continues to recover, the inequalities amplified by the COVID-19 pandemic remain front and center. Households that weathered the crisis without financial distress are snapping up the limited supply of homes for sale, pushing up prices and further excluding less affluent buyers from homeownership. At the same time, millions of households that lost income during the shutdowns are behind on their housing payments and on the brink of eviction or foreclosure. A disproportionately large share of these at-risk households are renters with low incomes and people of color. While policymakers have taken bold steps to prop up consumers and the economy, additional government support will be necessary to ensure that all households benefit from the expanding economy.

In-person Services
Staff will share update on Schedule for continued roll out of reopening.

EO Focus, Equity, Inclusion and Diversity
Staff will provide summary of the recent Statewide EO conference hosted by Teresa Eckstein.

Sequim Office Update
Staff will provide an update of the building progress.

PY20 Q3 Formula Performance Reports
Updates from staff on WIOA Title I Adult, Dislocated Worker and Youth programs.
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Meeting Notes
OLYMPIC CONSORTIUM BOARD
ZOOM
May 28, 2021

ATTENDEES – Commissioner Randy Johnson, Commissioner Kate Dean and Commissioner Charlotte Garrido

Guests: Dr. Indroneil Ganguly, Jessica Barr, Aschlee Drescher, Chris Abplanalp

Staff: Kitsap HS Director Doug Washburn, Elizabeth Court and Luci Bench

1. **CALL TO ORDER –** Commissioner Randy Johnson, called to order 10:04 AM
2. **ACTION ITEMS**
   a. Approval of agenda
   Motion: Commissioner Garrido moved to approve May 28 agenda. Commissioner Dean second. Motion carried
   b. Approval of meeting minutes for February 26
   MOTION: Commissioner Garrido moved to approve amended. Commissioner Dean second. Motion carried.
   c. Approval of WorkSource Re-Opening
   Jessica Barr presented June 14th for staff to return to offices and June 22nd in-person appointment only services.
   MOTION: Commissioner Garrido moved to approve amended. Commissioner Dean second. Motion carried.
   d. Review and Adoption of OWDC Policy

   e. 5100POL Program Eligibility
   f. 5220POL Supportive Services
   g. 5550POL TAA – DW Co-Enrollment
   The Department of Labor monitored the state in November and in response many policies are undergoing revision or rewrite. Thus, to be in compliance, local policy is under review and revision.
   MOTION: Commissioner Dean moved affirm. Commissioner Garrido second. Motion carried.

3. **DISCUSSION ITEMS**
   a. COVID-19 Impacts
   - Commissioner Garrido: Kitsap has seen fewer cases. The county continues to review quarantine and isolation sites, discussion on how to downsize but remain available because there is still a need. They receive regular reports from the

Dept. of Emergency Management and Dept. of Health of cases and outcomes. There was an in-person Chamber of Commerce meeting last week and the discussion was positive, a lot of businesses looking to hire.

- Commissioner Dean: Jefferson is experiencing lower number of cases and high numbers of vaccinations. Local mandate of indoor masking extended causing some confusion but overall acceptance. Revenue is still high and real estate market soaring, had to create a larger graph to show the gains. Home prices still rising, but job market struggling. Discussion about how to spend Rescue funds, calling it Game Changer Investments which includes homelessness, childcare, and broadband.
- Commissioner Johnson: Clallam's Dept. of Health reporting lower cases, ages 65 and up 80% vaccinated almost closer to 90%. Discussion with Brandino Gibson with WorkSource, more than 22,000 job openings. Unfortunately, not a lot of individuals looking for work to fill the positions and lack of childcare causing issues. Revenue is up, and though they were preparing for sever budget deficient, it looks like it will be in the positive. Discussion on homelessness, medical, schooling, the Black Ball Ferry and how to spend the Rescue funds. Earliest date for Canadian boarder re-opening is still September.

b. <u>Childcare Conversation</u>

- Commissioner Dean provided an overview of Dr. Molly Parker and Dr. Lynn Keenan's OWDC meeting presentation of Childcare needs assessment and feasibility study for Jefferson and Clallam counties. Dr. Parker and Dr. Keenan provided the general context, data gathered, and current challenges in childcare. Identification of next steps and how to overcome the barriers. Over 140 children need childcare, with a projected 400 coming down the road. Work on permanent solutions such as senior care and childcare combinations, renovation and/or development of possible long-term sites. Rescue funds may be used to assist with Program Manager positions and renovation. Fort Warden is a possible site and discussion of developing an outdoor/indoor learning, experience and play program. Commissioner Johnson commented Clallam has a shortfall of 350 childcare slots. There is a need for teachers with childcare background, higher wages for workers, but lower cost for parents.

c. <u>Bigleaf Maple, presented by Dr. Indroneil Ganguly</u>

- University of Washington School of Environmental and Forest Science research initiative are producing syrup from Western Washington bigleaf maples. Private landowners are given seed grants to begin collecting sap on their properties. Initiative started in 2019 and expanding. About 50% of private forests are owned and managed by small landowners, tapping maple sap provides a commercial incentive and could have a significant environmental impact. Dr. Ganguly proposes working with private land owners and possibly Dept of Natural

Resources, with the possibility of a big maple syrup industry in the Pacific Northwest. Within the next year, more data will be available and the revenue potential.

d. EO Focus, Equity, Inclusion and Diversity

- Elizabeth presented Dr. Charles Patton Puget Sound Regional Council, Vision 2050 – Regional Equity Strategy work on environmental justice a focused analysis of demographic profiles, targeted outreach initiatives, and next steps. PSRC mapping tool and resources help develop strategies and best practices for equity in regional and local planning. Building capacity and a better understanding of racial and social equity resulted in GARE (Government Alliance on Race & Equity) cohort. Next steps include incorporating feedback into workplan, staff development of workplan and share update to PSRC Boards and Committees. Commissioner Johnson and Dean discussed the equity in schools and there needs to be a focus on funding and equalizing in schools. Commissioner Dean shared rural Maritime partnership with Highline School in South Seattle. Will share outcomes when they are available.

4. UPDATES

a. February 9 OWDC Meeting Update

- Aschlee Drescher provided update of OWDC meeting. New member Dr. Kareen Borders, and new at-large members Mr. Seth White and Mr. Rusty Grable.
- Puget Sound Regional Council, Vision 2050 – Regional Equity Strategy, which Elizabeth presented. Ms. Melissa Troy and Mr. Matthew Mauer from Puget Sound Energy presented. Dr. Timmy Foster, Office of Superintendent of Public Instruction presented research on overcoming inequities, work diversity, outreach, and new programs in career readiness.

b. PY20 Q3 Formula Performance Reports

- WIOA Title I Performance Indicators are showing the employment rates for Q2 and Q4 drop due to the pandemic for all three programs. Credential Rate and Measurable Skills gains are on the rise because those that are in training and education programs are getting positive outcomes. Formula performance report numbers are low due for the same reason. Commissioner Garrido asked about Youth, as they same to be higher than Adult and Dislocated Worker. Luci shared the great work Youth has been doing and the devotion staff to their participants and overcoming barriers.

c. Calendar

- Discussion on the next meeting about in-person vs. zoom meetings as the situation evolves.

d. Good of the Order

- Commissioner Johnson was happy to attend a Habitat project Peninsula college sponsored. There were 8-9 students working and learning the trade.

- Commissioner Dean will be attending the National Association of Workforce Agencies in Washington D.C. in July. She will share a debrief and outcome at the next meeting, as well as, the Maritime partnership with Highline.

ADJOURN: Commissioner Johnson adjourned the meeting at 11:52 a.m.

NEXT MEETING: Friday, July 23, 2021 via Zoom.

5530POL Follow-up Services

Effective Date: TBD
Supersedes Dec 1, 2017 Policy 20

Approved by XX
TBD

The U.S. Department of Labor (DOL) issued guidance TEGL 10-16, which states follow-up services begin after exit. To ensure Olympic Workforce Development Council (OWDC) policy compliance, this policy describes the requirements for delivery of Follow-up Services.

1. **Requirements for Follow-up Services are authorized to begin after a WIOA Title I participants program completion (exit) into unsubsidized employment,** for at least a period of 12-months after the first day of employment. Adult, Dislocated Worker, and Youth program are required to offer follow-up services at the time of exit.
2. **The goal of follow-up services is to ensure job retention, wage gains, and career progress.**
   a. Follow-up service must align with participants individual service strategies planning. The types of services are based on the needs of the individual and may differ for each participant.
   b. Individuals who have multiple employment barriers and limited work histories may need significant follow-up services to ensure long-term success.
3. **Career Services during 12-month follow-up period include:**
   a. Counseling individuals about the workplace
   b. Contacting individuals or employers to verify employment
   c. Contacting individuals or employers to help secure better paying jobs, additional career planning, and counseling for the individuals
   d. Assisting individuals and employers in resolving work-related problems.
   e. Connecting individuals to peer support groups
   f. Providing individuals with information about additional educational or employment opportunities
   g. Providing individuals with referrals to other community services
4. **Supportive services are allowable during follow-up** *(per WorkSource System Policy 5602 (Rev3) and 5620 (Rev1), 5520POL Supportive Services Rev2)*
   a. Assistance with transportation (gas, bus pass, etc.)
   b. Assistance with childcare and dependent care
   c. Assistance with education testing
   d. Payments and fees for employment and training related applications, tests, and certificates
   e. Job specific tools not provided by employer but required for position

f. Appropriate work attire (slacks, blouse, scrubs, boots, etc.)

g. Hygiene products (soap, toothpaste, deodorant, etc.)

h. Technology (phone minutes, computer programs specific to job description/task not provided by employer (verification documentation is required). Laptops **are not** authorized as a follow-up support service.

5. **Youth participants must be offered an opportunity to receive follow-up services unless they decline or cannot be located. Youth follow-up services are allowable for unsubsidized employment or postsecondary education and training.**

   a. Follow-up service must align with their individual service strategies.

   b. Youth follow-up services include services noted in step 3 and 4 of this policy *as well* as: adult mentoring, financial literacy, education, labor market information, prep and transition for post-secondary and training (per TEGL 21-16).

6. **Follow-up services do not trigger the exit date to change or delay exit for performance reporting.** As such, subrecipients count each exit of a participant during a program year as a separate period of participants if a participant has more than one exit in program year.

7. **Follow-up services are required to be recorded in state MIS system Efforts to Outcomes (ETO).**

   a. If participant opts-out of further services, case notes are required to reflect participants selection within Outcome TouchPoint (TP) (*per 5210POL Case Note Policy).*

   b. Staff must use the WorkSource service Catalog to select appropriate TP to enter into the MIS system.

   c. All documentation obtained during follow-up services are required to uploaded into applicable TP (*per 1600POL Records and Documentation).*

8. **Participants may be considered as opting out of follow-up after five failed contact attempts by case managers with participant or employer.**

   a. After the 5th unsuccessful contact attempt, a letter shall be sent to the participant indicating the opt-out action to be taken and the procedure to opt back in if the participant chooses. Copy of letter and date sent are required to be uploaded into last TP recorded.

   b. All attempts to contact are required to be entered into MIS system.

References

Follow-up Services for Adults and Dislocated Workers, WIOA Title I 5620 (Rev1) Policy
OWDC 1600POL Records and Documentation
OWDC 5210POL Case Note Policy
Performance Accountability Guidance for WIOA Title I, II, III, and IV Core Programs, TEGL 10-16
Supportive Services and Needs-Related Payments, WIOA Title I 5602 (Rev3) Policy
WIOA title I Youth Formula Program Guidance, TEGL 21-16

THE STATE OF THE NATION'S HOUSING

2021

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TABLE OF CONTENTS

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Habitat for Humanity International

Housing Assistance Council

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National Association of Home Builders

National Association of Housing and Redevelopment Officials (NAHRO)

National Association of REALTORS®

National Council of State Housing Agencies

National Housing Conference

National Housing Endowment

National League of Cities

National Low Income Housing Coalition

National Multifamily Housing Council

NeighborWorks America

1 EXECUTIVE SUMMARY

Even as the US economy continues to recover, the inequalities amplified by the COVID-19 pandemic remain front and center. Households that weathered the crisis without financial distress are snapping up the limited supply of homes for sale, pushing up prices and further excluding less affluent buyers from homeownership. At the same time, millions of households that lost income during the shutdowns are behind on their housing payments and on the brink of eviction or foreclosure. A disproportionately large share of these at-risk households are renters with low incomes and people of color. While policymakers have taken bold steps to prop up consumers and the economy, additional government support will be necessary to ensure that all households benefit from the expanding economy.

SOARING PRICES AMID HIGH DEMAND AND TIGHT SUPPLY

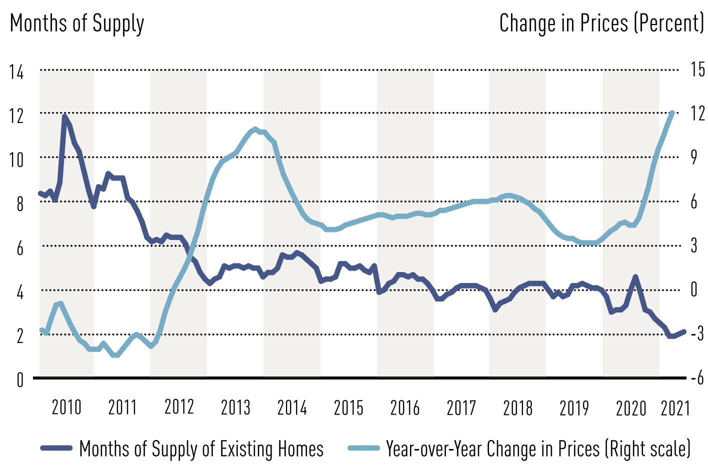
Home sales bounced back quickly from a mid-2020 pause. Following a 26 percent drop in May, sales of existing homes were up 20 percent year over year on average from September 2020 through February 2021. Sales of new single-family homes rebounded even earlier and faster, increasing by more than 30 percent on average from June through February. For 2020 as a whole, existing home sales rose 5.6 percent and new single-family home sales jumped 20.4 percent. On the strength of these gains, total home sales were at their highest level since the peak of the housing boom in 2006.

The homebuying binge occurred despite historically tight supply. Inventories of existing homes for sale were already low heading into 2020, and the pandemic made matters worse by discouraging potential sellers from putting their homes on the market. From March 2020 through March 2021, the existing home inventory shrank by about 30 percent, leaving just 1.05 million homes for sale. Months of supply for existing homes, measuring how many homes are available at the current sales rate, also fell steadily from 3.9 months on average in 2019 to 3.1 months in 2020, and dipped below 2.0 months in late 2020 for the first time ever **(Figure 1)**. Median time on the market also hit a record low in March at 18 days.

The combination of robust demand and limited supply lifted home prices to their fastest pace in over a decade. According to the S&P CoreLogic Case-Shiller Home Price Index, home prices rose 13.2 percent nationally in March 2021, up from 4.2 percent on average in the first quarter of 2020 and 3.5 percent on average throughout 2019. The FHFA House Price Index shows a similarly large year-over-year increase in the first quarter of 2021, with prices up by double digits in 85 of the 100 large metro areas and divisions that it tracks. The

FIGURE 1

With Inventories at Record Lows, Existing Home Prices Continue to Head Up



Note: Months of supply measures how long it would take the number of homes on the market to sell at the current rate, where six months is typically considered a balanced market.
Source: JCHS tabulations of National Association of Realtors (NAR), Existing Home Sales; S&P CoreLogic Case-Shiller US National Home Price Index.

largest price gains were in rapidly growing Western states, led by a 28 percent jump in Boise and 22–23 percent increases in Austin and Tacoma. But several markets in the Northeast and Midwest were also among the top ten metros for home price growth, including Bridgeport and Grand Rapids (both up 17 percent).

These outsized increases have raised concerns that a home price bubble is emerging. However, conditions today are quite different than in the early 2000s, particularly in terms of credit availability. The current climb in house prices instead reflects strong demand amid tight supply, helped along by record-low interest rates. Indeed, the rate on a 30-year fixed mortgage averaged less than 3.00 percent from July 2020 through February 2021, with another dip below 3.00 in May.

Low interest rates and rapidly rising prices have in turn given a substantial boost to new residential construction. Single-family housing starts hit 1.0 million units at a seasonally adjusted annual rate in August 2020 and continued to exceed that pace through the first quarter of 2021. If sustained, this would be the first year that single-family starts have topped the one-million mark since 2007.

Although part of the answer to the nation's housing shortage, new construction can only do so much to ease short-term supply constraints. To meet today's strong demand, more existing single-family homes must come on the market. The widespread availability of COVID-19 vaccines and resumption of more normal social interactions may in fact encourage more homeowners to sell. Still, with interest rates so low and home sales at such a furious pace, prices are likely to continue their rapid ascent in the near term.

HOMEOWNERSHIP RATES RISING, BUT NOT FOR ALL

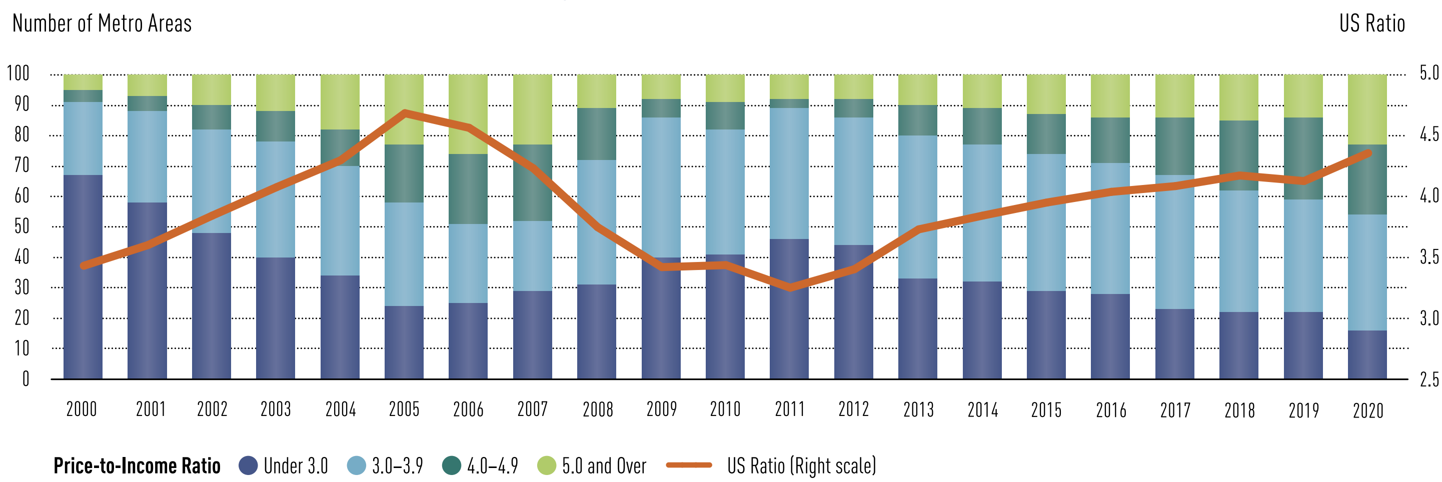
The national homeownership rate remains on an upward trajectory, driven by the aging of more millennials into their 30s and the strong income gains among these young adults. Census Bureau estimates for the first quarter of 2021 show a 0.3 percentage point year-over-year increase in homeownership, which comes on the heels of a 1.2 percentage point rise between the post-recession low in 2016 and 2019.

Younger households continued to lead the growth in homeownership rates, with a 0.8 percentage point year-over-year increase in the first quarter of this year. Indeed, rates for households under age 35 were up 2.2 percentage points in 2016–2019, coinciding with an 8.0 percent rise in real incomes among renters in this age group. Households aged 35–44 also posted a substantial 0.5 percentage point increase in homeownership in early 2021, building on a 1.5 percentage point gain in 2016–2019.

However, rapidly rising home prices mean that the upfront costs of homeownership are also increasing, particularly in markets where bidding wars have become commonplace. As it is, home price gains continued to outrun income growth last year, lifting the national price-to-income ratio to 4.4—the highest level since 2006. Two decades ago, the ratio was less than three times income in two-thirds of the 100 largest metros and above five times income in only a handful of markets. In 2020, price-to-income ratios were under 3.0 in only 16 metros and above 5.0 in 23 metros **(Figure 2)**. With house prices representing such large multiples of income, accumulating the downpayment and closing costs to buy homes could take years, particularly for younger households facing the twin burdens of high rents and significant student debt.

FIGURE 2

Home Price-to-Income Ratios in an Increasing Number of Metro Areas Are Back Near Mid-2000s Levels



Notes: Price-to-income ratios are for the 100 largest metro areas by population. Income data for 2020 are based on Moody's Analytics forecasts.
Source: JCHS tabulations of NAR, Metropolitan Median Area Prices; Moody's Analytics estimates.

Although narrowing, differences in homeownership rates between households of color and white households remain substantial. According to the latest Housing Vacancy Survey, the Black-white homeownership gap stood at 28.1 percentage points in the first quarter of 2021, an improvement from the record high of 30.8 percentage points in 2019 but still large by historical standards. Indeed, the Black-white gap held under 27 percentage points for most of the 1980s and 1990s. Meanwhile, the Hispanic-white gap decreased by 1.8 percentage points between 2019 and the first quarter of 2021, to 23.8 percentage points.

Income inequality contributes to the disparities in homeownership, with the median household income of white renters ($45,000) in 2019 some 40 percent higher than that of Black renters ($32,100) and 7 percent higher than that of Hispanic renters ($42,000). But even controlling for these differences, the homeownership gaps are still wide. For example, among households earning 50–80 percent of area median income, just 38 percent of Black, 43 percent of Hispanic, 56 percent of Asian, and 53 percent of Native American households owned homes, compared with 64 percent of white households.

Accumulating the savings needed for downpayment and closing costs is difficult for most first-time buyers, but especially for renter households of color. According to Survey of Consumer Finances data, the median net wealth of Black renters was just $1,830 in 2019—a fraction of the $6,000 median for Hispanic renters and $8,300 median for white renters. In addition, only 8 percent of Black renters and 12 percent of Hispanic renters had more than $10,000 in cash savings, compared with 25 percent of white renters. Moreover, studies have found that white homebuyers are four times more likely on average than Black homebuyers to receive help from parents in coming up with a downpayment.

With interest rates near historic lows, downpayment assistance programs would give a substantial lift to homeownership rates among households of color with insufficient savings. As a recent Joint Center analysis concluded, a $15,000 income-targeted assistance program could help as many as 1.0 million Black renters and 470,000 Hispanic renters buy homes. When coupled with homebuyer education and counseling to overcome information and credit barriers, this support has the potential to reduce the Black-white homeownership gap by 12 percentage points and the Hispanic-white gap by 4 percentage points.

RENTAL MARKETS STABILIZING AFTER SLOWDOWN

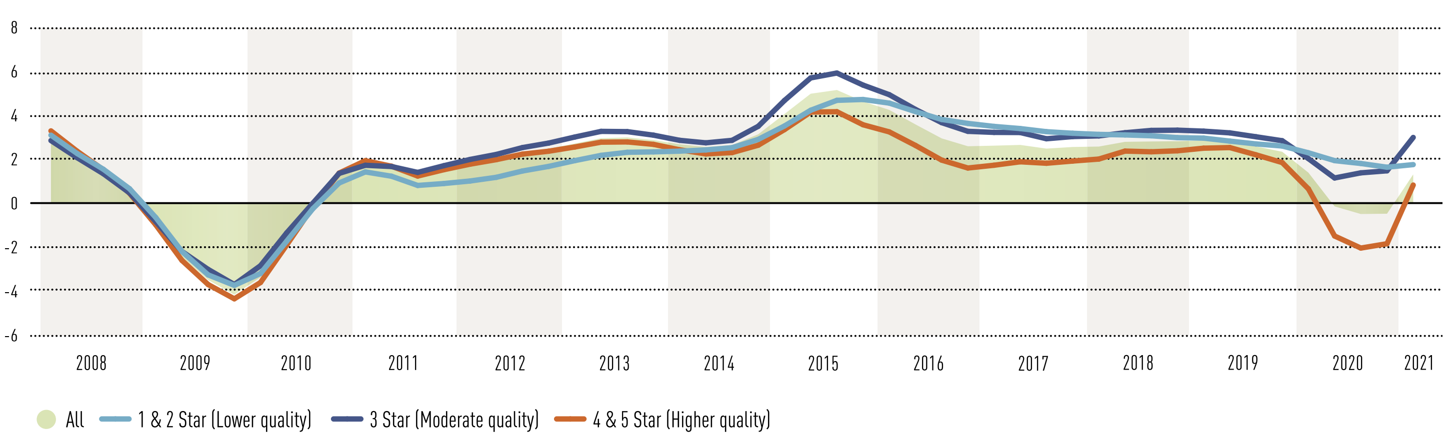
Just as rental demand cooled in urban areas last year, it heated up in suburban markets. According to CoStar data on the professionally managed stock, vacancy rates in prime urban neighborhoods soared from 7.2 percent in the first quarter of 2020 to 10.0 percent in the fourth quarter, before edging back down to 9.6 percent in the first quarter of 2021. At the same time, vacancy rates in prime suburban areas also started out at 7.2 percent early last year, but shrank to 6.3 percent by the end of 2020 and further to 6.0 percent in early 2021.

Since many higher-quality rentals are located in prime urban areas, vacancy rates in this segment rose from 10.1 percent in the first quarter of 2020 to 10.5 percent in the fourth, then receded to 9.9 percent early this year. As a result, rents for higher-end units were down 1.9 percent year over year at the end of 2020 before recovering to an 0.8 percent increase in the first quarter of 2021 **(Figure 3)**.

FIGURE 3

Following a Dip Early in the Pandemic, Rents for Higher-Quality Apartments Are Again on the Rise

Annual Change in Rents (Percent)



Note: Apartment quality is based on the CoStar Building Rating System for professionally managed market-rate apartments in buildings with five or more units.
Source: JCHS tabulations of CoStar data.

However, the markets for moderate- and lower-quality apartments remained tight, with little change in vacancies over this period. Rent growth for moderate-quality apartments eased from 2.0 percent to 1.5 percent in 2020, but then jumped to 3.0 percent in the first quarter of 2021—an even faster pace than before the pandemic. In contrast, rent increases for lower-quality apartments slowed from 2.3 percent in early 2020 to 1.8 percent in early 2021.

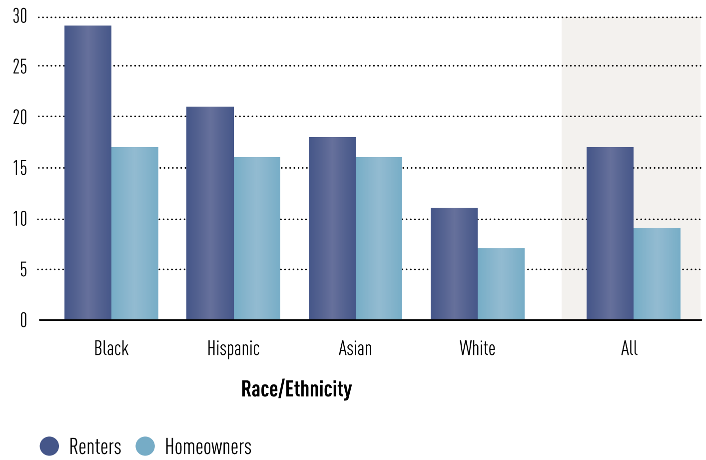
At the metro level, rents in the first quarter of 2021 were down in 25 of the 150 markets tracked by RealPage. The sharpest declines were primarily in high-cost markets such as San Francisco (-20 percent), San Jose (-16.5 percent), New York (-15 percent), and Boston (-8 percent). At the same time, rents increased by more than 2.0 percent in 94 metros, primarily lower-cost markets in the West and South, with especially large gains in Boise (11 percent) and Fayetteville (10 percent).

The firming of rents and vacancy rates in prime urban areas and in the higher-quality segment in early 2021 suggests that the strengthening economy and easing of pandemic-related restrictions will make the dip in rental demand only temporary. The latest uptick in multifamily construction reflects that view, with starts of units in buildings with five or more apartments rising from a 342,000 annual rate in the fourth quarter of 2020 to a 429,000 annual rate in the first quarter of 2021. If sustained, this year would be the first time that starts in this segment have exceeded 400,000 units since 1987.

FIGURE 4

Households of Color and Renters Are More Likely to Have Fallen Behind on Monthly Housing Payments

Share of Households Behind on Housing Payments (Percent)



Notes: Households behind on rent or mortgage reported that they were not caught up at the time of survey. Black, white, and Asian households are non-Hispanic. Hispanic households may be of any race.
Source: JCHS tabulations of US Census Bureau, Household Pulse Surveys, January–March 2021.

THE WORSENING CHALLENGE OF RENTER COST BURDENS

Even after ten years of economic expansion and the lowest unemployment rate in decades, the share of renter households with cost burdens in 2019 was down just four percentage points from the 2011 high. Some 20.4 million renters (46 percent) paid more than 30 percent of their incomes for housing that year, including 10.5 million (24 percent) severely burdened households that paid more than half of their incomes for rent.

Although long the plight of lowest-income renters, cost burdens have moved up the income ladder. More than 80 percent of renters earning less than $25,000 were cost burdened in 2019, with a large majority severely burdened. Remarkably, 70 percent of renter households earning between $25,000 and $34,999 and nearly 50 percent of renters earning between $35,000 and $49,999 were also at least moderately burdened. The racial and ethnic disparities are stark, with 54 percent of Black and 52 percent of Hispanic renters having at least moderate burdens, compared with 42 percent of both white and Asian renters.

Renters in general, and lowest-income renters in particular, have taken the brunt of the economic fallout from the pandemic. The Census Bureau's Household Pulse Surveys show that more than half of all renter households had lost income between March 2020 and March 2021. Not surprisingly, 17 percent were behind on rent early this year, including nearly a quarter of those earning less than $25,000 and a fifth of those earning between $25,000 and $34,999. Racial disparities are evident here as well, with 29 percent of Black, 21 percent of Hispanic, and 18 percent of Asian renters in arrears, compared with just 11 percent of white renters **(Figure 4)**.

The shares of renters behind on housing payments vary widely across the country. States with the highest concentrations of renters in arrears are in the Southeast, with Mississippi topping the list at 27 percent, followed by Delaware and Louisiana, both at 25 percent. The lowest shares are in the Midwest and Mountain West states, including Idaho, North Dakota, Montana, and Utah, where less than 12 percent of renters were behind on their housing payments in early 2021.

With so many renters in financial distress, there are serious concerns about an impending wave of evictions. So far, substantial federal relief through stimulus payments, expanded unemployment benefits, and other funding, along with federal and state eviction moratoriums, have prevented large-scale displacement. However, if the federal moratorium ends in July as scheduled (or earlier due to successful legal challenges), staving off a substantial increase in evictions and homelessness will depend on whether the latest round of assistance reaches at-risk households in time.

Even before the pandemic, the number of people experiencing homelessness was on the ascent. In January 2020, HUD put the count at 580,000 people, up nearly 13,000 from a year earlier and up more than 30,000 from the post-recession low in 2016. The rising incidence of unsheltered homelessness drove the overall increase, with a jump of 50,000 since 2016. Most of the uptick in people experiencing homelessness is centered in Western and Sunbelt states, particularly Arizona, California, Texas, and Washington.

Fortunately, governments at all levels recognized early in the pandemic that people experiencing homelessness were especially at risk not only of infection, but also of dying from COVID-19 given their underlying health conditions. Among the most effective responses to this public health threat was the conversion of vacant hotels and motels into non-congregate shelters. In some cases, these conversions have become permanent, creating new capacity for emergency homeless shelters and supportive housing. The American Rescue Plan of 2021 allows for the use of funding for these same purposes, helping to stem the rise in homelessness.

ENDURING PRESSURES AMID THE RECOVERY

Spurred by generous federal spending packages and the wide availability of COVID-19 vaccines, the US economy is steadily recovering. In the first four months of 2021 alone, the economy added more than 1.3 million jobs, reducing the national unemployment rate to 6.1 percent. Even so, there were 7.6 million fewer jobs in February than a year earlier, and unemployment rates remained distressingly high for Black (9.7 percent) and Hispanic workers (7.9 percent), as well as for those with less than a high school diploma (9.3 percent).

In December 2020 and again in March 2021, the federal government stepped in to support households that had fallen behind on rent with more than $50 billion in assistance. While that level of aid appears commensurate with current need, a key concern is whether state and local governments will be able to quickly and effectively distribute this assistance. Some state and local programs funded in part by last year's CARES Act failed to reach many in need because of difficult application processes, restrictive eligibility requirements, and a lack of consumer awareness about available support. Lessons learned from that experience will hopefully make distribution of new funding under the American Rescue Plan more efficient.

Homeowners who faced COVID-related hardship have also received support in the form of loan forbearance and a ban on foreclosures. This protection, allowing borrowers to defer or reduce their monthly payments for up to 18 months, was extended to the 70 percent of homeowners with federally backed loans. As of March 2021, a majority of the 7.1 million loans that had entered forbearance since the start of the pandemic had left that status. Of these loans, payments on two-thirds were again current and another fifth were paid off. A small share (8 percent) of borrowers were still delinquent but engaged in loss mitigation with their lenders, while 3 percent were delinquent and not working on a resolution.

But the outcomes are uncertain for the 2.3 million borrowers in forbearance that have yet to resume their mortgage payments. A simple solution for many of these homeowners would be to extend the terms of their mortgages to make up for the missed payments. But the situation is more complicated when the accumulated deficit of mortgage, property taxes, and insurance payments, on top of the outstanding loan balance, exceeds the value of the home. And even in cases where some equity remains, borrowers may not be able to resolve their accumulated debt by selling their homes if that equity does not cover sales costs (generally about 10 percent of a home's value).

Black Knight estimates that, of the borrowers taking advantage of the full 18 months of forbearance, some 22 percent would have less than 10 percent equity after factoring in these deficits. The shares of borrowers in this situation but with loans backed by the Federal Housing Administration and Veterans Administration are even higher, at 36 percent. Although the American Rescue Plan includes $10 billion in support for homeowners in such circumstances, it is unclear whether this aid will be available or sufficient to safeguard some borrowers from foreclosure or forced sales once forbearance ends. For most of these borrowers, that deadline is July 2021.

For the many households that had to tap savings or go into debt to cover lost income last year, the impacts of the pandemic will linger well into the future. A Joint Center review of surveys conducted over the past year found that about a quarter of the renters with COVID-related job losses reported that they had substantially depleted their savings, another quarter had borrowed from families and friends, and a tenth had turned to payday or personal loans. Even assuming they regain their financial footing, these households will have fewer resources to draw on whether for everyday needs, emergencies, or for a downpayment on a home. Recovering from the devastating effects of the pandemic will be harder yet for those who have lost loved ones to COVID-19 or are themselves suffering from the long-term debilitating effects of the virus.

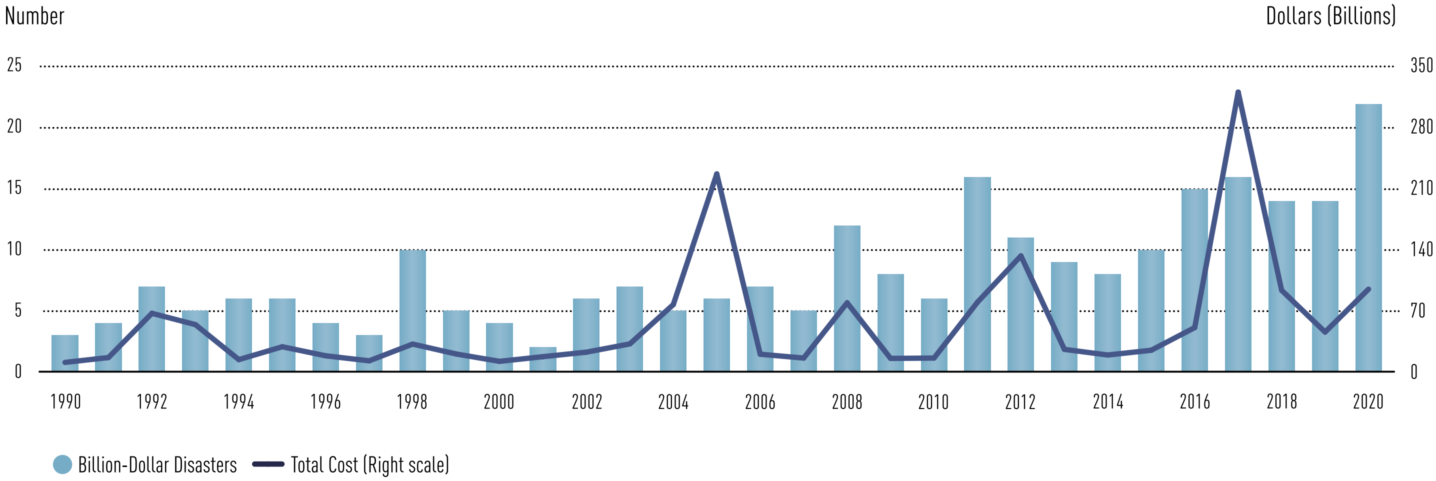
THE NATION'S CRITICAL NEED FOR HOUSING INVESTMENT

After years of relatively weak residential construction, the median age of the US housing stock increased sharply from 34 years in 2007 to 41 years in 2019. Older housing generally needs more upkeep than newer housing. Indeed, a 2019 analysis by the Federal Reserve Bank of Philadelphia and PolicyMap found that 45 percent of homes built before 1940 were in need of repair, compared with 26 percent of homes built in 2000 or later.

This study also estimated that more than a third of all occupied homes in 2017 had structural, plumbing, electrical, and heating

FIGURE 5

The Number of High-Cost Disasters Set a New Record in 2020



Notes: All costs are adjusted to 2020 dollars using the CPI-U for All Items. The direct costs of disasters include physical damage to buildings, material assets, vehicles, infrastructure, and agriculture, as well as the costs of business interruption, wildfire suppression, and disaster restoration.
Source: JCHS tabulations of National Oceanic and Atmospheric Administration (NOAA), Billion-Dollar Weather and Climate Disasters.

problems, leaks, and/or pest infestations, and put the total cost of addressing these needs at $127 billion. This figure does not include the costs of improving indoor air and water quality or removing lead contamination, which all pose serious threats to human health and safety. Moreover, it is likely that overall repair needs are even higher today, given that many homeowners had to put off these types of expenses during the pandemic.

Among the homes most in need of repair are manufactured housing units, units occupied by renters, and those occupied by Black, Hispanic, and Native American/Alaskan Native households, as well as by people with disabilities. Public housing is an important case in point. National Association of Housing and Redevelopment Officials estimated that the backlog of capital funding needed to address deficiencies in the stock of roughly one million units was $70 billion in 2019 and accruing at $3.4 billion per year.

Climate change has made improving the energy efficiency and resiliency of housing ever more urgent. Given that residential energy use accounts for a fifth of the nation's greenhouse gas emissions, retrofitting older homes with energy-efficient systems would help to reduce the nation's reliance on fossil fuels. These improvements also carry potential cost savings for low-income homeowners and the millions of cost-burdened renters who pay for utilities out of pocket.

Ensuring that homes can withstand extreme weather events is a related priority. In 2020, the US experienced a record 22 distinct billion-dollar disasters **(Figure 5)**. As these events increase in both intensity and frequency, they pose an ever-growing threat to homes across the country. Indeed, NOAA reports that the average annual cost of billion-dollar disasters has already escalated from $27 billion in the 1990s to $81 billion in the 2010s. Beyond disaster recovery, additional federal support is needed for mitigation programs that support at-risk communities in efforts to improve the resiliency of their housing stocks.

Another unmet housing need is for home modifications that enable older households to remain in place as they age. Within the next two decades, the number of households headed by people age 75 and over is projected to double from 14 million to 28 million. At that stage of life, mobility typically becomes more limited. At last measure in 2011, however, only 3.5 percent of the US housing stock provided three critical accessibility features—a no-step entry, single-floor living, and extra-wide doorways and halls—that help households with reduced mobility to live safely and comfortably in their homes. Given that many of these home modifications would be beyond the means of most low- and moderate-income homeowners and rental property owners, expanded tax credit or grant programs would be necessary to subsidize the costs.

The American Jobs Plan would address many of these needs, proposing $213 billion to construct, preserve, and retrofit two million housing units, including retrofitting the homes of low- and moderate-income owners to improve energy efficiency and resiliency. The proposal also includes $40 billion to repair and update the energy efficiency of public housing. While the fate of this proposal is uncertain, there can be no question about the need for substantial investments in the nation's housing stock to reduce the residential sector's contributions to greenhouse gas emissions, safeguard homes and residents against severe weather, preserve the existing supply of affordable housing, and prepare for a rapidly aging society.

THE OUTLOOK

The unprecedented events of 2020 both exposed and amplified the impacts of unequal access to decent, affordable housing. For households with secure employment and good-quality housing, their homes provided a safe haven from the pandemic. But for the millions of households that lost income and are still struggling to cover their housing costs, their situations are anything but secure. These disparities are likely to persist even as the economy recovers, with many lower-income households slow to regain their financial footing and facing possible eviction or foreclosure.

At the same time, though, demand for homeownership is likely to remain robust as the huge millennial generation continues to move through the prime ages for forming households and buying homes. Although the supply of existing homes for sale is at a record low, the subsiding pandemic and resumption of more normal activity should encourage more owners to put their homes on the market. An expanded supply of for-sale homes would help to slow the meteoric rise in house prices, but new construction also has to pick up substantially to keep homeownership relatively affordable.

Certain impacts of the pandemic on housing markets are probably temporary—most notably, the drop in high-end urban rental demand. Indeed, early signs suggest that the reopening of offices, universities, restaurants, and other amenities is already bringing renter households back to city centers. However, the growing demand for suburban and exurban living may be a more enduring shift, particularly if working from home becomes common practice. If freed from the requirement to commute every day, many more households will seek out lower-cost housing away from employment centers.

In the longer term, impending demographic changes cloud the housing outlook. Falling birth rates, sharply lower immigration, and higher-than-expected mortality rates have already left population growth at its lowest level in 100 years. Although this slowdown may help to alleviate the current imbalance between housing demand and supply, it also has serious implications for the broader economy. To sustain vibrant housing markets, policymakers must take measures now to reinvigorate population growth through increased immigration, promote higher birth rates through support for working families, and reduce the drag on economic growth from income and wealth disparities.

The Biden Administration has proposed a major increase in federal funding for affordable housing that would move the nation closer to achieving those goals. The plan would substantially expand support for renters and homeowners alike, addressing the need for a broader and stronger housing safety net while also closing the racial and ethnic disparities in housing markets. The profound disruptions of the past year have made clear how urgent these bold steps have become.

2 HOUSING MARKETS

The homebuying market remained hot even as the COVID-19 pandemic moved into its second year. Sales of both new and existing homes soared in early 2021 amid low interest rates and strong demand. In combination with record-low inventories, the homebuying frenzy has helped to push up home prices by double digits. Rents have also started to recover from last year's drop. After years of underbuilding, housing developers have finally responded to favorable market conditions, with production increasing in line with projected household growth.

CONTINUING SURGE IN HOME SALES

Despite a sharp drop at the onset of the pandemic, home sales bounced back quickly in 2020. Several factors helped to buoy sales, starting with record-low mortgage interest rates. The pandemic itself drove up demand for more private living space, particularly among the higher-income households that were least affected by the economic downturn. The aging of the millennial generation also helped by lifting the number of households in their peak homebuying years.

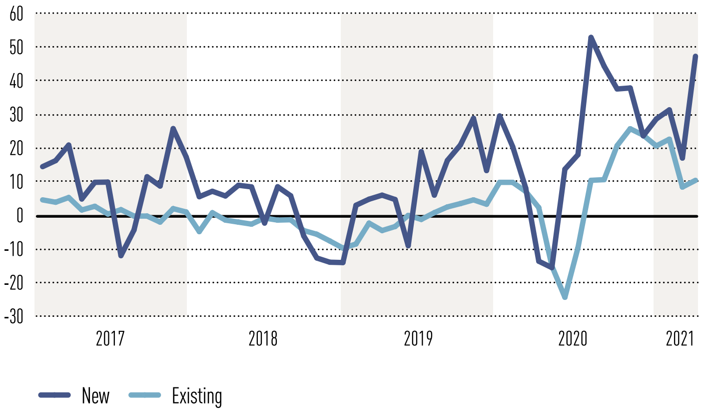
Even after a 26 percent year-over-year plunge in May, sales of existing homes increased 5.6 percent for the year, to 5.64 million units. Single-family home sales were especially strong, up 6.3 percent to 5.07 million units **(Figure 6)**. Meanwhile, condo and co-op sales fell slightly for the third straight year, to 578,000 units. Sales rose across the country, with growth in the South (7.4 percent) and the Midwest (6.4 percent) far outpacing increases in the West (2.7 percent) and Northeast (1.4 percent). Existing home sales continued to gather steam in the first quarter of 2021, up 15 percent on average.

Sales of newly built single-family homes rebounded even more rapidly. Following a 16 percent year-over-year drop in April, new home sales jumped 53 percent in July, to 972,000 units at a seasonally adjusted annual rate. For 2020 as a whole, sales of new single-family homes were up 20.4 percent, to 822,000 units—the highest mark since 2006. New home sales were strong across all regions of the country, increasing 29 percent in the Midwest, 23 percent in the Northeast, 20 percent in the West, and 19 percent in the South. Robust growth continued in the first quarter of 2021, with seasonally adjusted single-family sales averaging 32 percent gains and running at an annual rate of 921,000 units.

FIGURE 6

After a Brief Pause Early in the Pandemic, the Pace of Home Sales Has Been Brisk

Year-over-Year Change in Single-Family Home Sales (Percent)

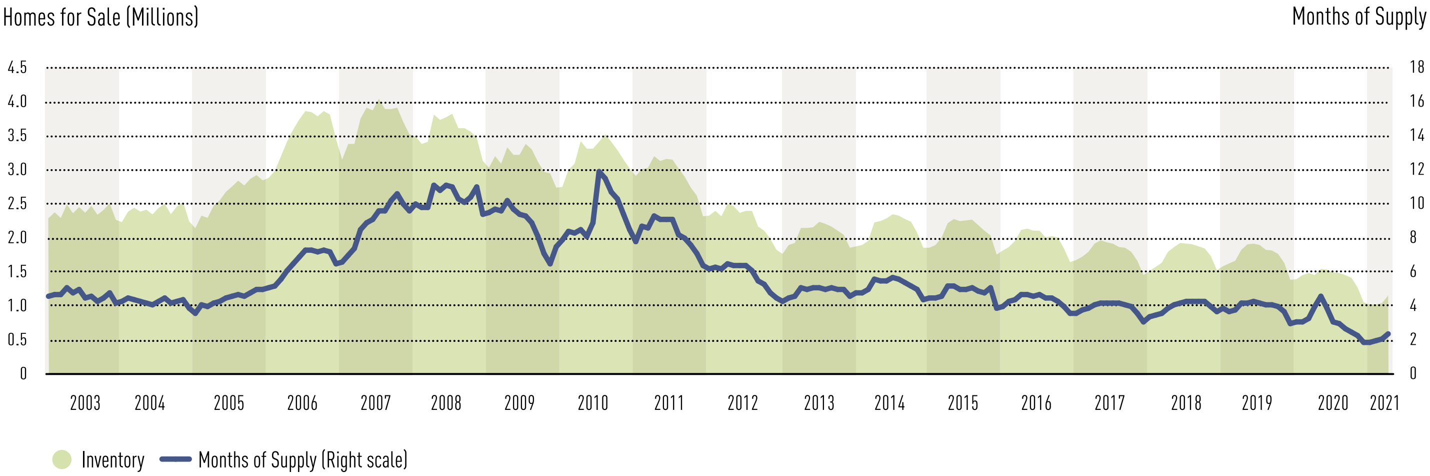


Source: JCHS tabulations of NAR, Existing Home Sales; US Census Bureau, New Residential Sales.

Metro-level home sales followed a similar pattern. Early in 2020, slightly more than half of the 95 large markets tracked by Zillow posted year-over-year increases in sales. But after stumbling in April and May, sales were on the rise in fully 89 metros by the end of the year. Indeed, growth exceeded 50 percent in five markets, including Baltimore (63 percent), Milwaukee (57 percent), and New Haven (53 percent). The six metros with year-over-year declines included Wichita (down 17 percent) as well as Ogden and Boise City (both

FIGURE 7

Inventories of Homes for Sale Fell to a Record Low in Early 2021



Note: Months of supply measures how long it would take the number of homes on the market to sell at the current rate, where six months is typically considered a balanced market.
Source: JCHS tabulations of NAR, Existing Home Sales.

down 1 percent), where sales growth was especially constrained by limited supply.

While still a small share of the market, sales of second homes also surged since the start of the pandemic. These purchases are important because they take inventory off the market without adding to the supply of primary homes for sale. Redfin reports that mortgage rate locks on second home purchases were up more than 80 percent year over year every month from June 2020 through April 2021—about twice the rise in those on primary home purchases. National Association of REALTORS® (NAR) data echo the strength of demand, indicating that 68 percent of vacation homes on the market in September 2020 sold in less than one month. On average, only 20–40 percent of vacation homes sold that quickly from 2017 through early 2020.

INCREASINGLY ACUTE SHORTAGE OF HOMES FOR SALE

The supply of existing homes for sale has never been tighter. By NAR's count, there were 1.03 million existing homes on the market in February 2021, down from an already low 1.46 million a year earlier **(Figure 7)**. This amounts to a 29 percent decline in just one year and a 37 percent drop in two years. Single-family homes accounted for only 870,000 of the existing units available—the lowest level in records dating back to 1982.

The decline in the supply of new single-family homes for sale was somewhat more modest. After starting the year at 329,000 units, the number of new homes available bottomed out at 283,000 units in August—a year-over-year drop of 13 percent. New home inventory, which includes homes under construction, picked up to more than 300,000 units from December 2020 through March 2021 as housing production increased. Even so, supplies were still down 8 percent on average from the same period a year earlier.

Measured by months of supply (how long it would take for homes on the market to be sold at the current sales rate), inventories of existing homes for sale fell from 3.0 months in December 2019 to 1.9 months in December 2020. The supply of single-family homes was even tighter at just 1.8 months, marking the first dip below 2.0 months since recordkeeping began in the early 1980s. As a rule of thumb, a balanced market has about 6.0 months of available inventory.

Supply constraints are nearly universal. Inventories in 87 of the 95 markets tracked by Zillow fell year over year in December 2020, up from 31 markets in December 2019. The number of homes available for sale fell by more than 30 percent in 14 of these metros, with the largest drops in mid-sized markets in the West, including Provo (43 percent) and Boise (40 percent). Declines were also severe in certain metros in the South, ranging from 34 percent to 36 percent in Augusta, Columbia, Jackson, and Raleigh. While still historically tight, for-sale inventories increased in some higher-cost markets, especially those on the West Coast, including San Francisco (50 percent), San Jose (45 percent), and Seattle (16 percent).

The pandemic is partially to blame for such tight conditions. As the COVID-19 virus spread in the spring, many potential sellers pulled their homes off the market while others delayed listing their homes for sale. Because of the limited inventory, any home that went on the market sold almost immediately. Indeed, the typical home listed for sale on Zillow was available for 14 days in December before a pending sale, less than half the median of 35 days a year earlier.

But the biggest reason behind the constraints on supply is the underproduction of new homes since the mid-2000s. New construction creates housing choices for current homeowners who want to move, freeing up existing units for other buyers. Without that option, owners are more likely to remain in place. As a result, only a consistent increase in housing construction over a period of years will provide meaningful growth in inventory in many of today's tight markets.

HOUSING CONSTRUCTION AT NEW HIGHS

Like home sales, new residential construction rebounded quickly in the summer of 2020 and continued at a strong pace through early 2021. Housing starts climbed 6.9 percent last year to 1.38 million units—the highest output since 2006 when production reached 1.80 million units. Completions were also up 2.5 percent to 1.29 million units, while permitting rose 6.1 percent to 1.47 million units.

For the first time in three years, single-family construction drove the increase in production in 2020. Starts of single-family homes jumped to 991,000 units—a 12 percent gain for the year and the biggest percentage increase since 2013 **(Figure 8)**. But even these impressive numbers probably understate the strong upturn. After dropping to 685,000 units in April at a seasonally adjusted annual rate, single-family starts averaged 1.16 million units from August 2020 through March 2021. This represents a substantial pickup from the previous 13 years when starts consistently lagged below the one-million mark.

Meanwhile, multifamily housing construction dipped 3 percent last year, to 389,100 units, but remained on par with the elevated pace maintained since 2014. Indeed, multifamily starts topped 350,000 units just once in the 24 years from 1990 through 2013, but then exceeded that level for the next seven years. Starts accelerated further in the first quarter of 2021, averaging a robust 446,000 units at a seasonally adjusted annual rate.

Housing construction has finally approached levels consistent with projected demand. From June 2020 through March 2021, total starts averaged just over 1.5 million units at a seasonally adjusted annual rate, in line with the Joint Center's housing demand projections calling for production of 1.5 million units annually in 2018–2028. Although those projections do not account for lower-than-expected population growth in the past few years, the low level of homebuilding since the mid-2000s likely means that new supply has not yet caught up with demand. In fact, Freddie Mac estimates that the housing supply at the end of 2020 was 3.8 million units short of the level needed to match long-term demand.

SHIFTING LOCATION AND SIZE OF NEW HOMES

When suddenly under stay-at-home orders in March 2020, many households found the need for more living space to accommodate the dramatic changes in their work, school, and leisure activities. The pandemic thus fueled already hot demand for single-family homes, the type of housing typically found in communities outside of major urban centers.

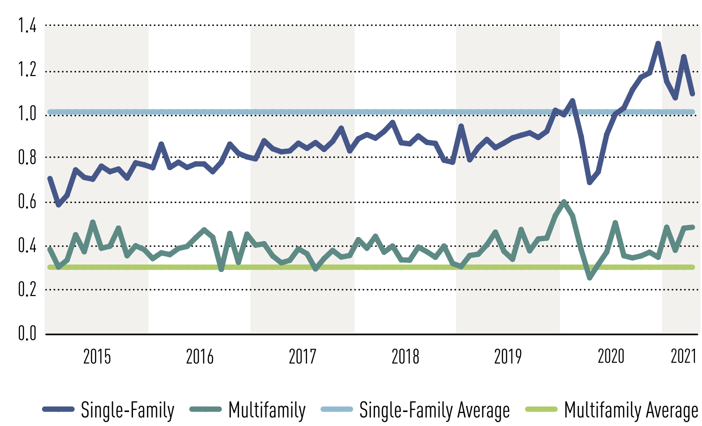
As a result, total permitting increased 12 percent in the suburban counties of large metros last year, but fell 2 percent in the core counties of these markets. Permitting also rose 10 percent in smaller metros and 9 percent in non-metro areas. Growth was largely on the single-family side, with double-digit increases in single-family permits in the suburban counties of large markets (17 percent), smaller metros (15 percent), and non-metro areas (12 percent). About a third (303,000) of all single-family permits were issued in the suburban counties of large markets in 2020, while another 38 percent were issued in small and midsized markets **(Figure 9)**. Single-family permitting in the core counties of large metros also rose 8 percent last year, to 212,000 units.

Meanwhile, multifamily permits in core areas fell 10 percent in 2020, but at 250,000 units, construction remained close to the elevated levels of the past half-decade. Following substantial increases in 2019, the numbers of multifamily permits issued in the suburban counties of large markets and in smaller metros declined 2 percent last year. Permitting in non-metro areas, however, was unchanged.

FIGURE 8

The Pace of Both Single-Family and Multifamily Construction Has Exceeded Historical Averages for Nearly a Year

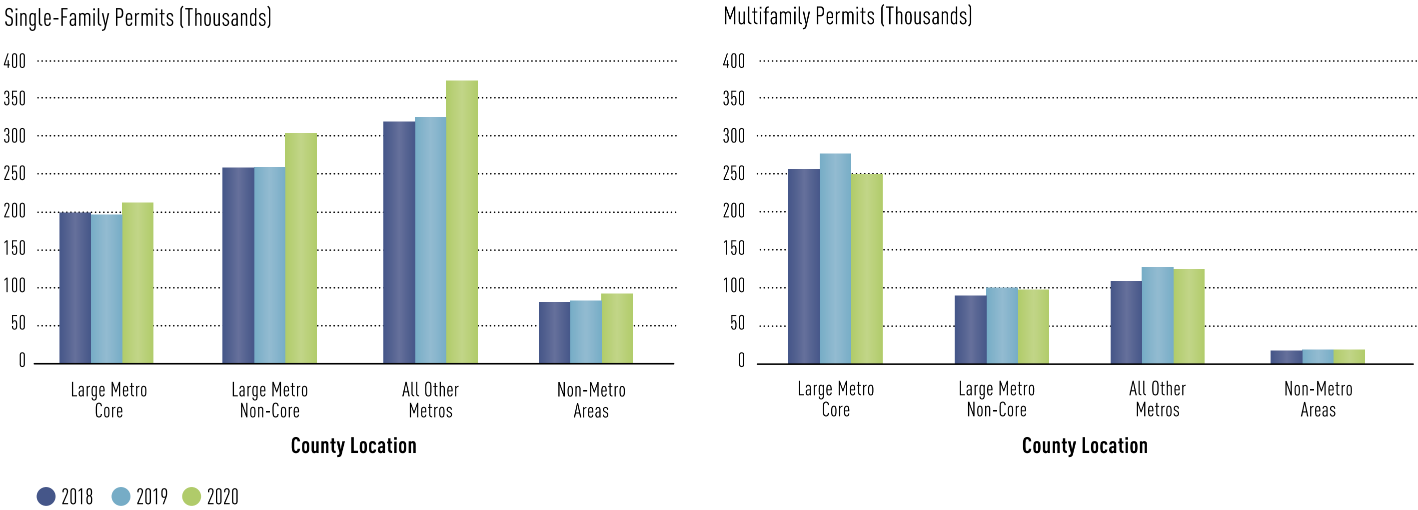
Annualized Housing Starts (Millions of units, seasonally adjusted)



Note: Single-family and multifamily historical averages are of seasonally adjusted monthly data from January 1990 to March 2021.
Source: JCHS tabulations of US Census Bureau, New Residential Construction data.

FIGURE 9

Single-Family Construction Continued to Strengthen Across Markets Last Year Even as Multifamily Construction Hit a Pause, Particularly in Core Counties



Notes: Large metro areas have at least one million residents. Core counties contain either the largest city in the metro area or any city with over 250,000 residents. Non-core counties are all other counties in large metro areas.
Source: JCHS tabulations of US Census Bureau, Building Permits Survey via Moody's Economy.com.

With more young and first-time homebuyers entering the market, demand for smaller, more affordable homes was on the increase in 2019. Completions of single-family homes with less than 1,800 square feet rose 13 percent that year, to 217,000 units, slightly outpacing the 11 percent increase in midsized units (1,800–2,999 square feet). The share of larger homes (at least 3,000 square feet) declined 4 percent. Even so, smaller units accounted for only 24 percent of completions in 2019, about the same as in 2018 but well below the 32 percent share averaged from 1999 to 2011.

When the COVID-19 pandemic hit, demand for larger homes again increased. As a result, the median size of newly started single-family homes fell only slightly from 2,271 square feet in 2019 to 2,265 square feet in 2020. The size of typical new homes inched up by another 0.2 percent in the first quarter of 2021 from a year earlier.

Still, the need for new homes at a variety of price points will only increase as more millennial homebuyers come into the market. Newly built units, however, are typically more expensive than existing homes. According to CoreLogic, new homes accounted for almost a fifth (19 percent) of premium home sales nationally (in the top third by price) from October 2019 through September 2020, but just 6 percent of entry-level sales (in the bottom third). However, new construction does provide more than 10 percent of entry-level housing in nearly a quarter of the 100 large markets that CoreLogic tracks. Most of the metros with large shares of new entry-level homes—including Dallas (18 percent), Phoenix (14 percent), and Denver (11 percent)—are moderate-cost markets with substantial new construction.

CONTINUING CONSTRAINTS ON RESIDENTIAL DEVELOPMENT

Restrictive land use regulations are among the most significant barriers to housing production. A 2018 survey of land use practices in nearly 2,800 communities found that 93 percent imposed minimum lot sizes in their jurisdictions. Some 40 percent of these communities set a one-acre minimum, including 27 percent with two-acre minimums. The stringency of these requirements varied by region, with 61 percent of jurisdictions in the Northeast imposing at least a one-acre minimum, compared with 36 percent of communities in the Midwest, 32 percent in the South, and 29 percent in the West.

In addition, some land use and zoning practices, as well as other local and state requirements, restrict the amount of land available for development. These regulations can raise the cost of land, especially in markets where demand is strong. According to FHFA estimates, the median land value of a quarter-acre lot occupied by an existing single-family home was $163,500 in 2019, some 60 percent higher than in 2012. Among the nation's 100 largest markets, median land prices were highest on the West Coast, particularly San Jose ($1.2 million), San Francisco ($945,900), and Honolulu ($786,500). In contrast, median land values were below $50,000 in 38 large markets located outside the West.

Many communities also require multiple approvals for residential developments. While ensuring that legitimate public concerns are addressed, these approvals mean delays, uncertainty, and additional costs for developers. The process for approving construction of single-family units takes about 2.5 months on average if the project is permitted under existing rules and 4.3 months if special approval is required. For multifamily projects, the average review times are 3.1 months and 4.9 months, respectively.

The cost and availability of labor is yet another issue for homebuilders. The average hourly wage in the construction industry increased by 2.8 percent in March 2021 from a year earlier, to $32.25 per hour. The steady rise in wages may eventually help to attract workers from other fields or those returning to the labor market as the pandemic continues to subside. As it is, though, the number of job openings in construction fell sharply on a 12-month rolling basis from 309,000 in early 2020 to 268,000 in early 2021, but remained about twice the 130,000 openings averaged from 2000 to 2016.

However, the NAHB/Wells Fargo Housing Market Index indicates that the top concerns for homebuilders in 2020 were the scarcity and cost of building materials, likely exacerbated by supply chain problems during the pandemic. Multifamily developers responding to the NMHC Construction Survey in early 2021 were similarly concerned, with 93 percent of firms reporting an increase in the price of materials compared with just 5 percent of firms a year earlier.

The surge in softwood lumber prices is particularly alarming, up some 83 percent year over year in March 2021 **(Figure 10)**. A recent NAHB analysis found that the jump in lumber costs added about $36,000 to the average price of a new single-family home. Given increasing costs for other common construction materials such as gypsum (up 6 percent) and concrete (up 2 percent), the price of inputs to new residential construction overall rose by a substantial 14 percent year over year in March 2021.

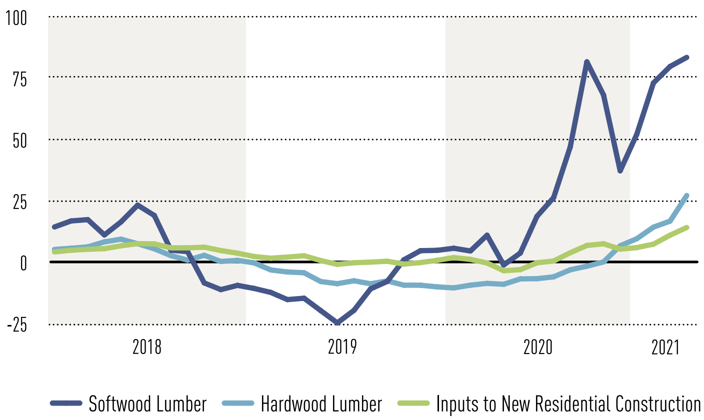
PERSISTENT CLIMB IN HOME PRICES

With inventories and interest rates at or near record lows, home prices have moved progressively higher. Year-over-year increases in the S&P CoreLogic Case-Shiller Home Price Index jumped from 4.5 percent in March 2020 to 10.4 percent in December—the first double-digit rise since 2014. Adjusted for inflation, the end-of-year increase was still a robust 9.1 percent **(Figure 11)**. The runup that began in mid-2012 and continued for over 100 consecutive months

FIGURE 10

Sharply Rising Lumber Prices Have Driven Up the Materials Costs of Residential Construction Since the Start of the Pandemic

Annual Change in Prices (Percent)



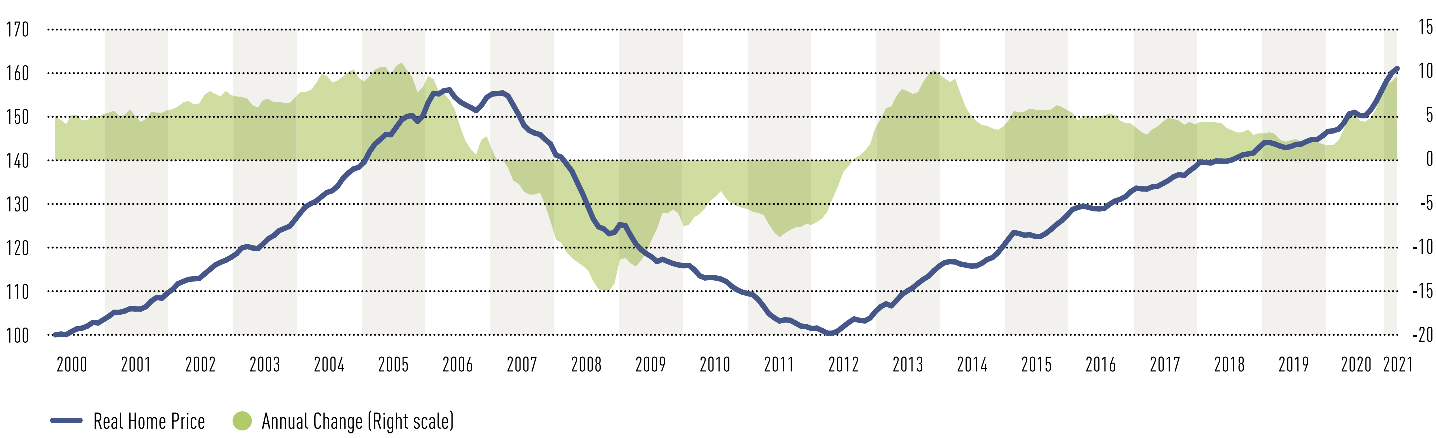
Note: Inputs to new residential construction exclude capital, labor, and imports.
Source: JCHS tabulations of Bureau of Labor Statistics, Producer Price Indexes.

FIGURE 11

Real Home Prices Have Continued to Climb for Nearly a Decade

Home Price Index

Annual Change (Percent)



Note: Real home prices are adjusted for inflation using the CPI-U for All Items less shelter.
Source: JCHS tabulations of S&P CoreLogic Case-Shiller US National Home Price Index.

thus left real home prices 2 percent above the mid-2000s peak and 60 percent above the level in 2000.

According to the FHFA Purchase-Only House Price Index, nominal home prices in the first quarter of 2021 increased by at least 10 percent in 85 of the 100 metro areas and divisions tracked by the index, up from just 5 markets the year prior. In 99 of those markets, the pace of the increases was escalating. The largest metro area gains were in Boise (28 percent), Austin (23 percent), and Tacoma (22 percent). Home prices in non-metro areas also climbed. The FHFA All-Transactions House Price Index, which generally shows slower appreciation than the Purchase-Only Index, indicates that non-metro home prices rose at a 6.0 percent annual rate at the end of 2020, up from 5.6 percent a year earlier.

Based on Moody's household income projections, the national price-to-income ratio is expected to rise from 4.14 in 2019 to 4.37 in 2020. This would mark the fifth consecutive year that the median home price was more than four times median household income. By comparison, average price-to-income ratios were considerably lower at 3.21 in the 1980s, 3.31 in the 1990s, 4.01 in the 2000s, and 3.82 in the 2010s. Ratios in the nation's 100 largest metros are expected to range as high as 10.9 in San Jose, 9.5 in Honolulu, and 9.4 in Los Angeles, and as low as 2.5–2.6 in Scranton, Syracuse, and Toledo.

Meanwhile, home prices and rents have diverged sharply. Zillow reports that typical home values rose 9.1 percent nationally in January 2021, up from 3.7 percent a year earlier. At the same time, rent growth slowed from 2.9 percent to just 1.2 percent. This divergence is widespread, with home price growth exceeding rent growth in all 99 large metros that Zillow tracks.

The different trajectories of home prices and rents reflect fundamental market forces. On the demand side, low interest rates have given a big lift to home prices but have had little immediate effect on rents. In addition, the financial fallout from the pandemic has been much less detrimental to the older, higher-income households who typically buy homes than to younger, lower-income households who typically rent. Pandemic conditions also increased demand for suburban living where owner-occupied housing predominates and reduced demand in urban areas where rental housing is concentrated. These conditions left a growing supply of rental housing, particularly in high-end markets in select metro areas, even as the inventory of for-sale homes reached an all-time low.

RAPID HOME PRICE GROWTH IN COMMUNITIES OF COLOR

From December 2019 to December 2020, typical home values increased in about 27,300 of the nearly 30,000 zip codes tracked by Zillow. In a third of those zip codes, home price appreciation exceeded 8 percent, including over half of the neighborhoods where people of color were in the majority. Home values in these communities rose 9.3 percent on average over the year, far faster than the 7.7 percent increase in majority-white neighborhoods.

Price growth in communities of color also outran metro-wide averages in 47 of the 50 largest markets in December 2020. In Philadelphia, for example, prices in the 51 neighborhoods where people of color made up at least half the population rose by an average of 14.3 percent—3.5 percentage points faster than the average for all 353 metro-area zip codes. In Atlanta, home prices in communities of color were up 10.6 percent, outpacing metro-wide gains by 1.4 percentage point.

Home price appreciation where people of color are in the majority has in fact exceeded metro-area averages for several years. Even so, prices have not returned to their mid-2000s peaks in many cases. In the 18,000 zip codes with Zillow home prices dating back to 2004, typical home values in 19 percent remained below peak in 2020. Yet in the 3,000 communities where people of color were in the majority, the share below peak was much higher at 26 percent. In the 616 majority-Black neighborhoods, the share was higher yet at 36 percent.

Still, rising home prices mean rising equity for current owners, which could offer some buffer against the income losses that many households of color suffered during the pandemic. But the long-term lag in home prices in communities of color highlights the disadvantages that homeowners in these neighborhoods face in attempting to build wealth and secure their financial futures.

THE OUTLOOK

Given the extremely limited supply of homes for sale across the country, prices will likely continue to rise for the foreseeable future even if interest rates tick up and more sellers put their homes on the market. But in the longer term, robust growth in housing construction will be necessary to temper conditions in some of today's overheated homebuying markets. However, homebuilders will need to meet the growing demand for homes of various sizes and at different price points, especially as millennials become a dominant force in the market.

3 DEMOGRAPHIC DRIVERS

Early estimates suggest that the pandemic did little to interrupt the ongoing rise in household growth, with millennials continuing to head up new households at a strong clip. As these young adults marry and have children, they are reinforcing household growth outside of urban centers. The economic disruption caused by the pandemic did, however, widen already large inequalities in income and wealth. On top of slowing population growth, these persistent disparities prevent people of color and those with lower incomes from forming their own households, in turn reducing longer-term demand for housing.

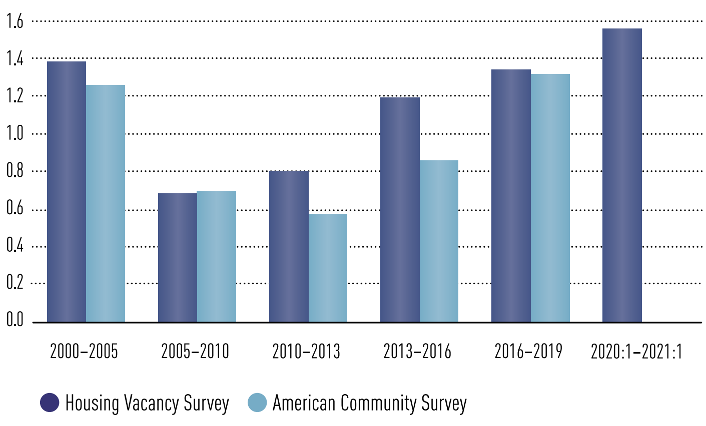
UPTICK IN MILLENNIAL HOUSEHOLDS

The pandemic hit at a time when household growth, the primary driver of housing demand, was strong and accelerating. By American Community Survey estimates, the number of US households increased by 1.3 million per year on average from 2016 to 2019—significantly faster than the 856,000 annual increases averaged in 2013–2016. Housing Vacancy Survey data also put average annual household growth at 1.3 million in 2016–2019, comparable to the level averaged in the early 2000s **(Figure 12)**. By both of these measures, household growth had been running well above the 1.2 million mark—the pace that Joint Center projections suggest would be due to population growth and demographic shifts alone.

FIGURE 12

Early Evidence Points to a Consistent Pickup in Household Growth Despite the Pandemic

Average Annual Increase in Households (Millions)



Note: Estimate for 2021:1 is the year-over-year change in the first quarter.
Source: JCHS tabulations of US Census Bureau, Housing Vacancy Surveys and American Community Survey 1-Year Estimates.

Rising headship rates among young adults (the share heading their own households) explain this uptrend. Until recently, the millennials (born 1985–2004) had not formed independent households at a pace similar to that of previous generations at the same ages. In fact, American Community Survey data show that the number of households headed by adults under age 35 declined for most of the 2010s even though the population in that age group was soaring. Since 2016, however, household formation rates among millennials have been rising. Indeed, adults under age 35 have made increasingly large contributions to overall household growth, accounting for an additional 250,000 households annually in 2016–2019 **(Figure 13)**. Headship rates among 35–44 year olds also increased over that period, adding 200,000 households in that age group each year.

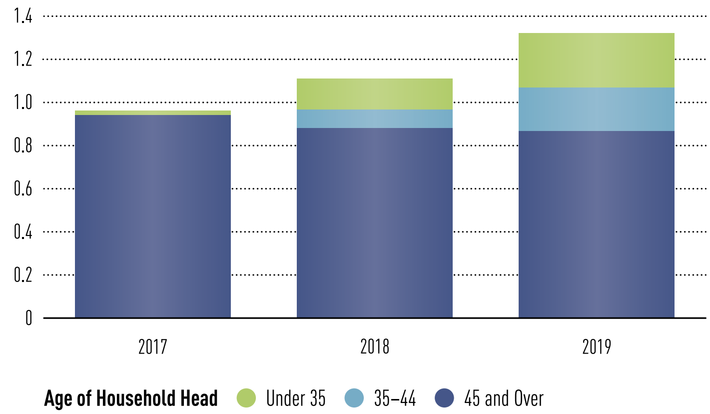
The economic shutdowns starting in March 2020 had only a limited and temporary impact on headship rates and therefore on household growth. When the unemployment rate spiked to 14.8 percent in April, many young workers were unable to sustain their own households and moved back in with their parents. However, once job growth began to revive in the fall, the increase in young adults living with parents and the decline in their headship rate were nearly reversed by the end of the year **(Figure 14)**. According to Housing Vacancy Survey data, the total number of households was up by 1.5 million in the first quarter of 2021 from a year earlier, largely on the strength of higher headship rates among these young adults.

The surprising resilience of household formations among the millennial population suggests that their generation will continue to lead the growth of housing demand. The headship rates of adults under age 35 are still historically low and therefore have room to increase. In addition, the older millennials are moving into the 35-44 year old age group, a stage of life when headship rates are consistently higher. While slowdowns in national birth and death rates are becoming increasingly evident, higher household formation rates among the millennial generation will likely offset those drags on household growth in the near term.

FIGURE 13

Younger Adults Have Given an Increasingly Large Lift to Household Growth

Annual Household Growth (Millions)



Note: Data are 3-year rolling annual averages to reduce volatility.
Source: JCHS tabulations of US Census Bureau, American Community Survey 1-Year Estimates.

CHANGES IN RESIDENTIAL MOBILITY

Early in the lockdown, most households chose to stay put. Nearly twice the share of respondents to Fannie Mae's National Housing Survey for the third quarter of 2020 said that they delayed (11 percent) rather than accelerated (6 percent) their moves. Renewals of rental leases thus hit record highs in April 2020, while existing home sales were down 27 percent in May from a year earlier.

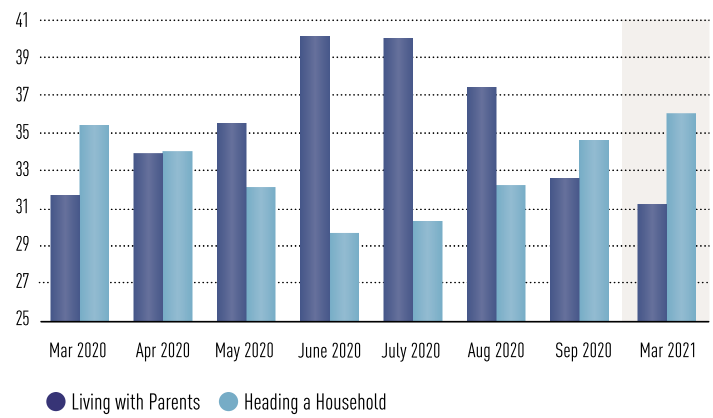
As the months wore on, however, the pace of residential moves picked up. Historically low mortgage interest rates encouraged a spate of homebuying, lifting existing home sales by more than 20 percent year over year from September 2020 through January 2021. A growing number of urban renters—particularly those with higher incomes—also moved out of apartments where they were paying a premium for proximity to job centers and other amenities. Many of these households either bought homes or relocated to rentals in the suburbs, but others simply moved to nearby apartments that were offering rent concessions or at least lower costs. Indeed, RealPage data indicate that renter retention rates in urban areas fell much more than rental occupancy rates, implying that many households either traded up to higher-quality apartments or sought out lower-rent units within the city.

With the reopening of businesses, restaurants, entertainment venues, demand for rental housing in prime urban areas started to revive in early 2021, giving another boost to residential mobility. As pandemic-related restrictions continue to ease and vaccination rates increase, more homeowners will become comfortable putting their homes on the market and more potential buyers will consider relocating. Many conditions that encourage homebuying are already in place, including low interest rates, a growing number of households at the prime ages for first-time homeownership, changing needs for living space, and

FIGURE 14

After Retreating to Their Parents' Homes Last Summer, Many Young Adults Were Living on Their Own Again by Early 2021

Share of Non-Student Population Aged 18–29 (Percent)



Note: Data exclude people enrolled full time in college or university.
Source: JCHS tabulations of US Census Bureau, Current Population Survey via IPUMS CPS, University of Minnesota, www.ipums.org.

increased ability to work from home. However, the persistent shortage of homes for sale is a significant constraint on purchases and therefore on overall residential mobility rates.

POTENTIAL IMPACTS OF A SHIFT TO REMOTE WORK

Even before the pandemic began in March 2020, household growth in the suburbs of large metros and in small metros had been on the increase **(Figure 15)**. In part, this shift reflects the fact that the large millennial population was reaching the ages when they typically have children and move from urban rentals to larger homes. Those homes are often single-family units in outlying communities where more space is available at a price they can afford.

The pandemic thus helped to accelerate these moves, particularly among younger households that were already contemplating a home purchase to stop paying the high rents charged in prime urban locations. Record-low interest rates provided a strong incentive to buy, while the increased savings afforded by the economic shutdown gave some the additional means to do so.

The need for more space to work comfortably from home was yet another impetus to move. In 2019, the American Community Survey indicated that just 5.7 percent of the labor force worked from home full time. In May 2020, however, the Bureau of Labor Statistics reported that the share working from home because of the pandemic stood at 35.4 percent. Although the total share working from home receded to 18.3 percent by April 2021, large portions of certain groups continued to work remotely, including over a third of workers with college degrees and nearly half of workers in business and financial operations.

Now, more than a year after lockdowns began in March 2020, many employees are set up to work at home and have the experience to do so productively. While most would prefer to continue to do so at least part of the week, employers are less sold on the idea. A January 2021 PricewaterhouseCoopers survey shows that over half of employees (55 percent) would like to work remotely at least three days a week, but only a quarter of executives expected many or all office employees to work at home for a significant share of the workweek after the pandemic ends. Still, more than 70 percent of executives also planned to increase spending on virtual collaboration tools and manager training, and about half planned to invest in systems that would support hybrid working models, such as hoteling apps for shared desks and communal office space.

If lasting, the increase in remote work could profoundly reshape housing demand, albeit in potentially conflicting ways. On the one hand, homebuyer surveys indicate that those expecting to work from home look for larger houses, which usually means living in suburban or exurban communities. This would reinforce the concentration of household growth in outlying areas. On the other hand, research has also shown that remote workers desire easy access to stores, transit, and other amenities, which means that they would be more drawn to urban settings. The extent to which employees are able to work remotely after the pandemic, and how much impact a major shift to this practice would have on neighborhoods and the built environment, are thus unclear.

Meanwhile, working from home is not an option for more than half of the US labor force, particularly those in the leisure and hospitality, healthcare, services, and education sectors. Even so, they could still benefit if remote work becomes commonplace among workers in other professions. For example, less competition for prime urban locations could make housing near job centers more affordable. And with fewer people traveling to work at peak hours, commute times might improve. Research from before the pandemic suggests, however, that these indirect benefits may take years to develop and could easily be offset by other factors. For example, improvements in commuting times are often short-lived because the shorter travel times tend to attract more commuters.

DIVERGING TRENDS IN INCOMES AND WEALTH

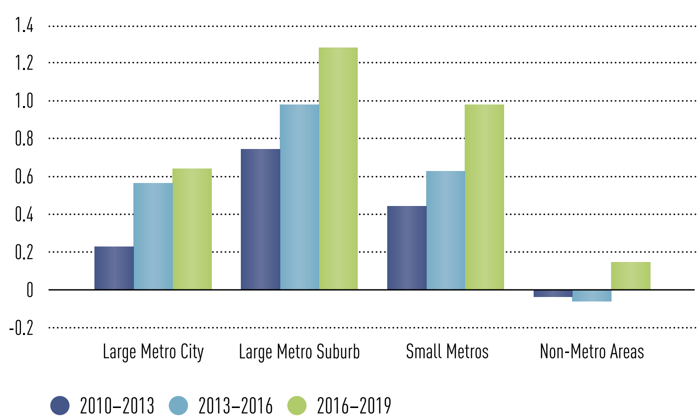
With fewer opportunities to spend money as well as significant cash infusions from the federal government, many households with stable jobs were able to reduce their expenses and even build wealth during the pandemic. In fact, the personal saving rate rose from 7.6 percent of disposable income in January 2020 to an all-time high of 33.7 percent in April 2020. For many homeowners, these savings came on top of a jump in housing wealth propelled by rising home prices. And for many renters, the extra cash provided an opportunity to pay down debt or save for a downpayment on a home.

At the same time, though, soaring job losses left millions of other households in dire straits. The US lost 22 million jobs between February and April 2020 when employment in food services and in the leisure and hospitality industries dropped by nearly half.

FIGURE 15

Household Growth Outside the Cities of Large Metro Areas Was Accelerating Well Before the Pandemic

Change in Households (Millions)



Notes: Large metro areas have at least one million residents. City tracts are either in the metro's principal city or in cities with populations over 100,000. All non-city tracts in metro areas are suburban.
Source: JCHS tabulations of US Census Bureau, American Community Survey 5-Year Estimates.

By early 2021, fully 43 percent of all households—including 53 percent of renters—reported lost income due to the pandemic. The diverging circumstances between those with the resources to weather the economic shutdowns and those struggling to simply stay afloat thus widened already large inequalities in income and wealth.

The Household Pulse Surveys reveal stark disparities driven by differences in educational attainment and income. In early 2021, nearly half (48 percent) of the households that lost income due to COVID-related factors earned less than $50,000, and nearly three quarters (74 percent) were headed by someone without a college degree. Meanwhile, households with higher incomes and advanced education were much less affected during the lockdowns because they were more likely to be able to work remotely. Indeed, a 2020 report from the Bureau of Labor Statistics found that 67.5 percent of workers with a bachelor's degree worked in occupations that could be done from home, compared with just 24.5 percent of workers with only a high school diploma.

The ability to withstand a temporary loss of income depends largely on having a reserve of wealth. In this case, homeowners have a huge advantage over renters. At last measure in 2019, the median wealth for homeowners was $254,900—more than 40 times the $6,270 median for renters **(Figure 16).** Even excluding home equity, the median wealth of owners was $98,500, or more than 15 times that of renters.

There are also significant differences in household wealth and financial resiliency by race and ethnicity. Indeed, a November 2020 survey by the Federal Reserve found that just 45 percent of Black adults and 47 percent of Hispanic adults would have enough cash to pay for an unexpected expense of $400, compared with 72 percent of white adults. Overall, the median wealth of white households was more than seven times that of Black households and over five times that of Hispanic households. Although smaller, the differences in wealth among only homeowners are still considerable. For example, the median net wealth of Black homeowners was over 60 percent less than that of white homeowners and over 30 percent less than that of Hispanic homeowners.

Inequalities in household wealth are even greater when measured by income, leaving lowest-income households particularly at risk in the event of a job loss. The median net wealth of households in the top income quartile in 2019 was 60 times that of households in the bottom quartile. Indeed, the top 1 percent of households by income held more wealth ($35.7 trillion) than the bottom 90 percent ($22.6 trillion). Meanwhile, the typical renter in the bottom income quartile had just $1,900 in total wealth—less than one month's usual expenditures for this group—including only $360 in cash savings.

Even lowest-income households that own homes are vulnerable to job losses because much of their wealth is tied up in home equity—

FIGURE 16

Wide Disparities in Wealth Leave Renters at a Large Disadvantage in the Housing Market

Median Household Wealth (Dollars)

	Owners	Renters	All Households
All Households	254,900	6,270	121,760
Race/Ethnicity			
Black	113,130	1,830	24,100
Hispanic	164,800	5,800	36,050
Asian and All Other Races	299,000	6,710	74,500
White	299,900	8,900	189,100
Income Quartile			
Bottom	108,100	1,900	10,700
Lower Middle	161,000	8,300	64,800
Upper Middle	240,200	20,700	164,000
Top	703,000	154,000	627,000

Notes: White, Black, and Asian and all other race households are non-Hispanic. Hispanic households may be of any rac
Source: JCHS tabulations of the Federal Reserve Board, 2019 Survey of Consumer Finances.

an asset that is difficult to access quickly and without cost. Indeed, while homeowners in the bottom income quartile had a median net wealth of $108,000, their median cash savings amounted to just $1,500. One in three of these homeowners had less than $500 in cash.

THE IMPENDING DRAG OF SLOWER POPULATION GROWTH

New Census Bureau estimates indicate that US population growth slowed again last year, dipping to 0.35 percent from July 2019 to July 2020. The addition of just 1.15 million people was about half the 2.37 million originally projected. The unexpected weakness of population growth reflects a combination of factors, including higher-than-predicted death rates and lower-than-predicted birth rates among the resident population, as well as the more than 50 percent drop in international immigration from 2016 to 2020.

COVID-19 was of course a large contributor to the increase in deaths last year, responsible for more than 384,000 fatalities according to provisional CDC data. The ongoing opioid crisis also added to the count, with drug overdoses reaching a record high in May 2020. Meanwhile, the US fertility rate declined 4 percent last year, resulting in the fewest births since 1979. The Brookings Institution estimates that the number of births in 2021 will also be 300,000 below normal due to the pandemic. Moreover, the CDC reduced the estimated life expectancy for those born between 2019 and the first half of 2020 by one full year.

The halt in immigration in April 2020 also pulled down overall population growth, reducing the number of net new immigrants to 477,000 for the year. As it was, international immigration had already fallen 47 percent from 1.07 million per year in 2016 to 570,000 in 2019 **(Figure 17)**. The size of this decline is significant because immigrants account for such a large share of both population growth and household growth. Indeed, foreign-born residents contributed about a third of the nation's population growth in 2010–2019, along with 40 percent of household growth.

Immigration is particularly critical to sustaining population growth in large cities and stabilizing the populations in rural areas. For example, the population of New York City would have declined by more than a quarter-million between 2010 and 2019, but instead grew by 160,000 with the arrival of nearly 500,000 international immigrants. Similarly, in rural counties with declining populations, gains from immigration over the decade have stemmed even greater losses. If international immigration remains as constrained as it has been since 2017, population losses across the country will increase in scale and scope, not only dampening household growth but also destabilizing local economies.

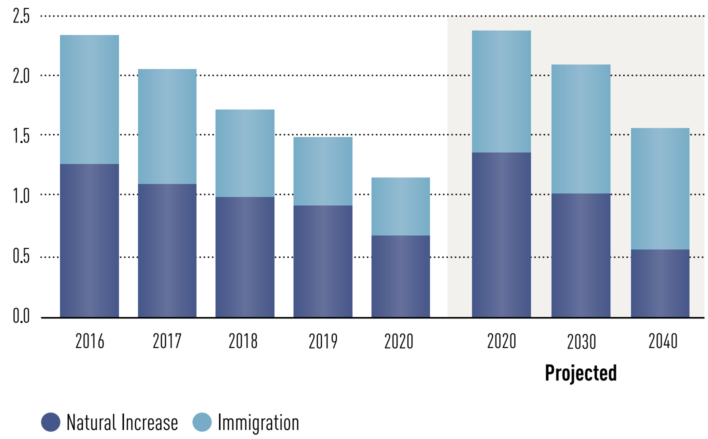
Low immigration levels translate directly into slower household growth and therefore into weaker housing demand. Assuming that the Census Bureau's low-immigration projection of roughly 600,000 net new immigrants per year in 2018–2028 stands, the Joint Center's household growth projections for that period would be reduced by 1.8 million, from 12.2 million to 10.4 million.

So far, though, household growth measures do not reflect the impacts of slowing population growth for several reasons. First of all, the overall aging of the population continues to have a large positive impact on household growth because the likelihood of heading a household increases with age. Rising headship rates among younger adults are also giving a large and growing boost to household growth. Moreover, much of the slowdown in resident population growth is due to lower birth rates and fewer children under age 18—cohorts that are too young to form households and therefore not affecting current growth rates. And finally, since the majority of immigrants do not immediately form their own households upon arriving in this country, the drag on household growth from lower immigration only becomes apparent over time.

FIGURE 17

Sharp Declines in Both Natural Increase and Immigration Left Population Growth in 2020 at Half Its Previously Projected Levels

Year-over-Year Change in US Population (Millions)



Note: Natural increase is the difference between the number of births and the number of deaths in the resident population.
Source: JCHS tabulations of US Census Bureau, vintage 2020 Population Estimates and 2017 Population Projections.

THE OUTLOOK

Despite the unprecedented economic and social disruption caused by the pandemic, the rebound in headship rates among the millennial generation should prop up household growth in the near term even as overall population growth slows. The aging of this large generation into their 30s will likely increase demand for single-family homes in suburban and exurban areas. If working at home full time becomes common practice post-pandemic, this change could also reinforce the shift in housing demand away from expensive urban locations.

But over the longer term, lower-than-expected birth rates and drastic cuts to immigration have exacerbated the slowdown in population growth, potentially dragging down future household growth. Policies providing greater support for working families could eventually counter the current decline in birth rates and ultimately boost housing demand. But immigration is the only demographic driver of demand that could rebound quickly with more supportive federal policies in place.

Efforts to reduce the many stark economic disparities in US society would also lift future housing demand. The combination of low incomes and high housing costs limits the ability of many young adults to form their own households and to remain securely housed. Indeed, as the last year has demonstrated, the loss of steady incomes and lack of savings have left millions of households—particularly those of color or with low incomes—at risk of eviction or foreclosure, fueling even greater inequality.

4 HOMEOWNERSHIP

Despite the economic contraction, the national homeownership rate increased again in 2020 amid strong demand from younger and higher-income households. But fierce competition for the limited supply of homes for sale has pushed up prices to new heights and left many potential buyers on the sidelines. Since many of these would-be owners are lower-income households and households of color, these conditions have reinforced longstanding disparities in homeownership. Meanwhile, millions of current owners are behind on their mortgage payments and at risk of foreclosure when forbearance programs end this year.

RISING DEMAND FOR HOMEOWNERSHIP

The national homeownership rate continues to edge up. According to the Housing Vacancy Survey, the national homeownership rate stood at 65.6 percent in the first quarter of 2021, a 0.3 percentage point increase from a year earlier **(Figure 18)**. Preliminary Census Bureau data also show that the number of homeowners rose by about 1.3 million over this period, consistent with average annual gains from 2016 to 2019.

Households under age 35 made the largest advances over the past year, continuing the uptrend that preceded the pandemic. Homeownership rates for this age group increased 0.8 percentage point from the first quarter of 2020 to the first quarter of 2021. This followed a 2.2 percentage point rise between the 2016 low and 2019. These large homeownership gains were fueled in part by strong income growth. While incomes for all age groups rose throughout the 2010s, households under age 35 posted the largest increase of 21 percent over the decade.

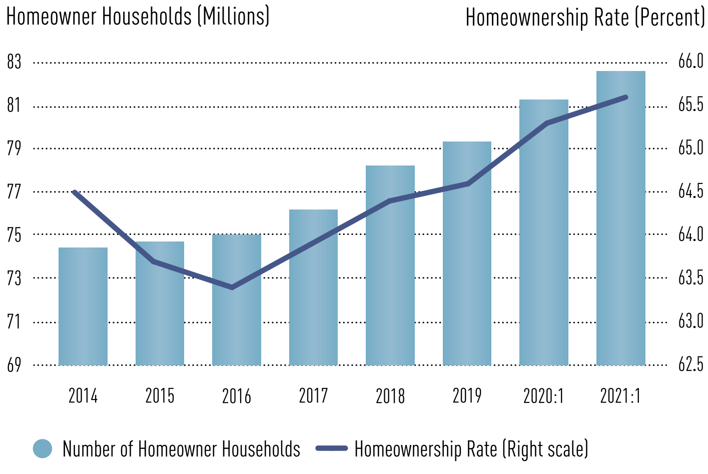
The homeownership rate for households aged 35–44 also climbed in early 2021, up 0.5 percentage point from a year earlier, while the rates for the 45–54 and 55–64 year-old age groups fell slightly. Meanwhile, the homeownership rate for households age 65 and over increased by 0.6 percentage point. Although the rate for these older adults declined slightly in 2016–2019, the aging of the baby-boom generation meant that the number of older homeowners still grew by some 800,000 per year over that period—far exceeding the 500,000 annual increase in homeowners in all other age groups combined.

HIGHER PRICES LIMITING AFFORDABILITY

Following a steady downtrend since the third quarter of 2019, the 30-year fixed mortgage rate hit a record low of 2.70 percent in the first week of January 2021. Although rates then began to tick up, they were back below 3.00 percent again in May. Such low rates have helped to hold down the monthly costs of homeownership amid the sharp

FIGURE 18

Despite the Pandemic, the National Homeownership Rate Remained on the Rise Over the Past Year



Notes: Data for 2014–2019 are annual. Data for 2020 and 2021 are for the first quarter.
Source: JCHS tabulations of US Census Bureau, Housing Vacancy Surveys.

rise in prices. Indeed, typical monthly homeowner costs rose just 2.2 percent in 2020, keeping real payments at the 1990 level **(Figure 19)**.

In combination with extremely limited supply, however, low interest rates have also helped to fuel the rapid climb in home prices. NAR reports that the median sales price of homes jumped 28 percent from $233,000 in December 2016 to $299,000 in December 2020. From December 2019 to December 2020 alone, the median sales price increased by 10 percent.

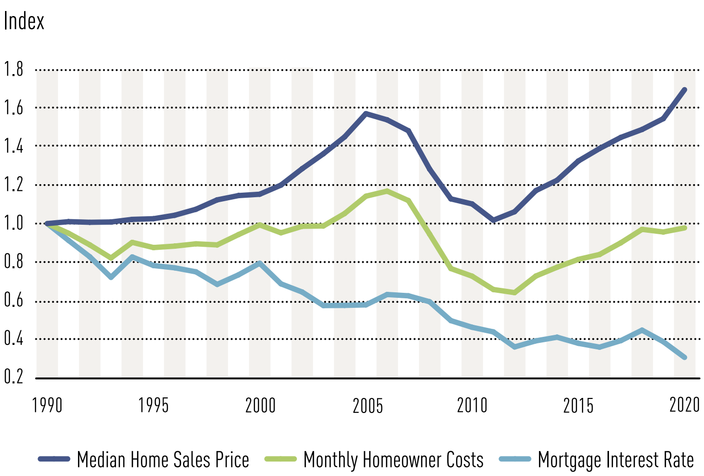
Higher home prices present a substantial hurdle for would-be buyers by increasing the upfront costs of ownership. A recent report from Realtor.com shows that the median price of a primary home purchased in April 2020 by households aged 25–40 was $280,800. At that price, potential homebuyers would have to come up with $15,400 to cover a modest 3.5 percent downpayment and 2.0 percent closing costs—well above the savings of the typical renter in that age group. As prices continue to rise, so too will downpayment requirements, forcing many potential homeowners to either delay their purchases or take on mortgages with very low downpayments and the added costs of mortgage insurance.

But even if potential buyers have sufficient savings, high housing prices still shut many households out of the homeowner market. A recent Joint Center analysis found that the median-income renter could not afford the monthly payments on the median-priced home in more than half of US states in 2019. And in high-cost markets, households with moderate to high incomes also struggled to buy homes. For example, renters in California, Hawaii, and the District of Columbia had to earn 120 percent or more of the area median income to afford the median-priced home. In another five states (Colorado, Idaho, Oregon, Utah, and Washington), renters had to earn 100–120 percent of the area median income.

Given rapidly rising home prices and the economic challenges facing many low- and moderate-income households during the pandemic, the households able to buy homes last year generally had relatively high incomes. According to NAR's Profile of Home Buyers and Sellers, the median income of households purchasing homes between April and June 2020 ($110,800) was well above that of households purchasing homes from July 2019 and March 2020 ($94,400). The homes themselves were also substantially more expensive, with a median price of $339,400 compared with $270,000. Indeed, almost a quarter (23 percent) of the households that bought homes between April 2020 and June 2020 paid $500,000 or more.

FIGURE 19

Declining Interest Rates Have Offset the Rise in Home Prices, Preventing a Sharp Increase in the Real Monthly Cost of Homeownership



Notes: House prices and monthly homeowner costs are adjusted to 2020 dollars using the CPI-U for All Items less shelter. Monthly homeowner costs assume a 3.5% downpayment on a median-priced, existing single-family home (including condos and coops); property taxes of 1.15%, property insurance of 0.35%, and mortgage insurance of 0.85%.
Source: JCHS tabulations of Moody's Analytics estimates; US Census Bureau, Current Population Surveys; and Freddie Mac, Primary Mortgage Market Surveys.

FINANCIAL FALLOUT FROM THE PANDEMIC

Despite having higher incomes and wealth on average than renters, many homeowners were also financially stretched last year. Household Pulse Surveys from the first quarter of 2021 indicate that nearly 40 percent of homeowners had lost income due to the pandemic, and 9 percent were behind on their mortgage payments.

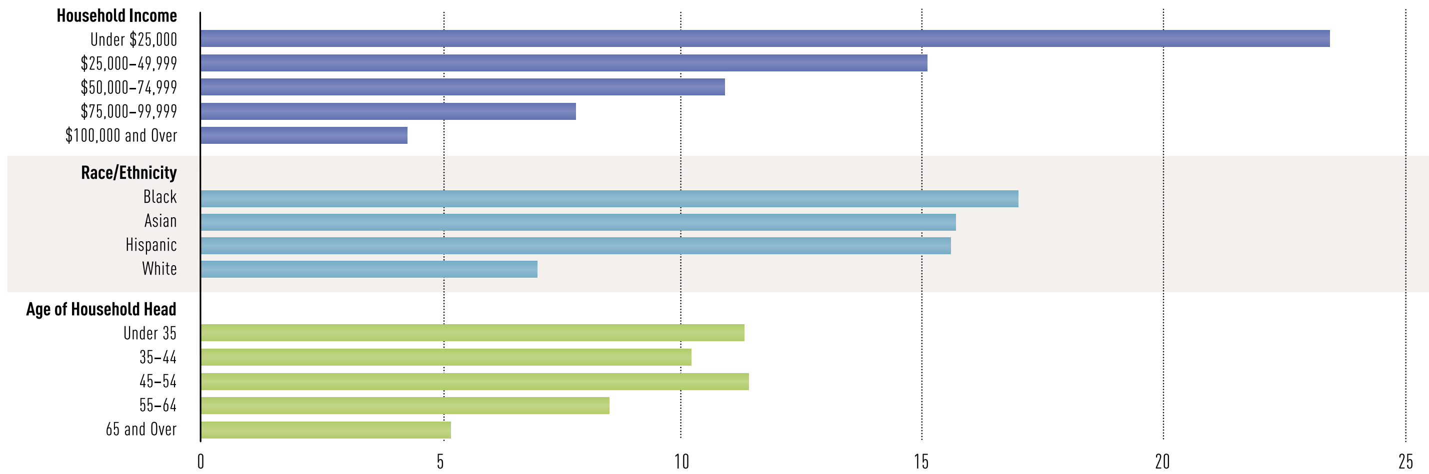
Homeowners of color were hit especially hard by income losses, given that they were more likely to be employed in the service industries with the most drastic job cuts. Half (50 percent) of Hispanic homeowners lost income by the first quarter of this year, somewhat higher than the 43 percent share of Black homeowners, the 39 percent share of Asian homeowners, and the 35 percent share of white homeowners. As a result, 17 percent of Black, 16 percent of Hispanic, and 16 percent of Asian homeowners were behind on their mortgage payments in early 2021—more than twice the 7 percent share of white homeowners **(Figure 20)**.

Low-income homeowners were also more apt to be in arrears. In fact, the share of homeowners making less than $25,000 that were behind on their payments actually increased from 20 percent in August 2020 to 24 percent in the first quarter of 2021. Meanwhile, 15 percent of homeowners with incomes of $25,000–49,999 were also delinquent, along with 11 percent of homeowners with incomes in the $50,000–74,999 range. In contrast, just 5 percent of homeowners earning at least $75,000 were behind on their mortgages in early 2021. Age of the household head is also a factor, with owners under age 55 twice as likely to be in arrears (11 percent) than older owners (5 percent).

FIGURE 20

Large Shares of Low-Income Homeowners and Households of Color Were Behind on Their Mortgages in Early 2021

Share of Homeowners Behind on Payments in 2021:1 (Percent)

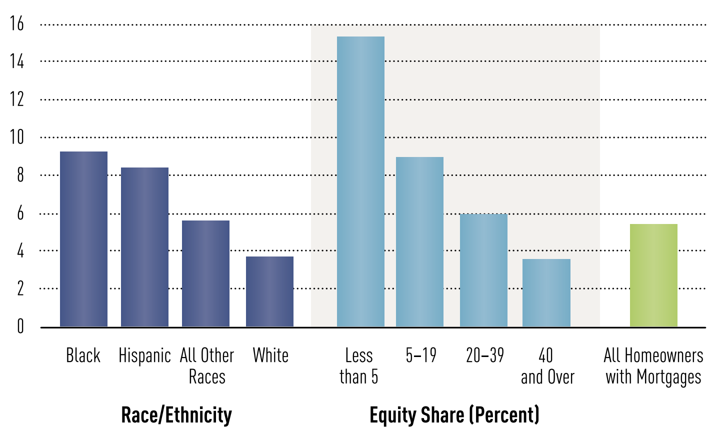


Notes: Households behind on their mortgages reported that they were not caught up at the time of the survey. Household income is for 2019. Black, Asian, and white households are non-Hispanic. Hispanic households may be of any race.
Source: JCHS tabulations of US Census Bureau, Household Pulse Surveys, January–March 2021.

FIGURE 21

Homeowners of Color and Borrowers with Little Equity Were Especially Likely to Be in Forbearance in Early 2021

Share of Mortgage Holders in Forbearance (Percent)



Notes: Data exclude first liens on manufactured homes. White, Black, and all other race borrowers are non-Hispanic. Hispanic households may be of any race. Equity share is the homeowner's equity as a share of home value. All mortgages in forbearance include loans only on single-family homes.
Source: Consumer Finance Protection Bureau, Characteristics of Mortgage Borrowers During the COVID-19 Pandemic, March 2021.

POTENTIAL RISKS FOR BORROWERS IN FORBEARANCE

Under the CARES Act, the federal government imposed moratoriums on foreclosures and mandated mortgage payment forbearance programs to protect delinquent homeowners from losing their homes. According to Black Knight, 7.1 million homeowners (14 percent of all mortgage holders) entered into forbearance during the pandemic. Of these, 4.8 million (68 percent) had exited the programs by March 2021. A large majority of those borrowers had either resolved the delinquency (65 percent) or paid off their loans (23 percent). A small share (8 percent) were engaged in loss mitigation with their lenders, and the remaining 4 percent were delinquent.

However, some 2.3 million homeowners were still in active forbearance in early 2021. Homeowners in these circumstances were more likely to be households of color and/or have little equity in their homes **(Figure 21)**. A recent Consumer Financial Protection Bureau report found that 9.2 percent of Black and 8.4 percent of Hispanic mortgage holders were in forbearance in March 2021, considerably higher than the 3.7 percent share of white mortgage holders. In addition, 15 percent of borrowers with less than 5 percent equity were in forbearance, compared with just 3 percent of borrowers with at least 40 percent equity.

Forbearance will end by July 2021 for most of this group. At that point, owners must engage with lenders to resolve their accumulated delinquencies. But because these borrowers are especially likely to have suffered sustained income losses, it may be difficult for them to make up for their missed mortgage payments as well as property taxes and homeowner insurance premiums. Lenders often resolve delinquencies by adding the accumulated debt to the mortgage and extending the loan term to cover the costs, but this solution presumes that borrowers can again make full monthly payments.

For homeowners in forbearance and unable to resume payments, selling may be the best option. Again, though, this would not be a solution for borrowers with high debt and limited equity. Black

Knight estimated that, as of January 2021, about a fifth (22 percent) of the borrowers still in forbearance would have less than 10 percent equity left at the end of their 18-month forbearance period if their accumulated mortgage, property tax, and insurance payments were added to their loan balance. The share for borrowers with FHA- and VA-insured loans in a similar situation is even higher at 36 percent. Having this little equity would make it difficult for owners unable to resume their mortgage payments to sell their homes with enough proceeds to resolve their debt.

The American Rescue Plan Act passed in March 2021 includes $10 billion to help struggling homeowners avoid foreclosure or forced sales by making up for a broad range of missed mortgage payments and even reducing outstanding principal. This funding could provide a critical lifeline not only for owners facing the loss of their homes, but also for the other 30 percent of mortgage borrowers and manufactured home owners that were ineligible for forbearance programs.

SURGE IN REFINANCING ACTIVITY

Record-low interest rates fueled a refinancing boom last year. The Mortgage Bankers Association reported nearly $2.4 trillion in mortgage refinances in 2020, more than double the volume in the prior year and the highest annual dollar total since 2003 **(Figure 22)**.While purchase origination volumes also increased from $1.2 trillion to $1.4 trillion, the refinancing share of total mortgage loan volume jumped from 45.6 percent in 2019 to 61.0 percent in 2020.

Along with favorable interest rates, rising home prices encouraged many owners to tap their growing equity. According to Freddie Mac, homeowners took the opportunity to cash out $48.0 billion in net home equity in the fourth quarter of 2020, a substantial increase from $34.3 billion a year earlier but still well short of the $108.1 billion peak in the second quarter of 2006.

For homeowners able to refinance, the savings were significant. Freddie Mac found that borrowers lowered their interest rate from 4.3 percent to 3.1 percent on average, the largest reduction since the second quarter of 2015. Indeed, borrowers that refinanced their 30-year fixed mortgages without taking out equity saved more than $2,800 in principal and interest payments annually on average.

High-income borrowers benefited the most from refinancing last year. Recent research from Freddie Mac shows that borrowers in the top income quintile were five times more likely to refinance than those in the bottom income quintile. The disparity in refinancing rates between high- and low-income homeowners in 2020—and in the amount of savings each group realized—is unusually wide and further evidence of how the pandemic has exacerbated inequalities.

Households of color have historically been less likely to refinance than white households and therefore among those who also missed out on these savings. Research suggests that households of color may be deterred from refinancing by relatively high denial rates and limited funds to cover the upfront costs. Only about a quarter of Hispanic and Asian homeowners and a fifth of Black homeowners refinanced their mortgages in 2019, compared with a third of white homeowners.

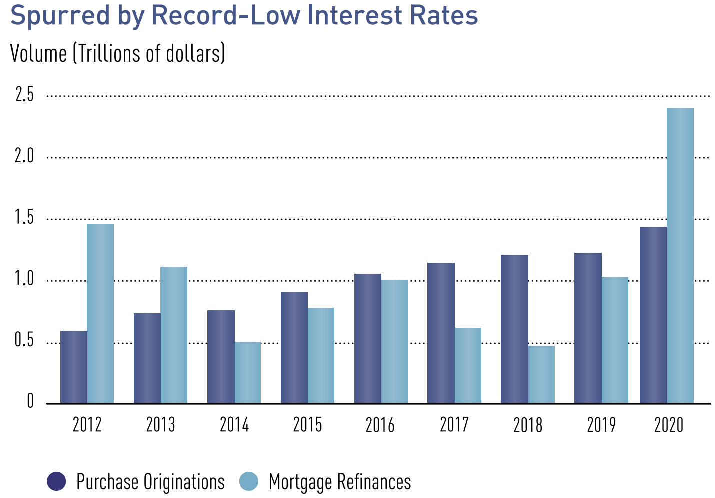
Black owners in their 30s and 40s have particularly low refinancing rates. Indeed, just 9.6 percent of Black homeowners aged 35–44 refinanced their mortgages in 2019, compared with 23.7 percent of same-aged white homeowners. Although refinancing rates by race and ethnicity tend to converge by age 75, homeowners of color that do not refinance earlier in life lose out on savings that would otherwise accrue throughout their prime wealth-building years.

PERSISTENT GAPS IN HOMEOWNERSHIP

Although racial and ethnic disparities in homeownership rates exist across the board, the difference between Black and white households is especially large. The Black-white gap reached a record 30.4 percentage points in 2018 before narrowing slightly to 29.9 percentage points in 2019. American Community Survey data indicate that the homeownership gap exists across all age groups but is the widest (33.8 percentage points) among households in the prime homebuying years of 35–44 **(Figure 23)**. Even among households age 65 and over, the ages when homeownership rates are typically highest, the difference in Black-white rates was still 20.3 percentage points.

FIGURE 22

Mortgage Refinancing Activity Surged Last Year, Spurred by Record-Low Interest Rates

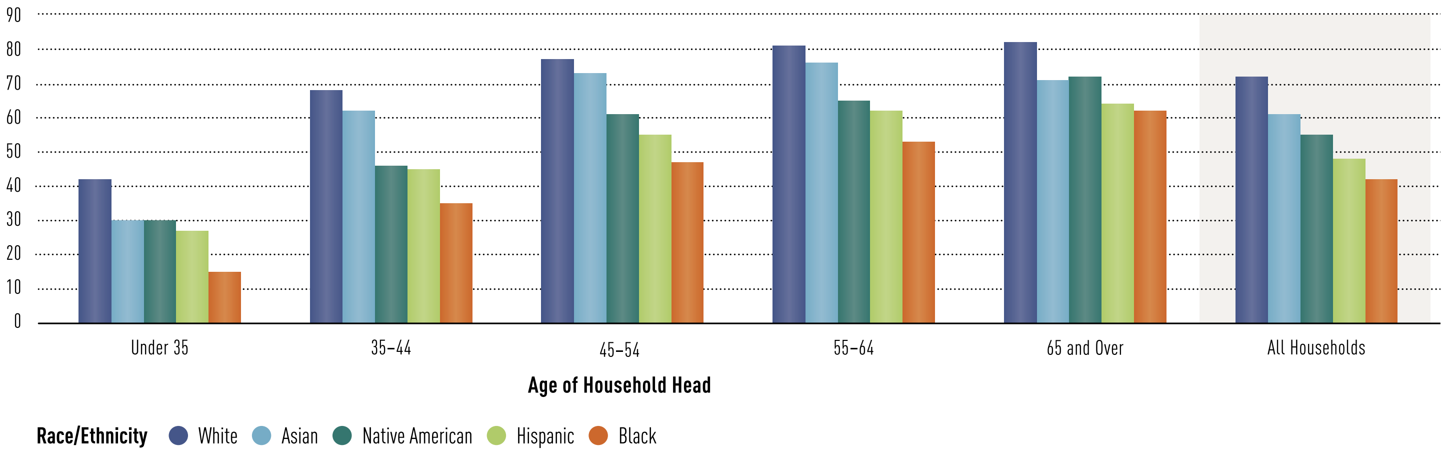


Note: Data are benchmarked to annual Home Mortgage Disclosure Act (HMDA) data, adjusted for market coverage.
Source: JCHS tabulations of Mortgage Bankers Association data.

FIGURE 23

Homeownership Gaps for Households of Color Persist Across All Age Groups

Homeownership Rate (Percent)



Notes: White, Asian, Native American, and Black households are non-Hispanic. Hispanics may be of any race.
Source: JCHS tabulations of US Census Bureau, 2019 American Community Survey 1-Year Estimates.

The wide disparity among older households had in fact inched up from 19.7 percentage points in 2018, which may indicate that Black baby boomers—who were hit especially hard during the Great Recession—had not recovered fully from those setbacks as they reached retirement age. At the same time, though, the Black-white homeownership gap for households under age 35 did improve slightly from 27.4 percentage points in 2018 to 26.7 percentage points in 2019.

Reflecting longstanding inequalities in economic opportunity, income disparities are a key factor in Black-white homeownership gaps. Lower incomes limit the ability of would-be buyers to save for a downpayment and to qualify for a mortgage. In 2019, the median income of Black households was $43,000, far lower than the $71,000 median income of white households.

But even controlling for income, significant Black-white homeownership gaps remain. The widest disparity was among households with incomes between $30,000 and $44,999, at 29.0 percentage points in 2019. But the gap for households earning $75,000 to $99,999 was still 21.0 percentage points. And even among those with incomes of $100,000 and above, the difference in homeownership rates between Black and white households was 14.1 percentage points.

Homeownership disparities for Hispanic and Asian households have improved more than for Black households, in part because of their higher incomes. The Hispanic-white gap narrowed from a peak of 25.9 percentage points in 2013 to 24.1 percentage points in 2019, while the Asian-white gap shrank from a peak of 14.5 percentage points in 2011 to 11.9 percentage points in 2019. Meanwhile, the median income of Hispanic households in 2019 ($55,000) was more than 20 percent lower than that of white households, but some 27 percent higher than that of Black households. The median income for Asian households ($92,000) was not only 30 percent higher than that of white households, but also more than double that of Black households.

CONTINUING CONSTRAINTS ON WEALTH & CREDIT ACCESS

Along with income disparities, longstanding differences in wealth make it especially difficult for renter households of color to save to buy first homes. Survey of Consumer Finances data show that median net wealth was $1,800 for Black renters, $6,000 for Hispanic renters, and $8,330 for white renters in 2019. Although increasing in recent years, the net wealth of Black and Hispanic renters remained low in absolute terms as well as relative to that of white renters. The wealth gap between Black and white renters in 2016–2019 was unchanged at $6,500, while the Hispanic-white gap decreased slightly from $3,350 to $2,330.

Wealth gaps are even larger for households under age 35, leaving young Black renter households at a large and growing disadvantage in the homebuying market. Indeed, the median net wealth of Black renters under age 35 fell 6 percent from $479 in 2016 to just $450 in 2019, while the median net wealth of same-age white renters rose by 51 percent, from $4,700 to $7,100.

Access to mortgage credit is another major barrier for households of color, especially under today's tight credit conditions. The Urban Institute's Housing Credit Availability Index was at a record low in the third quarter of 2020, indicating that lenders were imposing extremely stringent credit standards. Although the MBA's Housing Affordability Index showed a slight easing at the beginning of January 2021, credit availability was still at its tightest level since 2014.

Credit history is a key factor in mortgage loan approvals, but structural racism and other systemic factors related to unemployment, income, and student loan debt all affect scores. The Urban Institute reports that median credit scores in October 2020 were about 610 for Black borrowers and 660 for Hispanic borrowers, significantly below the 745 for all borrowers of conventional loans. In addition, the shares of borrowers with subprime credit scores of 532 and below were significantly higher for Black (45 percent) and Hispanic applicants (32 percent) than for white applicants (18 percent). These differences in credit histories are one reason mortgage denial rates are noticeably higher for Black (16 percent) and Hispanic (12 percent) applicants, compared with white applicants (7 percent).

The limited availability of small-dollar mortgages (under $70,000) also makes it difficult for low-income households and households of color to buy homes. The costs of originating loans, including verifying income, assets, and home value, do not vary with the amount borrowed, and there are caps on the fees that can be charged as a percent of the loan balance. As a result, lenders seldom offer these loans. This makes financing the purchase of low-cost homes a challenge, particularly in the neighborhoods where low-income households and households of color tend to live. The difficulty of acquiring small-dollar mortgages also limits owners' ability to tap their home equity or secure loans to finance home maintenance.

THE OUTLOOK

Both the national homeownership rate and the number of homeowner households continued to rise in early 2021, boosted by low interest rates and steady gains in savings among many younger renters. The aging of the population also helped by lifting the number of households in age groups with traditionally higher homeownership rates. Today's strong demand for homeownership is thus being driven by households that put off purchases last year because of the pandemic, those who originally planned to buy this year, and those who sped up their homebuying plans because of today's favorable interest rates and concerns about further price increases.

A significant rise in interest rates could, however, temper the surge in housing demand. And as the pandemic subsides and the economy continues to recover, homeowners may feel more comfortable putting their homes on the market, which would also help to slow the pace of price appreciation. Still, high prevailing housing prices—and therefore high downpayment requirements—prevent low- and middle-income households from buying homes in many markets, particularly on the coasts. And without explicit policies designed to help close homeownership gaps, wealth disparities between households of color and white households, as well as between renters and homeowners, will remain large.

The Biden Administration has proposed new programs that would address many of the challenges present in homeownership markets. On the supply side, the proposal includes building 500,000 affordable homes for low- and middle-income buyers. The Administration is also asking Congress to authorize a grant program that would provide funding to jurisdictions that eliminate exclusionary zoning. And on the demand side, passage of any of a number of new propopsals to provide downpayment assistance to socially disadvantaged buyers would potentially bring millions of low-income households and households of color into homeownership.

More immediately, it is vital that policymakers take steps to ensure mortgage borrowers that suffered financial setbacks during the pandemic are able to stave off the loss of their homes. Indeed, 2.3 million owners are still in forbearance programs and will be under threat of foreclosure when the federal moratorium expires. Funding provided by the American Rescue Plan is available to help these struggling homeowners, but it is unclear whether this assistance will be large enough or timely enough to meet the need.

5 RENTAL HOUSING

Millions of renter households were still behind on their housing payments in the first quarter of 2021. Still, rental demand in prime urban areas was already recovering from a jump in vacancy rates earlier in the pandemic. Multifamily housing starts also bounced back from the second-quarter slowdown. But returns to rental property owners took a hit from increases in vacancy rates and operating costs, and mom-and-pop landlords were feeling the pinch of lower rent collections. Despite the recent growth in new multifamily construction, much of the nation's rental stock is older and in need of maintenance and repairs.

SHORTFALL IN RENTAL PAYMENTS

The economic shutdown beginning in March 2020 left millions of renter households out of work. The Household Pulse Surveys show that more than half of renter households (51 percent) had lost employment income due to the pandemic by late March 2021. Low-income renters and households of color were especially likely to be in financial distress.

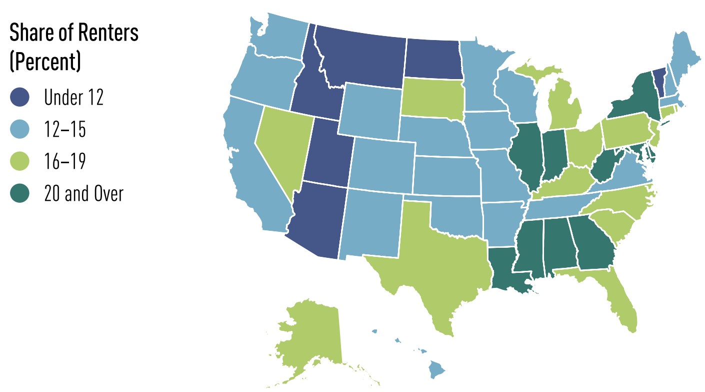
As a result of these income losses, large shares of renter households were behind on their housing payments in early 2021. Although down from a peak share of 19 percent in early January, one in seven renters was still in arrears in late March and at risk of being forced from their homes. Again, low-income renters and households of color were most likely to be behind on their housing payments, as were tenants of rental properties owned by mom-and-pop landlords.

Indeed, an Avail survey found that more than 27 percent of non-institutional rental property owners had tenants who did not or could not pay rent in September 2020. In a follow-up survey in February 2021, nearly two-thirds of these landlords (61 percent) reported at least $5,000 in lost rental income during the pandemic. The Household Pulse Surveys suggest that the shortfalls for owners of smaller properties will continue, with 18 percent of renters of single-family homes and 17 percent of renters in buildings with 2–4 units reporting they were behind on their payments in the first quarter of 2021.

The financial pressures on renters vary considerably by state **(Figure 24)**. Households in arrears on rent were primarily in the South. Mississippi was at the top of the list, with 27 percent behind on rent, followed by Delaware, Louisiana, Alabama, and Georgia. Most of these states have lower-than-average median incomes as well as higher-than-average shares of Black renter households, a group that was especially likely to have lost income during the pandemic.

FIGURE 24

More than a Fifth of Households in Several States Struggled to Pay Rent in Early 2021



Note: Households behind on rent reported that they were not caught up at the time of survey.
Source: JCHS tabulations of US Census Bureau, Household Pulse Surveys, January–March 2021.

Many of the states with the smallest shares of renters behind on housing payments were in the West and Upper Midwest, where housing cost burden rates are relatively low and the local economies are less dependent on service industries. The share of renters behind on rent was just 10 percent in Idaho and under 12 percent in Montana, North Dakota, and Utah.

In four of the 15 metros tracked by the Household Pulse Survey (Chicago, Houston, New York, and Philadelphia), the shares of households in arrears on rent were at or above 20 percent. Phoenix had the smallest share, at 11 percent. Several high-cost markets—including Boston, San Francisco, Seattle, and Washington, DC—also had relatively low shares of households behind on payments, largely because the majority of renters in these metros have relatively high incomes.

MODERATION IN RENTAL DEMAND AMID UPTURN IN SUPPLY

The pandemic came on the heels of a nationwide slowdown in renter household growth. After increasing by nearly 850,000 per year from 2004 to 2016, the number of renter households has since remained essentially flat. Indeed, the latest Housing Vacancy Survey put the total number of renter households at 43.4 million in the first quarter of 2021, just shy of the 43.5 million recorded in 2016.

After the pandemic took hold in early 2020, rental demand fell sharply. Annualized growth in the number of occupied apartments dropped from 333,000 units in the first quarter to 176,000 units in the second quarter. The decline was especially large in markets heavily affected by the pandemic, such as New York City and San Francisco.

But multifamily construction, which had been closely tracking new rental demand, continued at a brisk pace in 2020 despite a slowdown early in the pandemic. After falling to a 312,000 unit annual rate in the second quarter, multifamily starts rebounded quickly and ended the year at a total of 389,000 units, not far from the 2019 level. Completions also slowed briefly in the second quarter of 2020 but recovered quickly, climbing to 375,000 units for the year—the highest annual total since 1989.

Completions of professionally managed apartment units also rose throughout 2020, climbing from 296,000 units at an annual rate in the first quarter to 341,000 in the fourth quarter. The pace of completions picked up even further in the first three months of 2021, increasing to a 353,000 unit annual rate on average. Although net new apartment leases were also back up to a 316,000 unit annual rate, apartment completions far outpaced growth in rental occupancy **(Figure 25)**. As a result, the national vacancy rate for professionally managed multifamily rentals increased from 6.7 percent in early 2020 to 6.9 percent in early 2021.

DIVERGING TRENDS IN RENTAL SUBMARKETS

Much of the overall increase in vacancy rates reflects conditions in prime urban markets, particularly at the high end. The rate for professionally managed buildings jumped from 7.2 percent to 10.0 percent over the course of 2020, before edging back down to 9.6 percent early this year **(Figure 26)**. Vacancy rates in other urban markets rose more modestly, from 6.0 percent in the first quarter of 2020 to 6.4 percent in the first quarter of 2021.

Meanwhile, rental vacancies in suburban areas fell. Following four consecutive quarters of increases, the vacancy rate in prime suburban submarkets declined from 7.2 percent in early 2020 to 6.0 percent in early 2021. Rates in suburban markets outside of prime areas dipped as well, from 6.8 percent to 6.3 percent. The tightening of suburban markets may reflect a move of some urban renters to less expensive locations after the pandemic forced many commuters to work from home.

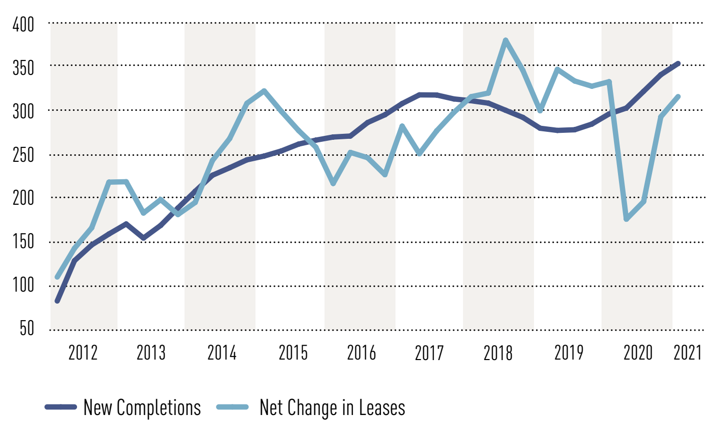
Trends in rental demand also varied by quality segment. According to CoStar data, vacancy rates in higher-quality (4 & 5 star) apartments soared to 10.5 percent in the fourth quarter of 2020, before retreating to 9.9 percent in early 2021. In contrast, the market for lower-quality (1 & 2 star) apartments remained especially tight, with a vacancy rate of just 5.2 percent in the first quarter of 2021. The vacancy rate for moderate-quality (3 star) apartments was nearly as low at 5.6 percent.

At the metro level, first-quarter 2021 vacancy rates were up year over year in about a third (48) of the 150 markets tracked by RealPage. The sharpest increases were primarily in high-cost markets such as San Francisco (up 3.0 percentage points), San Jose (up

FIGURE 25

Additions to the Rental Supply Ramped Up During the Pandemic Even as Lease Rates Fell

Units in Professionally Managed Properties (Thousands)

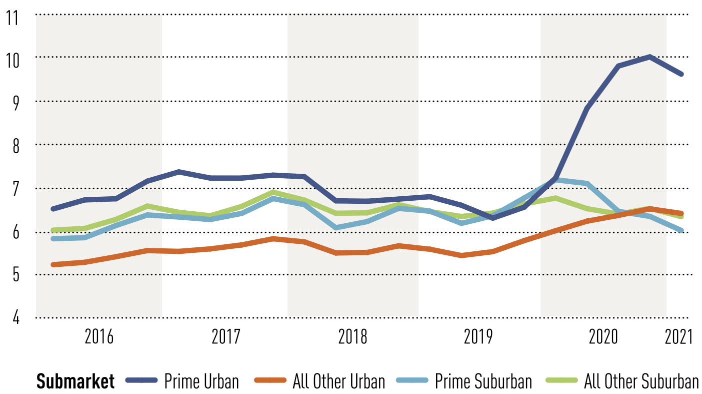


Note: Data are four-quarter rolling averages for professionally managed apartment properties.
Source: JCHS tabulations of RealPage data.

FIGURE 26

Vacancy Rates Soared in High-Rent Urban Areas Last Year, But Fell Steadily in Prime Suburban Markets

Vacancy Rate (Percent)

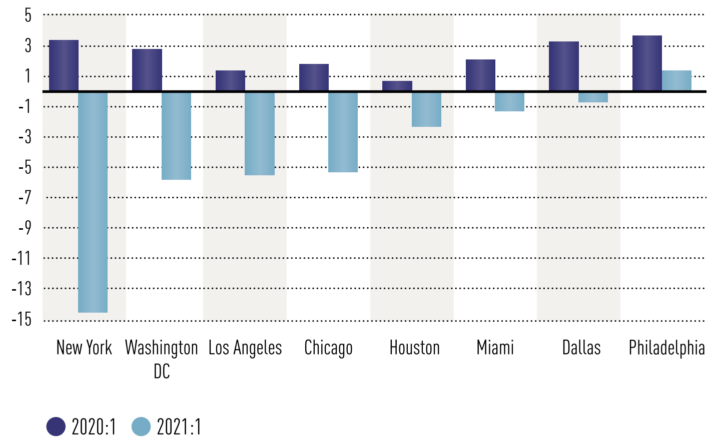


Notes: Urban/suburban areas are defined based on density in the 54 largest markets that CoStar tracks. Prime submarkets are those with the highest rents.
Source: JCHS tabulations of CoStar data.

FIGURE 27

Rents in the Nation's Eight Largest Markets Were Down Sharply in Early 2021

Year-over-Year Change in Rents (Percent)



Note: Rent changes are for the eight largest metro areas by population in 2019.
Source: JCHS tabulations of RealPage data.

2.6 percentage points), and New York (up 2.3 percentage points). At the same time, vacancy rates fell in 101 metros, with especially large declines in Riverside (down 1.9 percentage points) and Virginia Beach (down 1.3 percentage points).

SLOWDOWN IN RENT GROWTH

With vacancy rates moderating, rents followed suit with only modest gains in early 2021. The annual change in the Consumer Price Index for rent of primary residence—the broadest and most stable measure of rents—dropped from a high of 3.8 percent in March 2020 to just 2.5 percent in April 2021. This was the smallest annual increase in any month since 2012, although still substantially larger than the 1.2 percent rise in prices for all other items.

After slowing early in the pandemic, rent increases for single-family homes picked up from 3.0 percent in March 2020 to 4.4 percent in March 2021. Rents for units in professionally managed buildings also resumed their rise in early 2021, up 1.3 percent year over year nationwide after modest declines in much of 2020. Indeed, after averaging 2.7 percent annual increases in 2019, growth in rents in this segment plummeted to 1.4 percent in the first quarter of 2020 and -0.2 percent in the second, and then remained in negative territory throughout the rest of the year.

Rents in the higher-quality segment started to rebound as well, recovering from a 1.9 percent year-over-year decline in the fourth quarter of 2020 to a 0.8 percent gain in the first quarter of 2021. At the same time, rent increases for moderate-quality apartments—which slowed during the pandemic but remained positive through 2020—accelerated from 1.5 percent in the fourth quarter to 3.0 percent in the first quarter of this year. Rent growth for lower-quality apartments was essentially flat, edging up from 1.7 percent in the fourth quarter to 1.8 percent in the first quarter of 2021.

However, first-quarter rents were still declining in 25 of the 150 metros tracked by RealPage, including seven of the nation's eight largest metros **(Figure 27)**. Of this group, New York City posted the biggest drop, with rent growth plummeting from a 3.4 percent year-over-year increase in early 2020 to a 14.6 percent decline in early 2021. Rents also fell by more than 5.0 percent in Washington, DC (-5.8 percent), Los Angeles (-5.5 percent), and Chicago (-5.3 percent), all high-cost markets with economies that were especially hard hit by the shutdowns. Philadelphia was the only large metro with positive rent growth although there, too, the 1.4 percent increase was significantly smaller than a year earlier.

RENTAL PROPERTY PRICES HOLDING UP

Despite rising vacancy rates and slowing rent growth, apartment property prices were up a relatively strong 7.1 percent year over year in March 2021, according to Real Capital Analytics. Still, the increase was substantially smaller than the 10.2 percent gain a year earlier. Indeed, apart from other months in 2020, this was the smallest gain in apartment property prices since 2011.

Low interest rates encouraged a round of refinancing and helped to push up the volume of mortgage debt on multifamily properties.

Multifamily mortgage debt reached $1.7 trillion in the fourth quarter of 2020, a 1.5 percent increase from the fourth quarter of 2019. Holdings in GSE portfolios and mortgage-backed securities rose the most, up 13 percent in 2020.

Although overall mortgage debt remained on the increase, the pace of growth slowed. Multifamily mortgage originations in the first quarter of 2021 were 5 percent below the year-earlier level, with lower transaction volumes more than offsetting the strong demand for refinancing. CoStar data indicate that year-over-year growth in transaction volumes in the professionally managed market sank from a 7.5 percent increase in the first quarter of 2020 to a 71.6 percent drop in the second quarter. By the first quarter of 2021, year-over-year transaction volumes were recovering but still down 37.5 percent.

Lower returns, in combination with rising property prices, may have dampened investor interest in multifamily properties. Indeed, rising vacancy rates, declining incomes, and increased operating costs pushed rental property returns deeply into negative territory last year. The National Council of Real Estate Investment Fiduciaries reports that annualized declines in net operating incomes accelerated from 1.5 percent in the second quarter to 10.3 percent in the third and to 17.2 percent in the fourth—the largest drop since 1987. By the first quarter of 2021, net operating income was down some 14.0 percent from a year earlier.

Pandemic-related increases in operating expenses were partially to blame, given the costs of additional cleaning time and equipment, personal protective equipment for staff, and addressing greater wear and tear on the units from tenants spending so much time at home. According to a September 2020 survey by the National Apartment Association, a fifth of property owners said that their expenses had risen at least 50 percent due to the pandemic, and another fifth said that expenses were up at least 25 percent. Nearly two-thirds of respondents were also considering COVID-related capital investments, primarily to allow for social distancing in common areas.

Despite the weakness in returns, though, multifamily mortgage delinquencies increased little during the pandemic. The Mortgage Bankers Association found that only 0.7 percent of the balance of multifamily loans were 60 or more days past due as of April 2021—only slightly higher than the 0.2 percent share that prevailed in April 2020 at the onset of the pandemic. Still, individual property owners, who typically own single-family rentals or small multifamily buildings, may be particularly at risk of delinquency. For these landlords, having only a single tenant fall behind on rent means a significant loss of income. Individual property owners are also less likely than institutional investors to have sufficient cash flow to cover any shortfalls in rent collections.

LARGE BUILDINGS STILL DOMINATING CONSTRUCTION

In the years leading up to the pandemic, multifamily rental construction was increasingly concentrated in larger buildings. As construction rebounded from the Great Recession, the share of new multifamily completions of buildings with at least 50 apartments more than doubled from 30 percent in 2011 to a peak of 62 percent in 2018. Shares remained elevated during the pandemic, with fully 56 percent of newly completed rental units in 2020 located in buildings with 50 or more units.

Although most newly built rental housing still consists of multifamily units, the number of single-family homes built specifically for the rental market has also increased over the past decade. While accounting for just 12 percent of total rental construction last year, starts of single-family rentals were at a record high of 50,000 units, up from just 23,000 in 2011. The sharp uptick in demand for larger rentals in suburban locations during the pandemic may spur even more construction of this type of rental housing in the coming years.

Newer single-family rentals are typically more spacious than newer multifamily rentals, with 77 percent having three or more bedrooms compared with just 14 percent in newer multifamily units. Accordingly, households living in newer single-family rentals are more likely to be married couples (46 percent vs. 23 percent) and include children (39 percent vs. 14 percent). Tenants of single-family rentals also have a higher median income ($77,000) than renters overall ($42,000). Indeed, 38 percent earn more than $100,000, compared with just 15 percent of all renters.

BACKLOG OF MAINTENANCE NEEDS

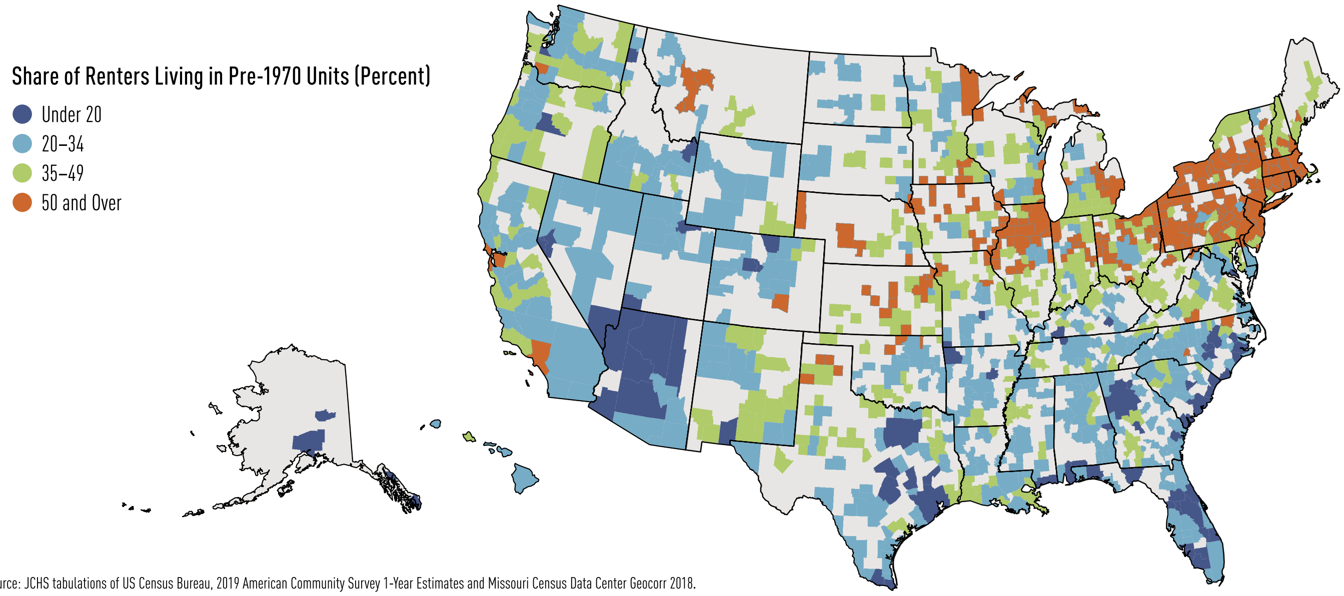
Despite the recent strength of multifamily construction, the rental stock is aging and many units are in disrepair. In 2019, some 39 percent of renter households (17 million) lived in housing built before 1970. These older units are more likely to have structural deficiencies or pose health hazards than newer units. They are also less energy efficient, less resilient to the impacts of climate change, and less likely to have accessibility features.

Much of the aging rental stock is concentrated in the Northeast, where more than 60 percent of renter households live in units that are at least 50 years old **(Figure 28)**. The Midwest has the next-highest share of renter households living in older units, at 45 percent. The shares of renters that occupy this older housing are significantly lower in the South (27 percent) and West (34 percent).

A 2019 analysis by the Federal Reserve Bank of Philadelphia and PolicyMap estimated the aggregate cost of addressing reported rental housing deficiencies at $45 billion, with median repair needs of $1,355 per unit. The findings suggest that maintenance needs

FIGURE 28

In Parts of the Northeast and Midwest, More than Half of Renter Households Live in Housing Built Before 1970



Source: JCHS tabulations of US Census Bureau, 2019 American Community Survey 1-Year Estimates and Missouri Census Data Center Geocorr 2018.

were most acute for, but not limited to, older properties occupied by lower-income households.

Indeed, housing quality is a particular challenge for the approximately 970,000 households living in public housing. The National Association of Housing and Redevelopment Officials estimated that the backlog of capital funding needed to address deficiencies in the stock of roughly one million units was $70 billion in 2019 and accruing at $3.4 billion per year.

THE OUTLOOK

When the shutdown began in March 2020, rental demand dropped sharply in prime urban markets, particularly in high-cost metros. Suddenly freed from having to commute to work, many renters sought out homes in the suburbs of large metro areas and in smaller markets where they could pay lower rents and have more private space. But by early 2021, recovery in urban rental demand was evident in most markets, with vacancy rates down and rents back on the increase.

In the near term, many households are still experiencing the direct financial fallout of the pandemic. Millions of renters are still behind on their rent payments and on the brink of eviction. Their missed payments also put financial pressure on property owners, particularly mom-and-pop owners of small rental properties with little cushion against a shortfall in rent collections. While the federal government approved substantial aid for renters in both December and March, it remains to be seen whether this assistance will reach those in need before the federal eviction moratorium ends.

The longer-term impacts of the pandemic on the location of rental demand are unclear. With the vaccine rollout and offices reopening, the public health concerns that drove some renter households out of cities are subsiding. At the same time, though, a change in employment practices allowing regular work from home could encourage more renters to move to less expensive suburban and exurban locations. The widespread income losses over the past year could also push more renter households toward lower-cost markets.

6 HOUSING CHALLENGES

The pandemic has left millions of households deeper in financial distress. Low-income households are especially likely to have lost wages and fallen behind on housing payments. Although the crisis prompted an outpouring of government assistance, this support does not begin to address longstanding issues of housing affordability. Meanwhile, many higher-income households were largely unscathed by the financial impacts of the pandemic, leaving the country even more divided between haves and have-nots. Adding to the nation's housing challenges, 2020 brought an unprecedented number of disasters that damaged thousands of homes and displaced residents.

DISPARATE IMPACTS OF THE PANDEMIC

Although widespread, the financial hardships from the pandemic have fallen largely on low-income households, and particularly households of color. The Census Bureau's Household Pulse Surveys found that 55 percent of all low-income renters in early 2021 reported having lost employment income since the start of the pandemic, along with 46 percent of low-income homeowners.

But within this income group (earning less than $25,000 in 2019), the shares ranged widely by race and ethnicity. Some 67 percent of Hispanic, 58 percent of Black, and 53 percent of Asian renters reported losing income since the start of the pandemic, compared with 49 percent of white renters. Among low-income homeowners, Hispanic households were again the most likely to have lost income (57 percent), followed by Asian (55 percent), Black (50 percent), and white (41 percent) households.

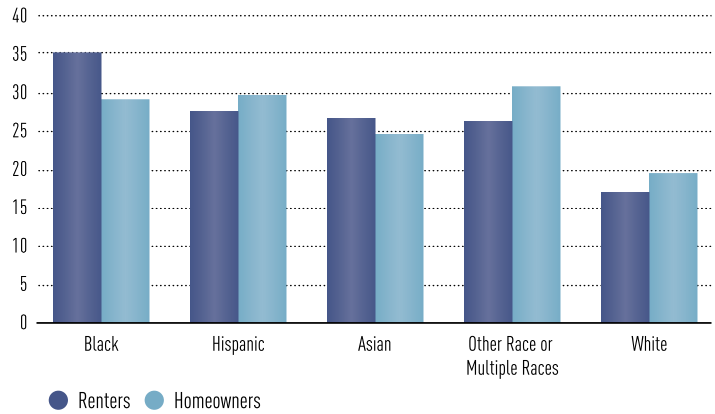
These income losses left nearly a quarter of both low-income renters and homeowners behind on housing payments at the start of 2021. Again, though, the racial disparities were pronounced **(Figure 29)**. More than a third of low-income Black renter households were behind on rent early this year, along with more than a quarter of Hispanic and Asian renters. The share of low-income white renters was significantly lower at 17 percent. These shares were similar for low-income homeowners, with just under a third of Black and Hispanic households and a quarter of Asian households behind on mortgage payments in early 2021, compared with a fifth of white households.

Falling behind on housing payments was not unique to those with the lowest incomes, however. In the first quarter of 2021, 19 percent of those earning $25,000–34,999, 16 percent of those earning $35,000–44,999, and 11 percent of those earning $50,000–74,999 also reported being behind on housing payments. The share for house-

FIGURE 29

Disproportionately Large Shares of Low-Income Households of Color Were Unable to Cover Their Housing Costs in Early 2021

Share of Low-Income Households Behind on Payments (Percent)

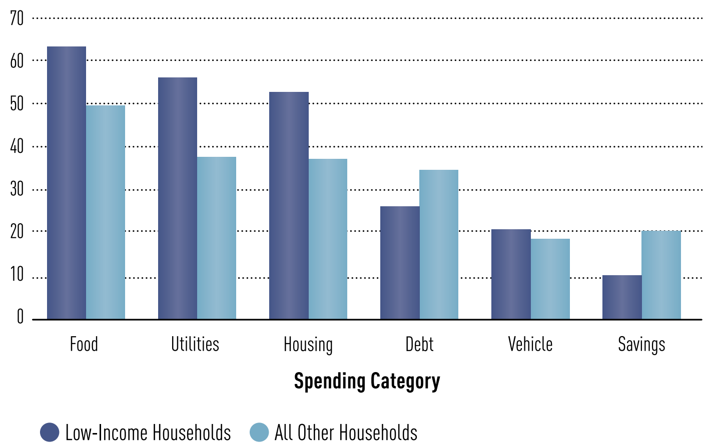


Notes: Low-income households earned less than $25,000 in 2019. Black, white, and Asian households are non-Hispanic. Hispanic households may be of any race.
Source: JCHS tabulations of US Census Bureau, Household Pulse Surveys, January–March 2021.

FIGURE 30

Most Low-Income Households Spent Their Economic Impact Payments on Essentials Like Food, Utilities, and Housing

Share of Households Reporting EIP Expenditures in Each Category (Percent)



Notes: Low-income households earned less than $25,000 in 2019. Data only include households that received an economic impact payment during the seven days prior to the survey. Responses are not mutually exclusive. Debt includes credit card debt, student loans, and other liabilities.
Source: JCHS tabulations of US Census Bureau, Household Pulse Surveys, January–March 2021.

holds that earned at least $75,000 was just 6 percent, or four times lower than that of the lowest-income group.

Moreover, the shares of households behind on housing payments do not fully capture the dire circumstances of many households. A Joint Center and Urban Institute analysis of surveys conducted in late 2020 and early 2021 found that between 25 percent and 40 percent of renter households had used savings to cover their housing payments during the pandemic. Roughly a quarter had depleted those savings and another quarter had borrowed money from family or friends to pay for their housing.

These findings are unsurprising given how low savings were before the pandemic. Survey of Consumer Finances data show that the median cash savings of renter households was just $1,400 in 2019, compared with $10,100 for homeowners. Fully a third of renters had less than $500 in cash, along with a tenth of homeowners. This suggests that many renters began this year with few resources in reserve or even deeper in debt than a year earlier.

Eviction fears were running high in early 2021. According to a January survey by the Philadelphia Federal Reserve Bank's Consumer Finance Institute, 4 percent of renters had received eviction warnings, while 17 percent were concerned about being evicted even though their landlords had not issued warnings. Respondents to the Household Pulse Survey in the first quarter of 2021 echo these concerns, with 17 percent of renters who were behind on rent believing that eviction was very likely in the upcoming two months. A smaller but still concerning 5 percent of homeowners who were behind on mortgage payments expected foreclosure within the next two months.

POLICY RESPONSES TO KEEP PEOPLE IN THEIR HOMES

Policymakers have enacted several measures to alleviate some of the financial pressures on struggling households. The CARES Act of March 2020 was the first major legislation during the pandemic to provide direct payments to many individuals and expanded benefits to unemployed workers. Projections made by the Urban Institute in July 2020 suggested that these interventions could reduce the national poverty rate in 2020 from 12.4 percent to 9.2 percent. The Consolidated Appropriations Act enacted in December 2020 followed up with additional relief that included $25 billion in rental assistance, $600 in direct stimulus payments, and extensions to both the expanded unemployment benefits and the CDC eviction moratorium. The American Rescue Plan of March 2021 delivered yet more aid, including $1,400 in direct payments to individuals, $300 per month in extra unemployment benefits, $10 billion in homeowner assistance, and another $25 billion in rental assistance.

Households that received stimulus payments under the Consolidated Appropriations Act spent the money primarily on basic needs **(Figure 30)**. More than 60 percent of low-income households spent at least part of their funds on food, 56 percent spent at least part on utilities, and 53 percent spent at least part on their rent or mortgage. Households with higher incomes, however, were more apt to put the money toward debt (35 percent vs. 26 percent of low-income households) and savings (20 percent vs. 10 percent).

Recipients of federal rental assistance could use the funds to cover utility bills as well as housing costs. The American Rescue Plan included additional assistance with utility payments by providing new funding for the Low Income Home Energy Assistance Program ($4.5 billion) and the Low-Income Household Drinking Water and Wastewater Emergency Assistance Program ($500 million). For their part, many states instituted residential utility shut-off protections. The National Association of Regulatory Utility Commissioners reported that 36 states had enacted moratoriums on utility shut-offs during the pandemic, although only 12 states still provided these protections as of February. However, some states that did not impose a COVID-related moratorium on shut-offs had their usual wintertime moratoriums in place. The National Energy Assistance Directors' Association projected that about 57 percent of the US population was covered by either type of moratorium at the end of February 2021.

State and local governments also provided aid to renters and played the critical role of distributing federal assistance. According to a January 2021 report from the National Low Income Housing

Coalition, the Furman Center, and the University of Pennsylvania, 68 state and 370 local emergency rental assistance programs were created or expanded in response to COVID-19. But even with these quick responses on top of the large injection of federal funding, demand often outstripped the assistance available. Lessons learned from these early programs about leveraging local networks, simplifying and limiting application requirements for tenants and landlords, and providing direct assistance to lowest-income households should ensure more efficient distribution of American Rescue Plan funds.

The primary goal of all these government programs was to keep people safely in their homes. The CARES Act instituted a partial eviction moratorium from March 2020 to late July 2020, along with a foreclosure moratorium that was extended to June 2021. In September 2020, the CDC also instituted a nationwide eviction moratorium, which the Biden Administration extended to June 30, 2021. However, this moratorium was successfully challenged in the courts in May and is pending appeal. An analysis by the Government Accountability Office found that eviction filings were lower in 2020 than 2019 during these federal moratoriums, and filings were even lower in states that had their own moratoriums. As of May 1, 2021, 17 states and Washington, DC, still had eviction moratoriums in place.

However, programmatic challenges and a lack of public awareness about eviction moratoriums and the support available to at-risk renters undermined some of the effectiveness of these programs. A February 2021 survey conducted by the Urban Institute and the non-institutional landlord servicer Avail found that 84 percent of landlords knew about the CDC eviction moratorium's first extension, but just 47 percent of renters were also aware of this change. In addition, only 48 percent of landlords and 31 percent of renters were aware of the $25 billion in rental assistance provided by the Consolidated Appropriations Act. This lack of awareness may reflect problems with digital access, language barriers, and comprehension of different program requirements, as well as lack of outreach.

The American Rescue Plan also included an additional $5 billion for homelessness prevention, which could take the form of rental assistance, affordable housing development, and acquisition of non-congregate shelters. When the pandemic began, many local and state governments established non-congregate shelters by redeploying vacant sites like hotels that would allow social distancing. President Biden signed an executive order in January 2021 directing the Federal Emergency Management Agency to cover 100 percent of state and local costs for these shelters until September 2021. The state governments of Oregon and California went a step further by making some of their hotel conversions permanent for use as emergency shelters or affordable housing after the pandemic. The latest infusion of federal funding may make this possible for more states.

AFFORDABILITY CHALLENGES BEFORE THE PANDEMIC

Many households that fell behind on their housing payments in 2020 were already cost burdened and living on thin margins. In fact, nearly half of all renter households (20.4 million) and a fifth of homeowner households (16.7 million) spent more than 30 percent of their incomes on housing in 2019. Of these 37.1 million households, 17.6 million spent more than 50 percent of their incomes on housing.

Households with low incomes were the most likely to face severe cost burdens **(Figure 31)**. More than three-fifths of renters and nearly half of homeowners earning less than $25,000 were severely cost burdened in 2019, along with one in six renters and one in eight homeowners earning $25,000–49,999. In contrast, less than 2 percent of all households earning $50,000 or more had severe burdens.

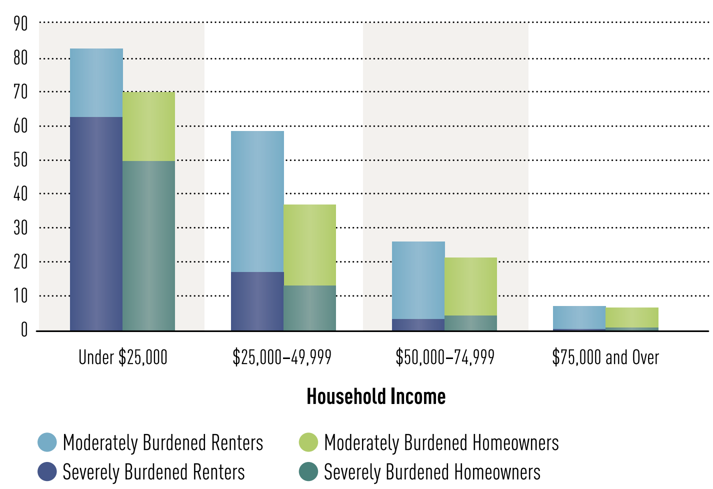
Within the low-income group, cost burden rates were disproportionately high among households of color. While 82 percent of all renters earning less than $25,000 were cost burdened in 2019, the shares for Hispanic (86 percent), Black (83 percent), and Asian (84 percent) households all exceeded the share for white households (80 percent). In addition, some 69 percent of low-income homeowners were cost burdened, but the shares for Hispanic (72 percent), Black (74 percent), and Asian (81 percent) households were also higher than for white households (68 percent).

The prevalence of cost burdens reflects the chronic lack of affordable housing for households of modest means, particularly those with

FIGURE 31

A Large Majority of Low-Income Renters Were Severely Cost Burdened Even Before the Pandemic

Share of Households (Percent)

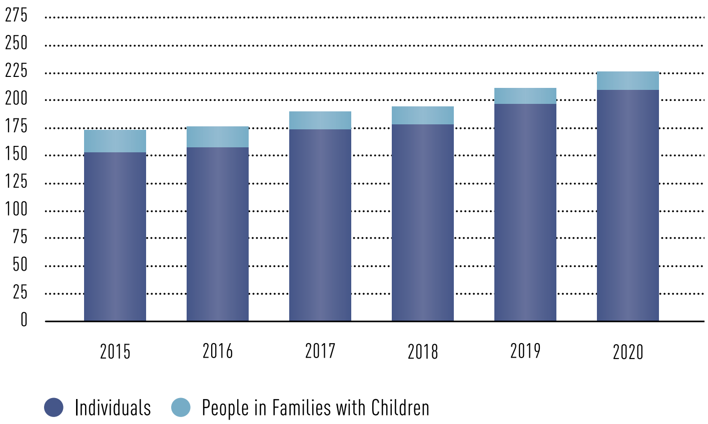


Notes: Cost-burdened (severely cost-burdened) households pay more than 30% (more than 50%) of income for housing. Households with zero or negative income are assumed to have burdens, while households paying no cash rent are assumed to be without burdens.
Source: JCHS tabulations of US Census Bureau, 2019 American Community Survey 1-Year Estimates.

FIGURE 32

The Number of People Experiencing Unsheltered Homelessness Climbed Again in 2020

People Experiencing Unsheltered Homelessness (Thousands)



Notes: Data are point-in-time estimates for late January in each year. People experiencing unsheltered homelessness are defined as sleeping in places not ordinarily used or meant for sleeping, including streets, parks, and vehicles. People in families with children are defined as members of a household with at least one adult and one child experiencing homelessness.
Source: JCHS tabulations of US Department of Housing and Urban Development, Annual Homeless Assessment Report Point-in-Time Estimates.

FIGURE 33

Households Behind on Rent or Mortgage Payments Often Face Other Hardships as Well

Share of Households Facing Hardships by Housing Payment Status (Percent)

Hardship	Behind on Payments	Up-to-Date on Payments
Difficulty Paying Expenses in the Past Week	77	29
Symptoms of Depression or Anxiety	60	38
Moderate or Severe Food Insufficiency	37	8
Fair or Poor Health	35	19
No Work in Past Week Due to COVID	24	9
No Public/Private Health Insurance	21	8

Notes: Every hardship is showing data from the first quarter of 2021 except for Fair or Poor Health, which is from the fourth quarter of 2020. Data include both renters and homeowners.
Source: JCHS tabulations of US Census Bureau, Household Pulse Surveys, September 2020–March 2021.

extremely low incomes (earning less than 30 percent of area median income). According to the National Low Income Housing Coalition's annual gap report, there were only 37 affordable and available homes for every 100 extremely low-income renter households nationwide in 2019. Supplies of affordable and available homes were tightest in several Western states, including Nevada (20 for every 100 extremely low-income renters), California (24), and Oregon (25). The metro areas with the most acute shortages were Las Vegas (16 per 100 extremely low-income renters), Houston (19), and Los Angeles (20). It is no coincidence that these states and metro areas have especially high cost-burden rates.

Another sign that the affordability crisis worsened even before the pandemic was an increase in homelessness. According to HUD's point-in-time estimates, the total number of people experiencing homelessness rose from 568,000 in January 2019 to 580,000 in January 2020, driven entirely by an increase in the unsheltered population. The number of people sleeping on the streets or in parks or vehicles was up by 15,000, more than offsetting the 2,000-person reduction in the number of people sleeping in homeless shelters. Most of the rise in people experiencing unsheltered homelessness was among individuals **(Figure 32)**. More than half of the total increase in unsheltered homelessness occurred in California (up 5,000), Texas (up 2,000), and Washington (up 1,200).

Point-in-time counts are taken on just one night and do not include some forms of homelessness such as people doubling up with family or friends. As such, they seriously understate the number of people experiencing homelessness each year. Indeed, HUD estimated that 1.4 million people slept in homeless shelters at some point in 2018. The National Center for Education Statistics also reported that 1.35 million public school students experienced homelessness at some point during the 2016–2017 academic year. So far, there are no national statistics on homelessness rates since the start of the pandemic and many jurisdictions skipped the usual point-in-time counts in 2021 due to health concerns. As a result, it may be some time before the pandemic's impacts on this vulnerable population are clear.

CRITICAL LINKS BETWEEN HOUSING AND WELL-BEING

The pandemic has highlighted how vital affordable, good-quality, and well-connected housing is to health and well-being. Indeed, the Household Pulse Surveys in the first quarter of this year show a clear relationship between the stress of being behind on housing payments and the incidence of other hardships. For example, more than three-quarters of households that were unable to cover their rents or mortgages also struggled to pay other expenses **(Figure 33)**. Some 60 percent of households in arrears experienced feelings of depression or anxiety, while 35 percent reported being in fair or poor health. Many of these households may have little recourse to get help with these health issues, with a fifth having no public or private health insurance.

Particularly worrisome is the 37 percent share of households behind on housing payments that experienced food insufficiency—more than four times the share of households that were up to date.

Food insecurity in fact became much more commonplace during the pandemic. Analysis by the Health Communication Research Laboratory of the 2-1-1 calls in 31 states found that there had been a 98 percent increase in calls about help buying food between October 2019 and October 2020, along with a 59 percent increase in calls about soup kitchens and a 44 percent increase in calls about food pantries.

Similarly, the Household Pulse Surveys indicated that 20 percent of all renters and 6 percent of all homeowners sometimes or often experienced food insufficiency in early 2021. The shares of low-income households were especially high. Some 28 percent of those earning less than $25,000 reported food insufficiency, compared with 18 percent of households earning $25,000–34,999 and 13 percent of households earning $35,000–49,999. Here again, the racial and ethnic disparities are notable, with far larger shares of Hispanic and Black households experiencing food insufficiency (18–20 percent) than Asian and white households (6–8 percent).

Pandemic conditions also underscored the need for more supportive housing for the nation's aging population. Given that older adults have had the highest mortality rates from COVID-19, maintaining social distance and taking other precautions against infection are crucial to their safety. But the pandemic disrupted the care and support systems for this vulnerable age group, leading to greater social isolation and difficulties accessing food and medications. According to a recent Joint Center report, however, older adults living in service-enriched housing benefited from the help of on-site staff in meeting their needs. Expanding the availability of service coordinators to more properties would be an important step in supporting the health and safety of older adults during the recovery from the pandemic as well as in more typical times.

Relatively low rates of internet and technology use compounded the hardships not only for older adults, but also for families with limited or no internet access. During the pandemic, the ability of parents to work at home and of children to keep up with school relied almost entirely on having an internet connection. But as American Community Survey data show, 13.4 million households (11 percent) were without internet access in 2019, while 19.5 million (16 percent) had access but lacked broadband. The shares were especially high in rural areas, where 3.1 million households (18 percent) had no internet access, and another 4.2 million (24 percent) had access but no broadband. With libraries and schools closed during the pandemic, these families had few options to access this key service.

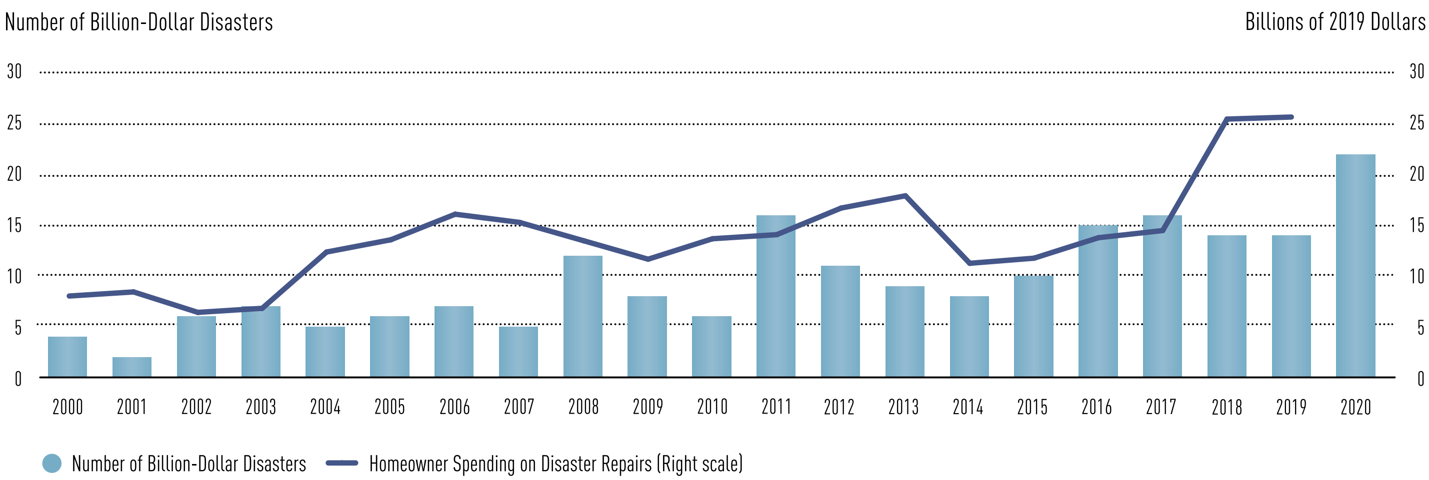
INCREASED RISKS TO HOUSEHOLDS FROM CLIMATE CHANGE

On top of the devastating effects of the pandemic, the number of major disasters hit a new high last year. There were 22 distinct billion-dollar disasters in 2020, up from the previous high of 16 in 2011 and 2017. The combined cost of last year's disasters was $95 billion, making it the fourth-costliest year since NOAA started tracking major disasters in the early 1980s. The February storm that swept through Texas and many other states was the first billion-dollar disaster of 2021 and the costliest winter storm on record, with damages estimated at more than $10 billion.

The frequency and severity of disasters have increased for several decades, spurred by climate change. On average in the 1980s, just

FIGURE 34

Spending on Homeowner Disaster Repairs Has Risen in Line with the Frequency of Severe Events



Notes: Billion-dollar disaster are adjusted to 2020 dollars using the CPI-U for All Items. The direct costs of disasters include physical damage to buildings, material assets, vehicles, infrastructure, and agriculture, as well as the costs of business interruption, wildfire suppression, and disaster restoration. Disaster repair expenditures are for homeowners only and are adjusted for inflation to 2019 dollars using the CPI-U for All Items. Disaster repair spending for 2013 uses Joint Center-adjusted weights.
Sources: JCHS tabulations of NOAA, Billion-Dollar Weather and Climate Disasters; HUD, American Housing Surveys.

three billion-dollar disasters occurred each year, with costs of about $18 billion in real terms. By the 2010s, however, the average number of events had quadrupled to 12 and average costs had soared to $81 billion. For homeowners alone, real spending on disaster repairs climbed from $8 billion in 2000 to $14 billion in 2010 and to $26 billion in 2019 **(Figure 34)**. These increases have lifted the share of homeowner remodeling expenditures devoted to disaster repairs from 4 percent to 10 percent over the last two decades.

As severe weather becomes more common, it poses an ever-growing threat to homes across the country. The First Street Foundation estimated that 14.6 million properties were at substantial risk of flooding last year, some 5.9 million more than identified by the Federal Emergency Management Agency. By CoreLogic's count, 7.1 million single-family homes and 253,000 multifamily units were under threat from storm surges, with a total reconstruction cost of $2.65 trillion. In assessing vulnerability to seven types of natural hazards, CoreLogic found that the states most at risk were California, Kansas, Nebraska, Oklahoma, and Texas. The analysis also identified multi-state hotspots around the Mississippi River, the Gulf Coast, and the Atlantic Coast.

Just as weather-related events pose increasingly devastating threats to the housing stock, they also pose increasingly severe risks to human health. Indeed, 2020 was the fifth-hottest year on record in the contiguous US, and all four of the previous hottest years occurred since 2012. Rising temperatures are hazardous to people living in homes without air conditioning, particularly older adults and young children. Smoke from wildfires is another serious hazard because it can infiltrate homes via poorly sealed windows, doors, and ventilation systems, degrading air quality and aggravating respiratory problems. In the case of flooding, the presence of mold can be dangerous to people with asthma and other acute conditions.

The pandemic highlighted another hazard related to housing quality, particularly in older homes. The CDC estimates that 24 million housing units contain significant amount of lead-based paint, a particularly toxic health threat to the young children living in 4 million of those homes. The need to quarantine during the pandemic increased the exposure of those children to this hazard while also preventing lead testing and mitigation efforts. Moreover, the children most likely to suffer the ill effects of prolonged lead exposure and reduced testing live in the same households most affected by the pandemic—those with low incomes and households of color.

THE OUTLOOK

Now that vaccine distribution has accelerated, the end of the pandemic in the United States may finally be in sight. While massive government assistance has provided temporary lifelines to many struggling households, the magnitude of the financial damage from the economic shutdown, on top of the ongoing affordability crisis, has expanded the already long list of national housing challenges. Most immediately, the impending end to government moratoriums could set off a wave of evictions and foreclosures unless federal assistance from the most recent relief package is implemented quickly and effectively.

This potential crisis is clear evidence of the importance of rental assistance in keeping economically vulnerable households affordably and stably housed. At last count in 2017, 5.2 million households earning less than 50 percent of area median income were living in subsidized rental housing. Over the past year, this support has been vital in preventing these households from falling behind on rent while also ensuring the income of property owners. At the same time, 12.9 million renters with similarly low incomes were on their own to weather the pandemic's challenges, with the vast majority already facing cost burdens or living in inadequate housing. To remedy the tremendous gap between assistance and need, the Biden Administration has proposed a significant expansion in both the housing voucher and affordable housing production programs.

The events of the past year have also reinforced the many racial and ethnic disparities in American society, with unequal access to homeownership among the most persistent. Indeed, the Black-white gap in homeownership rates is nearly 30 percentage points and the Hispanic-white gap is not much smaller at 24 percentage points. The inability to qualify for financing—whether because of low incomes, insufficient savings, or troubled credit histories—means that these households miss out on a critical wealth-building opportunity. Federal support for downpayment assistance programs targeting people of color would be an important step toward closing these gaps.

Meanwhile, more fortunate households with stable incomes have been on a homebuying spree that has left for-sale inventories at record lows. Although the supply of existing homes on the market may increase as the pandemic subsides, the longer-term solution to the housing shortage is to ease the constraints on residential development. Policymakers can address some of these barriers, such as the spiraling costs of materials and the shrinking supply of construction labor, with measures aimed at removing supply chain frictions and supporting workforce development, including immigration reform.

But perhaps the chief obstacles to housing production are restrictive land use regulations and complex, time-consuming approval processes that push up costs. Policymakers at all levels of government must work together to reduce these barriers so that homebuilders can begin to meet the demand for modestly priced homes in a broad range of communities. The Biden Administration's proposal to link funding for affordable housing to state and local regulatory efforts provides a good template for how the federal government can incentivize these reforms.

7 ONLINE RESOURCES

The following resources are available at www.jchs.harvard.edu/state-nations-housing

INTERACTIVE CHARTS

- Home Prices Are Skyrocketing in Most Markets
- The Negative Impacts of the Pandemic Are Uneven

INTERACTIVE MAPS

- Even Before the Pandemic, High Shares of Households Were Burdened by Housing Costs
- The Financial Pressures on Households Varied Considerably by State in Early 2021

DATA TABLES

- Housing Market Indicators: 1980–2020
- Housing Cost-Burdened Households by Tenure and Income: 2001, 2018 and 2019
- Cost-Burden Rates by Tenure and Income for States and Metro Areas: 2019
- Median Home Price to Median Income Ratios by Metro Area: 1990–2000
- Home Price Changes by Metro Area: 2019–2021
- Change in Median Land Prices by Metro Area: 2012–2019

The State of the Nation's Housing 2021 was prepared by the Harvard Joint Center for Housing Studies. The Center advances understanding of housing issues and informs policy. Through its research, education, and public outreach programs, the Center helps leaders in government, business, and the civic sectors make decisions that effectively address the needs of cities and communities. Through graduate and executive courses, as well as fellowships and internship opportunities, the Center also trains and inspires the next generation of housing leaders.

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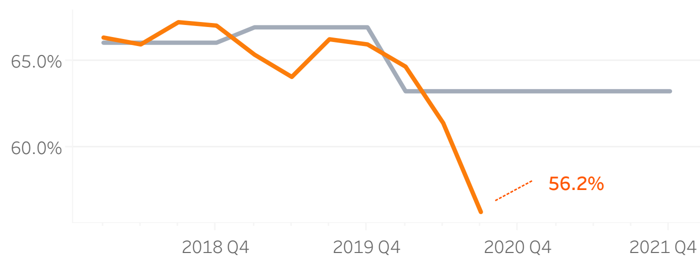
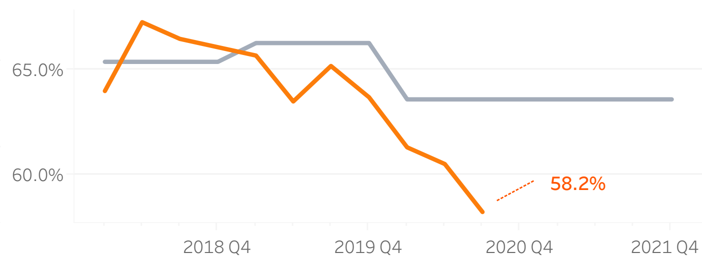
WIOA Title I Performance Indicators

Olympic Workforce Development Council
Adult

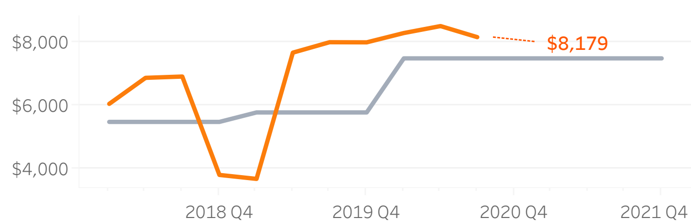
1. Employment Rate (Q2)



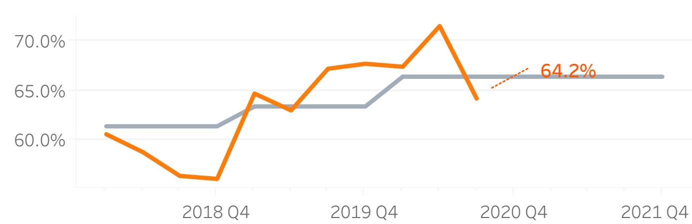
2. Employment Rate (Q4)



3. Median Earnings



4. Credential Rate



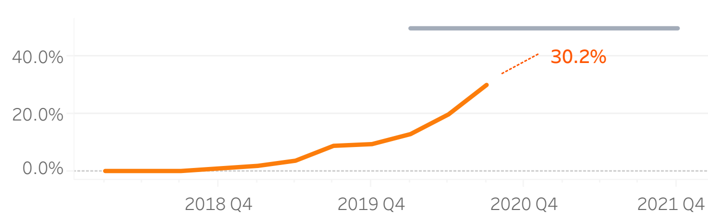
Initial Targets DOL's QPR

Series Multiple values

Area Olympic Workforce Development Council

Program Adult

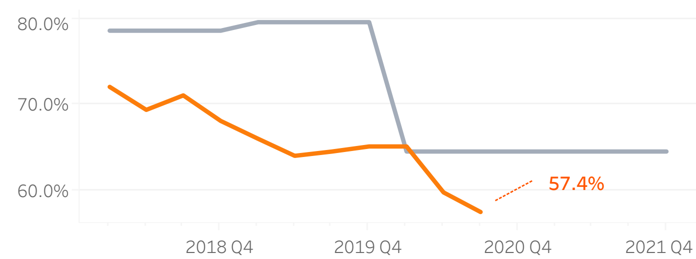
5. Measurable Skill Gains



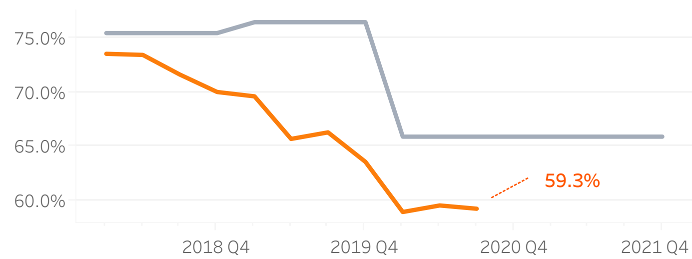
WIOA Title I Performance Indicators

Olympic Workforce Development Council
Dislocated Worker

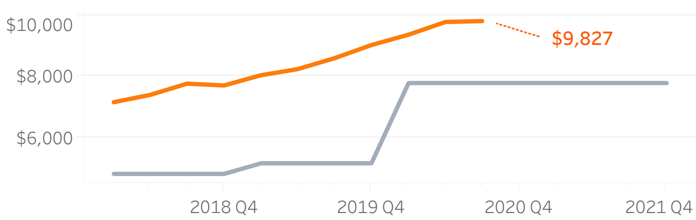
1. Employment Rate (Q2)



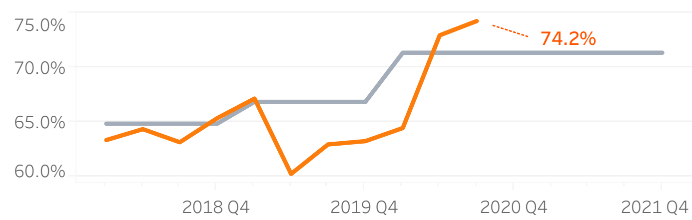
2. Employment Rate (Q4)



3. Median Earnings



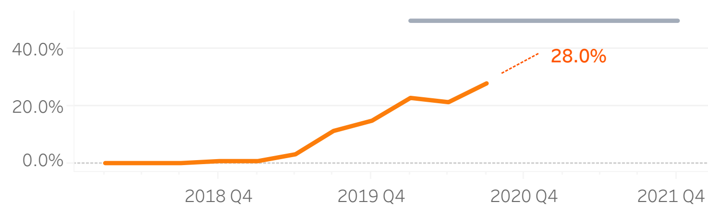
4. Credential Rate



Initial Targets   DOL's QPR

Series	Multiple values
Area	Olympic Workforce Development Council
Program	Dislocated Worker

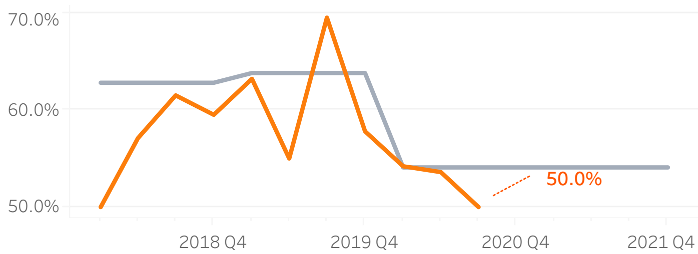
5. Measurable Skill Gains



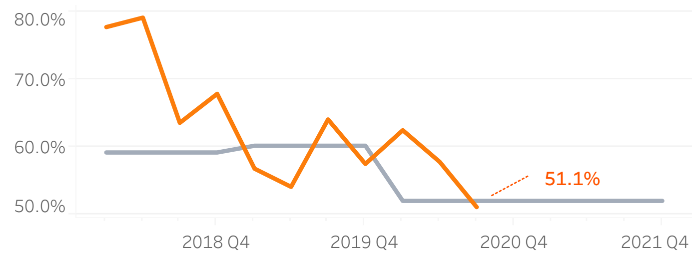
WIOA Title I Performance Indicators

Olympic Workforce Development Council
Youth

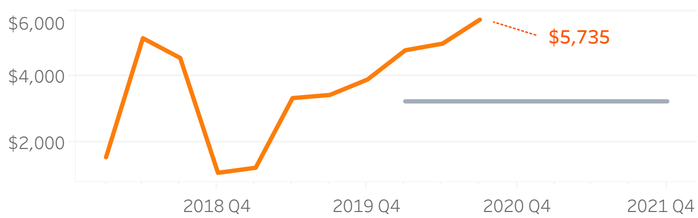
1. Employment Rate (Q2)



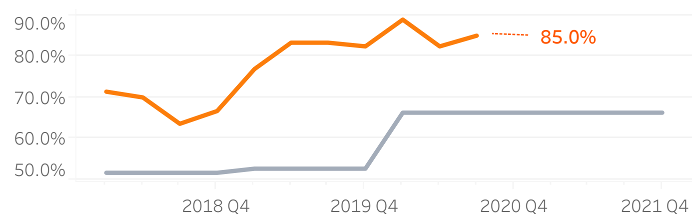
2. Employment Rate (Q4)



3. Median Earnings



4. Credential Rate



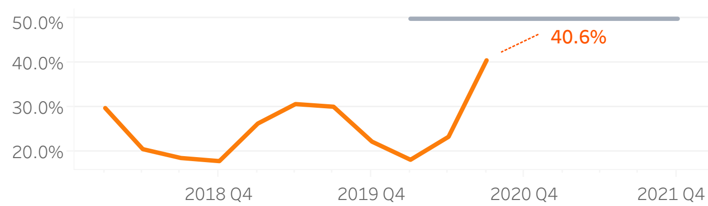
Initial Targets   DOL's QPR

Series Multiple values

Area Olympic Workforce Development Council

Program Youth

5. Measurable Skill Gains



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WIOA Formula Performance Report

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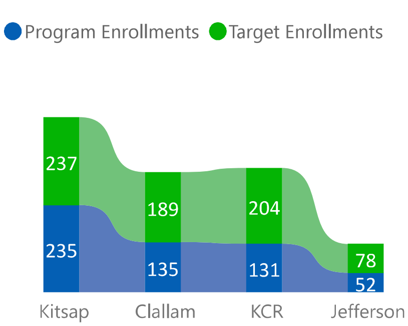
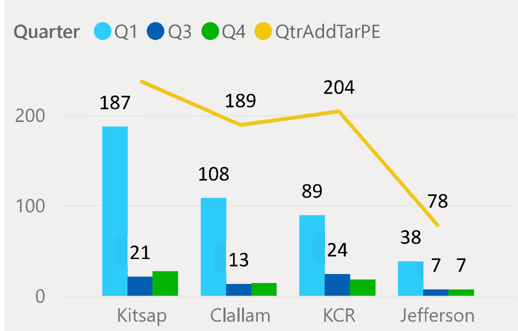
Office	Program	Current	Program Enrollments	Target Enrollments	PE %age	Exits	Target Exits	Exit %age	Placements	Target Placements	Placement Rate	Placements %age	Actual Expenditure	Target Expenditures	Expenditures %age
Kitsap	Adult	20	45	54	83.33%	25	38	65.79%	22	33	88.00%	66.67%	$49,579	221,669	22.37%
Kitsap	DW	12	66	45	146.67%	54	32	168.75%	43	27	79.63%	159.26%	$62,457	244,324	25.56%
Kitsap	DWIE	1	7	22	31.82%	6	19	31.58%	4	19	66.67%	21.05%	$35,822	61,005	58.72%
Kitsap	Youth	59	83	96	86.46%	24	26	92.31%	18	14	75.00%	128.57%	$280,303	468,288	59.86%
KCR	Adult	35	89	120	74.17%	54	70	77.14%	42	55	77.78%	76.36%	$194,032	272,158	71.29%
KCR	DW	9	30	50	60.00%	21	34	61.76%	16	24	76.19%	66.67%	$57,777	131,559	43.92%
KCR	DWIE	4	10	23	43.48%	6	27	22.22%	5	16	83.33%	31.25%	$27,606	43,476	63.50%
Jefferson	Adult	6	13	22	59.09%	7	15	46.67%	6	13	85.71%	46.15%	$30,662	98,594	31.10%
Jefferson	DW	9	17	18	94.44%	8	13	61.54%	8	11	100.00%	72.73%	$24,825	124,730	19.90%
Jefferson	DWIE			8			7			6			$0	21,021	0.00%
Jefferson	Youth	11	17	21	80.95%	6	7	85.71%	4	4	66.67%	100.00%	$57,982	102,468	56.59%
Clallam	Adult	18	42	58	72.41%	24	40	60.00%	19	34	79.17%	55.88%	$143,693	325,740	44.11%
Clallam	DW	12	31	37	83.78%	19	26	73.08%	16	22	84.21%	72.73%	$122,482	334,425	36.62%
Clallam	DWIE	0	1	10	10.00%	1	7	14.29%	1	7	100.00%	14.29%	$3,348	31,177	10.74%
Clallam	Youth	35	53	70	75.71%	18	21	85.71%	13	11	72.22%	118.18%	$161,717	271,724	59.52%
Totals		**231**	**504**	**654**	**77.06%**	**273**	**382**	**71.47%**	**217**	**296**	**79.49%**	**73.31%**	**$1,252,2...**	**2,752,358**	**45.50%**

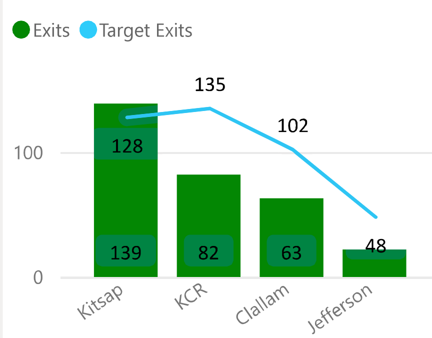
Enrollments & Target by Area



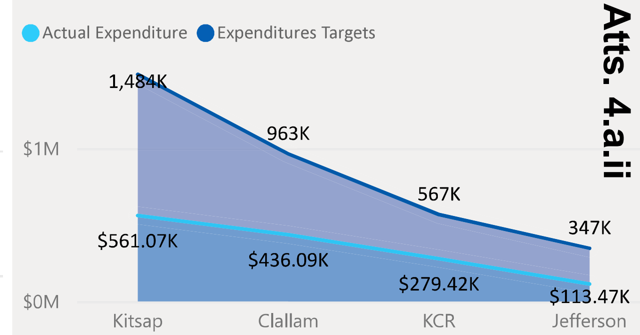
Enrollments by Quarter



Exits & Targets by Area



Expenditures & Targets



Washington State WorkSource

System Performance Dashboard

Seekers served | Employers served | Exits & Wages | Definitions

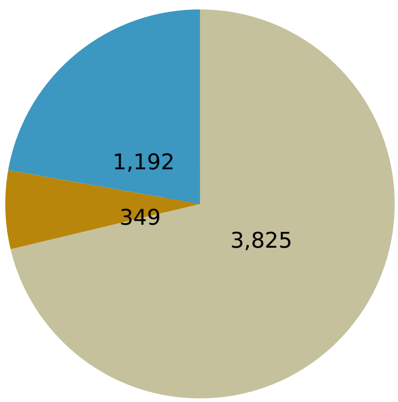
Service Location
WDA 01 - Olympic

Time Frame
Rolling 4-quarters ending with

PY 2020 Q3 (Jan - Mar 2021)

Data prior to the beginning of PY16Q1 (July 1, 2016) is not reflected in this dashboard. Therefore, the first quarter with complete rolling 4-quarter data is PY2016 Q4 (the quarter ending on June 30, 2017).

Total seekers =5,366



All seekers served

Self-service customers	4,174
Staff-assisted customers	1,541

Self served only	71.28%	3,825
Both types of service	6.50%	349
Staff assisted only	22.21%	1,192

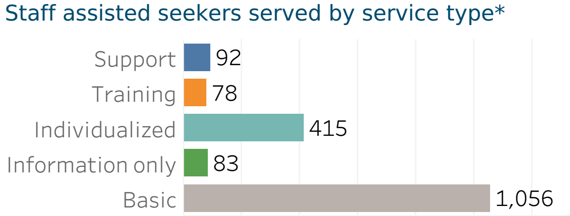
New to WorkSource?

New	46.94%	2,718
Returning	53.06%	3,072

WorkSourceWA job applicants

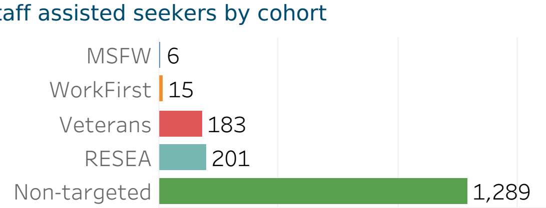
Seekers with job applications	1,456

Staff assisted seekers served by service type*



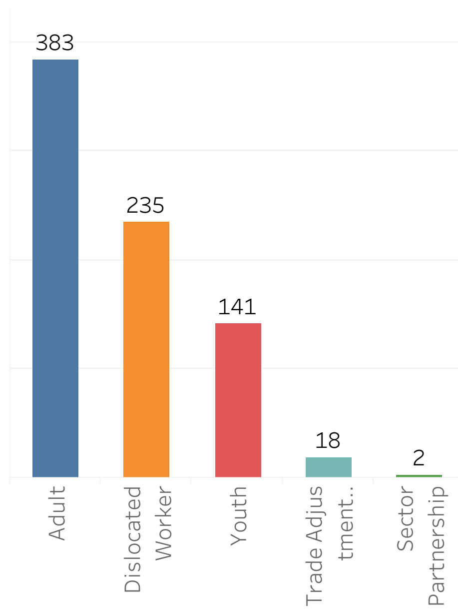
*Information only and support services do not trigger or extend participation.

Staff assisted seekers by cohort



Seekers served by program enrollment

Staff-assisted seeker counts by service location, regardless of enrollment location



Data last refreshed: 6/16/2021 8:14:12 PM

Washington State WorkSource
System Performance Dashboard

Location
WDA 01 - Olympic

Time Frame
Rolling 4-quarters ending with

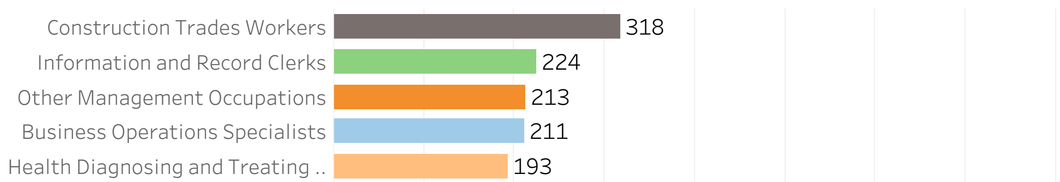
PY 2020 Q3 (Jan - Mar 2021)

Employers using WorkSource

Employers	538
Job orders	4,333

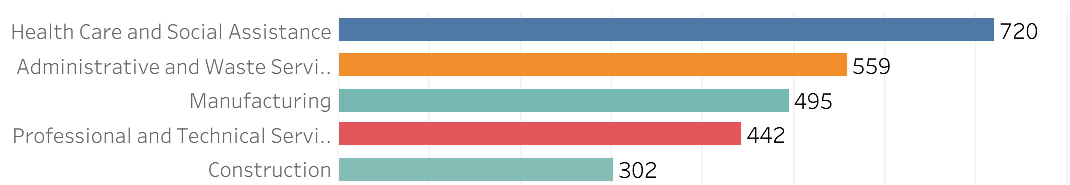
Employers receiving staff-assisted services	225

Top 5 jobs in demand



Number of job postings by 3-digit ONET

Top 5 industry sectors posting jobs



Number of job postings by 2-digit NAICS

Washington State WorkSource

System Performance Dashboard

Seekers served | Employers served | Exits & Wages | Definitions

Location
WDA 01 - Olympic

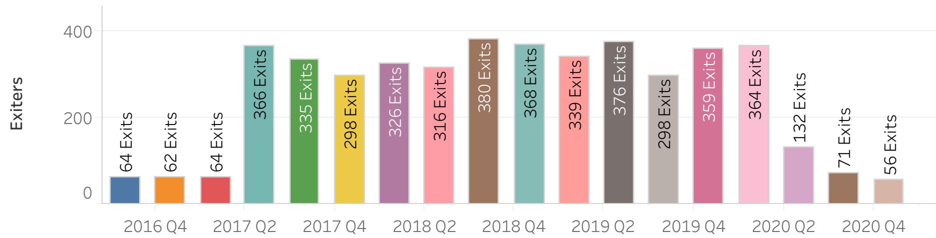
Program
- All Title I participants
- WIOA Adult
- WIOA Dislocated Worker
- WIOA Youth
- Wagner Peyser
- All WorkSource customers

These exit proxies are intended to help track potential WorkSource outcomes, are not intended to replace official federal outcomes, and may not accurately reproduce official federal outcomes.

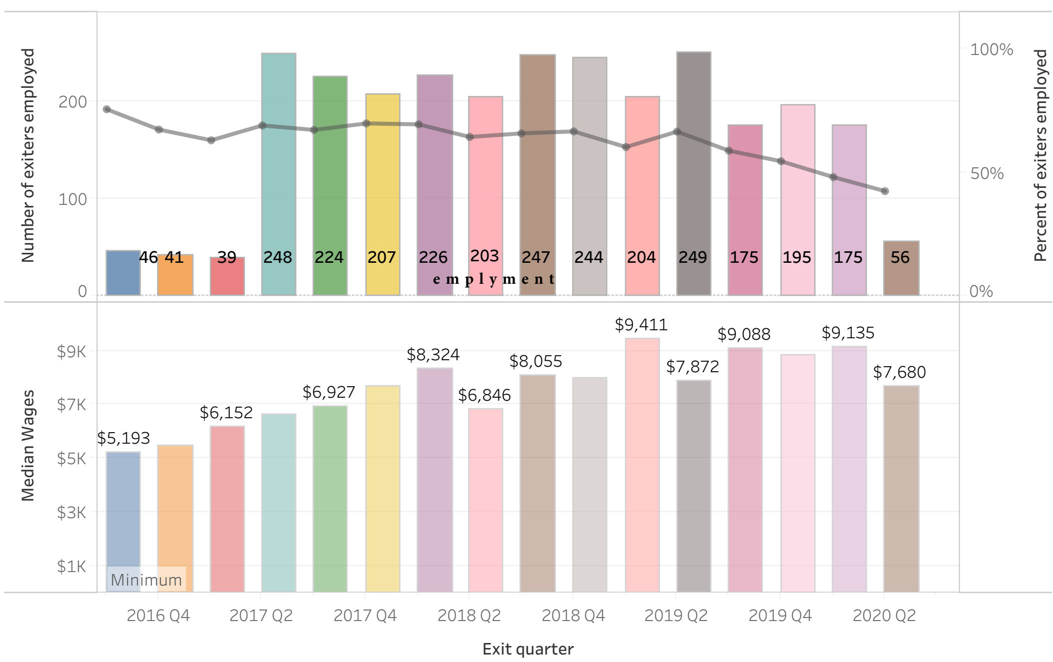
Employments data are delayed.
Employments are based on wages received the second quarter after a person exits (final service date with no more services planned).
Wage data come in about 45 days after the quarter ends.

Example: *If the final service is on January 3 (exit date), exit is the quarter of Jan- Mar, and the quarter to check for wages is Jul-Sept. Wages for this quarter would be reported by November 15 (approximately 11.5 months from Exit date).*

Exits (by Calendar Year)
WDA 01 - Olympic: All Title I participants



Employments (by Calendar Year): select an outcome measure*
All exit quarters, 2 Q after exit



* Low exiter and employment counts are suppressed to protect confidentiality. If the number of exiters or employments meets suppressi..

Data last refreshed: 6/16/2021 8:14:12 PM

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

June 30th, 2021

RE: Recognizing Your Team's Successes

Dear Elizabeth,

It is important to take a moment to recognize your positive performance on the outcomes shown below from your WIOA Title I grants and discretionary contracts. Please thank your entire team for the hard work and dedication they put into finding solutions and support for the communities served by your LWDB.

WDC 01 Quarter Ending March 31, 2021 (September 30, 2020 for employment outcomes)

Goals set pre-Covid

Outcome	Target	Actual
WIOA Adult Enrollments	251	278
WIOA Adult Employments	20	31
WIOA Youth Enrollments	163	138
NDWGs - Disaster Relief Enrollments	4	25

The labor market and workforce system have struggled, and yet it's evident your team worked hard to find solutions. Enrollments and Disaster Relief Employment placements have exceeded targets in the last quarter and expenditures are climbing! ESD appreciates your continued engagement with Emergency Operations and local tribes. If we could offer additional technical service in any area of grant administration, training, policy guidance, or others, please just let us know. Our goal is to support your local success.

We are always looking for successful practices to share with the rest of the workforce development system. If you would like to share any tools or practices with your peers across the state, please send them to ESDGPWorkforceInitiatives@esd.wa.gov. Also, let us know in that message if you would be willing to present during the next quarterly peer-to-peer teleconference. By sharing your successes, you can help the entire state continue to pursue and achieve excellence. Our next peer-to-peer call is scheduled for ***September 2021*** and we'd love for you to attend.

If you would like more information, please let me know. Congratulations again on your success, and thank you for serving Washington's employers, workers, jobseekers, and youth.

Sincerely,

Tim Probst
Grants Director
360-790-4913

Olympic Consortium Board Meeting (4th Fridays)	10 a.m. to 12:00 p.m.	Zoom until further notice	Att. 4.c
Exec OWDC Meeting (4th Tuesdays)	10 a.m. to 12:00 p.m.	Zoom until futher notice	
OWDC Full Meeting (2nd Tuesdays)	9:00 a.m. to 1:30 p.m.	Zoom from 9 to 11:30 until further notice	

2021

January

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OLYMPIC CONSORTIUM BOARD

DATE: September 24, 2021
TIME: 10:00 a.m. – 12:00 Noon.
PLACE: Join Zoom Meeting
https://zoom.us/j/99267893990

AGENDA

1. **Call to Order**

2. **Action Items**
   a. Approval of September 24, 2021 agenda.
   b. Approval of July 22, 2021 meeting minutes (Att. 2.b. pg. 2-4)
   c. Approval of 2022 WIOA Title I – Kitsap County Budget (Att. 2.c. pg. 5-8)
   d. Review and Adoption of Policy
      i. 5400POL Income Eligibility and Verification (Att. 2.d. pg. 9-12)

3. **Discussion Items**
   a. COVID-19 Impacts
   b. Economic Recovery
   c. Community Development Block Grant – Coronavirus (CBDG-CV) Non-WIOA funds (Att. 3.c. pg. 13)

4. **Updates**
   a. EO Focus, Equity, Inclusion and Diversity
   b. Silverdale, Clallam, and Sequim (new) WorkSource Building Progress
      i. Port Angeles Lease Update
   c. OWDC Meeting Sept 14, 2021 debrief
   d. WIOA Performance Reports PY20 Q4 (Att. 4.d. pg. 14)
   e. OWDC, OCB 2021 Calendar (att. 4.e. pg. 15)

5. **Adjourn**

Next Meeting: October 22, 2021 10:00 a.m. – 12:00 noon.
Via Zoom Meetings

Meeting Notes
OLYMPIC CONSORTIUM BOARD
ZOOM
July 23, 2021

ATTENDEES – Commissioner Randy Johnson, Commissioner Kate Dean and Commissioner Charlotte Garrido

Guests: Rusty Grable, IAM and Tami Palmer

Staff: Kitsap HS Director Doug Washburn, Chris Abplanalp, Elizabeth Court and Luci Bench

1. **CALL TO ORDER –** Commissioner Randy Johnson, called to order 10:02 AM
2. **ACTION ITEMS**
   a. Approval of agenda
   MOTION: Commissioner Garrido moved to approve amended. Commissioner Dean second. Motion carried.
   b. Approval of meeting minutes for May 28, 2021
   Motion: Commissioner Dean moved to approve May 28 minutes. Commissioner Garrido second with edits. Motion carried
   c. Approval of November OWDC In-Person Meeting
   Commissioner Dean suggested hybrid model of virtual and in-person, allowing participants flexibility to attend either way. Will revisit for further discussion at the September OCB meeting.
   d. Olympic Consortium Board meeting format
   Commissioner Johnson confirmed Zoom format.
   e. Review and Adoption of OWDC Policy

   e. 5530POL Follow-up Services
   MOTION: Commissioner Dean moved approve. Commissioner Garrido second with edits. Motion carried.

3. **DISCUSSION ITEMS**
   a. WIOA – Career Information, presented by Tami Palmer
   - WIOS is an online career/college planning tool. WIOS tool allows for users to explore careers, with assessments on selecting a career and education information to obtain the career. Tool is presented in high schools as an education pathway and is normally counselor/advisory directed or part of a Life Skills course.

b. The State of the Nation's Housing 2021
   - Elizabeth and Chris presented the most notable finding from Joint Center for Housing Studies of Harvard University. The 50-year longitude study publishing findings on the recent housing market. Lowest inventory of homes in history, normally a six-month inventory but now only one-four month, creating a tight market. Interest rates are at historical low. 25% of home purchases are in case, which makes it difficult for first-time home buyers. More growth in rural areas and slower growth in urban. This is unlike the previous pricing bubble which collapsed. The study points out 25% of renters are behind on rent and exhausted all saving, making it more difficult to afford down payments. The average home is $280,000 requiring %15,000 down payment.
   - Commissioner Johnson, who is a member of the Clallam county Affordable Housing group, commented about the cost of construction and lumber skyrocketing. The shortage in the labor force and construction companies not able to afford to pay prevailing wages, which is set in Seattle. In Clallam County during 2008-14-timeframe 70% of builders went out of business, and they are still trying to replace. This raises the cost of building, but also the state added $16,000 to building and $14,000 to make homes energy efficient. Add in the approval for funding public housing, contractors are not able to meet the requirements or costs. Commissioner Johnson noted the need for education in the trades and financial budgeting.

c. Economic Security for All (EcSA)
   - New grant from the governors 10% discretionary fund awarded to Olympic Educational Service District 114 Youth Program. Funding to build local partner resources to help low-income youth move out of poverty.

d. WorkSource In-Person Services
   - Chris provided brief summary of new mask policy ESD has issued. ESD employees who are vaccinated can notify Human Resources, provide verification, and then will be allowed to not wear masks in the Kitsap and Clallam offices.

e. EO Focus, Equity, Inclusion and Diversity
   - Alissa Durkin is currently visiting all sites and completing EO monitoring. A virtual monitoring by ESD EO team is scheduled for September.
   - EO Statewide Conference on July 26 and 27th. Elizabeth will be presenting on data resources.

f. WorkSource Sequim update
   - Construction is going really well, foundation is complete, walls and roof are being built. On track for late October completion.

4. UPDATES

a. PY20 Q4 Formula Performance Reports
   - Reviewed, no questions or comments.

b. Calendar
   - Reviewed, no questions or comments.

c. Good of the Order
   - Commissioner Dean provided debrief of NA of Workforce Boards (NAWB) in Washington D.C. in July. The meeting focused on strengthening the labor and service sectors. Presentations on DEI, cost of housing, living cost, and livable wages (creating jobs with higher wages). In recent history the focus was mainly new technology, but this year is was on investing in the workforce.
   - Commissioner Johnson noted the Blackball ferry (est. 1,000 jobs) still not running, no resolution yet. Clallam county is still working on addressing and finding childcare solutions. Commissioner Dean mentioned Jefferson County submitted Childcare Project to Senator Murray, earmarked to move forward. Commissioner Dean will keep the OCB updated.

ADJOURN: Commissioner Johnson adjourned the meeting at 11:15 a.m.

NEXT MEETING: Friday, October 22, 2021 via Zoom.

19131 WIOA Admin - 2022 County Budget

Account Title	Account #	2022 Request	2021 Request	2020 Request	2020 Actual	2019 Actual
WIOA Adult	3330.17258	$ **809,688.00**	$ 963,485.00	$ 850,600.00	-	796,830.46
WIOA Youth	3330.17259	$ **813,125.00**	$ 966,180.00	$ 857,300.00	-	1,249,316.49
WIOA National Emerg Grant	3330.17277	$ -	$ 676,500.00	$ 150,000.00	-	-
WIOA Dislocated Worker	3330.17278	$ **762,960.00**	$ 1,004,777.00	$ 685,800.00	-	769,853.24
WIOA EcSA Grant	3330.17259	$ **346,575.00**	$ -	$ -	-	-
WIOA ACP	3330.1744	$ **303,594.00**	$ 316,378.00	$ 278,000.00	-	262,731.03
GA & O Transfer In (IS charges)	4970.9701	$ -	$ 68,313.00	$ 79,538.00	-	12,755.00
Revenue total		**$ 3,035,942.00**	**$ 3,995,633.00**	**$ 2,901,238.00**	**$ -**	**$ 3,091,486.22**
Beginning Fund Balance	3081	$ -	$ -	$ -		
Budget total		**$ 3,035,942.00**	**$ 3,995,633.00**	**$ 2,901,238.00**	**$ -**	**$ 3,091,486.22**
Regular Salaries	5101	$ **147,443.00**	$ 143,430.00	$ 130,118.00	-	136,313.73
Overtime Pay	5102	$ -	$ -	$ -	-	513.18
Longevity Pay	5103	$ **1,099.00**	$ 922.00	$ 673.00	-	1,144.48
Annual Leave Payout	5106	$ -	$ -	$ -	-	1,799.55
Miscellaneous Pay	5190	$ -	$ -	$ -	-	1,907.34
Industrial Insurance	5201	$ **1,516.00**	$ 1,461.00	$ 1,348.00	-	1,300.98
Social Security	5202	$ **11,363.00**	$ 11,043.00	$ 10,006.00	-	10,348.13
PERS Retirement	5203	$ **15,226.00**	$ 17,172.00	$ 16,820.00	-	17,912.74
WA State Family Leave	5209	$ **216.00**	$ 210.00	$ 191.00	-	203.47
Deferred Compensation	5224	$ -	$ -	$ 651.00	-	590.70
Benefit Bucket	5229	$ **25,411.00**	$ 24,433.00	$ 20,883.00	-	23,941.97
Salaries and Benefits total		**$ 202,274.00**	**$ 198,671.00**	**$ 180,690.00**	**$ -**	**$ 195,976.27**
Office Supplies	5311	$ **1,500.00**	$ 1,500.00	$ 100.00	-	1,529.70
Small Tools	5351	$ -	$ -	$ 200.00	-	-
Computer Software	5352	$ **500.00**	$ 500.00	$ 200.00	-	492.83
Small Computer Equipment	5353	$ **1,000.00**	$ 1,100.00	$ -	-	1,143.61
Supplies total		**$ 3,000.00**	**$ 3,100.00**	**$ 500.00**	**$ -**	**$ 3,166.14**
Other Prof Services	5419	$ -	$ -	$ -	-	-
Telephone	5421	$ -	$ 1,000.00	$ -	-	-
Postage	5425	$ **100.00**	$ 100.00	$ 100.00	-	68.90

19131 WIOA Admin - 2022 County Budget

Account Title	Account #	2022 Request	2021 Request	2020 Request	2020 Actual	2019 Actual
Mileage	5431	**$ 3,000.00**	$ 3,000.00	$ 4,000.00	-	3,064.85
Travel	5432	**$ 5,000.00**	$ 5,000.00	$ 5,000.00	-	4,786.13
Per Diem	5433	**$ 1,000.00**	$ 1,000.00	$ 1,500.00	-	505.30
Non-Employee Mileage	5438	**$ 500.00**	$ 500.00	$ 500.00	-	180.38
Non-Employee Travel	5439	**$ 1,000.00**	$ 1,000.00	$ 3,000.00	-	637.30
Advertising	5441	**$ 500.00**	$ 600.00	$ 500.00	-	-
Operating Rentals	5451	**$ 500.00**	$ 1,000.00	$ 500.00	-	1,451.14
Repairs & Maint - Equipment	5483	**$ -**	$ -	$ -	-	-
Dues/Subscriptions	5492	**$ 4,000.00**	$ 12,000.00	$ 12,000.00	-	10,947.88
Printing & Binding	5496	**$ -**	$ -	$ -	-	535.00
Registration & Tuition	5497	**$ 4,000.00**	$ 6,000.00	$ 4,000.00	-	6,941.68
Other Miscellaneous	5499	**$ 15,000.00**	$ 19,349.00	$ 5,383.00	-	4,104.39
Services total		**$ 34,600.00**	**$ 50,549.00**	**$ 36,483.00**	**$ -**	**$ 33,222.95**
I/F IS Service Charges	5912	**$ 14,370.00**	$ 13,686.00	$ 10,775.00	-	9,060.00
I/F IS Prog Maint	5913	**$ 6,291.00**	$ 5,991.00	$ 4,959.00	-	3,987.00
I/F IS Projects	5922	**$ 1,514.00**	$ 1,442.00	$ 688.00	-	690.96
I/F Insurance Services	5961	**$ 2,027.00**	$ 1,930.00	$ 2,093.00	-	2,041.00
Indirect Cost Allocation	5996	**$ 89,356.00**	$ 85,101.00	$ 94,826.00	-	28,453.00
Interfund total		**$ 113,558.00**	**$ 108,150.00**	**$ 113,341.00**	**$ -**	**$ 44,231.96**
IS Computer Fleet	6971.5164	**$ -**	$ -	$ 2,000.00	-	-
		$ -	$ -	$ -	-	-
Operating Transfers total		**$ -**	**$ -**	**$ 2,000.00**	**$ -**	**$ -**
Expense total		**$ 353,432.00**	**$ 360,470.00**	**$ 333,014.00**	**$ -**	**$ 276,597.32**
Ending Fund Balance	5081	**$ -**	$ -	$ -		
Budget total		**$ 353,432.00**	**$ 360,470.00**	**$ 333,014.00**	**$ -**	**$ 276,597.32**
Variance		**$ 2,682,510.00**	**$ 3,635,163.00**	**$ 2,568,224.00**	**$ -**	**$ 2,814,888.90**

19132 WIA Direct Program - 2022 County Budget

Account Title	Account #	2022 Request	2021 Request	2020 Request	2020 Actual	2019 Actual
Miscellaneous revenue	3690.9	**$ -**	$ -	$ -	-	-
GA & O Transfer In (IS charges)	4970.9701	**$ -**	$ -	$ -	-	6,665.00
Revenue total		**$ -**	**$ -**	**$ -**	**$ -**	**$ 6,665.00**
Regular Salaries	5101	**$ 177,458.00**	$ 170,404.00	$ 162,673.00	-	152,410.63
Longevity Pay	5103	**$ 830.00**	$ 530.00	$ -	-	1,951.20
Annual Leave Payout	5106	**$ -**	$ -	$ -	-	8,934.32
Miscellaneous Pay	5190	**$ -**	$ -	$ -	-	3,910.22
Industrial Insurance	5201	**$ 1,853.00**	$ 1,786.00	$ 1,853.00	-	1,631.22
Social Security	5202	**$ 13,639.00**	$ 13,076.00	$ 12,445.00	-	12,357.77
PERS Retirement	5203	**$ 18,275.00**	$ 20,334.00	$ 20,920.00	-	20,111.49
WA State Family Leave	5209	**$ 260.00**	$ 250.00	$ 239.00	-	241.02
Deferred Compensation	5224	**$ -**	$ -	$ 813.00	-	498.88
Benefit Bucket	5229	**$ 31,057.00**	$ 29,863.00	$ 28,714.00	-	31,123.99
Salaries and Benefits total		**$ 243,372.00**	**$ 236,243.00**	**$ 227,657.00**	**$ -**	**$ 233,170.74**
Office Supplies	5311	**$ 500.00**	$ 500.00	$ 500.00	-	423.38
Small Computer Equipment	5353	**$ 500.00**	$ -	$ -	-	-
Supplies total		**$ 1,000.00**	**$ 500.00**	**$ 500.00**	**$ -**	**$ 423.38**
Management Consulting	5415	**$ 340,000.00**	$ 429,151.00	$ 360,073.00	-	286,870.13
Other Prof Services	5419	**$ -**	$ 44,840.00	$ 25,000.00	-	9,840.00
Telephone	5421	**$ -**	$ 800.00	$ 1,000.00	-	-
Mileage	5431	**$ 1,000.00**	$ 1,000.00	$ 1,000.00	-	770.25
Travel	5432	**$ 100.00**	$ 100.00	$ 100.00	-	69.63
Per Diem	5433	**$ -**	$ -	$ 94.00	-	-
Advertising	5441	**$ 300.00**	$ 300.00	$ 500.00	-	-
Operating Rentals	5451	**$ -**	$ 200,000.00	$ 195,000.00	-	175,999.38
Electricity	5474	**$ -**	$ 5,000.00	$ 3,000.00	-	4,425.56
Dues/Subscriptions	5492	**$ 500.00**	$ 500.00	$ 300.00	-	1,089.00
Registration & Tuition	5497	**$ 1,000.00**	$ 1,000.00	$ -	-	48.24
Other Miscellaneous	5499	**$ 1,000.00**	$ 1,000.00	$ 1,000.00	-	12.00
Services total		**$ 343,900.00**	**$ 683,691.00**	**$ 587,067.00**	**$ -**	**$ 479,124.19**

19132 WIA Direct Program - 2022 County Budget

Account Title	Account #	2022 Request	2021 Request	2020 Request	2020 Actual	2019 Actual
Misc Intergovernment	5519	**$ 2,144,076.00**	$ 2,714,729.00	$ 1,753,000.00	-	2,060,235.23
I/G Pymts Fed, State, Local	5520	**$ -**	$ -	$ -	-	-
Intergovernmental total		**$ 2,144,076.00**	**$ 2,714,729.00**	**$ 1,753,000.00**	**$ -**	**$ 2,060,235.23**
I/F IS Service Charges	5912	**$ -**	$ -	$ -	-	45,082.32
I/F IS Projects	5922	**$ -**	$ -	$ -	-	3,518.04
Interfund total		**$ -**	**$ -**	**$ -**	**$ -**	**$ 48,600.36**
IS Computer Fleet	6971.5164	**$ -**	$ -	$ -	-	-
		$ -	$ -	$ -	-	-
Operating Transfers total		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Expense total		**$ 2,732,348.00**	**$ 3,635,163.00**	**$ 2,568,224.00**	**$ -**	**$ 2,821,553.90**
Variance		**$ (2,732,348.00)**	**$ (3,635,163.00)**	**$ (2,568,224.00)**	**$ -**	**$ (2,814,888.90)**

SUMMARY of Policy for Review

This policy combined three older policies:

OWDC Policy 13 Definition of Dependent for Determining Family Size for WIOA Youth & Adult Eligibility

OWDC Policy 14 Definition of Family for Determining Family Income for Youth & Adult Program Eligibility

OWDC Policy 15 Definition of Includable and Excludable for Determining Family Income for Youth & Adult Program Eligibility

Thus, not a rewrite but a reorganization and reformatting to incorporate the three policies mentioned above and state and federal policy revisions.

5400POL Income Eligibility and Verification

Effective Date: March 01, 2021
Last Modified: July 15, 2021
Supersedes: OWDC Policies 13, 14, & 15

Approved by (pending)

Verifying income is a core requirement in Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Youth participation. Local Workforce Development Councils have the authority to develop additional criteria, policies, and procedures to assist staff determine family size and what may be included or excluded as income for the purpose of determining WIOA Title I Youth and Adult Program eligibility (WorkSource System Policy 1019, Rev5, Section 3.d). This policy outlines low-income requirements, defines family size, defines dependent and low-income, and details includable and excludable income.

1. **Determining family size and family income is used to define an individual's low-income status under the WIOA Section 3(36) definition.** DOL has provided the following guidance for use in determining low-income status:
    a. Unemployment Insurance, child support payments, and old-age survivors' insurance are includable income for adults and dislocated workers (TEGL 19-16).
    b. Military pay or allowances paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs are not includable income (TEGL 19-16; 20 CFR 683.230).
    c. Unemployment insurance and child support payments are includable income for youth (TEGL 21-16).

2. **Determining family size:**
    a. WIOA defines family as two or more individuals related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:
        i. A married couple and dependent children;
        ii. A parent or legal guardian and dependent children; or
        iii. A married couple (Washington's Marriage Equality Act (RCW 26.6046) expands the definition of a "married couple" beyond that of a male and female couple).
    b. If a family of a disabled individual does not meet the income eligibility criteria, the disabled individual may be considered a low-income individual if their own income meets the income criteria of WIOA section 3(36) (20 CFR 681.280). The disabled individual would be considered a family of one and only the individual's income would be considered when determining low income.

3. **Defining Dependent:**
    a. The state has identified three circumstances where youth must be considered dependents of parents or legal guardians for the purpose of determining family size for program eligibility:

i. Youth not yet 18 years old: who are not emancipated nor runaway youth, living "at home" with their parents or legal guardians, including individuals in the temporary care of another individual or household (but not claimed as a dependent by that household).
ii. Youth age 18-19 who are full-time students in a secondary school or equivalent and are living "at home" with their parents or legal guardians.
iii. Youth age 18-24 who are not full-time students and are living "at home" with their parents or legal guardians and who are primarily supported by their parents.

b. Youth who do not fit the above, are 18 years of older who reside with someone other than the parents or guardians (whether or not related by blood) and are not supported by parents or guardians shall be considered a family of one.
   i. Youth must provide a statement from the individual with whom he/she is residing documenting the support being provided (e.g., room and board); and
   ii. Provide documentation of any income the youth has earned in the last six months.
   iii. The income of the individual with whom the youth is residing is <u>not</u> included in determining the youth's income eligibility.
   iv. Income earned within the last six months by the youth (multiplied by 2 to obtain the annualized income) must not exceed the OMB Poverty Income level guidelines for a family of one for 12 months.

4. Includable and excludable income to determine an individual low-income

a. **Family Income Shall Include:**

- Wages and salaries before any deductions;
- Net receipts from nonfarm self-employment (receipts from an individual's unincorporated business, professional enterprise, or partnership after deductions for business expenses);
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses);
- Regular payments from railroad retirement benefits, strike benefits from union funds, workers' compensation, and training stipends;
- Alimony;
- Military: Pension payments such as those received by military retirees and pension benefits.
- State and federal unemployment compensation;
- Pensions, whether private or government employee (including military retirement pay);
- Regular insurance or annuity payments;
- College or university grants, fellowships, and assistantships (other than needs-based scholarships);
- Wages earned by WIOA participants while in WIOA programs (except OJT participants);
- Dividends and interest, net rental income, net royalties, and/or periodic receipts from estates or trusts;
- Net gambling or lottery winnings; and
- Regular payments from Social Security Disability Insurance (SSDI)
- Child support payments
- Regular payments from social security (i.e., old-age survivors' insurance);

b. **Family Income Shall Exclude:**

- Public Assistance cash payments (including Temporary Assistance to Needy Families (TANF), Supplemental Security Income (SSI) from SSA;, Refugee Case Assistance, and General Assistance (GA))
- Needs-based scholarship assistance, and financial assistance under Title IV of the Higher Education Act (i.e., Pell Grants Federal Supplemental Educational Opportunity Grants and Federal Work Study, (Stafford and Perkins loans like any other kind of loan are debt and not income);
- Foster case child payments

- Non-cash benefits such as employer-paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, Food Stamps, school meals, fuel or other housing assistance;
- Tax refunds, gifts, loans, lump-sum inheritances, onetime insurance payments, or compensations for injury;
- Capital gains;
- Assets drawn down as withdrawals from a bank, sale of property, a house or a car;
- Income earned while a veteran was on active military duty and certain other veterans' benefits, i.e., compensation for service-connected disability, family compensation for service-connected death, vocational rehabilitation, and education assistance;
- Tribal Government Payments (i.e., Capita Payments, Lease Payments)
-
- U.S. Housing and Urban Development (HUD) rental assistance subsidies;
- Stipends received in the following programs: VISTA, Peace Corps, Foster Grandparent Program, YouthWorks/AmeriCorps Programs, and Retired Senior Volunteer Program; and

5. **Exemption of Military Service-Related Income**
    a. Any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination (see 20 CFR 683.230 and 38 USC Part 4213).
    b. A veteran must meet each program's eligibility criteria to receive services under the respective employment and training program.
    c. For income-based eligibility determinations, amounts paid while on active duty or paid by the Department of Veterans Affairs (VA) for vocational rehabilitation, disability payments, or related VA-funded programs are not considered as income.
    d. This means many separate service members may qualify for the WIOA adult program because it provides for low-income individuals and military earnings are not to be considered income for this purpose. Title 38 of the USC 4213 also exempts from inclusion in "low income' calculations any financial benefits received by a covered person (see Title 38).
    e. Benefits received under chapter 106 of Title 10 USC Education assistance for member of the selected reserve.
    f. Certain other types of military-related income are not exempt. Specifically, pension payments authorized by Title 10 USC such as those received by military retirees whether or not their retirement was based on disability, are not exempt and are to be included in 'low income' calculations. Also, not exempt are pension benefits paid under Chapter 15 of Title 38 USC.

Definitions

A **guardian is a blood relative** (e.g., grandparent, aunt or uncle) or legally recognized relative (e.g., by decree of court) who claims the youth as a dependent. The key factors are:

- Relationship by blood or decree of court;
- Living in a single residence; and
- The youth is claimed as a dependent."

Low income individual as defined in WIOA sec 3(36)(A) means an individual who:

1. Receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.), the program of block grants to States for temporary

assistance for needy families program under part A of title IV of the Social Security Act (42 USD 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 USC 1381 et seq.), or State of local income-based public assistance;

OR

2. Is in a family* with total family income that does not exceed the higher of-
   a. The poverty line; or
   b. 70 percent of the lower living standard income level;
3. Is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 USC 14043e-2(6), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance (42 USC 11434a (2);
4. Receives or is eligible to receive a free or reduced lunch under the Richard B. Russell National School Lunch Act (42 USC 1751 et seq.);
5. A foster child on behalf of whom state or local government payment are made; or
6. An individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.

Veteran means a person who was in active military service and who was discharged or released under conditions other than dishonorable, as specified in 38 USC 101(2). Active service also includes full-time duty in the National Guard or a Reserve component, other than full-time duty training purposes.

References

Administrative Provisions Under Title I of the Workforce Innovation and Opportunity Act, 20 CFR Part 683
Do veterans receive priority of service under the Workforce Innovation and Opportunity Act, 20 CFR 680.650
Eligibility Guidelines and Documentation Requirements, WorkSource System Policy 1019 (Rev.5)
Guidance on Services, TEGL 19-16
Jobs for Veterans Public Law 107-288, §2(a) 38 USC 4215(a)
McKinney-Vento Homeless Assistance Act, USC NCHE Title IX, Part A
OWDC 5100POL Program Eligibility
    OWDC 5110POL Adult Eligibility
    OWDC 5130POL Youth Eligibility
OWDC 5410ATT Lower Living Standard Income Level (LLSIL)
Veterans Benefits, Title 38 USC §101
Washington's Marriage Equality Act, RCW 26.6046
WIOA 2020 Lower Living Standard Income Level (LLSIL), 85 FR 24035, p. 24035-24036
Youth Formula Program Guidance WIOA Title I TEGL 21-16

Supersedes

OWDC Policy 13 Definition of Dependent for Determining Family Size for WIOA Youth & Adult Eligibility
OWDC Policy 14 Definition of Family for Determining Family Income for Youth & Adult Program Eligibility
OWDC Policy 15 Definition of Includable and Excludable for Determining Family Income for Youth & Adult Program Eligibility

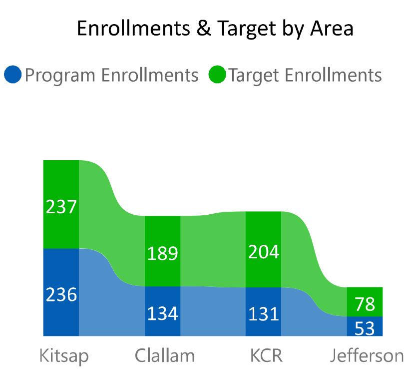
- Olympic Consortium received $675,000 in US Department of Housing and Urban Development (HUD)-Community Block Grant-Coronavirus(CDBG-CV) funds for the time period of January 1, 2021– January 31, 2023.
    - $67,500 is provided for Administrative costs to CDBG-CV program
    - $101,250 is provided to Washington State University for project administration.
    - $506,250 is provided to Washington State University for participant wages/benefits & other staff costs.

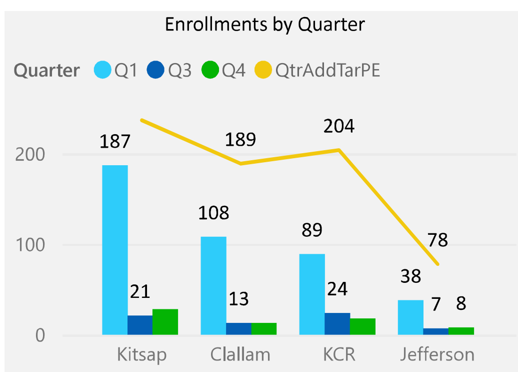
- Services provided:
    - Washington State University will use CDBG-CV funds to provide additional food program staffing in the Olympic Consortium service areas of Clallam, Jefferson and Kitsap Counties. The project will stabilize households impacted by COVID-19 and create economic opportunities. Project delivery costs for the food bank services include food program staff recruitment, placement, compensation, benefits, and training.
    - The project will benefit approximately 50,000 persons and target services to limited clientele with principally low-and-moderate-income (LMI) and/or serve populations and areas documented by HUD populations at 51% or greater LMI (or meet entitlement CDBG exception).
    - Approximately 25,500 LMI persons receive direct services by January 31, 2023.
    - The project will fund approximately 15 FTE to provide food bank and nutrition program services.

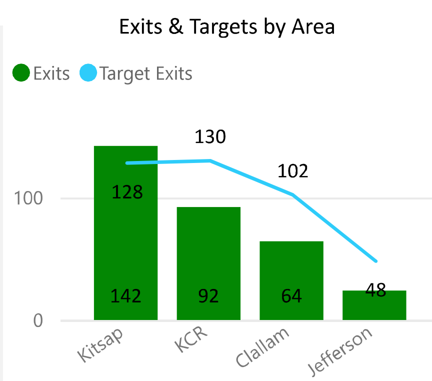
WIOA Formula Performance Report PY20 Final

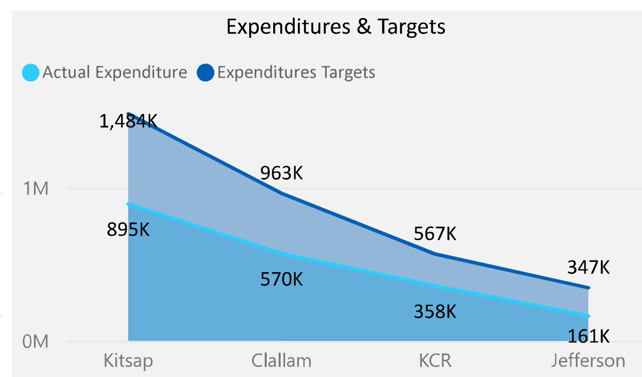
8/30/2021 7:33:28 AM
Earliest Refresh Date

Office	Program	Current	Program Enrollments	Target Enrollments	PE %age	Exits	Target Exits	Exit %age	Placements	Target Placements	Placement Rate	Placements %age	Actual Expenditure	Target Expenditures	Expenditures %age
Clallam	Adult	16	41	58	70.69%	25	40	62.50%	20	34	80.00%	58.82%	186,334	325,740	57.20%
Clallam	DW	12	31	37	83.78%	19	26	73.08%	16	22	84.21%	72.73%	164,891	334,425	49.31%
Clallam	DWIE	0	1	10	10.00%	1	7	14.29%	1	7	100.00%	14.29%	3,348	31,177	10.74%
Clallam	Youth	35	53	70	75.71%	18	21	85.71%	13	11	72.22%	118.18%	210,462	271,724	77.45%
Jefferson	Adult	5	13	22	59.09%	8	15	53.33%	7	13	87.50%	53.85%	39,685	98,594	40.25%
Jefferson	DW	8	17	18	94.44%	9	13	69.23%	9	11	100.00%	81.82%	27,770	124,730	22.26%
Jefferson	DWIE			8			7			6			0	21,021	0.00%
Jefferson	Youth	12	18	21	85.71%	6	7	85.71%	4	4	66.67%	100.00%	93,977	102,468	91.71%
KCR	Adult	31	89	120	74.17%	58	70	82.86%	46	55	79.31%	83.64%	239,203	272,158	87.89%
KCR	DW	7	30	50	60.00%	23	34	67.65%	18	24	78.26%	75.00%	71,945	131,559	54.69%
KCR	DWIE	0	10	23	43.48%	10	22	45.45%	6	16	60.00%	37.50%	36,564	43,476	84.10%
Kitsap	Adult	19	45	54	83.33%	26	38	68.42%	23	33	88.46%	69.70%	114,363	221,669	51.59%
Kitsap	DW	12	67	45	148.89%	55	32	171.88%	43	27	78.18%	159.26%	85,591	244,324	35.03%
Kitsap	DWIE	0	7	22	31.82%	7	19	36.84%	4	19	57.14%	21.05%	42,971	61,005	70.44%
Kitsap	Youth	59	83	96	86.46%	24	26	92.31%	18	14	75.00%	128.57%	389,673	468,288	83.21%
Totals		**216**	**505**	**654**	**77.22%**	**289**	**377**	**76.66%**	**228**	**296**	**78.89%**	**77.03%**	**1,706,777**	**2,752,358**	**62.01%**









Olympic Consortium Board Meeting (4th Fridays)		10 a.m. to 12:00 p.m.	Zoom until further notice
Exec OWDC Meeting (4th Tuesdays)		10 a.m. to 12:00 p.m.	Zoom until futher notice
OWDC Full Meeting (2nd Tuesdays)		9:00 a.m. to 1:30 p.m.	Zoom from 9 to 11:30 until further notice

2021

January

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31						

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OLYMPIC CONSORTIUM BOARD

CLALLAM COUNTY COMMISSIONERS
RANDY JOHNSON
Chair
MARK OZIAS
BILL PEACH

JEFFERSON COUNTY COMMISSIONERS
KATE DEAN
First Vice Chair
GREG BROTHERTON
DAVID SULLIVAN

KITSAP COUNTY COMMISSIONERS
CHARLOTTE GARRIDO
Second Vice Chair
ROBERT GELDER
EDWARD WOLFE

INTERIM DIRECTOR
ALISSA DURKIN

PROGRAM ANALYST
LUCI BENCH

DATE: October 22, 2021
TIME: 10:00 a.m. – 12:00 Noon.
PLACE: Join Zoom Meeting
https://zoom.us/j/97227883865

AGENDA

1. Call to Order

2. Action Items
   a. Approval of October 22, 2021, agenda
   b. Approval of September 24, 2021, meeting minutes (Att. 2-4)
   c. Adoption of 2022 OCB/OWDC Calendar (Att. 5)
   d. Review and Adoption of Policy, Summary (Att. 6)
      i. 1400POL Dispute Resolution (Att. 7-9)
      ii. 5200POL Data Validation (Att. 10)

3. Discussion Items
   a. Laura Ryser and Clea Rome, WSU Extension Food System Team present on Community Development Block Grant – Coronavirus (CDBG-CV)
   b. COVID-19 Impacts
      i. Mandatory vaccination impact on WorkSource staff and public
   c. New OWDC Member: Matthew Murphy, President/CEO South Kitsap Chamber of Commerce
   d. Journey Level Electrician Certificate-Apprenticeship legislation bill
   e. EO Focus, Equity, Inclusion and Diversity
      i. Accelerating Social Transformation Conference report out
      ii. State EO Monitoring Letter (Att. 11)

4. Updates
   a. OWDC Director hiring update
   b. WorkSource Sequim update end of October

5. Good of the order

6. Adjourn

Next Meeting: January 27, 2022
Via Zoom Meetings

Meeting Notes
OLYMPIC CONSORTIUM BOARD
ZOOM
September 24, 2021

ATTENDEES – Commissioner Randy Johnson, Commissioner Kate Dean and Commissioner Charlotte Garrido

Guests: Jessica Barr, WS Regional Director

Staff: Kitsap HS Director Doug Washburn, Chris Abplanalp, Alissa Durkin and Luci Bench

1. **CALL TO ORDER –** Commissioner Randy Johnson, called to order 10:02 AM
2. **ACTION ITEMS**
   a. Approval of agenda
   MOTION: Commissioner Garrido moved to approve. Commissioner Dean second with Good of the Order added. Motion carried.
   b. Approval of meeting minutes for July 22, 2021
   MOTION: Commissioner Garrido moved to approve May 28 minutes. Commissioner Dean second. Motion carried
   c. Approval of 2022 WIOA Title I – Kitsap County Budget
   September 3 OWDC members affirmed budget adoption. September 14 OWDC members approved and supported OCB adoption of 2022 Budget.
   MOTION: Commissioner Dean moved to approve. Commissioner Garrido second. Motion carried.
   d. Review and Adoption of OWDC Policy
   e. 5400POL income Eligibility and Verification
   MOTION: Commissioner Dean moved approve. Commissioner Garrido second with edits. Motion carried.

3. **DISCUSSION ITEMS**
   a. COVID-19 County Impacts
      - Jefferson County continues to have high sales tax revenue, due to online shopping. Lodging and tourism still impacted. Labor, housing, childcare still seeing downturn. Delta variant hit Jefferson County hard with 10x case rate, hospital overwhelmed. Case rates are dropping now. Vaccination mandate cumbersome for some businesses , others are adapting.
      - Kitsap County mirrors Jefferson. Commissioner Garrido discussed Chamber of Commerce meetings where businesses are voicing concerns but working together to find solutions. Housing and homelessness situation still on the rise and alarming, researching COVID-19 and homelessness correlations. Good

communication coming from Kitsap Health District, with resources, links, and addresses Governor Inslee’s mandate. Emergency Management introduced new flyers on how communities change behaviors in a safer way. Commissioner Garrido thanks Human Services for leading the way and for all their hard work.

- Commissioner Johnson noted the community’s outcry on the vaccine mandate even though Clallam has a 5x **higher (amended 10/22/2021)** case rate than King County. Sales tax revenue in good shape, setting new records. Clallam is experiencing shortage of workers, childcare and housing like Jefferson and Kitsap. Allocation of business grants ongoing and county is trying to backfill where they can. Currently, 2,500 job posting, the highest Commissioner Johnson has seen.
- Commissioner Dean asked what scenarios other counties are considering going into budget season. Commissioner Garrido replied that Kitsap recently started comparisons and discussion. Commissioner Johnson replied that Clallam’s taking conservative approach, with discussions about housing and how public health underfunded in the past.

b. Economic Recovery

- Discussion about unemployment rates dropping to pre-COVID numbers, how is this effecting businesses in the three counties? Commissioner Johnson asked if the workforce has seen an increase in early retirements. Jessica replied that yes, there has been an increase across the region of, not necessarily early retirements, but retirements are up 8-9% and employees leaving the workforce due to the mandatory vaccination has seen a 10-12% reduction. The competitive job market of higher wages and telework causing issues with government agencies.

c. Community Development Block Grant – Coronavirus (CBDG-CV)

- Olympic consortium received $675,000 in US Department of Housing and Urban Development funds, partnering with Washington State University for project administration. Working with food banks in the three counties to stabilize households and create economic opportunities. Focused on low-medium income populations.

4. UPDATES

a. EO Focus, Equity, Inclusion and Diversity

   i. Employment Security Department Equal Opportunity monitoring occurred in early September. OWDC hasn’t received any complaints or grievances for review.

   ii. Alissa will attend Accelerating Social Transformation conferences and will provide a debrief at the October OCB meeting.

b. WorkSource building update

   i. Silverdale office open and meeting with customers by appointment only, with virtual services access which will be ongoing. Resource room is open for customer use with all safety protocol in place. Introduced hiring events, mainly with the Navy, over 200 job seekers connected with businesses.

ii. Clallam office open for appointment only twice a week. New building in Sequim almost complete. Staff will be moving in mid-October, with an anticipated opening in November.

iii. Port Angeles lease expires December 31, 2023 with no termination clause. Alissa, Chris, and state EO team are working on resolution.

c. September 14 OWDC meeting debrief

i. New member Rusty Grable. Peninsula college confirmed all courses except Welding and Nursing for fall quarter are virtual. Olympic College rolled out new aviation courses. PUD presented on apprenticeships for students and graduates. New Economic Security for All grant was discussed.

d. PY20 Q4 Formula Performance Reports

- Reviewed, no questions or comments.

e. Calendar

- Reviewed, no questions or comments.

f. Good of the Order

- Effective July 1, 2023 the Journey Level Electrician Certificate-Apprenticeship legislation bill. The bill requires journey level electricians to attend training programs not available on the Olympic peninsula. Closest training provide is in Tacoma. The bill has the potential to be devastating to local electricians. Commissioner Dean is working with Labor and Industries to find solution. Commissioner Garrido and Commissioner Johnson agreed to partner to research and investigate possible solutions.
- Update on recruitment for OWDC Director position. The recruitment was open for three weeks, received 700 reviews, and after HR screening, they have six strong candidates. The assembly of interview panel is underway. OWDC Chair Marilyn Hoppen has agreed to be part of the panel. Commissioner Garrido and Commissioner Dean offered to sit on the interview panel, as well.
- Doug shared letter from Time Probst, ESD Grants Director, on OWDC's success this past program year.

ADJOURN: Commissioner Johnson adjourned the meeting at 11:18 a.m.

NEXT MEETING: Friday, October 22, 2021 via Zoom.

Olympic Consortium Board Meeting (4th Friday	10 a.m. to 12:00 p.m.	Zoom until further notice
Exec OWDC Meeting (4th Tuesdays)	10 a.m. to 12:00 p.m.	Zoom until futher notice
OWDC Full Meeting (2nd Tuesday)	9:00 a.m. to 1:30 p.m.	Zoom from 9 to 11:30 until further not

2022

January

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1400POL Dispute Resolution
Updates to statewide Infrastructure Funding Agreement and State Funding Mechanism, WorkSource System Policy 1024 (Rev1) and WorkSource Memorandum of Understanding Policy 1013 (Rev3) incorporated, as well as reformatting/reorganization to separate policy and procedure.

5200POL Data Validation
New policy to comply with Data Element Validation Policy 1003, (Rev3) and Data Integrity and Performance Policy Handbook Policy 1020 (Rev1).
Updated procedures nullified six attachments in original handbook:

Adult Data Elements policy attachment 5111ATT
Data Validation Source Document Requirements, 5201ATT
Dislocated Worker policy attachment, 5121ATT
Program Monitoring Checklist, 1220ATT
Youth Data Elements policy attachment, 5131ATT
Youth Program Element, 5132ATT

Employment Security's Monitoring team annual updates checklists and data element policies, which made the attachments outdated. The policy references the tools used and where to locate.

1400POL Dispute Resolution

Effective Date: September 20, 2019
Last Modified: October 2021

Approval pending
By: Luci Bench

To communicate the Olympic Workforce Development Council (OWDC) operational guidance regarding dispute resolution among the WDC and WorkSource partners under Workforce Innovation and Opportunity Act (WIOA).

1. **When disputes arise during the course of conducting business, OWDC's goal is to handle at the lowest level possible.**

2. **This policy applies to all organizations involved with WorkSource in the Olympic Workforce Region, including those offering business and jobseeker services, and the One-Stop Operator, regarding contracts, awards, monitoring, oversight outcomes, administrative agreements, memorandum of understanding, and all partnerships.**
   a. All parties are expected to put forth good faith efforts to communicate and compromise to resolve disputes in a cooperative and timely manner.

3. **Disputes related to funding on one-stop infrastructure costs are exempt from this policy.**
   a. Per WIOA Section 121(h) and 20 CFR 678.725-750, infrastructure cost disputes are addressed through application of the state one-stop funding mechanism determined by the governor and subject to state-level appeals process (see Infrastructure Funding Agreement and State Funding Mechanism, WorkSource System Policy 1024 (Rev1)).
   b. When the local boards and partners have entered good faith negotiations and still reach an impasse, the State Funding Mechanism and the following additional step shall be taken:
      i. The local board must send the Governor's designee, WTECB, a notification of impasse. Upon receipt of notification, the Governor must issue guidance, and the WTECB (as the designated Representative) must assist with the issuance of that guidance and with developing the formula used by the Governor under the State Funding Mechanism to determine one-stop center budgets in the event local consensus cannot be reached (see Infrastructure Funding Agreement and State Funding Mechanism, WorkSource System Policy 1024 (Rev1).
      ii. These steps do not supersede or replace language in WIOA or regulations.

4. **All disputes will be documented thoroughly by the OWDC and made available for local, state, and federal monitor review.**

1401PRO Dispute Resolution

Addressing the procedure for resolution of disputes that consist of general conflicts among the parties described in the policy and related to the items identified above. .

TRIGGER: Dispute

TARGET: Resolution.

Disputing Parties	1	Attempts to resolve the dispute will begin with negotiations between the disagreeing parties.

2 Should the parties be unable to resolve their dispute, they will notify the WDC of the dispute and provide a written explanation of the matter.

WDC Management 3 Reviews the dispute and provide a written recommendation**.**

If the WDC is one of the parties, or if the resolution process fails and the disagreement proceeds:

All Entities 4 May appeal to the Employment Security Department (ESD) Commissioner in writing notifying of the impasse.

5 Written notification will outline the dispute, provide applicable documentation, and the attempts to resolve the dispute.

ESD Commissioner 6 In consultation with appropriate local Chief Elected Official(s), must offer a resolution with 30 calendar days of receiving appeals (WS Policy 1013 (Rev3)).

7 May seek alternatives to propose a resolution.

If the impasse related to the Memorandum of Understanding (MOU) and is not resolved by the Commissioner

8 Notifications of failure to resolve will be issued with applicable sanctions to the extent of state and federal laws.

Disputes involving Employment Security Department (ESD) will proceed as follows:

Disputing Parties 1 Attempts to resolve at the local level.

If not resolved at the local level:

2 Request the services of an independent mediator or hearing officer

a. The selection of the hearing officer must be concluded within 10 business days.

b. Through a mutually agreed upon source (e.g., local dispute resolution councils, State Department of Enterprise Services, etc.) a list of three mediators/hearing officers will be made.

c. Each party to the dispute will identify one representative from a list of three mediators/hearing officers to eliminate.

d. Remaining individual will be the mediator/hearing officer, by process of elimination.

e. All parties in the dispute will share the cost for the mediator/hearing office.

Mediator/Hearing Officer 3 Within 30 days of being retained, deliver a recommendation, in writing to the ESD Commissioner.

ESD Commissioner 4 Must render decision within five business days of acceptance or rejection of recommendation.

If rejected (through "just cause" allowances):

a. Undisclosed conflict of interest on the part of the mediator/hearing officer.

b. Clear misapplication of the law and/or regulations.

c. The finding does not fit the record or facts of the case.

If ESD Commissioner rejects the mediator/hearing officer's recommendation:

a. Disputing parties may appeal the decision to the U.S. Department of Labor as described in WIOA 181(c).

References

WIOA Section 121(h) and Section 181(c)
One-Stop Operating Costs, 20 CFR 678.725-750
WorkSource Memorandum of Understanding (MOU), WorkSource System Policy 1013 (Rev3)
Infrastructure Funding Agreement and State Funding Mechanism, WorkSource System Policy 1024 (Rev1)

5200POL Data Validation

Effective Date: August 2021
Last Modified: August 30, 2021

Approved by (Pending 10/22/2021)
By: Luci Bench

To ensure Olympic Workforce Development Council (OWDC) data integrity and performance policy compliance. As recipients of WIOA Title I funds the local Workforce Development Councils (WDCs) are required to collect and report accurate program information. The U.S. Department of Labor, Employment and Training Administration (U.S. DOL/ETA) mandates annual data element validation to maintain and demonstrate system integrity, as well as assess the accuracy of submitted participant data, identify and correct problems associated with reporting.

1. **Olympic Consortium contractors and subcontractors must retain source documentation required to validate the DOL/ETA data validation data elements and/or provide case notes in the client's files.**

2. **Record keeping includes WIOA Title I Adult, Dislocated Worker, Youth and applicable subgrants eligibility, participation, exit and follow-up documentation.**
   a. Specific program requirements must align with local Program Eligibility Policy 5100POL, Employment Security Department (ESD) Monitoring Comprehensive Monitoring Participant File Checklist, and federal mandated requirements.
3. **Ensure valid, reliable, and accurate data reporting via statewide MIS** (Efforts to Outcomes, ETO), (*see 1600POL Records and Documentation, 1601POL Protection of Personally Identifiable Information, and 1611TSK Digital Documentation*).

4. **Review, audit, and monitor data elements per Participant Individual Record Layout (PIRL).** The OWDC uses monitoring checklist provided and updated by ESD Monitoring Team (wpc.wa.gov/monitoring/tools).

5. **OWDC provides local, state and federal level training to staff on data element requirements, as well as the importance of data element accuracy.**

Supersedes

Adult Data Elements policy attachment 5111ATT
Data Validation Source Document Requirements, 5201ATT
Dislocated Worker policy attachment, 5121ATT
Program Monitoring Checklist, 1220ATT
Youth Data Elements policy attachment, 5131ATT
Youth Program Element, 5132ATT

References

Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by USDOL, Training and Employment Guidance Letter (TEGL) 14-18
Data Element Validation, WorkSource System Policy 1003, Rev2
Data Integrity and Performance Policy Handbook, WorkSource System Policy 1020 Rev 1. Handbook
Digital Documentation, OWDC 1611TSK
Eligibility Policy and Handbook, WorkSource System Policy 1019, Rev5 Handbook
Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs, Training and Employment Guidance Letter (TEGL) 23-19
Guidance for Validating Jointly Required Performance Data Submitted under Workforce Development and Opportunity Act, Training and Employment Guidance Letter (TEGL) 07-18
Records and Documentation, OWDC 1600POL
Program Eligibility, OWDC 5100POL including 5110POL Adult Eligibility, 5120POL Dislocated Worker Eligibility, 5130POL Youth Eligibility.
Protection of Personally Identifiable Information, OWDC 1601POL

October 7, 2021

Alissa Durkin, Interim Director and Program Supervisor
Olympic Workforce Development Council
3120 NW Randall Way
Silverdale, WA 98383

Dear Ms. Durkin:

This letter is a follow up to the State-Level Equal Opportunity Office Monitoring Review of the Olympic Workforce Development Council on September 10, 2021. My team and I continue to be impressed with the work Olympic Workforce Development Council is doing under your leadership to ensure equal access to WorkSource services for all the populations in your area, and your level of compliance with the equal opportunity provisions of WIOA.

This review of your 2020 Equal Opportunity compliance included a check in on how you've adapted your monitoring and training plans during the pandemic and provided an opportunity for us to learn about areas you are proud of related to equal opportunity. We really appreciate working with you and assistant Equal Opportunity Officers, Luci Bench and Christopher Abplanalp. We really appreciate the way you work together in shared responsibility around equal access and equal opportunity, your participation in EO team meetings and appreciate your team perspective and dedication to accessibility and equal access in this work.

We appreciated hearing about your successes with quickly adapting to provide virtual services during the pandemic and continuing to provide vital support and services to customers. You shared the new WorkSource office in Silverdale is working well for staff and customers and is accessible for individuals with disabilities. Christopher shared a special acknowledgement to Ed Looby, Employment Connections Specialist in Silverdale for taking the lead in getting the assistive technology equipment inventoried, set up and assisting in training others on how it works. You shared how proud you are of the staff in your local area, their team approach to the work and their dedication to diversity, equity, inclusion and accessibility, and that you have not received any EO complaints.

We will continue to communicate with you as offices reopen. You will complete the monitoring of the offices and service providers, will write summary reports, and work with staff and partners to correct any issues they identify. My team will review your monitoring when we visit in 2022.

We look forward to our ongoing work with you, and to our continued partnership. Please let me know if we can do anything to assist you with your EO and nondiscrimination work; my phone number is 360-480-5708 and my email is teresa.eckstein@esd.wa.gov.

Respectfully,

Teresa Eckstein

Teresa Eckstein
State-Level Equal Opportunity Officer
Employment Security Department