

PROPOSAL COVER SHEET
OLYMPIC CONSORTIUM
YOUTH WORKFORCE DEVELOPMENT

Proposal for

July 1, 2020 through June 30, 2024

Agency: OLYMPIC EDUCATIONAL SERVICE DISTRICT 114

PLACE AN "X" BESIDE THE COUNTY NAME BELOW THAT REPRESENTS THE AREA YOUR PROPOSAL REPRESENTS. FILL IN THE TOTAL FUNDS BOX FOR THE COUNTY SERVED.

First Year - 7/1/20 to 6/30/21

X CLALLAM	X JEFFERSON	X KITSAP
TOTAL FUNDS PER PY	TOTAL FUNDS PER PY	TOTAL FUNDS PER PY
\$204,000	\$65,000	\$388,000

PROPOSAL ABSTRACT
TITLE I-B

Responding Organization: Olympic Educational Service District 114

Contact Person: Jeff Allen

Title: Youth Services Director

Address: 105 National Ave, Bremerton, WA 98312

Telephone: 360-405-5817

Program Name/Summary of Major Features:

The purpose of the Olympic Educational Service District 114 (OESD) Pathways to Success (PWtoS) WIOA youth program is to serve eligible/qualifying youth within the three-county region. Services are rendered through individualized case management for youth to acquire the skills necessary for sustainable employment success in both present and future local area labor markets. Program staff assist youth in reaching goals related to educational attainment, job training, skill building and career development through the fourteen WIOA youth program elements. Staff actively recruit young adults between 14 and 24 through collaboration with local agencies, One-Stop WorkSource partner programs, K-12 school districts, and post-secondary institutions. At the forefront of the PWtoS -WIOA youth program is the recognition of the many challenges youth participants face due to systemic poverty, homelessness, trauma (i.e. Adverse Childhood Experiences), addictions and inequity. This is coupled with the struggles and difficulty in navigating both the educational and employment systems. Being keenly aware of these challenges, the program is designed to provide tailored, one-on-one services intended to build confidence and skills sets that will lead to long-term success in the workforce. Priority is given to hard to reach youth, including those who have dropped out of high school, homeless, low income, pregnant or parenting, basic skills deficient/English Language learners, individuals with disabilities, or those who have been involved with the juvenile or adult justice systems.

The OESD is strongly committed to providing quality services and have a long history with Workforce development. The OESD has been the only WIA youth contractor in the OWDC area since 2005; and the only WIA/WIOA youth contractor in Kitsap County since 2001. During the 2016-2020 program years the PWtoS-WIOA tri-county youth program served 573 opportunity youth; of those who have completed the program 88.5% were placed in unsubsidized employment or enrolled in post-secondary education. In addition, program staff have assisted approximately another 3400 youth through high school and community presentations, One-Stop WorkSource hiring events, annual Young Adult Hiring Events, drop-in services and through WIOA youth program orientations.

First Year - 7/1/20 to 6/30/21

Total Funds Requested Per Program Year	\$657,000
Total Participants Served Per Program Year	170 active & 95 follow-up
Average Cost Per Participant Per Program Year	\$2,479

PROGRAM ACTIVITIES AND SERVICES NARRATIVE

1) Description of Local Labor Market, estimated eligible youth, barriers to employment, demand occupations and training resources:

Description of Local Labor Market: The OWDC/WIOA youth program provides service within a tri-county area with unique geographic features and demographics, impacting the local area labor market. According to Employment Security Department's labor area summaries (2019) and Economic Development Councils/Alliances serving each county area, Kitsap County's leading industries are military and defense, maritime, advanced manufacturing and design, technology, health care, retail trades, food service, and service-related occupations. Jefferson County's leading industries are maritime sectors, healthcare, agriculture and forestry, small business and entrepreneurship, real estate and construction, and tourism/retail. Clallam County's leading industries are health care, marine trades, hospitality and tourism, forestry, advanced composites and manufacturing, technology, retail trade and food services.

Estimated Eligible youth: There are approximately 49,206 employable young adults between the ages 14-24 in the OWDC/WIOA Youth service area, according to the most recent US Census data (2010-18). For the first year of funding (2020-21) the PWtoS youth program proposes serving a total of 170 WIOA eligible youth and an average of 95 youth in follow-up. In addition, it is estimated an additional 850 contact services will be provided for non-enrolled youth who drop in, receive short-term services, or attend Young Adult Hiring Events at the One-Stop - WorkSource centers. For the four-year grant period an estimated total of 680 youth will be enrolled in the OESD PWtoS WIOA program and over 3,400 non-enrolled youth.

Barriers and Challenges: Opportunity youth, defined as youth between the ages of 14-24 who face barriers to education, training and employment; typically have multiple challenges in achieving their goals.

- ***Poverty and homelessness:*** Youth living in poverty have a greater risk of becoming disconnected with school and eventually dropping out and are much more likely to be unemployed or underemployed. In fact, according to the National Education Association, youth experiencing poverty are as much as six times more likely than their peers to disengage from school. According to US Census Bureau data for 2017, 9.9% of Kitsap households, 17.1% of Clallam, and 12.8% of Jefferson County households were living below the poverty level. The statewide percentage of children eligible to receive free or reduced lunch in the 2016/17 school year was 44%. In the OWDC region, 36% of Kitsap, 48% of Jefferson and 49% of Clallam youth under the age of 18 were receiving free or reduced lunch in the same year (countyhealthrankings.org). Additionally, homelessness is a major concern presenting barriers that impede youth from progressing both educationally and on a career path. Academic outcomes for students experiencing homelessness remain well below those of students who are housed. Students experiencing homelessness are suspended at higher rates than their housed peers across all types of locations, including suspension rates that are more than twice as high in city and suburban locations (schoolhousewa.org). Between 2016 and 2020, 13.5% of all enrolled WIOA youth were considered homeless (living outside or in a shelter) and an additional 45% experienced housing instability (couch surfing, intermittent homelessness). Statewide, the number of children (people under 18) experiencing homelessness as individuals increased by 997, and the number of people between the ages of 18 and 24 increased by 4,179. Since 2015, the proportion of students living unsheltered has increased from 4% to 7% (schoolhousewa.org).

There are several systemic causes of housing instability and homelessness, which has been persistent over the past decade and growing over the past several years. These include increasing rent burden, lack of affordable housing, rental rates increasing, and general lack of available housing.

- **Legal history:** Recent data suggests that 87 percent of employers conduct criminal background checks for some or all job applicants. The existence of a criminal record reduces job callbacks by 50 percent on average (National Reentry Resource Center, 2019). The Washington State Juvenile Detention 2018 Annual Report noted 338 admissions to detention facilities within Kitsap County, 368 within Clallam County and 37 within Jefferson County. Two-thirds of teens released from juvenile facilities never return to school and find themselves far behind their peers, according to a study by The Sentencing Project, a nonprofit focusing on disparities in the justice system (Juvenile Justice Information Exchange, 2017). Youth are often unaware of their legal rights, poorly represented, and are unable to navigate the criminal justice system. Youth who have been involved in the criminal justice system during adolescence are 40% more likely to be disengaged by age 22 from employment and educational activities (Opportunity Youth Factors that Predict Disengagement, DSHS 2016). Studies have shown that engagement in meaningful activities, such as WIOA youth programs, have reduced the rate of recidivism by up to 40% (State of Ill., Community Safety and Reentry Commission, 2007).
- **Teen Pregnancy:** By age 22, only 50% of teenage mothers have received a high school diploma and only 30% have earned a GED certificate, whereas 90% of women who did not give birth during adolescence received a high school diploma. Teen parents are also more likely to be unemployed or underemployed as young adults. Only about 10% of teen mothers complete a two- or four-year college program (youth.gov). Kids Count (2016 most recent data) reports that teen pregnancy rates for youth aged 15-19 in Kitsap were at 2.5% (25/1000), 1.6% (16/1000) for Jefferson and 3.5% (35/1000) for Clallam. These effects can create a perpetual cycle for teenage mothers, their children and their children's children (youth.gov).
- **Educational Attainment:** Across the tri-county service area, 16.09% of youth were reported as dropouts (not having graduated within a 4-year period) and therefore out of school by OSPI for 2019, the latest published data. Youth who become disengaged from the education system experience difficulties finding gainful employment and are more than twice as likely as college graduates to live in poverty (Department of Education, 2012). Some of the greatest risk factors for dropping out of school are low socioeconomic or minority status, involvement with the legal system, homelessness, family stress, teen pregnancy, disabilities and struggles as an English language learner (NEA 2006). Youth who were served by special education or bilingual education systems were also at a higher risk of disengagement. (Opportunity Youth Factors that Predict Disengagement, DSHS 2016). Impacts to earnings and job opportunities increase as youth progress in age and increase vulnerability to job market trends.
- **Unemployment Rate:** According to the Employment Policies Institute, youth unemployment has long term effects, including delayed gains in experience and training that lead to decreased earnings over a lifetime. The unemployment rate for youth ages 16-24 in 2018 for Washington State was 11% as compared to the adult unemployment rate of 4.5% (Bureau of Labor Statistics 2019). While youth unemployment rates have declined in recent years, youth continue to be at a disadvantage in obtaining employment due to competition with adult skilled workers. The percentage of youth aged 16-19 in 2018 in the tri-county service area who were not in school and not working was higher than the 6% Washington State average – Kitsap reported 8.9%, Clallam was at 6.6%, and Jefferson reported 12.7% (Kids Count Data Center, 2018). Youth (18-24) populations are generally underrepresented in labor market statistics. Additionally, many youth

lack opportunities to gain meaningful employment experience by the time that they graduate high school, creating a skill gap between industry demands and employable youth.

- *Other:* According to the most recent WA State Healthy Youth Survey (2018) for the tri-county area, 25% of 12th graders reported suicidal thoughts, 43% experienced depression, 61% experienced significant levels of anxiety, 32% reported current use of illegal substances, and 19% don't feel safe at school. According to the most recent OSPI data (2016), 16.3% of students have a disability within the tri-county service area, and 41.2% of students with a disability will not graduate by age 21. Students of color within the tri-county service area average 33% of the population, and NCES reports this population is at higher risk for not graduating. Further, 42.2% of English Language Learners will not graduate (NCES, ACGR rates 2015-16). Youth experiencing substance abuse, mental health issues, developmental challenges, disabilities, racial and ethnic disparities, family and community violence, human trafficking (WA State ranks 13th in the U.S. for active criminal human trafficking cases - Seattle PI, 2018) and health concerns have significant difficulty moving forward with employment and educational goals. The WIOA youth program has seen an increased severity and co-occurrence of these barriers and Adverse Childhood Experiences (ACES) for young adults, as well as an increased complexity, and prioritizes creating connections to services and resources to address youth wellness and equity.

Demand Occupations suitable for youth: For many opportunity youth, transitioning to the workforce requires they obtain sustainable employment. As a result, they need positions that provide a living-wage income and future advancement potential without an extensive academic investment. Local in-demand occupations that provide career employment with advancement opportunities for youth are: medical and health services, construction, composite manufacturing, maritime industries, agriculture, hospitality and tourism, cosmetology, social services, maintenance and repair workers, transportation, office/accounting/reception (Employment Security Department 2020). In Spring of 2016, the OWDC launched a Sector Partnership Strategy project which utilized local Labor Market Information (LMI) provided by the Washington State Employment Security Department. From this collaborative project, the construction trades industry was one of the identified "in demand" sectors the OWDC decided to focus on. Since 2016, the Sector Partnership has brought together construction employers, work force developers and education partners to develop strategies to meet labor market needs. The OESD PWtoS WIOA youth program collaborates with both YouthBuild Kitsap (a pre-apprenticeship construction trades program funded through Department of Labor) and OESD Career Connect WA project (a state initiative focusing on developing youth and young adult career pathways and apprenticeships funded by the Washington State Legislature), along with industry leaders, mentors, training providers, and employers to create meaningful opportunities for youth to gain skills, experience and employment in both construction and maritime industries.

Training Resources: The OESD PWtoS WIOA youth program provides a comprehensive objective assessment for all youth enrolled in the program to determine skill sets, strengths, and job/skills training needs. The program provides direct services to develop workplace readiness and soft skills, career planning, coaching, guidance, and goal setting for all youth. Staff utilize and connect youth to the One-Stop WorkSource center trainings and to community and online providers specializing in education, certification and vocational training. Certification provider sample:

- *Public Education:* All regional high schools, career and technical education programs (CTE), alternative high schools and running start programs.

- Alternative Education: YouthBuild Kitsap, Olympic College and Peninsula College Adult Basic Education programs (including GED preparation, Adult diploma and 21+ programs), Goodwill Industries, Clallam and Jefferson County Literacy Councils, Job Corps, and, Washington State approved Online High Schools.
- Skill Centers: West Sound Technical Skills Center offers training in fields of: public safety, digital media and 3D animation, culinary arts, construction, cosmetology and esthetics, manufacturing, welding, auto technology, criminal justice, fire science, HVAC, and professional medical careers.
- Open Doors: Bremerton School District and Chimacum School district, serving students in Kitsap and Jefferson counties. Provides dropout reengagement for students under 21, including GED completion, attainment of high school diploma, vocational skills development, and access to post-secondary education on a flexible schedule.
- Colleges: Olympic College, Peninsula College, I-BEST (Integrated Basic Education, Skills, and Training) and Universities, most commonly including Brandman University, City University, Chapman University, Washington State University, Western Washington University, Old Dominion, City University, Central Washington University, Evergreen College.
- Private Training: PSNS Apprenticeship Program, L&I-Apprenticeship programs, Kitsap Builders Association, Occupational Safety and Health Administration, NW Laborers Training Programs, Overton Safety Training, Northwest College of Art, CNA Programs through local healthcare centers, NW School of Wooden Boat Building, Goodwill Job Training and Education Programs, Commercial Driver and Training School and WorkSource Microsoft (WOW) certification.

2. Describe how your proposed activities will fulfill the purposes of the youth program as stated in the Workforce Innovation and Opportunity Act Section 129.

The PWtoS WIOA youth program activities are designed to enhance the choices and equity of access for youth to become engaged and empowered citizens, with the necessary skills to be self-sustaining within the workforce. Staff will serve eligible youth between the ages of 14-24, who are either in or out-of-school with a minimum allocation of 75% (out-of-school) and 25% (in-school) youth. Through a highly developed assessment process, program youth are assisted in creating a 5-year career pathway that is informed by local labor market information. Youth participate in an extensive intake process where staff utilize a comprehensive set of assessment tools to measure skill sets, strengths, developmental needs, career interests, support systems and additional services needed. Through the enrollment process each youth develops an Individual Service Strategy (ISS), and is made aware of the WIOA required 14 program elements (described below) that are available to them. Participants actively contribute in creating the ISS, selecting relevant services, identifying challenges and barriers, setting progressive goals, and developing individualized plans to achieve their identified goals. The ISS addresses academic, training and employment needs, basic support services, and identifies the local service providers available. Using a high degree of flexibility, program staff deliver a variety of effective academic and employment services that are tailored to each individual youth based on their personal barriers, learning styles, and needs. Staff provide youth ongoing mentorship and assistance in navigating education systems and community programs and identify or provide resources necessary for becoming successfully employed. Program staff and youth perform regular progress reviews of the ISS, making changes when necessary to meet evolving needs and goals. Although the program is housed in the local One-Stop WorkSource centers, program staff travel throughout the region to provide WIOA youth services to increase

access for community youth. The average time of enrollment in the WIOA youth program is approximately one year, but can vary according to the needs, barriers, and goals of each individual. Exit from the program is achieved when youth have accomplished all employment, training, and education goals identified through the ISS. Youth entering the follow up stage are provided an additional 12 months of services designed to ensure their continued success in employment and education, and to address emergent barriers as they arise.

3. Describe how you will provide effective and comprehensive activities, including a variety of options for improving educational and skill competencies, and provide effective connections to employers through the fourteen required program elements.

Achieving academic success and improving educational competencies: The PWtoS WIOA youth program prioritizes providing youth opportunities for meaningful education and training that will lead to career-track employment within the local in-demand workforce. Certification goals, based on industry recognition, are identified during the objective assessment process and supported through ongoing goal setting and case-management. Youth who have disengaged with the K12 school system (out-of-school) are reconnected to an educational program that meets their current circumstances and learning style (i.e. alternative school setting, GED, post-secondary enrollment, etc). Older youth who have graduated from high school but are not yet engaged in the workforce are presented with choices for obtaining advanced training, post-secondary schooling at local accredited colleges, or vocational programs that are aligned with in-demand occupations. Younger youth who are actively engaged in a school program (in-school) develop plans for continuing their education and achieving their diploma. Program staff collaborate with education and training providers to ensure success for all participants, monitor progress, and addresses emergent barriers. All participants are assisted with applying for financial aid, completing placement testing, college applications, referrals to alternative secondary school services, exploring stackable certifications, accessing tutoring and study skills training, drop-out prevention services, accessing educational technology, credit recovery strategies, and resources to ensure sustainable academic success.

Achieving employment success, skills competency and effective employer connections: Through the program's comprehensive assessment process, which includes diagnostic testing, interviewing and evaluation of barriers, youth are assisted with the creation of a personalized five-year career plan, including future training and skills attainment. Goal plans are based on previous experience, interests and aptitudes as well as current labor market trends. Local industry and market research is conducted to provide participants with information regarding wage potential, certification, training requirements, and growth outlook. Program staff assist youth in building their employability skills through a variety of activities. Youth are assisted to develop resumes, cover letters, reference sheets and interviewing skills. Staff work with youth to provide meaningful opportunities such as informational interviews, job shadowing, and paid or unpaid work experiences (WEX's). The purpose of a work experience is to provide participants the opportunity to acquire on-the-job skill training, as well as making a significant connection to industry and adult mentorship. All WEX's are structured and include an academic and education component. During a WEX, staff conduct on-site observations and regularly communicate with the employer and the participant. Worksite mentors provide feedback bi-monthly to engage youth and encourage work readiness skills. Staff continually provide ongoing support, guidance, coaching and soft skill training to ensure WEX retention. Employment-related activities provided by the program can also include exposure to various aspects of industry, job search assistance, utilizing technology in the labor market, portfolio and application development, job placement

and retention services.

Element 1. Tutoring, study skills, and instruction leading to completion of secondary school (including dropout prevention strategies): Program youth are provided educational choices tailored to their individual requirements, learning styles, strengths, developmental needs, work schedules, housing situations, childcare needs and transportation limitations, to assist with their academic success and the completion of a recognized high school equivalent. Provided services include:

- Basic and advanced skill development opportunities, one-on-one tutoring, organizational development, study skills and assistance accessing and utilizing online academic technology.
- Advocacy with school advisors/counselors, teachers and special education programs.
- Provision of credit retrieval activities and work-based learning to award high school credit.
- Coordination and support to participate in Running Start and post-secondary certifications.
- Referral to after-school or in-school tutoring, or community tutoring centers.
- Transitional advocacy and assistance for youth who have been involved in the justice system or detention center school systems.
- Study materials and supportive services such as books, study materials (SAT, ACT and ASVAB), access to tutorial/learning applications, and computer programs.

Element 2. Alternative secondary school services: PWtoS WIOA staff have cultivated long-standing collaborative relationships with all regional alternative secondary school programs, skill centers and community-based literacy/GED providers. Through an objective assessment, staff work with youth to explore a multitude of educational choices, addressing existing barriers such as housing, transportation, disabilities and learning differences, family obligations, physical and mental health concerns, childcare, learning styles, and home/work schedules to create an individualized education plan. Youth who have dropped out of school, or who are in danger of dropping out of school, are supported through re-enrollment or re-engagement process. Youth are assisted with enrollment in appropriate alternative high school settings or re-engagement programs, including Open Doors, online/independent study programs, Literacy Councils, 21+ or Adult Basic Education provided through local colleges. Each participant's progress is case managed, and emergent barriers are problem-solved and resolved as they achieve goals.

Element 3. Paid and unpaid work experience, planned, structured learning experience including an academic and occupational education component (may include internships, pre-apprenticeships, summer work experiences, on-the-job training and job shadowing):

Structured work experiences, that include academic and occupational education components, are a vital element within a youth's individual service plan. A minimum of 20% of the total program funds are used on the provision of work experiences. Staff prioritizes these experiences to create effective employer connections, provide youth with positive adult mentorship, coaching and workforce experiences, while aligning skill sets with industry standards. Staff match youth to employment opportunities that are aligned with their overall career pathway, with awareness of in-demand occupations, potential job growth and wage progression.

Work experiences not only provide a current employment experience, but offer a chance for youth to practice soft skills, experience professional relationships and teamwork and practice problem-solving skills, while exploring career interests. Through these experiences, youth develop a positive work ethic, preparing them for the rigors of employment. Individualized case management is provided to each youth addressing emergent barriers and issues such as childcare,

transportation, clothing, interview preparation, resume writing, and independent living skills. In addition, youth are assisted with earning certifications necessary for entry into a particular career or industry, such as food handler's permits, CPR/First Aid training, or OSHA certificates.

Pre-apprenticeships, summer work experiences, on-the-job training and job shadowing are further unique opportunities for youth. Many employers need additional assistance with special community projects, and local skill centers offer "hands on" job training and job shadowing opportunities. In addition, a variety of summer engagement opportunities are available, allowing youth to explore and develop skills through employment, mentoring, service learning, work readiness development, soft skills coaching and academic tutoring. Over the lifetime of the OESD PWtoS WIOA youth program, more than 240 businesses have provided meaningful work experiences and mentoring opportunities for youth in our region. See Table 1 below for a sample of the regional partners who have established host agency agreements for internships placement, summer work experiences, on the job training and job shadowing.

Table 1: Regional Partners

Maintenance/ Green Jobs	Washington State Parks Department, Cooleen Gardens, Sea Discovery Center, Mayflower Horticultural Services, Montavista Herb Farm, Bremerton Housing Authority, Bremerton Parks and Recreation, Hood Canal Salmon Enhancement Group, Kitsap County, Olympic College, Fort Worden, City of Port Angeles, Pacific Coast Salmon Coalition, Pacific NW Trails, Sol Duc Hatchery, NW School of Wooden Boat Building
Office/ IT / Computer Technology	American Red Cross, Employment Security, Kitsap County, Haselwood Auto Group, Housing Kitsap, Harrison Hospital, Bremerton School District, Olympic College, YMCA, Jefferson 4-H, Washington State University, Peninsula College, KCR-Housing Solutions Center, Kitsap Community Resources Port Orchard Affiliate, Olympic Peninsula YMCA
Medical Office/Nursing	Martha and Mary's, Harrison Hospital, Washington State Smile program, Kingston Eye Care Center, Crista Shores, WA Veterans Home Retsil, Ashley Gardens Memory Care, Korean Women's Association
Restaurants/ Barista	Ferino's Pizzeria, The Halfway House Restaurant, The Village Baker, Espresso Lanes, Bay Vista Coffee, Larry & Kristy's Bakery, That One Place, H2O Waterfront Bistro, Country Aire Natural Market, Monica's Bakery, Café Noir, Blakeslee's Bar & Grill
Customer Service/Sales/ Retail	Bangor and Bremerton Commissary/Navy Exchange, TJ Maxx, St. Vincent de Paul, Seams to Last, OlyCAP Thrift Shoppe, Goodwill, Serenity House Thrift Store, Olympic Outdoor Center, Walmart, Habitat for Humanity Store, Bliss Salon and Clothing Co., Grocery Outlet, Tiny Bubbles Pet Shop, Sound Bikes and Kayaks, Olympic Equipment Rentals, The Food Co-op, The Village Store
Childcare/ Education	Bremerton Parks and Recreation, Kitsap Family YMCA, Olympic College Child Development Center, Boys & Girls Club, Olympic Peninsula YMCA, Serenity House, Holly Ridge, OESD HeadStart, The Swan School, Loving Hands Child Care Center, Kitsap Community Resources HeadStart
Construction/ Manufacturing	Les Schwab Tire, Community Boat Building Project, Watson Furniture, Habitat for Humanity, Housing Kitsap, Trulife, Kitsap Maritime Heritage Foundation, Team 4 Engineering, Skunkworks Auto, Interfor Pacific, Let's Work Together

Service Occupations	Paul's Flowers, Olympic College Library, Kitsap Regional Library, West Sound Utility District, Dispute Resolution Center, Island Fitness, Orchard on the Green Apartments, Spotlight Tanning, New Dungeness Landscaping, Gary's Automotive, Forks Motel, Red Lion Hotel, KPTZ Radio, Hadlock Realty and Development, Hadlock Computer Services, Haselwood Auto
Social and Community Services	Olympic Peninsula Humane Society, One Heart Wild Education Sanctuary, KC Family Hope Center, PAWS, South Kitsap Helpline, Bremerton Food Line, Central Kitsap Food Bank, Port Angeles Food Bank, Jefferson County Food Bank, Port Angeles Police Department, Center Valley Animal Rescue, Kitsap Community Resources Parenting Place

Element 4. Occupational skill training: Considerable focus is given to connecting youth with specific vocational skill training that leads to skill proficiency required for industry-recognized credentials, creating opportunities for their long-term career growth. Staff link youth to training opportunities in growth-related occupational areas that match local in demand jobs. This includes industry growth areas such as medical and health services, construction, composite manufacturing, maritime industries, agriculture, hospitality and tourism, cosmetology, social services, maintenance and repair workers, transportation, office/accounting/reception. Staff work with the colleges, private vocational training centers, employer-based facilities and the local technical skills centers. The program connects youth to training facilities offering stackable certifications, allowing youth to quickly gain relevant certifications that lead directly to employment and higher wages. These programs offer entry level training certificates available after three to six months, with more advanced training and certification available at progressive levels. Participants benefit from the program's collaboration with other local grant programs and training facilities to enhance their skills for employment. The program assists youth with exploring funding options available, including financial aid, scholarships, private grant options, and if no other resources exist, provides program support services funds to ensure youth success.

Element 5. Education offered concurrently with and in the same context as workforce preparation activities: Program youth are offered a variety of opportunities to gain basic educational skills within the context of workforce preparation activities. Youth have opportunities to make educational skill gains in work experiences, internships, service-learning projects and volunteer activities. The PWtoS WIOA staff have established and maintain strong connections with YouthBuild Kitsap, Job Corps, Kitsap Builders Association, Americorps, Bremerton Housing Authority, and Washington Conservation Corps, and leverages these partnerships to enhance youth choices for education offered concurrently with workforce preparation. Youth can engage in "hand on" experience and instruction while participating in one of these programs. Curriculum is often aligned with a local school, technical skill center or college. Youth who are enrolled in secondary schools may also be linked to the local Technical Skill Center and through the Career and Technical Education may have opportunities for work-based learning. In addition, staff work collaboratively with both Peninsula and Olympic College Integrated Basic Education and Skills Training programs, to provide education and career training in high demand fields, leading to industry recognized certification.

Element 6. Leadership development opportunities: Participants in the PWtoS WIOA youth program progressively develop leadership skills through engagement in WEX placements and mentorships, volunteer and internship opportunities, life skills, work behavior trainings and exposure to a variety of educational settings. Further, staff foster leadership skills development through individualized guidance, interactive coaching and engagement activities, which encourage responsibility, independence, employability, community involvement, self-sustainability, prioritization, goal setting, decision-making, and positive relationships building.

Youth are provided opportunities to attend trainings to enhance community involvement, learn parenting skills, and develop life skills through local providers such as the American Job Centers, WorkSource One-Stops, Serenity House, the Connect Program, WSU Strengthening Families and the Parenting Place. Individual leadership capacity is further developed through service-learning activities, college courses on leadership, community projects, websites, peer mentoring and tutoring. In addition, youth are offered youth development leadership opportunities to attend and participate in organizations that promote both citizenship and leadership, such as the Q Center, The Commission on Children and Youth, Clallam Youth United, and Kitsap Regional Library's Teen Advisory Board.

Element 7. Supportive services: Supportive services are available to all youth who are deemed eligible and enroll in the PWtoS WIOA program. Supportive services are provided on a case-by-case basis, to enable their participation in youth program activities. Staff conduct a comprehensive needs-assessment to identify barriers to education and employment, which may include assistance with transportation, childcare, work-related tools, clothing, eyeglasses, protective gear, car repair, car insurance, acquisition of driver license, reasonable accommodations for youth with disabilities, linkages to community services and referrals to health care. Staff work with youth participants to identify and explore all other community resources, create a budget, and strengthen social support networks for more sustainable resourcing. The PWtoS WIOA youth program also provides substantial supportive services for school-based needs, including tuition and certification assistance, books, school supplies SAT/ACT/GED testing, searching and applying for scholarships and grants, filling out proper Financial Aid applications and connecting youth to postsecondary programs. Staff coordinate with numerous community-based organizations to provide any possible support prior to the deployment of WIOA funds. A non-WIOA resource guide is maintained in each county and available to all affiliates, a sample of organizations include: Kitsap: Stand Up for Kids, Housing Solutions Center of Kitsap County, Kitsap Mental Health, Coffee Oasis, Head Start, Kitsap County Resources (KCR), Salvation Army; Jefferson: Peninsula Behavioral Health, Olympic Community Action Programs; and Clallam: Serenity House of Clallam County and Olympic Community Action Programs. Program staff collaborate with all local health districts, Peninsula Community Mental Health, DSHS community service offices. All counties are supported by their local community agencies including shelters, food banks and literacy councils.

Element 8. Adult mentoring: Although formal adult mentorship programs are sparse in the OWDC Region, the program creates opportunities for each youth participant to engage in one-on-one adult mentoring relationships through a variety of avenues. A formal mentoring relationship is established with through WEX supervisors, providing structured activities, guidance, and support within the work environment. Whenever possible WIOA staff collaborate with local partners to provide adult mentoring through organizations such as the Kitsap and Clallam Juvenile Departments, local community colleges, Empowering Youth Mentor Program, YMCA, American Red Cross, One-Stop WorkSource center, Boys & Girls Clubs, OESD Education Advocates, Kitsap SCORE. WIOA case managers also serve in a mentoring role, when no other opportunities exist.

Element 9. Follow-up services: Participants receive a variety of ongoing support and follow up services for a minimum of 12 months after program completion. Follow up services include, but are not limited to: regular contact, guidance and coaching to overcome emergent barriers, assistance obtaining improved employment opportunities, certifications and education opportunities, connections to business mentors, and supportive service to address emergent barriers. Support services may include work clothing, transportation assistance, childcare assistance, rental assistance and referrals to other community services. Youth and program staff maintain contact through office visits, telephone calls, email and written correspondence.

Although an enrolled youth are no longer eligible for financial assistance after one year post-exit, program staff continue to be available to provide assistance in navigating career growth, updating resumes and providing resource referrals.

Element 10. Comprehensive guidance and counseling (which may include drug and alcohol abuse counseling and referral): Program staff have extensive education, training, and experience in providing comprehensive counseling, guidance and crisis intervention. Staff have been trained in Youth Mental Health First Aid, Motivational Interviewing, Hope Theory, Growth Mindset, and signs and symptoms of substance use. An essential focus of the PWtoS WIOA youth program is to provide guidance to youth in order to facilitate and encourage a continuity of success in education and employment. Staff work with youth to solve day-to-day challenges that would otherwise act as barriers to sustainable success. Additionally, staff collaborate with community-based mental health and substance abuse services, private counselors, and school-based counselors with interventions to provide mediation, intensive family services, case management and both inpatient and outpatient mental health and substance abuse counseling services. Referrals and follow up services are made to appropriate agencies for individuals requiring more specialized assistance and support.

Element 11. Financial literacy education: WIOA eligible and enrolled youth are provided opportunities to increase their financial literacy skills through activities and technology that assist with budgeting, managing bills, savings and planning, establishing and maintaining credit, lending, resolving outstanding debts, identity theft and increasing awareness of the availability and significance of credit reports and credit scores. Program staff also assist youth with rate of pay, taxes, basic budgeting, and choosing appropriate banking services. Further, youth are offered assistance navigating financial aid, student loans, grants, and other assistance available for education. In addition, referrals are provided for further financial literacy education, credit counseling, and tax preparation. The individual services provided through the PWtoS WIOA youth program have increased the financial skills of young adults, the connection between financial knowledge and behaviors and future economic stability and mobility.

Element 12. Entrepreneurial skills training: Entrepreneurial training allows program youth opportunities to write business plans, understand business concepts, assess customer bases, refine money management skills, create marketing plans, and access ongoing mentorship and support networks. The PWtoS WIOA youth program has strong linkages to entrepreneurial training through Olympic College, Peninsula College, Kitsap SCORE and Kitsap Community Resources Business Education Support and Training (BEST) Program, and state approved Self-Employment Assistance Program and facilitates opportunities for youth to engage in and access training relevant to business ownership.

Element 13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area: Participants enrolled in the PWtoS WIOA youth program are provided with comprehensive career exploration, planning, guidance, and labor market information based on current in-demand industry opportunities in the local labor market. Through a comprehensive assessment youth work with staff to develop an individualized long-term career plan, identifying a primary employment focus, including projected demand, related fields, salary expectations, and education and training requirements. Individual career plans include initial employment opportunities as well as options for stackable certifications and provisions to ensure youth achieve a self-sustaining livable wage. Online resources are accessed to provide detailed descriptions of the current labor market, tools such as ONET, Career Bridge, Career Coach, Employment Security Department and Department of Labor are accessed to assist youth with their career plan. Youth are also provided with opportunities to explore potential careers through assessments, job shadows, online research, informational interviews, One-Stop WorkSource center workshops,

paid work experiences, volunteer placements, and internships.

Element 14. Activities that help youth prepare for and transition to postsecondary education and training: Through program mentorship and guidance, staff assist WIOA eligible and enrolled youth in understanding their full potential and available choices for post-secondary certifications while providing them with the needed support to make the transition to further their education and training. The program blends academic and career exploration to ensure youth can make a well-informed educational decision leading to a sustainable wage occupation. Individualized, integrated education plans are created to address current and potential barriers for all youth participants. Utilizing both individual training and online resources, the program provides skill development to improve understanding of resources and options, navigation of academic institutions, and study habits that ensure youth are prepared for the transition. Program staff employ a variety of strategies encourage post-secondary success such as dual enrollment (Running Start, 21+), introduction to post-secondary advisors and campus resources (Students in Need Group, First Gen programs, Access Services), basic education classes and tutoring, assistance with the application process, combined exploration of scholarships and financial aid. All youth are accompanied through the process of testing, admission, financial aid and scholarship applications, enrollment, advising, class registration, scheduling, tutoring and social supports while they learn to self-advocate within the post-secondary environment.

4. Describe your strategy to encourage women to enter nontraditional training & employment: Staff encourage women to pursue and explore options within non-traditional employment career fields, providing current wage information, growth projections and educational options. Throughout the 2019-20 program year 25% of female participants were placed in a nontraditional work experience in boat building, manufacturing, composites, farming and construction. Staff collaborate with the Kitsap YouthBuild program, skills centers, local colleges, private sector training programs (NW School of Wooden Boat Building), government (Naval Base Kitsap) and private apprenticeship programs and technical skills centers to provide training in construction, welding, automotive, manufacturing and composites, boat building, STEM (science, technology, engineering and math) and other skilled trades that are not traditionally occupied by women. Youth are connected with mentors in their chosen non-traditional field to increase retention and long-term outcomes.

5. Describe how the proposed activities will coordinate with local schools to extend learning to the workplace and bridge the connection between work and school: PWtoS WIOA program staff are well connected and maintain frequent contact with the region's high school advisors and Career and Technical Education (CTE) counselors within alternative and traditional settings. Staff conduct work readiness presentations in the local high schools to bridge education to employment. Staff also participate in the local high school career fairs, providing information about local employment opportunities and the PWtoS WIOA youth program. Staff work to ensure that students are connected to STEM programs in the schools as well as in-demand occupational trainings. Additionally, youth's high school completion credits and classes are monitored to assure the success of the connection between their education and career path. In addition staff have the unique opportunity to collaborate with the OESD Career Connected Learning Coordinator who assists K-12 district CTE programs and the OESD Career Connect Washington Construction/Maritime Program Intermediary Project Manager to assist in youth gaining stackable certifications, training opportunities, workforce exposure and awareness activities. The WIOA youth program will also benefit from new and expanded local pre-apprenticeship, career launch and apprenticeship opportunities created through the Governor's

Career Connect Washington Initiative.

6. What other programs does your agency propose to operate out of the One-Stop System - WorkSource centers and what benefits do those programs bring to workforce development?

The PWtoS WIOA youth program strives to provide a consistent, welcoming and positive presence for youth customers in the local One-Stop WorkSource centers. Staff recognize that early exposure to One-Stop System centers introduces youth to resources that are available throughout their careers. In recent years, the OESD PWtoS WIOA youth program has operated a variety of programs, including the Summer Youth Employment program, Youth Job Fairs, Air Washington, On-the-Job Training, Opportunity Internship program, YouthWorks and Career Connect Learning out of the local One-Stop WorkSource centers. Additional youth programs are provided as funding becomes available and allow program staff the opportunity to provide a menu of services aligned with individual youths' needs and goals. Youth programs offered through local One-Stop WorkSource centers allow all community youth, both engaged and disengaged, equitable access to employment and career services.

7. Describe the eligibility determination and verification process your agency will use. What is your agency's experience in providing these services? WIOA Youth applicants are meticulously assessed to determine if he/she meets the eligibility criteria as defined by law. Applicants attend a mandatory orientation that addresses the purpose, eligibility and benefits of the PWtoS WIOA youth program. This is followed by an intake appointment where staff review income, age, and citizenship documentation for certification of eligibility. Once staff verify a youth is eligible, he/she is enrolled in the program.

Special priority is given to youth who have dropped out or have otherwise disengaged from the education system. Other barriers are considered including homelessness, involvement in the foster care system, disability, legal history, pregnancy and parenting, basic skills deficiency/English Language Learners and those needing additional assistance to complete an education program or to secure and hold employment.

Throughout the years ongoing quality assurance procedures have been developed to ensure a high level of integrity throughout the program, including internal audits and periodic file reviews. The program collaborates closely with the OWDC Staff to ensure all local, state and federal policies are understood and correctly implemented. OESD has over 19 years of experience with the WIOA youth program eligibility review and program delivery.

8. How will non-eligible applicants be referred to other services?

If an applicant is found not eligible for the PWtoS WIOA youth program services, he/she is provided with deskside services (resume development, career exploration, career planning, and job search), shown how to navigate the One-Stop WorkSource centers, and provided assistance in making contacts and referrals to a variety of community opportunities, depending on their age and needs. Staff take special care to ensure that each youth seeking services is effectively linked to appropriate resources and programs. WIOA youth staff collaborate with a wide range of opportunities available in this region. If appropriate, older youth are referred to the WIOA adult program, or other programs/services within the WorkSource One-Stop.

ORGANIZATIONAL CAPABILITY NARRATIVE:

Managerial and Fiscal Structure: The Olympic Educational Service District #114 (OESD) is governed by a seven-member board of directors representing school districts throughout its regional service area. Local school board members elect OESD Board Members. An organization chart is attached which shows the management structure and program responsibilities. WIOA services fall under the Teaching and Learning Division under Susan Lathrop, Assistant Superintendent. Program implementation and oversight is assigned to Kristin Schutte, Executive Director of Student Services; and direct supervision of the program is assigned to Jeff Allen, Youth Services Director. Monica Hunsaker, Assistant Superintendent, directly supervises the Business Office and is responsible to report OESD financial information to the Board of Directors. The Business Office is staffed with one Director responsible for supervision of payroll, accounts receivable, accounts payable and purchasing staff. One internal accountant, under the direction of the Assistant Superintendent of Finance, is assigned to financial reporting, grant contract billings and budget review. Each department is responsible to review and approve each invoice before payment is made.

The OESD employs a range of measures to monitor and evaluate program effectiveness depending on the nature and scope of a particular project and requirements of the funding agencies. Such practices include participation in independent evaluations, commission of outside assessment or evaluations, linkage with community networks and resources (such as regional colleges and universities) to obtain outside assessment or comparative data, and survey activities with stakeholders to elicit feedback for program improvement.

Delivery Experience: The OESD has distinguished itself on national, state and regional levels as a leader in the delivery of job training, career development, certification and summer employment opportunities for youth in the Olympic tri-county service area. Since July 1, 2001 the OESD has successfully provided Workforce Investment Act (WIA) Youth services within Kitsap County, expanding services to Jefferson and Clallam Counties in 2005. In July of 2015 the WIA Youth program revamped its service model to align with the Workforce Innovation and Opportunity Act (WIOA), serving more disengaged out-of-school-youth, increasing the age of the youth being served and providing expanded career development and planning services, adult mentorship and paid or unpaid workplace learning experiences.

Through supplementary funding, the agency was able to provide additional employment and training programs within the region including the Summer Youth Employment Program (WIA) 2009, Opportunity Internship Program (WIA) 2010 to 2013, Division of Vocational Rehabilitation 2011, YouthWorks (WIA/WIOA) program 2013 to 2017 and the Career Connect Washington program (WIOA) 2017 to 2019. Since 2018, OESD has been a recipient of funding from the US Dept. of Labor for YouthBuild Kitsap, a youth development/pre-apprenticeship program providing construction trade training and certifications. Additionally, in 2019, OESD was a recipient of the Career Connect Washington Intermediary Grant from the Employment Security Department, focusing on the development of career launch pathways in construction and maritime trades.

The OESD Student Services Center provides drop-out re-engagement, case management, substance abuse prevention/intervention services as well as mental health screening and referral in the local public schools throughout the region. The OESD youth programs maintain close connections with local community businesses and organizations to ensure program youth are

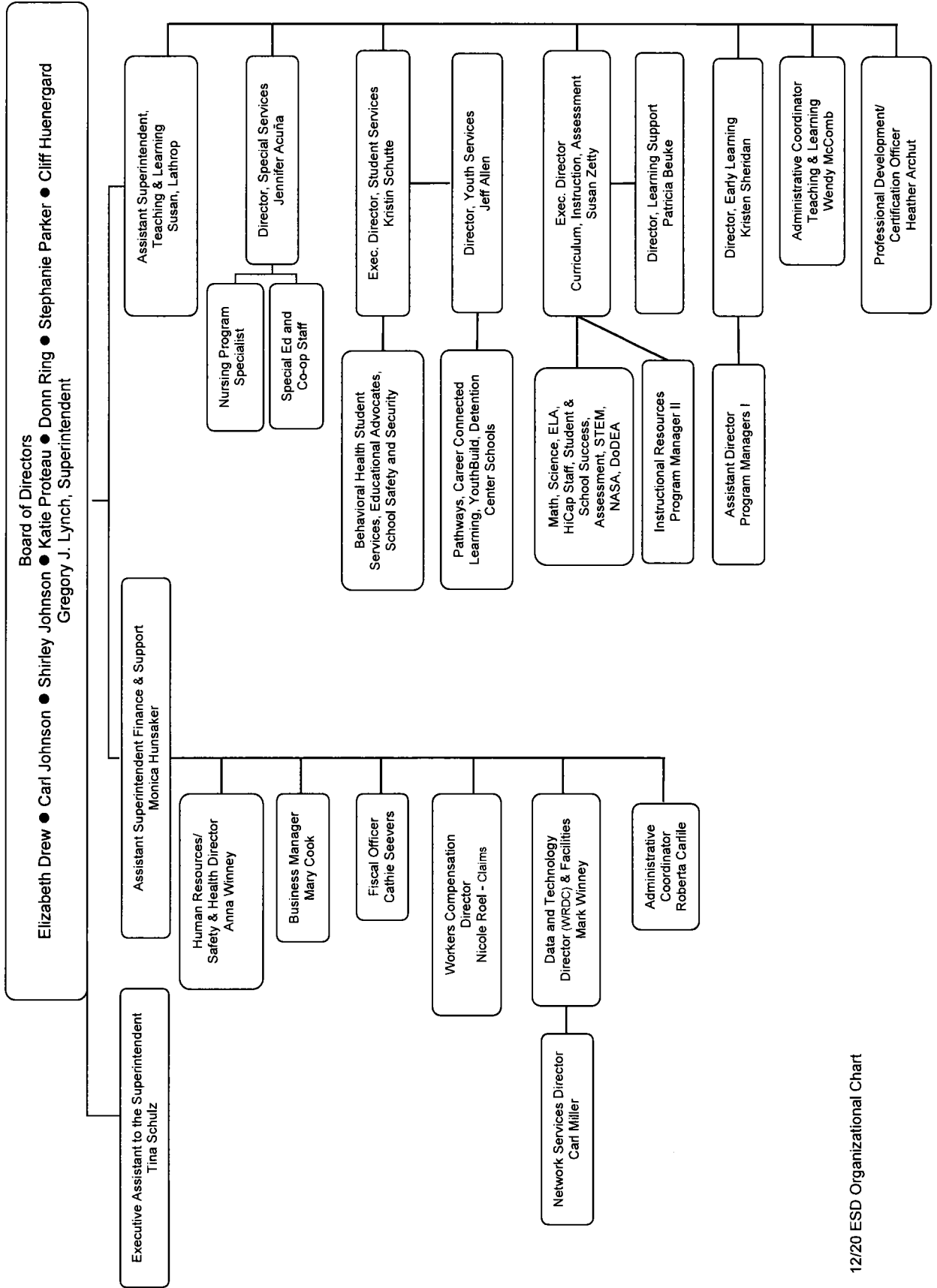
able to benefit from these enriching experiences.

Audit Summary: The most recent audit reports available are for 2017-18. There were no disallowed or questioned costs and there were no findings. The Auditor report showed the following: a). *Fiscal Audit Report for Internal Control Over Financial Reporting* - “We reported no deficiencies in the design or operation of internal control over financial reporting that we consider to be significant deficiencies; We identified no deficiencies that we consider to be material weaknesses; and We noted no instances of noncompliance;” and b). *Federal Award Audit Internal Control Over Major Programs* – “We reported no deficiencies in the design or operation of internal control over major federal programs that we consider to be significant deficiencies; and we identified no deficiencies that we consider to be material weaknesses. We issued a modified opinion on the District’s compliance with requirements applicable to each of its major federal programs; and we reported no findings that are required to be disclosed under section 510(a) of OMB Circular A-133.”

Insurance and Bonding Requirements: The proper insurance and bonding requirements for 2019/20 WSRMP Coverage Documents through Washington State Risk Management Pool is attached.

Qualifications of key staff/caseloads: The WIOA youth program staffing levels are proposed on the basis of successful and cost-effective ratios based on past years of program implementation. *A brief summary of key staff qualification and caseload estimates are as follows:* **Susan Lathrop** (Assistant Superintendent of Teaching and Learning) has an M.Ed. and provides direction and supervision to the programs under the Executive Director and Director. **Kristin Schutte** (Executive Director) has an M.Ed. She has been in management at the OESD overseeing the Student Services Center (SSC) since 1998 and has provided oversight of the WIOA youth program since 2010. She is assigned to the project at a (.005 FTE). Her main responsibilities are to assist with budget oversight and program development and implementation. **Jeff Allen** (Director) has a M.Ed. and has been a Director at OESD since 1999. He is assigned to the project at a (.20 FTE). His main responsibilities are program administration, staff supervision, coordinating efforts with community partners and schools, and monitoring program outcomes. He is the chairperson for the Kitsap Commission of Children and Youth and the OWDC Youth Committee. **Emily Manson** (Administrative Assistant) has a certification in accounting and studied counseling at the University of Hawaii, serving Kitsap (.55 FTE), Jefferson (.05 FTE) and Clallam (.05 FTE). She has worked for the OESD since 2003 and the WIOA youth program since 2007. **Tiffany Skidmore** (Youth Services Counselor) has an M.A. in counseling, serving Kitsap (.87 FTE) Jefferson (.05 FTE) and Clallam (.08 FTE) She has worked in the WIOA youth program since 2009 and for the OESD since 2006. **Patrick Lewis** (Youth Services Counselor) has a B.A. in Sociology & Criminal Justice, serving Kitsap (1.0 FTE). He has been employed by the OESD WIOA youth program since 2013. **Jamila Larson** (Youth Services Counselor) has a B.A. in Criminal Justice Administration, serving Kitsap (.75 FTE). She has been employed by the OESD WIOA youth program since 2018. **Jefferey Ambro** (Youth Services Counselor Trainee) has an A.S. in Sociology, serving Clallam (1.0 FTE). He has worked in the WIOA youth program since 2015. **Cassidy Abbott** (Youth Services Counselor) has a B.A. in Anthropology, serving Jefferson (.40 FTE) and Clallam (.60 FTE). She has worked in the WIOA youth program since 2018.

Olympic Educational Service District 114 Organizational Chart



PARTICIPANT PLANNING SUMMARY FORM

Program: WIOA Youth Program 7/1/2020-6/30/2021

Proposer: Olympic Educational Service District 114

County: Kitsap

Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1. Carry-in Participants	56 active				
2. New Participants (38)	9	9	10	10	38
3. Total Participants (1 + 2 for Qtr 1 only)	66	74	84	94	94
4. Total Exits (28)	3	5	4	16	28
a. Placed in Employment	1	3	3	9	16
Cost Per Participant (Total Budget/Total Participants)	1340	1233	1203	1140	

PARTICIPANT PLANNING SUMMARY FORM

Program: WIOA Youth Program 7/1/2020-6/30/2021

Proposer: Olympic Educational Service District 114

County: Jefferson

Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1. Carry-in Participants	11 active				
2. New Participants	1	1	2	2	6
3. Total Participants (1 + 2 for Qtr 1 only)	12	13	15	17	17
4. Total Exits	1	1	1	2	5
a. Placed in Employment	0	1	1	1	4
Cost Per Participant (Total Budget/Total Participants)	1249	1184	1096	1075	

PARTICIPANT PLANNING SUMMARY FORM

Program: WIOA Youth Program 7/1/2020-6/30/2021

Proposer: Olympic Educational Service District 114

County: Clallam

Participants	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1. Carry-in Participants	42 active				
2. New Participants	4	3	5	5	17
3. Total Participants (1 + 2 for Qtr 1 only)	46	49	54	59	59
4. Total Exits	3	3	4	7	17
a. Placed in Employment	1	2	2	5	10
Cost Per Participant (Total Budget/Total Participants)	1037	1026	941	934	

BUDGET

Program: WIOA Youth Program 7/1/2020-6/30/2021

Proposer: Olympic Educational Service District 114

County: Kitsap

Account Title	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Staff Wages (\$38,285 to Support WEXs)	47856	47,857	47,857	47,857	191,427
Staff Benefits (\$18,121 to Support WEXs)	22,654	22,651	22,650	22,650	90,605
Supplies	500	500	1000	1000	3,000
Communications	n/a	n/a	n/a	n/a	n/a
Staff Travel	500	500	1000	1330	3,330
Equipment Rent	n/a	n/a	n/a	n/a	n/a
Equipment Expense	n/a	n/a	n/a	n/a	n/a
Equipment Purchase	n/a	n/a	n/a	n/a	n/a
Premises Rent	0	0	0	3000	3,000
Premises Expenses	100	100	100	1165	1,465
Insurance & Bonding	See indirect	See indirect	See indirect	See indirect	See indirect
Participant Support Services	2000	2000	9405	9406	22,811
Work Experience Wages	8000	10000	10000	10800	38,800
Work Experience Benefits	692	800	1000	1000	3,492
Occupational Skill Training	500	500	1000	1000	3,000
On-The-Job Training Reimbursement	n/a	n/a	n/a	n/a	n/a
Other Miscellaneous – Specify Indirect 7.5%	6210	6368	7051	7441	27,070
Out-of-School Youth Subtotal	66759	68457	75797	79986	291,000
In-School Youth Subtotal	22253	22819	25266	26662	97,000
Total Budget	89012	91276	101063	106649	388,000

BUDGET NARRATIVE

Program: WIOA Youth Program 7/1/2020-6/30/2021

Proposer: Olympic Educational Service District 114

County: Kitsap

Briefly describe how you arrived at the line item totals which are contained in your budget.

Account Title	Narrative/Computations
Staff Salaries	Salaries are based on the 2020-21 proposed OESD salary schedules: Executive Director (.005 FTE), Supervising Director (.05 FTE) paid under Administrative schedule; Youth Services Counselors 3 @ 2.62 FTE and Administrative Assistant (.55 FTE) paid under Classified. Staff FTE % are based on the proposed workload for the given contract timeframe.
Staff Benefits	Benefits are based on projections for the 2020-21 OESD year based on standard benefit rates for FICA, Medicare, L &I, retirement etc. Benefit % are based on the proposed for the given contract timeframe.
Supplies	Supplies are based on history of the program's expenses and proposed needs of the participants. No major supply purchases are foreseen during this grant period.
Communications	NA
Staff Travel	Staff travel is based on a reimbursement rate according to the OESD of .575/mile. Travel is for staff commuting to and from meetings with youth participates who are unable to travel to the One-Stop Office, WEX sites, community/school partnership meetings or presentations, required meetings and trainings.
Equipment Rent	NA
Equipment Expense	NA
Equipment Purchase	NA
Premises Rent	Space and Occupancy charges are for staff who have workstations "offsite" from WorkSource. This includes Supervising Director and Administrative Assistant as per FTE. Administrative staff are funded under multiple grants to offset cost.

Account Title	Narrative/Computations
Premises Expense	OESD network and phone charges are for staff who have workstations “offsite” from WorkSource. This includes Supervising Director and Administrative Assistant as per FTE. Administrative staff are funded under multiple grants to offset cost.
Insurance & Bonding	See Indirect
Participant Support Services	Participant support services are based on historical expenses and an approximation of participant need. This category could include support services such as college/school supplies, work clothing/equipment, bill payments/rental assistance, skills training books, gas cards etc.
WEX Wages	Work Experience Wages are calculated at \$13.50/hour for an estimated 160 hours of work
WEX Benefits	Work Experience Wage benefits are calculated at approximately 10% of the wages.
Occupational Skill Training	Training dollars are based on historical expenses and an approximation of the participant need. This could include college tuition/fee assistance, GED testing, SAT/ACT testing occupational training fees, and/or license certification fees for participants.
On-The-Job Training	NA
Other Miscellaneous – Specify	Indirect is calculated at 7.5% per OESD negotiated federal rate. Indirect covers the cost for insurance & bonding as well as the HR department in processing WEX’s.

Attachment D-3

STAFF SALARY AND BENEFITS NARRATIVE

Program: WIOA Youth Program 7/1/2020-6/30/2021

Proposer: Olympic Educational Service District 114

County: Kitsap

Position Title/Name of Staff Person	WIOA FTE %	Total Salary Amount	Total Benefits Amount	Remaining FTE %	Source(s) of other FTE %
WIOA Executive Director: Kristin Schutte,	0.5% of 1.0 FTE	697	232	99.95%	99.95% other Fed., State, County Grants, Coop Fees & OESD
WIOA Supervising Director Jeff Allen	5% of 1.0 FTE	5,521	1,985	95%	15% WIOA, 80% other Fed & State Grants
Administrative Support Emily Manson	55% of 1.0 FTE	26,091	13,961	45%	29% WIOA, 32% WIOA Fed. & State Grants
Youth Services Counselor: Tiffany Skidmore;	60% of 1.0 FTE	52,638	24,669	40%	40%WIOA Jefferson
Youth Services Counselor: Patrick Lewis	100% of 1.0 FTE	60,846	28,433	0%	N/A
Youth Services Counselor: Jamila Larson	75% of 1.0FTE	45,635	21,325	25%	25% YouthBuild Kitsap
TOTALS	2.955 FTE	191427	90605		

BUDGET

Program: WIOA Youth Program 7/1/2020-6/30/2021

Proposer: Olympic Educational Service District 114

County: Jefferson

Account Title	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Staff Wages (\$5,990 to Support WEXs)	7487	7487	7487	7489	29,950
Staff Benefits (\$2,728 to Support WEXs)	3410	3410	3410	3410	13,640
Supplies	250	250	500	500	1,500
Communications	n/a	n/a	n/a	n/a	n/a
Staff Travel	622	1000	1000	1000	3,622
Equipment Rent	n/a	n/a	n/a	n/a	n/a
Equipment Expense	n/a	n/a	n/a	n/a	n/a
Equipment Purchase	n/a	n/a	n/a	n/a	n/a
Premises Rent	0	0	0	500	500
Premises Expenses	50	50	50	618	768
Insurance & Bonding	See indirect	See indirect	See indirect	See indirect	See indirect
Participant Support Services	300	300	1000	1000	2600
Work Experience Wages	1500	1500	1500	2000	6,500
Work Experience Benefits	125	125	150	185	585
Occupational Skill Training	200	200	200	200	800
On-The-Job Training Reimbursement	n/a	n/a	n/a	n/a	n/a
Other Miscellaneous – Specify Indirect 7.5%	1046	1074	1147	1268	4,535
Out-of-School Youth Subtotal	11242	11547	12333	13627	48,750
In-School Youth Subtotal	3748	3849	4111	4542	16250
Total Budget	14990	15396	16444	18170	65,000

BUDGET NARRATIVE

Program: WIOA Youth Program 7/1/2020-6/30/2021

Proposer: Olympic Educational Service District 114

County: Jefferson

Briefly describe how you arrived at the line item totals which are contained in your budget.

Account Title	Narrative/Computations
Staff Salaries	Salaries are based on the 2020-21 proposed OESD salary schedules: Supervising Director (.02 FTE) paid under Administrative schedule; Youth Services Counselors 2 @.45 FTE and Administrative Assistant (.05 FTE) paid under Classified. Staff FTE % are based on the proposed workload for the given contract timeframe.
Staff Benefits	Benefits are based on projections for the 2020-21 OESD year based on standard benefit rates for FICA, Medicare, L &I, retirement etc. Benefit % are based on the proposed for the given contract timeframe.
Supplies	Supplies are based on history of the program's expenses and proposed needs of the participants. No major supply purchases are foreseen during this grant period.
Communications	NA
Staff Travel	Staff travel is based on a reimbursement rate according to the OESD of .575/mile. Travel is for staff commuting to and from meetings with youth participates who are unable to travel to the One-Stop Office, WEX sites, community/school partnership meetings or presentations, required meetings and trainings.
Equipment Rent	NA
Equipment Expense	NA
Equipment Purchase	NA
Premises Rent	Space and Occupancy charges are for staff who have workstations "offsite" from WorkSource. This includes Administrative and Administrative Support as per FTE. Administrative staff are funded under multiple grants to offset cost.
Premises Expense	OESD network and phone charges are for staff who have workstations "offsite" from WorkSource. This includes Supervising

Account Title	Narrative/Computations
	Director and Administrative Assistant as per FTE. Administrative staff are funded under multiple grants to offset cost.
Insurance & Bonding	See Indirect
Participant Support Services	Participant support services are based on historical expenses and an approximation of participant need. This category could include support services such as college/school supplies, work clothing/equipment, bill payments/rental assistance, skills training books, gas cards etc.
WEX Wages	Work Experience Wages are calculated at \$13.50/hour for an estimated 160 hours of work
WEX Benefits	Work Experience Wage benefits are calculated at approximately 10% of the wages.
Occupational Skill Training	Training dollars are based on historical expenses and an approximation of the participant need. This could include college tuition/fee assistance, GED testing, SAT/ACT testing occupational training fees, and/or license certification fees for participants.
On-The-Job Training	NA
Other Miscellaneous – Specify	Indirect is calculated at 7.5% per OESD negotiated federal rate. Indirect covers the cost for insurance & bonding as well as the HR department in processing WEX's.

Attachment D-3

STAFF SALARY AND BENEFITS NARRATIVE

Program: WIOA Youth Program 7/1/2020-6/30/2021

Proposer: Olympic Educational Service District 114

County: Jefferson

Position Title/Name of Staff Person	WIOA FTE %	Total Salary Amount	Total Benefits Amount	Remaining FTE %	Source(s) of other FTE %
WIOA Supervising Director Jeff Allen	2% of 1.0 FTE	2208	794	98%	18% WIOA, 80% WIOA Fed & State Grants
Administrative Support Emily Manson	5% of 1.0FTE	2372	508	95%	62.5% WIOA, 32.5% WIOA Fed. & State Grants
Youth Services Counselor Cassidy Abbott	40% of 1.0 FTE	22345	10920	60%	60% WIOA Clallam
Youth Services Counselor: Tiffany Skidmore;	5% of 1.0 FTE	3025	1418	95%	87%WIOA Kitsap 8% WIOA Clallam
TOTALS	0.52 FTE	29950	13640		

BUDGET

Program: WIOA Youth Program 7/1/2020-6/30/2021

Proposer: Olympic Educational Service District 114

County: Clallam

Account Title	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Staff Wages (\$19,353 to Support WEXs)	24191	24192	24192	24192	96,767
Staff Benefits (\$10,438 to Support WEXs)	13047	13048	13048	13048	52,191
Supplies	300	500	500	500	1,800
Communications	n/a	n/a	n/a	n/a	n/a
Staff Travel	1000	1000	1000	2000	5,000
Equipment Rent	n/a	n/a	n/a	n/a	n/a
Equipment Expense	n/a	n/a	n/a	n/a	n/a
Equipment Purchase	n/a	n/a	n/a	n/a	n/a
Premises Rent	0	0	500	0	500
Premises Expenses	50	50	50	623	773
Insurance & Bonding	See indirect	See indirect	See indirect	See indirect	See indirect
Participant Support Services	2000	2000	2000	2500	8,500
Work Experience Wages	3000	5000	5000	7400	20,400
Work Experience Benefits	300	500	500	536	1,836
Occupational Skill Training	500	500	500	500	2,000
On-The-Job Training Reimbursement	n/a	n/a	n/a	n/a	n/a
Other Miscellaneous – Specify Indirect 7.5%	3329	3509	3547	3847	14,233
Out-of-School Youth Subtotal	35788	37724	38128	41360	153,000
In-School Youth Subtotal	11929	12575	12709	13787	51,000
Total Budget	47717	50299	50837	55146	204,000

BUDGET NARRATIVE**Program: Pathways to Success 7/1/2020-6/30/2021****Proposer: Olympic Educational Service District 114****County: Clallam**

Briefly describe how you arrived at the line item totals which are contained in your budget.

Account Title	Narrative/Computations
Staff Salaries	Salaries are based on the 2020-21 proposed OESD salary schedules: Supervising Director (.13 FTE) paid under Administrative schedule; Youth Services Counselors 3 @ 1.45 FTE and Administrative Assistant (.05 FTE) paid under Classified. Staff FTE % are based on the proposed workload for the given contract timeframe.
Staff Benefits	Benefits are based on projections for the 2020-21 OESD year based on standard benefit rates for FICA, Medicare, L &I, retirement etc. Benefit % are based on the proposed for the given contract timeframe.
Supplies	Supplies are based on history of the program's expenses and proposed needs of the participants. No major supply purchases are foreseen during this grant period.
Communications	NA
Staff Travel	Staff travel is based on a reimbursement rate according to the OESD of .575/mile. Travel is for staff commuting to and from meetings with youth participants who are unable to travel to the One-Stop Office, WEX sites, community/school partnership meetings or presentations, required meetings and trainings.
Equipment Rent	NA
Equipment Expense	NA
Equipment Purchase	NA
Premises Rent	Space and Occupancy charges are for staff who have workstations "offsite" from WorkSource. This includes Administrative and Administrative Support as per FTE. Administrative staff are funded under multiple grants to offset cost.
Premises Expense	OESD network and phone charges are for staff who have workstations "offsite" from WorkSource. This includes Supervising

Account Title	Narrative/Computations
	Director and Administrative Assistant as per FTE. Administrative staff are funded under multiple grants to offset cost..
Insurance & Bonding	See Indirect
Participant Support Services	Participant support services are based on historical expenses and an approximation of participant need. This category could include support services such as college/school supplies, work clothing/equipment, bill payments/rental assistance, skills training books, gas cards etc.
WEX Wages	Work Experience Wages are calculated at \$13.50/hour for an estimated 160 hours of work
WEX Benefits	Work Experience Wage benefits are calculated at approximately 10% of the wages.
Occupational Skill Training	Training dollars are based on historical expenses and an approximation of the participant need. This could include college tuition/fee assistance, GED testing, SAT/ACT testing occupational training fees, and/or license certification fees for participants.
On-The-Job Training	NA
Other Miscellaneous – Specify	Indirect is calculated at 7.5% per OESD negotiated federal rate. Indirect covers the cost for insurance & bonding as well as the HR department in processing WEX's.

STAFF SALARY AND BENEFITS NARRATIVE**Program: Pathways to Success 7/1/2020-6/30/2021****Proposer: Olympic Educational Service District 114****County: Clallam**

Position Title/Name of Staff Person	WIOA FTE %	Total Salary Amount	Total Benefits Amount	Remaining FTE %	Source(s) of other FTE %
WIOA Supervising Director Jeff Allen	13% of 1.0 FTE	14354	5162	87%	7% WIOA, 80% WIOA Fed & State Grants
Administrative Support Emily Manson	5% of 1.0 FTE	2372	4315	95%	62.5% WIOA, 32.5% WIOA Fed. & State Grants,
Youth Services Counselor Jeffery Ambro	100% of 1.0 FTE	41683	24066	n/a	0%
Youth Services Counselor Cassidy Abbott	60% of 1.0 FTE	33518	16380	40%	40% WIOA Jefferson
Youth Services Counselor Tiffany Skidmore	8% of 1.0 FTE	4840	2268	92%	87% WIOA Kitsap 5% WIOA Jefferson
TOTALS	1.86 FTE	96767	52191		

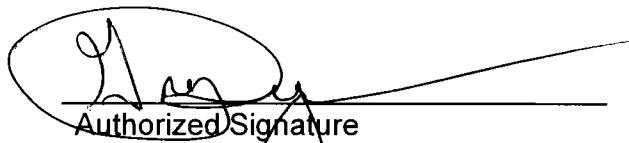
COMPLIANCE STATEMENT AND SIGNATURE FORM

**COMPLIANCE
STATEMENT**

The Olympic Educational Service District 114 hereby
certifies (Name of Proposing Organization)

that the proposed program activities and services contained in this proposal have been
designed in compliance with the Request for Proposals (RFP) requirements, the
Workforce Investment Act and implementing Federal Regulations.

AUTHORIZED
SIGNATURE



Authorized Signature

Gregory J. Lynch

Name

Superintendent

Title

Olympic ESD114

Agency

5 March 2020

Date

**Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary
Exclusion Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

*(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE
AN INTEGRAL PART OF THE CERTIFICATION)*

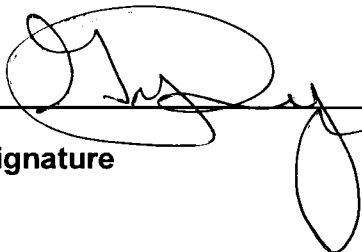
5. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

6. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Gregory J. Lynch, Superintendent of Olympic Educational Service District 114

Name and Title of Authorized Representative

Signature



Date

5 Mar 2020

**Appendix B—Certification
Regarding Debarment,
Suspension, Ineligibility and
Voluntary Exclusion—Lower
Tier Covered Transactions**

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transactions" "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this

proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion— Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Tel. #).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good

faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

*Certification Regarding
Debarment, Suspension,
Ineligibility and Voluntary
Exclusion—Lower Tier
Covered Transactions*

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

[FR Doc. 88-11581 Filed 5-25-88;
8:43 a.m.]

CERTIFICATION REGARDING LOBBYING



The undersigned certifies, to the best of his or her knowledge and believe, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

Olympic Educational Service District 114

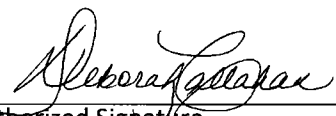
Contractor Organization

Signature of Certifying Official

Date

This Evidence of Coverage is issued as a matter of information only and confers no rights upon the evidence holder. This evidence does not amend, extend or alter the coverage afforded by the coverage agreement below and is subject to all the terms, exclusions and conditions of such coverage agreement. As a statutorily authorized and self-funded public entity interlocal cooperative among school and educational service districts, there is no insurance policy involved. Because WSRMP is not an insurance company, we cannot grant "additional insured" status (WAC 200-100-02005 and 02007).
This is to certify that the coverage listed below has been issued to the named Covered Member for the period indicated.

Coverage Afforded By:	Covered Member:
Washington Schools Risk Management Pool PO Box 88700 Tukwila, WA 98138-2700	Olympic Educational Service District 114 105 National Ave N Bremerton, WA 98312 Member #: 18114
Coverage Agreement #:	COV 2019-2020
Coverage Period:	September 1, 2019 through August 31, 2020
Effective Date of Evidence of Coverage:	September 1, 2019
Expiration Date of Evidence of Coverage:	August 31, 2020
Limits Available General Liability Per Occurrence:	\$1,000,000
Limits Available Property:	\$1,000,000
Limits Available Auto Liability:	\$1,000,000
Description of Operations/Locations/Vehicle:	
Activities under the direct supervision of District personnel as respects coverage period September 1, 2019 through August 31, 2020.	
Evidence of Coverage Holder:	Issue Date: September 1, 2019
To Whom It May Concern	 Authorized Signature

Cancellation: Should the above described coverage agreement be cancelled before the expiration date, WSRMP will send 30 days written notice to the evidence of coverage holder named above.