

MEMORANDUM OF UNDERSTANDING

WORKFORCE DEVELOPMENT COUNCIL
OF SEATTLE-KING COUNTY

October 1, 2023 – September 20, 2026

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[Operator Contract](#)

VISION, MISSION, AND PRINCIPLES

VISION AND PURPOSE

This Memorandum of Understanding (MOU) is entered into in the spirit of cooperation and collaboration by the Workforce Development Council of Seattle-King County (WDC), the One-Stop Operator (Operator), the WorkSource Seattle-King County System signatory partners (Partners) and the Chief Local Elected Officials (CLEOS). The Workforce Innovation and Opportunity Act (WIOA) states that each required partner shall enter into a MOU outlining (1) a description of services provided by partners within the One-Stop delivery system, (2) How the cost of the identified services and operating costs of the system will be funded, and (3) a method for referrals.¹ Moreover, this MOU strengthens how various services and resources will be provided to better serve our customers, both job seekers and employers, through an integrated system of service delivery sustained between participating partners, deepening our collective impact across the Seattle-King County region and maximizing the impact of our investments.

The Workforce Development Council Seattle-King County aspires to lead transformative change that will evolve our region's workforce development efforts into an innovative industry, community, and outcome-driven system with racial equity at its core. As the regional backbone for workforce development, the WDC is committed to centering racial equity and community partnership as the cornerstones of how we approach our work, collaborating with a diverse set of partners to elevate job quality, economic growth, and prosperity for adults and youth throughout Seattle-King County.

Workforce equity exists when all workers, regardless of race or ethnicity, have equitable access to high-quality jobs that provide safe and healthy working environments and offer opportunities for advancement and meaningful growth. The current structure of our regional economy and labor market (pre- and post-pandemic) produces racial gaps in employment and wages, with stark occupational segregation in access to quality jobs, resulting from systemic barriers that have been constructed over time to benefit White people at the expense of Black, Indigenous, and People of Color. The mission of the WDC, and this Partnership, is to catalyze system change in the Puget Sound region to increase the prosperity and economic growth of workers, employers, and communities, grounded in the principle of racial equity. We do so with explicit intention, and a commitment to utilize data to measure impact.

The purpose of this MOU is to define the parameters within which education, workforce, economic development, and other Partner programs and entities operating in the Seattle King County WorkSource system will create an equitable, seamless, customer-focused network that aligns service delivery across entities and enhances access to program services. Together, Partners will build one-stop opportunities, rather than siloed or isolated programs, thereby easing burden

¹ The Workforce Innovation and Opportunity Act (WIOA) sec. 121(c)(1) requires the Local Board, with the agreement of the Chief Elected Official (CEO), to develop and enter into a Memorandum of Understanding (MOU) between the Local Board and the One-Stop Partners, consistent with WIOA Sec. 121(c)(2), concerning the operation of the one-stop delivery system in a local area. This requirement is further described in the Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance.

on customers, reducing administrative burden and costs for Partners, and improving performance outcomes.

STRATEGIC PRINCIPLES

Racial Equity: Dismantling of structural and systemic racism across our institutions, such that all workers regardless of race or ethnicity have equitable access to high quality jobs and share in the region's economic prosperity.

Job Quality: A quality job includes economic stability, economic mobility, equity, respect, and worker voice.

System Change: Systems are complex, interrelated, and were historically designed for the disproportionate outcomes they produce. Authentic and equitable system change requires exceptional attention to the detailed outcomes occurring for particular populations and implementation of targeted solutions that will force the system to behave in a qualitatively different way.

Community Partnerships: Forge and sustain strong partnerships with community-based organizations, employers, educational institutions, and local government agencies to create targeted workforce development solutions that are equity driven and align with the evolving needs of the regional labor market.

Advocacy: Through active engagement with policymakers and stakeholders across all tiers of government, advocate for policy changes that promote workforce development and equitable economic growth. Our collective efforts aim to shape and impact legislation at city, county, state, and federal levels that advances workforce initiatives and benefits the entire community.

Innovation: Prioritize data-driven decision-making and smart risks grounded in an evidence-based approach that ensures our investments yield meaningful results.

SYSTEM STRUCTURE

AMERICAN JOB CENTERS

The American Job Center Network, also known in Washington as "WorkSource," is part of a WIOA-mandated, nationwide network that provides a wide range of employment-related services to job seekers and employers at physical locations. WorkSource (WS) Centers, Affiliates, and Partner Sites serve as centralized hubs where individuals can access various resources to help them find employment or enhance their careers. The types of services provided range from basic to intensive and could include job search assistance, skills assessment, and training, career counseling, unemployment insurance assistance, employer services, or referrals to partner organizations.

Currently the WorkSource system in the Seattle-King County region consists of the following WorkSource Sites: 2 comprehensive centers, 5 affiliate sites, and 39 partner sites. Together the WorkSource partners and WorkSource Sites comprise the America's Job Center Network in the region. It is understood that the continued development of these sites will require mutual trust and teamwork between the WorkSource partnering agencies, all working together to accomplish shared goals.

ONE-STOP OPERATOR

The One-Stop Operator works to support the American Job Centers and strengthen the region's workforce development and WS system through integrated service delivery, which is the delivery of services in a manner that aligns/braids the resources of participating WS partners to seamlessly address the training and employment needs of system customers -- job seekers and businesses.

[ISD Operations Manual](#)

The WS One-Stop Operator works in partnership with stakeholders to advance the WDC's vision of a racially equitable, comprehensive, inclusive, and effective workforce system for the Seattle-King County region. They provide leadership and guidance to the WS system through regional integration, system-wide training, and staff development, community outreach and engagement, and through the development and maintenance of system standards. [Operator Contract](#)

The WS One-Stop operator will achieve these outcomes through the tasks outlined below:

1. Lead operational discussions among partners to ensure that robust, racially equitable, customer-centric, and culturally and linguistically appropriate services are delivered throughout the WS system and that all sites provide universal access and reflect equal opportunity employers and programs.
2. Address partnership or system needs/issues proactively, serve as intermediary point of contact for partner facilities, and provide technical assistance to each one-stop partner related to the provision of career services agreed to by the Memorandum of Understanding.
3. Collaborate with WS system partners to form, expand, and coordinate regional functional teams to address internally facing and customer facing needs affecting the WS One-Stop System.

4. Lead the launch of the universal referral platform, Unite Us, throughout the WS system. This will connect customers to wraparound services, increase resources available to customers, streamline communication and promote integrated service delivery among WIOA and non-WIOA partners.
5. Provide technical assistance in the development, implementation, and oversight of WS One-Stop System standards/procedures/protocols to ensure exceptional customer experiences are achieved throughout the system.
6. Conduct regular analysis of the WS system by utilizing customer feedback to actively assess and ensure that job seekers are receiving robust services that are linguistically appropriate, culturally relevant, and racially equitable at all WS Sites, Affiliates, and Partner Sites.
7. Ensure that the WS System is equipped to guide job seekers through career pathways and connect them to quality jobs by providing the WS system staff with consistent and high-quality career pathways training.
8. Coordinate the WS System Infrastructure Agreement, by collecting and maintaining schedules, seating agreements, contact information and services provided for the WIOA partners and their frontline staff that support the one-stop system.
9. Provide support to compliance related training by delivering Equal Opportunity (EO) Training, coordinating, and tracking EO training, and coordinating EO monitoring. Ensure that staff are trained and know how to use auxiliary aids and adaptive equipment and are aware of services. For individuals with limited English, verify that staff understand how to access language and translation resources.
10. Provide and/or assist in communicating WIOA and non WIOA policies, procedures, and practices to the WS System and providing training WS One-Stop System center staff to ensure understanding.

PARTNERS

The roles and responsibilities of the partners work in concert together to actualize integrated service delivery, each contributing basic career services, individualized career services, or training resources. The One-Stop Operator ensures these services are met through site and system agreements which create accountability and promote transparency and open communication, thus allowing system partners to nimbly pivot as needs evolve.

The roles of the partners, locations and services provided are outlined in the table below:

PARTNERS, SERVICES & LOCATIONS

Program & Organization	Service(s)				Location(s)			
	Basic Career Services	Individualized Career Services	Business Services	Other	WorkSource One-Stop	Affiliate Site(s)	Partner Site(s)	Other
System Oversight & Coordination								
WDC				x	x			x
One-Stop Operator				x	x			
Required WorkSource Partners: Core Partners								

WIOA Title I Adult and Dislocated Worker								
TRAC Associates	x	x			x			x
Asian Counseling & Referral Services		x			x			x
Neighborhood House		x			x			x
YWCA		x			x			x
Pacific Associates		x	x		x	x		x
WIOA Title I Youth								
Boys & Girls Club King County		x						x
Urban League		x						x
Goodwill		x						x
Partner in Employment		x						x
El Centro De La Raza		x						x
King County Children, Youth and Young Adults		x						x
WIOA Title II Adult and Family Literacy Act								
Seattle Colleges		x				x		x
Renton Technical College				x				x
Bellevue College				x				x
Highline College				x				x
Green River College				x				x
Lake Washington Institute of Technology				x				x
Cascadia College				x				x
Shoreline Community College				x				x
WIOA Title III Wagner-Peyser: ESD	x				x			
WIOA Title IV Rehabilitation Act: DVR	x	x			x			x
WIOA Title IV Rehabilitation Act: DSB	x				x			x
All Other Required WorkSource Partners								
Title V SCSEP – NAPCA, AARP	x	x				x		x
VETS: ESD	x	x			x			
Trade Adjustment Act: ESD	x	x	x		x			
Unemployment Insurance and RESEA: ESD	x	x			x			

TANF- DSHS	x	x			x		
Carl Perkins Post-Secondary Education:	x	x			x		x
HUD Employment and Training Programs: Seattle Housing Authority	x	x					x
King County Housing Authority	x	x					x
Additional WorkSource System Partners (non-IFA)							
Children's Home Society of Washington	x						x
Downtown Emergency Service Center	x						x
Hopelink (multiple locations)	x						x
International Rescue Committee	x						x
King County Community Corrections Division	x						x
King County Library System (multiple location)	x						x
Lifelong	x						x
Multi-Service Center	x						x
National Asian Pacific Center on Aging	x						x
Pioneer Human Services	x						x
Puget Sound Training Center	x						x
Refugee Women's Alliance (multiple locations)	x						x
Evergreen Goodwill	x						x
Seattle Public Library	x						x
Uplift Northwest	x						x
Required Partners not Available or Participating in Region							
JobCorps							
Additional King County Workforce Partners (Non-MOU-IFA)							
WELD Seattle							

TERMS AND CONDITIONS

PARTNER SERVICES

Partners engaged in this network will provide one or more of the comprehensive services described below.

BUSINESS SERVICES		
Serve as a single point of contact for businesses, responding to all requests in a timely manner	Provide information and services related to Unemployment Insurance taxes and claims	Assist with disability and communication accommodations, including job coaches
Conduct outreach regarding Local workforce system's services and products	Conduct on-site Rapid Response activities regarding closures and downsizings	Develop On-the-Job Training (OJT) contracts, incumbent worker contracts, or pay-for-performance contract strategies
Provide access to labor market information	Provide customized recruitment and job applicant screening, assessment and referral services	Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers
Assist with the interpretation of labor market information	Conduct job fairs	Develop customized training opportunities to meet specific employer and/or industry cluster needs
Use of one-stop center facilities for recruiting and interviewing job applicants	Consult on human resources issues	Coordinate with employers to develop and implement layoff aversion strategies
Post job vacancies in the state labor exchange system and take and fill job orders	Provide information regarding disability awareness issues	Provide incumbent worker upgrade training through various modalities
Provide information regarding workforce development initiatives and programs	Provide information regarding assistive technology and communication accommodations	Develop, convene, or implement industry or sector partnerships

JOB SEEKER SERVICES		
Basic Career Services	Individualized Career Services	Training
Outreach, intake and orientation to the information, services, programs, tools and resources available through the Local workforce system	Comprehensive and specialized assessments of skills levels and service needs	Occupational skills training through Individual Training Accounts (ITAs)
Initial assessments of skill level(s), aptitudes, abilities and supportive service needs	Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals	Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above
In and out of area job search and	Referral to training services	On-the-Job Training (OJT)

placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment)		
Access to employment opportunity and labor market information	Group counseling	Incumbent Worker Training
Performance information and program costs for eligible providers of training, education, and workforce services	Literacy activities related to work readiness	Programs that combine workplace training with related instruction which may include cooperative education
Information on performance of the Local workforce system	Individual counseling and career planning	Training programs operated by the private sector
Information on the availability of supportive services and referral to such, as appropriate	Case management for customers seeking training services; individual in and out of area job search, referral and placement assistance	Skill upgrading and retraining
Information and meaningful assistance on Unemployment Insurance claim filing	Work experience, transitional jobs, registered apprenticeships, and internships	Entrepreneurial training
Determination of potential eligibility for workforce Partner services, programs, and referral(s)	Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training	Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
Information and assistance in applying for financial aid for training and education programs not provided under WIOA	Post-employment follow-up services and support (This is not an individualized career service, but listed here for completeness.)	Other training services as determined by the workforce partner's governing rules

YOUTH SERVICES	
Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.	Alternative secondary school services, or dropout recovery services, as appropriate.
Paid and unpaid work experiences that have as a component academic and occupational education, which may include: Summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs,	Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved.

internships and job shadowing, and on-the-job training opportunities.	
Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.	Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
Supportive services.	Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months
Follow-up services for not less than 12 months after the completion of participation, as appropriate.	Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.
Financial literacy education.	Entrepreneurial skills training.
Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.	Activities that help youth prepare for and transition to postsecondary education and training.

DATA SHARING & CONFIDENTIALITY

Data and its use in decision-making is an integral part of the way we do business. WorkSource Partners agree that accurate, reliable, and complete data is key to making well-informed decisions for the system level, program design, employers, case managers, and job seekers. The end goal of our data is not simply reporting performance or meeting requirements. Data infuses the work of all WorkSource Partners. Data can help to ensure that those who need services have access to them and that our system operates based on principles of equity. To achieve that level of data integration, it is vital to develop and maintain an integrated case management system, as appropriate, and processes that inform customer service throughout customers' interaction with the integrated system and allows information collected from customers to be captured from the point of intake through the entire participation process. WorkSource Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all requirements.

The partners will work together, based on customer informed consent, to continually find ways to improve the collection and sharing of data within requirements to maintain confidentiality. Improving the collection of data includes, but is not limited to, accurate and complete recording of client and case management data as required by federal, state, and local policy. It also includes educating clients on the importance of complete data collection for the purposes of improving access and process improvement efforts.

All WorkSource Partners will be trained in the protection, use, and disclosure requirements governing Personal Identifiable Information (PII) and any other confidential data for all applicable programs, including FERPA- protected education records, confidential information in UI records, and personal information in all records.

Partners agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records. Partners will respect and abide by the confidentiality policies and legal requirements of all other partners. Partners will ensure

that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. Partners will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law and policies. Each Partner expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

The appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

REFERRALS

The WDC shares a strong commitment to getting individuals and employers to the agency or program where they will be best served by establishing a common referral system through the Unite Us platform. The One-Stop Operator will establish WorkSource Center and Affiliate points of contact that will be collaborative partners to test and provide input to the system-wide launch of Unite Us. This is part of an effort to expand access to wraparound services to job seekers and establish a streamlined, electronic means of making referrals across agencies, while limiting the amount of duplicative information that individuals are required to share each time they are referred. The WDC is committed to strengthening that system over the next three years, removing barriers to access, and building robust assurances to create "closed loop" mechanisms that ensure referrals receive immediate follow-up and that the referring agency is made aware that follow-up occurred. Unite Us is not simply an electronic mechanism for referral but is also a network of agencies and programs committed to better understanding the work each partner does so that meaningful referrals can be made through whatever means necessary.

ACCESSIBILITY

Physical Accessibility

The WorkSource Seattle King County One-Stop and its partners will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high traffic, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities. In addition, we will ensure the highest level of safety precautions are in place as they pertain to COVID-19.

Virtual Accessibility

The Seattle-King County WDC will work with the Washington Training & Education Coordinating Board (WTECB) to ensure that job seekers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use" and all information

kept virtually will be updated regularly to ensure dissemination of correct information. Partners should either have their own web presence via a website and/or the use of social media or work out a separate agreement with Pierce County WDC to post content through its website.

Communication Accessibility

Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Parties agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

In addition to meeting federal requirements for physical accessibility at all WorkSource Sites, co-locating services to the greatest extent possible, and using appropriate referrals, the WDC, Operator and WorkSource Partners have implemented the following strategies to increase access for those with barriers to employment:

- **Partner agencies** use the community infrastructure that King County residents already frequent -- libraries, housing authority sites, community centers, multi-service provider sites, public health clinics, college campuses, etc. -- to provide portals to the WorkSource system. These sites provide individuals with access to online resources on site, and mechanisms to connect them to full-service center and affiliate locations convenient to them, as needed. The WDC has strategically chosen partner sites that expand the reach and depth of WorkSource Seattle-King County services in high-need, high-poverty areas and strengthen partnerships with key organizations in those areas.
- **Increased Use of Technology**, including adaptive technology, to remove barriers for workers and enhance their access to services is a game changer. Advances in telecommunications and technology allow for seamless, universal, and remote access to education, training, and other workforce development services. While technology cannot fix all barrier access problems, in many cases it will help staff to improve accessibility. All WorkSource centers and affiliated sites currently have wireless internet available to customers in order to improve access to technology, including adaptive technology used by job seekers on their own devices.
- **The WorkSource Integrated Services Delivery Teams** consist of representatives from all sites and key partners to assure a highly responsive workforce system. These include:
 - **In-Community Outreach Team** to identify strategic outreach activities to reach customers that traditionally do not visit the WorkSource sites, providing career services in the community. The goal is to develop robust relationships with community organizations that could benefit from or contribute to WorkSource services.
 - **Customer Engagement Team** to review system-wide customer feedback and make recommendations for quality improvements. This team reviews best practices in customer flow and changes that impact the customer experience.
 - **Facilitator Team** to oversee the development and maintenance of workshop curricula and materials and related staff training, continually improving the quality of workshop and materials based on the needs of customers.

WorkSource Partners agree to adhere to all statutes, regulations, policies, and plans regarding priority of service for job seekers, including, but not limited to, priority of service for veterans and

their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance.

OUTREACH

WorkSource Partners agree to collaborate with the One Stop Operator to strategically conduct in-community outreach. This outreach will identify activities to reach customers that traditionally do not visit WorkSource sites. This will increase access to career services in historically underserved communities. The goal is to develop robust relationships with community organizations that could benefit from or contribute to WorkSource services.

Partners will target recruitment of special populations that are a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners. Partners will also work with the WDC and the Operator to identify communities that need specific outreach to improve access to services.

DISPUTE RESOLUTION

WIOA sets the expectation that the WDC, CLEOs and WorkSource Partners enter into good-faith negotiations to reach agreement on the MOU and IFA. In that spirit, the parties to this agreement agree to communicate openly and directly and that every effort will be made to resolve any problems or disputes in a cooperative manner. The parties shall attempt to resolve all issues concerning provisions or language in the MOU or amendments informally. Any party may call a meeting of all parties to discuss and resolve disputes.

Should informal resolution efforts fail, the dispute shall be submitted in writing to the WDC for Chief Executive Officer (CEO) Chief of Staff and Strategy(COS)/designee review. The WDC CEO/ COS/designee shall attempt to mediate and resolve the dispute. If any party in the dispute is not satisfied with the decision of the WDC staff, the dispute shall be placed upon the agenda of a regular or special meeting of the WDC's Fiscal and Administrative Committee, which will be requested to make a determination within thirty days.

If one or more of the parties do not agree with the determination of the WDC's Fiscal and Administrative Committee, the process described in the Washington Workforce System Policy #5410 Rev. 1 will be used to resolve the dispute. [*Dispute Resolution Policy*](#)

Per WIOA Section 121(h) and 20 CFR 678.725-750, local disputes related to funding of WorkSource infrastructure costs are exempt from this policy and will instead be addressed through application of the state one-stop funding mechanism determined by the Governor and subject to a state-level appeals process established by the Governor.

MONITORING

The Seattle-King County Workforce Development Council, or its designated staff, officials from the State and Local administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that:

- Federal awards are used for authorized purposes in compliance with law, regulations, and State policies,
- Those laws, regulations, and policies are enforced properly,
- Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness,
- Outcomes are assessed and analyzed periodically to ensure that performance goals are met,
- Appropriate procedures and internal controls are maintained, and record retention policies are followed, and
- All MOU terms and conditions are fulfilled.

All Parties to this MOU should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

Parties to this Agreement shall comply with the nondiscrimination and equal opportunity laws described in Section 188 of WIOA of 2014, including Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; and the Americans with Disabilities Act of 1990.

CUSTOMER CONCERN AND COMPLAINT RESOLUTION

Federal law and regulations require procedures for handling complaints alleging violation of WIOA Title 1, Wagner-Peyser (including TAA) and Non-Discrimination laws. The complexity of these procedures, and the resulting silos, may have prevented partners from assisting all customers who have service delivery or customer service-related concerns before they rise to the level of a formal, written complaint. The lack of standard expectations for handling concerns may have limited prompt and informal resolution and may have unnecessarily increased the number of formal, written complaints. [Customer Concern Policy and Handbook](#).

INDEMNIFICATION & HOLD HARMLESS

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

SEVERABILITY

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

DRUG AND ALCOHOL-FREE WORKPLACE

All Parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

CERTIFICATION REGARDING LOBBYING

All Parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

DEBARMENT AND SUSPENSION

All Parties shall comply with the debarment and suspension requirements (E.O. 12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

PRIORITY OF SERVICE

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

1. Displaced homemakers.
2. Low-income individuals.
3. Native Americans, including Indians, Alaska Natives and Native Hawaiians as those terms are defined in WIOA section 3.
4. Individuals with disabilities, including youth who are individuals with disabilities, and Individuals with vision loss.
5. Older individuals, age 55 and older.
6. Returning citizens (ex-offenders).
7. Homeless individuals.
8. Youth who are in or have aged out of the foster care system.
9. English language learners, a group that is often referred to as Limited English Proficiency (LEP), individuals who have low levels of literacy, and individuals facing substantial cultural barriers.

10. Eligible migrant and seasonal farmworkers.
11. Individuals within two years of exhausting lifetime eligibility under Part A of title IV of the Social Security Act.
12. Single parents, including single pregnant women.
13. Long-term unemployed individuals.
14. TANF recipients
15. Such other groups as the Governor involved are determined to have barriers to employment. [Additional WIOA Focus Populations](#)

WorkSource Partners agree to adhere to all statutes, regulations, policies, and plans regarding priority of service for job seekers, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance.

Partners will target recruitment of special populations that are a focus for services under WIOA, such as Black, Indigenous, People of Color (BIPOC), immigrant and refugee communities, individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

BUY AMERICAN PROVISION

Each Party that receives funds made available under title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. Section 49, et. seq.) certifies that it will comply with Sections 8301 through 8303 of title 41 of the United States Code (commonly known as the “Buy American Act.”) and as referenced in WIOA Section 502 and 20 CFR 683.200(f).

SALARY COMPENSATION AND BONUS LIMITATIONS

Each Party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, TEGL 17-15, Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2016; Final PY 2016 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and Workforce Information Grants to States Allotments for PY 2016, Public Laws 114-113 (Division H, title I, Section 105) and 114-223, and WIOA section 194(15)(A), restricting the use of federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

NON-ASSIGNMENT

Except as otherwise indicated herein, no Party may, during the term of this MOU or any renewals or extensions of this MOU, assign or subcontract all or any part of the MOU without prior written consent of all other Parties.

GOVERNING LAW

This MOU will be construed, interpreted, and enforced according to the laws of the State of Any State. All Parties shall comply with all applicable Federal and State laws and regulations, and Local laws to the extent that they are not in conflict with State or Federal requirements.

STEPS TO REACH CONSENSUS

The Seattle King County Workforce Development Council is responsible for convening all required and optional American Job Center Partners to ensure that, at a minimum, all American Job Center Partners from all counties within the Seattle-King County are appropriately represented. Seattle-King County Workforce Development Council holds meeting quarterly with all partners to discuss budget to actual IFA expenses and MOU related topics. At a minimum of four weeks prior to the proposed start date of the MOU/IFA partners are provided with the draft MOU and related WorkSource center budgets. A special meeting is also held to discuss and answer any questions related to the MOU/IFA to allow for all steps to be conducted in good faith and in an open and transparent environment.

MODIFICATION PROCESS

This MOU may be amended at any time upon mutual agreement of the parties. Any amendment to this MOU must be consistent with federal, state or local laws, regulations, rules, plans or policies. Any amendment of this MOU must involve the process outlined in this section.

Amendment or modification of the MOU only requires the parties to review and agree to the elements of the MOU that have changed. Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget (per “substantial changes” defined below), do not require renewal of the MOU. Because this MOU is a “living document” that is likely to undergo changes over the next three years, changes to the attachments to the MOU that do not change the intent of the document may be considered minor revisions. Additionally, because it is the goal of the WDC, the CLEOs and the community to continually grow the partnership supporting WorkSource services, Partner site partners may be added to the MOU without the need to resign the entire document. Partner sites added during a program year will not be factored into the budget or IFA during that year and will instead be added in the next full program year or the next MOU, whichever is most appropriate, based on agreement between the Partner site and the WDC.

Substantial changes, such as changes in one-stop partners, or a change due to the election of a new CLEO, or closing of a WorkSource Center or Affiliate, will require renewal of the MOU (20 CFR 678.500(b)(6), (d), and (e); 34 CFR 361.500(b)(6), (d), and (e); and 34 CFR 463.500(b)(6), (d), and (e)). Renewal of an MOU requires all parties to review and agree to all elements of the MOU and resign:

A party seeking an amendment must submit a written request to each signatory, providing at least **60 days** for discussion, and possible inclusion in WDC meetings. The request must include: the requesting Partner’s name; the reasons(s) for the amendment request; the desired date for the amendment to take effect; and the signature of an authorized representative of the requesting Partner. The WDC shall maintain a file documenting all requests for MOU modification,

including the 1) date of the request, 2) information about the changes being requested, and 3) the circumstances that resulted in the request being made.

If the change requested does not warrant renewal of the MOU, partners will have 30 days to indicate any concerns regarding the change. If no objections to proposed amendment are raised by the partners, the WDC will update the MOU at the end of the 30 day period. If partners raise concerns, the WDC will present the modification requests to the WDC board for review and approval. Such approval would take place at a publicly noticed WDC meeting where partners with any concerns would have the opportunity to publicly comment.

If the WDC determines that the amendment request requires renewal, partners will be notified and the amendment will be discussed at a WDC meeting, where partners will have the opportunity to comment. A request for renewal that is approved by the WDC board will be incorporated in a renewed MOU and routed for partner signature.

The approval timeline may be dependent on the WDC Board Committee meeting schedule. The WDC reserves the right to convene the partners as needed to resolve any issues related to requests for change to the MOU.

If a partner withdraws from the MOU all pertinent terms of the MOU will continue in effect for the remaining partners. Any party may request to withdraw from the MOU at any time for cause or may cancel without cause with a **90-day** written notice.

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

TERMINATION

In the event funding identified in support of the Infrastructure Funding Agreement is suspended, terminated, or reduced substantially during the term of this Agreement, then a Partner may terminate or reduce its participation in this Agreement as allowed per existing lease and sublease agreements.

A request to terminate this agreement must be submitted in writing to the Workforce Development Council of Seattle King County, 2003 Western Avenue, Ste. 250, Seattle, WA 98121 and such a request requires at least ninety (90) days prior written notice. The terminating or reducing Partner shall be responsible for and agrees to pay its share of costs through the effective date as outlined in sublease agreements. Upon termination or reduction of a Partner, the costs associated with this IFA shall be reallocated by WorkForce Development Council Seattle-King County among the remaining Partners, and the Agreement shall be modified in writing accordingly. WorkForce Development Council Seattle-King County is responsible for notifying all Partners of the change in participation.

EFFECTIVE PERIOD

This MOU commences on October 1, 2023, or when all of the required partners have signed the agreement, whichever is sooner, and concludes on September 30, 2026. The parties may agree to amend this MOU at any time before its designated conclusion date.

WORKSOURCE SYSTEM OPERATING BUDGET & INFRASTRUCTURE SHARING AGREEMENT (IFA)

The WorkSource System operating budget and IFA are incorporated into this MOU as Attachment A. The system operating budget consists of:

- Non-personnel infrastructure costs necessary for the general operation of WorkSource centers and affiliates, including but not limited to:
 - Applicable facility costs (such as rent).
 - Costs of utilities and maintenance.
 - Equipment (including physical modifications to the center for access, assessment-related products, and assistive technology for individuals with disabilities).
 - Technology to facilitate access to the One-Stop center, including technology used for the center's planning and outreach activities.
- Additional Costs:
 - Applicable Career Services to include the costs of the provision of career services described in section 134(c)(2), as applicable to each program.
 - Other Costs be determined via negotiations with the WorkSource partners.

The methodology for allocating costs is described in **Attachment A**. All costs are in line with the Federal authorizing statute for each partner and Federal Cost Principles requiring that costs are reasonable, necessary, and allocable. The system operating budget and IFAs were compiled by the Workforce Development Council. Partners reach consensus, and indicate by their signature to the MOU, their agreement with the operating budget and IFA. Thirty (30) days after the end of each quarter, the operating budget will be reconciled against actual costs. Participant data from the previous year will be used to allocate infrastructure costs across the mandatory partners. Partners will be invoiced for their costs and reimbursed for any cost overages.

Each year a new system budget will be developed, and the partners will negotiate a new IFA. In the event a new site budget exceeds a 15% change from the prior budget, this will be considered a substantive change and signatures will be required from the site's partners. The system operating budget and IFA for 2023 will be in effect from October 1, 2023, through September 30, 2024.

WIOA REQUIREMENTS AND REFERENCES

- WIOA Law (WIOA Sec. 121(a)(1); 121(b)(1 and 2);121(c)(2)(A)(i-v);121(h); WIOA Subtitle B, C and D, [21 U.S.C. 3151(h)])
- WIOA Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule, published August 19, 2016 at 81 FR 55791 (§361.500-510; § 361.755-760; §463.300; §463.500-510 and §463.755-760)
- 5 CFR 850.106, 31 CFR 370.38, 15 USC 96 Sec. 7001 and RCW 1.80.060
- 20 CFR 678, Subparts B and C (20 CFR 678.400-425, 20 CFR 678.500-510; 20 CFR 678.700- 760 and 20 CFR678.900)
- TEGL 16-16 WIOA-General Guidance for One-Stop Operations
- TEGL 17-16
- WorkSource System Policy 1012, Revision 2 (Complaint Resolution)
- [ESD Policy 1013 Rev 4 - One-Stop Memorandum of Understanding \(MOU\)](#)

AUTHORITY AND SIGNATURE

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

ALL AGENCIES ARE REQUIRED TO SIGN AND RETURN THIS SIGNATURE AND AUTHORITY DOCUMENT.

This Memorandum of Understanding is being executed and signed in counterparts, meaning each signatory will sign a separate document, considered an original, as long as the WDC Board Chair (or designee) acquires signatures of each party and provides a complete copy of the MOU with each party's signature to all the other Partners. Electronic, digital and wet signatures will be accepted. Please return to contracts@seakingwdc.org.

I understand that this MOU expires on September 30, 2026.

By signing my name below, I certify that I have read all the information and have the authority to commit my organization to the terms of the MOU and its attachments.

By signing this document, I also certify that I have the legal authority to bind my agency to

- Support the terms outlined in the MOU and Attachment A.
- Fulfill the financial responsibilities to which my agency has committed in the Operating Budget and Infrastructure Funding Agreement (IFA), incorporated in this MOU at Attachment A.

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

AGENCY NAME

AUTHORIZED SIGNATURE

TITLE

PRINTED NAME

DATE

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
 OTHER IFA PARTNER

Workforce Dev. Council of Seattle-King County

AGENCY NAME



Chief Executive Officer

AUTHORIZED SIGNATURE

TITLE

Marie Kurose

09/11/2023

PRINTED NAME

DATE

2064480474

mkurose@seakingwdc.org

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

AARP FOUNDATION

AGENCY NAME

DocuSigned by:

023F409E96E1430...

VP Finance, Grants, Operations

AUTHORIZED SIGNATURE

TITLE

Demetri Anzoulatos

9/27/2023

PRINTED NAME

DATE

(202) 434-2272

dgantzoulatos@aarp.org

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

Bellevue College
 AGENCY NAME

Rodger Harrison
 AUTHORIZED SIGNATURE

Interim VP of Administrative Services
 TITLE

Rodger Harrison
 PRINTED NAME

Nov 7, 2023
 DATE

425-564-2224
 AGENCY CONTACT PHONE

rodger.harrison@bellevuecollege.edu
 EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

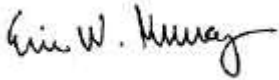
SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

Cascadia College

AGENCY NAME



President

AUTHORIZED SIGNATURE

TITLE

Eric Murray

9/11/2023

PRINTED NAME

DATE

425-352-8810

emurray@cascadia.edu

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

Department of Services for the Blind

AGENCY NAME



Assistant Director of VR - Workforce Initiatives

AUTHORIZED SIGNATURE

Lisa Wheeler

TITLE

10/2/2023

PRINTED NAME

206-906-5508

DATE

lisa.wheeler@dsb.wa.gov

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

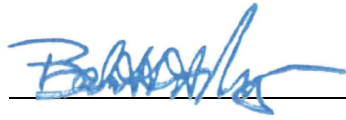
SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

Department of Social and Health Services

AGENCY NAME



Director/Community Services Division

AUTHORIZED SIGNATURE

TITLE

Babs Roberts

09/14/2023

PRINTED NAME

DATE

360.725.4888

babette.roberts@dshs.wa.gov

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

DVR

AGENCY NAME


Douglas Morehead (Sep 22, 2023 08:47 PDT)

DVR Contract Manager

AUTHORIZED SIGNATURE

TITLE

Douglas Morehead

Sep 22, 2023

PRINTED NAME

DATE

3604905456

MARTIA@dshs.wa.gov

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

Employment Security Department

AGENCY NAME

Norton Sweet
Norton Sweet (Sep 17, 2023 09:30 PDT)

AUTHORIZED SIGNATURE

Norton Sweet

PRINTED NAME

360-867-8752

AGENCY CONTACT PHONE

Central Sound Regional Director

TITLE

Sep 17, 2023

DATE

norton.sweet@esd.wa.gov

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

Green River College

AGENCY NAME

Shirley Bean

Shirley Bean (Sep 6, 2023 19:47 PDT)

Vice President

AUTHORIZED SIGNATURE

TITLE

Shirley Bean

Sep 6, 2023

PRINTED NAME

DATE

sbean@greenriver.edu

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

WSBCTC - Highline College

AGENCY NAME

Stephen Washburn

Associate Dean of ELCAP

AUTHORIZED SIGNATURE

TITLE

Stephen Washburn

Sep 7, 2023

PRINTED NAME

DATE

swashburn@highline.edu

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA
October 1, 2023 to September 30, 2026
Signature and Authority

SIGNED ON BEHALF OF:

HopeLink

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

AGENCY NAME

DocuSigned by:
Geoff Crump
06A469CCD6264AD...

CEO

AUTHORIZED SIGNATURE

TITLE

Geoff Crump

9/12/2023

PRINTED NAME

DATE

425-869-6000

gcrump@hopelink.org

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

King County

AGENCY NAME

Dow Constantine

Executive

AUTHORIZED SIGNATURE

TITLE

Dow Constantine

10/03/2023

PRINTED NAME

DATE

(206) 477-2761

aallison@kingcounty.gov

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

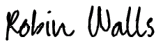
SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

King County Housing Authority

AGENCY NAME

DocuSigned by:

A4E3EFB018G241F...

President / CEO

AUTHORIZED SIGNATURE

TITLE

Robin Walls

9/20/2023

PRINTED NAME

DATE

 206-574-1100

RobinW@kcha.org

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

Department of Labor & Industries

AGENCY NAME

Lynda Ducharme

Regional Administrator

AUTHORIZED SIGNATURE

TITLE

Lynda Ducharme

09/18/2023

PRINTED NAME

DATE

253-596-3833

Lynda.ducharme@lni.wa.gov

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

Literacy Source
AGENCY NAME

S. C. Howell
AUTHORIZED SIGNATURE

Co-Executive Director
TITLE

S. C. Howell
PRINTED NAME

9/24/23
DATE

206-782-2050
AGENCY CONTACT PHONE

cath@literacy source . org
EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

Lake Washington Institute of Technology

AGENCY NAME



VP Administrative Services

AUTHORIZED SIGNATURE

TITLE

Bruce Riveland

September 14, 2023

PRINTED NAME

DATE

(425) 739-8201

Bruce.Riveland@lwtech.edu

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

[National Asian Pacific Center on Aging](#)

AGENCY NAME

Jo Park

[Chief Programs Officer](#)

AUTHORIZED SIGNATURE

TITLE

[Jo Park](#)

[September 11, 2023](#)

PRINTED NAME

DATE

[917.993.2061](#)

jo@napca.org

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

North Seattle College

AGENCY NAME

Curtis Bonney

Dean of Basic and Transitional Studies

AUTHORIZED SIGNATURE

TITLE

Curtis Bonney

Sep 18, 2023

PRINTED NAME

DATE

2069344551

curtis.bonney@seattlecolleges.edu

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

Renton Technical College

AGENCY NAME



VPA

AUTHORIZED SIGNATURE

TITLE

Jacob Jackson

Sep 7, 2023

PRINTED NAME

DATE

jacob.jackson@rtc.edu

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

WSBCTC - Seattle Central College

AGENCY NAME

Chris Sullivan

Executive Dean, WF Education

AUTHORIZED SIGNATURE

TITLE

Chris Sullivan

Sep 11, 2023

PRINTED NAME

DATE

2069345566

chris.sullivan@seattlecolleges.edu

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

City of Seattle

AGENCY NAME



Mayor

AUTHORIZED SIGNATURE

TITLE

Bruce Harrell

September 26th, 2023

PRINTED NAME

DATE

206-684-4000

bruce.harrell@seattle.gov

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

Seattle Housing Authority

AGENCY NAME



Administrator, JobLink Program

AUTHORIZED SIGNATURE

TITLE

Anne Keeney

September 14, 2023

PRINTED NAME

DATE

206.482.8475

anne.keeney@seattlehousing.org

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

WSBCTC - Shoreline Community College

AGENCY NAME

Jonathon Molinaro

Associate Dean Transitional Studies

AUTHORIZED SIGNATURE

TITLE

Jonathon Molinaro

Sep 7, 2023

PRINTED NAME

DATE

2065464101

jmolinaro@shoreline.edu

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

WSBCTC - Seattle Colleges

AGENCY NAME


Sayumi Irey (Sep 18, 2023 16:41 PDT)

Acting President

AUTHORIZED SIGNATURE

TITLE

Sayumi Irey

Sep 18, 2023

PRINTED NAME

DATE

Sayumi Irey

Sayumi.irey@Seattlecolleges.edu

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

Workforce Development Seattle-King County, Board Chair

AGENCY NAME


Jiquanda Nelson (Sep 15, 2023 10:19 PDT)

Workforce Development Seattle-King County, Board Chair

AUTHORIZED SIGNATURE

TITLE

Jiquanda Nelson

Sep 15, 2023

PRINTED NAME

DATE

8109195218

jnelson@diversitywindow.com

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

REQUIRED WIOA PARTNER

OTHER IFA PARTNER

Weld Seattle

AGENCY NAME

[Handwritten Signature]

AUTHORIZED SIGNATURE

Director, Operations

TITLE

Harveem Brantley

PRINTED NAME

10/4/23

DATE

(206) 571 4938

AGENCY CONTACT PHONE

Harveem@weldseattle.org

EMAIL ADDRESS

WorkSource Seattle-King County MOU and IFA

October 1, 2023 to September 30, 2026

Signature and Authority

SIGNED ON BEHALF OF:

CHECK ONE:

- REQUIRED WIOA PARTNER
- OTHER IFA PARTNER

YWCA of Seattle King County Snohomish

AGENCY NAME

Mike Schwartz

Mike Schwartz (Sep 7, 2023 08:54 PDT)

Director of Economic Advancement

AUTHORIZED SIGNATURE

TITLE

Mike Schwartz

Sep 7, 2023

PRINTED NAME

DATE

schwartz@ywcaworks.org

AGENCY CONTACT PHONE

EMAIL ADDRESS

WorkSource Seattle-King County PY23 Operating Budget (Oct 1, 2023 to Sept 30, 2024)

	Infrastructure	Career Services	Other	Totals
Centers				6,726,535
Auburn	385,589	3,545,000	-	3,930,589
North Seattle	384,945	2,411,000	-	2,795,945
Affiliates				7,672,839
Downtown	148,030	970,000	103,659	1,221,689
Rainier	596,264	2,835,000	-	3,431,264
Redmond	502,994	2,005,000	-	2,507,994
South Seattle	69,302	390,000	52,591	511,892
Connection Sites				1,660,422
Bellevue College	\$ 70,200	\$ 15,080	\$ -	\$ 85,280
Cascadia College	\$ 5,760	\$ 7,324	\$ -	\$ 13,084
Highline College	\$ 3,060	\$ 24,107	\$ -	\$ 27,167
Green River College	\$ 257	\$ 49,531	\$ -	\$ 49,788
Lake WA Institute of Technology	\$ 14,200	\$ 33,900	\$ -	\$ 48,100
Renton Technical College	\$ 96,918	\$ 9,158	\$ 59,087	\$ 165,163
Seattle Central College	\$ 3,576	\$ 18,362	\$ -	\$ 21,938
Shoreline College	\$ 11,204	\$ 41,078	\$ 500	\$ 52,782
South Seattle College Georgetown	\$ 43,935	\$ 13,983	\$ -	\$ 57,918
Children's Home Society of WA	\$ 2,217	\$ 166	\$ 2,198	\$ 4,581
Downtown Emergency Service Center	\$ 6,800	\$ 3,424	\$ -	\$ 10,224
Hopelink (Bellevue, Carnation, Kirkland, Redmond, Shoreline)	\$ 13,875	\$ 23,920	\$ 8,882	\$ 46,677
IKRON	\$ 1,956	\$ 565	\$ -	\$ 2,521
International Rescue Committee				\$ -
King County Community Corrections Div.	\$ 500	\$ 85,000	\$ -	\$ 85,500
King County Library (5 Sites)	\$ 16,798	\$ 75,759	\$ -	\$ 92,557
Lifelong	\$ 9,825	\$ 68,135	\$ 2,507	\$ 80,467
Uplift (formerly Millionair Club Charity)	\$ 38,000	\$ 13,168	\$ 7,527	\$ 58,695
Multi-Service Center	\$ 3,810	\$ 24,620	\$ 6,107	\$ 34,537
National Asian Pacific Center on Aging				\$ -
Neighborhood House - Birch Creek	\$ 2,926	\$ 22,309	\$ -	\$ 25,235
Neighborhood House - HighPoint	\$ 6,296	\$ 15,398	\$ -	\$ 21,694
Neighborhood House - Kent	\$ 6,328	\$ 50,524	\$ -	\$ 56,852
Pioneer Human Services, Aspen Terrace	\$ 6,000	\$ 65,000	\$ 4,156	\$ 75,156
Puget Sound Training Center	\$ 19,897	\$ 77,783	\$ 4,388	\$ 102,068
Refugee Women's Alliance-ReWA (MLK, SeaTac)	\$ 4,768	\$ 71,684	\$ 10,936	\$ 87,388
Seattle Goodwill	\$ 60,095	\$ 41,590	\$ -	\$ 101,685
Seattle Housing Authority - New Holly	\$ 2,950	\$ 12,350	\$ 1,000	\$ 16,300
Seattle Public Library (Ballard)	\$ 2,940	\$ 29,951	\$ -	\$ 32,891
Seattle Public Library (Central)	\$ 7,602	\$ 59,902	\$ -	\$ 67,504
Washington Talking Books and Braille	\$ 2,923	\$ 1,872	\$ -	\$ 4,795
YWCA Learning Center - Greenbridge	\$ -	\$ 90,717	\$ 41,160	\$ 131,877
TOTALS	2,552,740	13,202,360	304,697	16,059,796

PROPORTIONATE SHARE OF INFRASTRUCTURE AND OTHER COSTS BY PROGRAM

Required Partners	WorkSource Center Auburn	WorkSource Center North	WorkSource Affiliate Rainier	WorkSource Affiliate Redmond	WorkSource Affiliate Downtown	WorkSource Affiliate South	Totals
WIOA Title I (WDC)	\$ 54,477.03	\$ 54,492.88	\$ 166,733.11	\$ 77,284.39	\$ 107,702.02	\$ 78,475.19	\$ 539,164.63
WIOA Title II (Adult Literacy - Colleges)	\$ 1,163.22	\$ 743.86				\$ 16,349.00	\$ 18,256.08
WIOA Title III, TAA, Vets, UI, MSFW (ESD)	\$ 215,477.59	\$ 238,020.63	\$ 296,580.92	\$ 301,850.33			\$ 1,051,929.47
WorkFirst (ESD)	\$ 38,061.49	\$ 23,931.91	\$ 92,042.36	\$ 29,696.52			\$ 183,732.27
WIOA Title IV (DVR)	\$ 7,734.91	\$ 16,111.12		\$ 94,162.98			\$ 118,009.01
WIOA Title IV (DSB)	\$ 1,153.28	\$ 737.51					\$ 1,890.78
WIOA Title V SCSEP (NAPCA)	\$ 188.90	\$ 120.80					\$ 309.70
WIOA Title V SCSEP (AARP Foundation)	\$ 222.04	\$ 141.99					\$ 364.03
Carl Perkins (Workforce Education - Colleges)	\$ 58,558.64	\$ 37,447.53					\$ 96,006.17
YouthBuild							\$ -
Job Corps							\$ -
<i>Native American Programs (not required)</i>							\$ -
<i>CSBG (Not available in region)</i>							\$ -
<i>Second Chance Programs (Data not available)</i>							\$ -
King County - Sell-Sufficiency	\$ 1,060.48	\$ 678.17					\$ 1,738.65
SHA - HUD Employment and Training	\$ 2,117.66	\$ 1,354.21					\$ 3,471.87
Additional Partners Providing Services at WorkSource Sites							\$ -
Labor & Industries	\$ 5,374.12	\$ 11,164.74	\$ 20,453.86				\$ 36,992.72
Weld			\$ 20,453.86				\$ 20,453.86
King County Housing Program							\$ -
King County Substance Abuse Program							\$ -
DVR and DDA Contract (ESD)							\$ -
Security Services (ESD)							\$ -
TANF (YWCA)					\$ 104,547.19		\$ 104,547.19
Career Works - Medical (YWCA)							\$ -
Boeing Manufacturing (YWCA)							\$ -
King County Non -WIOA Youth and Adult							\$ -
King County Best Starts For Kids							\$ -
MIS/Administration (King County)							\$ -
Employment, Education King County Superior Court							\$ -
Open Doors							\$ -
Renton Technical College Teacher							\$ -
Seattle Education Access							\$ -
Embedded Career Specialist						\$ 27,068.28	\$ 27,068.28
King County Jobs Initiative (YWCA)					\$ -		\$ -
United Way					\$ 39,439.30		\$ 39,439.30
TOTALS	385,589.36	384,945.36	596,264.10	502,994.21	251,688.52	121,892.47	2,243,374.02

WorkSource Center Auburn Budget and IFA
October 1, 2023 through December 30, 2023

Total Sq Ft	13,303
Annual Cost per Square Foot	28.99

INFRASTRUCTURE COSTS	Annual Cost
EA - 8020 Supplies and Materials	\$ 1,000
EA - 8030 Janitorial Supplies	\$ 3,500
EA - 8400 Office Supplies	\$ 3,500
EB - 8050 Postage and Parcel	\$ 150
EC - 0020 Electricity	\$ 26,000
EC - 0030 Data & Document Destruction	\$ 750
EC - 0070 - Garbage	\$ 3,750
EC - 0090 Sewer	\$ 2,000
EC - 1100 Water	\$ 1,000
ED - 0010 Buildings Long term	\$ 275,776 Expires 3/25
EE - Printing and Reproduction	\$ 1,000
EE - Building Maintenance	\$ 1,000
EG - 0020 Membership Due Chambers of Commerce	\$ 900
EH - 1000 Water Filter Leases	\$ 1,750
EH - 1150 Managed Print Services	\$ 3,000
EH - 1200 Multi Function Device Lease	\$ 2,524
EH - 0100 Transition Services	\$ 2,507 Expires 3/24
EH - 8240 Janitorial Services	\$ 37,882
EJ - Software Licenses	\$ 1,000
EZ - 2010 Advertising (chamber magazine)	\$ 1,000 New
Allocated Flat Rate	\$ -
EB - 8050 - Shared Phone Service in Resource Room/Ting Rooms	\$ 1,179
EB - R230 - TV/Computer public use	\$ 14,628 New
Total rate cost less start of shared cost	\$ -
EB - 8050 Phones	\$ - \$14 each
EB - R230 - TV/Computer	\$ - \$117.95 each Plus could have add ons

Minus Payments by non-WorkSource Partners

Total Infrastructure Costs Attributable to WorkSource	\$ 385,589
Enter other costs here	-
Enter other costs here	-
Enter other costs here	-
Total Other Shared Costs	-

COST SHARING	Title I (WOC Funded) 1.7 FTE AAH/ 2.1 FTE DW	Title II (WOC Funded) 3.25 FTE Youth	ESEA - Federal 2 FTE	ESEA - State 2 FTE	Americorps Digital Navigator 1 FTE	Quest - 1	Title III not currently on site	Title III ESO Staff Career Preparation Period (CPP)	Title III ESO Staff - LETA	Title III ESO Staff - DWP*	Title III ESO Staff - Wagner-Peyser	Title III ESO Staff - UI	Title III ESO Staff - RESEA	Title III ESO Staff - TANF Workforce **	Title III ESO Staff - Misc	Title III ESO Staff - TAA	Title IV DSH Not Currently on Site	L&I (1 cubic ft)	Title V NAP/CA - VCEP	Perkins	Title V AARP - VCEP	NCAA - Self-Sufficiency Programs (Not currently at Site)	SBA - HUD Employment & Training (Not currently at Site)	DVR	Title IV	Totals	
																											Weighted
INFRASTRUCTURE COST SHARING																											
Total FY23 (Oct 23 - Sept 24) costs for customer space (shared by all) 153,853																											
Total FY23 (Oct 23 - Sept 24) cost per program/provider using selected base Customers \$ 7,781.31 \$ 1,289.15 \$ - \$ - \$ - \$ - \$ 1,163.22 \$ - \$ 913.01 \$ 913.01 \$ 35,244.55 \$ - \$ 30,810.40 \$ 4,275.08 \$ 155.76 \$ 271.75 \$ 1,113.28 \$ - \$ 188.90 \$ 58,558.64 \$ 222.04 \$ 1,060.48 \$ 2,117.66 \$ 7,794.91 \$ 113,853.14																											
Total FY23 (Oct 23 - Sept 24) cost for staff space (shared by those on-site) 291,796																											
Total FY23 (Oct 23 - Sept 24) cost per program/provider using selected base Weighted \$ 20,842.79 \$ 8,296.88 \$ 2,759.33 \$ 2,759.33 \$ 5,374.12 \$ 5,374.12 \$ - \$ 22,895.47 \$ 5,374.12 \$ 5,374.12 \$ 64,061.25 \$ 8,021.04 \$ 40,543.10 \$ 33,786.41 \$ - \$ - \$ - \$ - \$ 5,374.12 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 231,796.22																											
OTHER COST SHARING																											
Total FY23 (Oct 23 - Sept 24) other costs \$ -																											
Total FY23 (Oct 23 - Sept 24) other costs per program/provider using selected base Weighted \$ - \$ 0																											
INFRASTRUCTURE + OTHER COST SHARING																											
Total FY23 (Oct 23 - Sept 24) Infrastructure + Other Cost per program/provider \$ 26,624.10 \$ 9,586.03 \$ 2,759.33 \$ 2,759.33 \$ 5,374.12 \$ 5,374.12 \$ 1,463.22 \$ 12,895.47 \$ 6,287.13 \$ 6,287.13 \$ 49,305.80 \$ 8,021.04 \$ 71,853.50 \$ 38,062.48 \$ 155.76 \$ 271.75 \$ 1,113.28 \$ 5,374.12 \$ 188.90 \$ 58,558.64 \$ 222.04 \$ 1,060.48 \$ 2,117.66 \$ 7,794.91 \$ 113,853.14																											
Monthly Infrastructure + Other Costs per provider \$ 2,381.54 \$ 798.84 \$ 239.94 \$ 239.94 \$ 447.84 \$ 447.84 \$ 95.93 \$ 1,107.26 \$ 523.93 \$ 523.93 \$ 4,375.48 \$ 743.42 \$ 6,346.13 \$ 3,373.79 \$ 13.98 \$ 22.65 \$ 85.11 \$ 447.84 \$ 15.74 \$ 4,879.89 \$ 18.30 \$ 88.37 \$ 176.47 \$ 644.58 \$ 10,112.45																											
Percent of Total Site Cost																											
7.42% 2.49% 0.72% 0.72% 1.89% 1.89% 0.30% 5.96% 1.63% 1.63% 21.35% 2.31% 48.51% 9.87% 0.04% 0.07% 0.30% 1.90% 0.05% 15.99% 0.06% 0.28% 0.50% 2.01% 100.00%																											
CAREER SERVICES COSTS (non-cash donations by on-site partners)																											
\$ 380,000 \$ 125,000 \$ 20,000 \$ 20,000 \$ 100,000 \$ 100,000 \$ - \$ 182,000 \$ 100,000 \$ 100,000 \$ 948,000 \$ 866,000 \$ 636,000 \$ 568,000 \$ - \$ - \$ - \$ - \$ 100,000 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 3,545,000																											

Program	Seating	
	Total participants	each program's % of total participants
Title I		
-Youth	389	0.8%
-Adult	1,897	4.1%
Unidentified Worker	451	1.0%
Title II - AEFSA*	351	0.8%
Title III - Wagner Peyser	10,635	22.9%
Title IV		
-DVR	2,334	5.0%
-ISEP	348	0.7%
TANF/Workforce	1,250	2.8%
Trade Act	82	0.2%
Veterans	551	1.2%
SESEP	124	0.3%
Carl Perkins Post-Secondary*	17,670	38.1%
Youth Build		0.0%
Job Corp		0.0%
IASD Employment & Training	691	1.4%
CSDE Employment & Training		0.0%
Native American Programs		0.0%
Employment Insurance (DESEA)	3,973	8.6%
MF SW	47	0.1%
Family Self Sufficiency Program	286	0.6%
Resident Opportunities and Self Sufficiency Program	34	0.1%
TOTALS	46,425	100.0%

SEATING	Title II	% of Seating Title II Total	IFA Amount	Perkins	% of Seating Perkins/Total	IFA Amount
Bellevue	23	7%	\$ -	76	1.6%	\$ 6,121
Cascadia	1	0%	\$ -	3	0%	\$ 305
Green River	28	8%	\$ 93	2,450	14%	\$ 8,110
Higgins	40	11%	\$ 139	1,925	11%	\$ 6,992
HopeLink	1	0%	\$ -	3	0%	\$ -
State Washington	13	4%	\$ 43	2,465	14%	\$ 8,169
University Source	2	3%	\$ 7	77	0%	\$ -
Wentworth	27	7%	\$ 239	2,167	12%	\$ 7,181
Yakima	10	3%	\$ 32	2,248	13%	\$ 7,450
Seattle Central	41	11%	\$ 135	1,621	9%	\$ 5,305
Seattle South	29	8%	\$ 95	805	5%	\$ 2,668
Shoreline	49	14%	\$ 162	2,019	12%	\$ 6,867
SEATING TOTALS	351	100%	\$ 1,163	17,670	100%	\$ 58,550

** DSH/ESA/CSD, on behalf of TANF, commits support in sharing their share of the total cost of the Comprehensive Center Infrastructure Costs for the October 1, 2023 to September 30, 2026 Infrastructure Funding Agreement (IFA). These funds shall be contributed to the Seattle-King Workforce Development Council by the Employment Security Department (ESD) on behalf of TANF. These funds utilized by ESD are part of the current allocation that DSH/ESA/CSD has contracted to ESD for the delivery of TANF/workforce services. If for any reason ESD does not have the identified amount available to pay IFA costs on behalf of TANF, or fails to do so, this agreement is void and must be renegotiated.

WorkSource Center North Seattle Budget and IFA

October 1, 2023 through December 30, 2023

Total Sq Ft	17,450
Annual Cost per Square Foot	22.06

INFRASTRUCTURE COSTS	Annual Cost
EA- A&D Supplies and Materials	200
EA- A&D Office Supplies	1,000
EA- A&D Janitorial Supplies	750
EB- B&D Postage and Parcel	60
EC- C&D Data & Document Destruction	200
ED- D&D Building Long term	343,125
EF- Printing and Reproduction	600
EH- H&D Managed Print Services	2,000
EH- H&D Multi Function Device Lease	4,660
EE- E&D Transition Services	3,500
EV- Software Licenses W&D	1,200
Trained for role fee	-
EB- B&D Shared Phones in Resource/Trng Rooms	1,680
ER- R&D TV/Computer-public use	8,000
Cost not fees direct charge	-
EB- B&D Desk Phones	-
ER- R&D TV/Computer	0
Total Infrastructure Costs	384,945

Pages 1/30
new
new

Total Infrastructure Costs Attributable to WorkSource	384,945
OTHER COSTS	\$ -
Enter other costs here	\$ -
Enter other costs here	\$ -
Enter other costs here	\$ -
Enter other costs here	\$ -
Total Other Shared Costs	\$ -

COST SHARING	Title I (WDC Funded) A FFE Adult A FFE Dvr	Title I (WDC Funded) 1 FFE Youth	ES&A- Federal 3 FFE	Quest 5	Title I (WDC Funded) 4 FFE Operater	Title II not currently on site	Title III ESD Staff- Career Preparation Period (CPP)	Title III ESD Staff- Wagoner Paper	Title III ESD Staff- Veterans	Title III ESD Staff- RESA	Title III ESD Staff- Stangenes SPI	Title III ESD Staff- U	Title III ESD Staff- T&W Workforce **	Title III ESD Staff- Nite	Title III ESD Staff- T&A	Title IV D&B Not Currently on site	L&I	Title V N&MCA- S&CEP	Perkins	Title V A&M&P- S&CEP	IC&A- Self Sufficiency Programs (Not Currently at Site)	Site- HEED Employment & Training (Not Currently at Site)	Title IV DVR	Totals
INFRASTRUCTURE COST SHARING																								
Total PY23 (Oct 23 - Sept 24) costs for customer space (shared by all)	\$ 98,387																							
Total PY23 (Oct 23 - Sept 24) cost per program/provider using selected base Customers	\$ 4,976.05	\$ 824.40	\$ -	\$ -	\$ -	\$ 743.86	\$ -	\$ 22,538.45	\$ 1,167.72	\$ 19,702.87	\$ -	\$ -	\$ 2,733.86	\$ 99.61	\$ 173.78	\$ 737.51	\$ -	\$ 120.80	\$ 37,447.53	\$ 141.99	\$ 678.17	\$ 1,354.21	\$ 4,946.38	\$ 98,387.18
Total PY23 (Oct 23 - Sept 24) cost for staff space (shared by those on-site)	\$ 286,558																							
Total PY23 (Oct 23 - Sept 24) cost per program/provider using selected base Weighted	\$ 9,976.20	\$ 11,964.74	\$ 8,893.38	\$ 8,893.38	\$ 11,964.74	\$ -	\$ 32,540.41	\$ 49,960.40	\$ 5,582.37	\$ 53,627.07	\$ 5,382.37	\$ 17,202.41	\$ 21,106.05	\$ 18,980.06	\$ 11,463.10	\$ -	\$ 11,564.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,964.74	\$ 286,558.18
OTHER COST SHARING																								
Total PY23 (Oct 23 - Sept 24) other costs	\$ -																							
Total PY23 (Oct 23 - Sept 24) other costs per program/provider using selected base Weighted	\$ -																							
INFRASTRUCTURE + OTHER COST SHARING																								
Total PY23 (Oct 23 - Sept 24) infrastructure + Other Cost per program/provider	\$ 14,952.25	\$ 11,969.14	\$ 8,183.98	\$ 8,183.98	\$ 11,964.74	\$ 743.86	\$ 32,540.41	\$ 72,898.86	\$ 6,750.09	\$ 71,329.94	\$ 5,382.87	\$ 17,202.41	\$ 21,831.91	\$ 18,079.87	\$ 11,616.88	\$ 737.51	\$ 11,564.74	\$ 120.80	\$ 37,447.53	\$ 141.99	\$ 678.17	\$ 1,354.21	\$ 4,946.38	\$ 284,945.36
Monthly infrastructure + Other Costs per provider	\$ 1,246.02	\$ 999.09	\$ 682.78	\$ 682.78	\$ 993.40	\$ 61.99	\$ 2,713.70	\$ 5,991.57	\$ 561.51	\$ 6,118.83	\$ 455.20	\$ 1,433.53	\$ 1,594.33	\$ 1,509.97	\$ 969.74	\$ 61.46	\$ 890.40	\$ 10.07	\$ 1,220.63	\$ 11.81	\$ 56.51	\$ 112.85	\$ 1,342.59	\$ 23,078.78
Percent of Total Site Cost																								
	3.88%	3.11%	2.13%	2.13%	2.90%	0.19%	8.45%	18.68%	1.75%	19.05%	1.45%	4.47%	6.22%	4.96%	3.02%	0.19%	2.90%	0.03%	0.73%	0.04%	0.18%	0.35%	4.19%	100.00%
CAREER SERVICES COSTS (non-cash donations by on-site partners)																								
	\$ 80,000	\$ 100,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ -	\$ 246,000	\$ 214,000	\$ 50,000	\$ 471,000	\$ 50,000	\$ 138,000	\$ 180,000	\$ 170,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 2,411,000.00

Program	Sealing Total participants	Total Participants who use WorkSource*	each program's % of total participants
Title I			
-Youth	389	389	0.8%
Adult	2,897	2,897	4.1%
-Dislocated Worker	451	451	1.0%
Title II - A&E/A*	351	351	0.8%
Title III - Wagoner Paper	18,651	18,651	22.0%
Title IV			
-D&W	2,354	2,354	5.0%
-D&B	348	348	0.7%
T&M/WorkFirst	1,296	1,296	2.8%
T&D&A	81	81	0.2%
Veterans	551	551	1.2%
S&CEP	124	124	0.3%
Full Perkins Post-Secondary*	17,670	17,670	38.1%
Youth Build			0.0%
Job Corp			0.0%
ESD Employment & Training	639	639	1.4%
CS&G Employment & Training			0.0%
Native American Programs			0.0%
Unemployment Insurance (UI/ETA)	929	929	2.0%
N&P SW	7	7	0.1%
Family Self Sufficiency Program	238	238	0.6%
Resident Opportunities and Self Sufficiency Program	14	14	0.1%
TOTALS	46,423	46,423	100.0%

*Customers by institution		% of Sealing Title I Total	IFA Amount	Perkins	% of Sealing Perkins Total	IFA Amount
Bellevue	23	7%	\$ 49	1,847	10%	\$ 3,941
Cascadia	1	0%	\$ 2	93	1%	\$ 197
Cross Street	28	8%	\$ 59	2,450	14%	\$ 5,103
Highline	40	11%	\$ 83	1,916	11%	\$ 4,001
Hoquiam	1	0%	\$ 2	0%	\$ -	
Lake Washington	13	4%	\$ 30	2,465	14%	\$ 5,224
Literacy Source	2	1%	\$ 4	0%	\$ -	
Mendon	12	21%	\$ 151	2,387	12%	\$ 4,962
Seattle Central	51	15%	\$ 110	2,248	13%	\$ 4,761
Seattle North	41	12%	\$ 87	1,601	9%	\$ 3,393
Seattle South	79	16%	\$ 161	805	5%	\$ 1,765
Shoreline	49	14%	\$ 104	2,078	12%	\$ 4,461
SEALING TOTALS	351	100%	\$ 744	17,670	100%	\$ 37,448

** DHS/ESA/CSO, on behalf of T&M, commits support in sharing their share of the total cost of the Comprehensive Center Infrastructure Costs for the October 1, 2023 to September 30, 2026 Infrastructure Funding Agreement (IFA). These funds shall be contributed to the Seattle King Workforce Development Council by the Employment Security Department (ESD) on behalf of T&M. These funds utilized by ESD are part of the current allocation that DHS/ESA/CSO has contracted to ESD for the delivery of T&M/WorkFirst services. If for any reason ESD does not have the identified amount available to pay IFA costs on behalf of T&M, or fails to do so, this agreement is void and must be renegotiated.

WorkSource Affiliate Rainier Budget and IFA
October 1, 2023 through December 30, 2023

Total Sq Ft	13,500
Annual Cost per Square Foot	44.17

INFRASTRUCTURE COSTS	
EA - A000 Supplies and Materials	3,000
EA - A030 Janitorial Supplies	4,000
EA - A430 OFFICE Supplies and Materials	5,500
EB-B050 Postage and Parcel	500
EC - C020 Electricity	30,000
EC - C060 Data & Document Destruction	300
EC - C070 - Garbage	11,000
EC - C080 - Recycling	14,000
EC - C090 Sewer	2,000
EC - C110 Water	1,500
ED - D010 Buildings Long term	322,500 expires 6/26
EE - Building Maintenance	5,000
EF - Printing and Reproduction	2,000
EH - H000 Leased Devices- water /Printey B	1,000
EH - H140 Managed Print Services	4,000
EH - H160 Multi Function Device Lease	3,747
ER-0100- Translation Services	2,000
ER - R130 Fire and Security Services (security guard)	97,000
ER R190 Hazardous Waste Disposal Services	27,500 expires 12/23
ER - R240 Janitorial Services	43,357
EY- Software Licenses	1,200
JA-Office furniture and equipment	2,500
Flat rate shared costs	-
EB - B030 - Shared Phones in Resource/Trng Rooms	1,344
ER - R230 IT/Computer Public use	11,316 New
Flat rate non allocated charges	-
EB - B030 -Desk Phones	- \$14 each
ER - R230 IT/Computer	- \$117.95 each Plus could have add ons
Total Infrastructure Costs	596,264
	0
	0
Total Infrastructure Costs Attributable to WorkSource	596,264

COST SHARING	Title I (WDC Funded) 1.4 FTE Adult 2.45 FTE DW	Title I (WDC Funded) .75 FTE Youth	1.4 FTE State	EcSA - State	.35 FTE Fed	EcSA - Fed	Americorps Digital Navigator 1 FTE	Weld	Title III ESD Staff - Cares Preparation Period (CPP)	Title III ESD Staff - RESEA/LEX	Title III ESD Staff - UI	Title III ESD Staff - LVER	Title III ESD Staff - DVOP	Title III ESD Staff - Workfirst **	Title III ESD Staff - Wagner-Peyser	Title III ESD Staff - Strategies SFS	Title III ESD Staff - Co-Locate - SSSC	L & I	Totals
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INFRASTRUCTURE COST SHARING																			
Total PY23 (Oct 23 - Sept 24) costs for customer space (shared by all) \$ 122,565																			
Total PY23 (Oct 23 - Sept 24) cost per program/provider using selected base	Weighted	\$ 16,493.37	\$ 3,663.99	\$ 7,111.82	\$ 2,799.33	\$ 4,204.40	\$ 4,204.40	\$ 10,090.57	\$ 27,328.63	\$ 1,681.76	\$ 4,204.40	\$ 4,204.40	\$ 18,919.82	\$ 9,249.69	\$ 4,204.40	\$ -	\$ 4,204.40	\$ 122,565.40	
Total PY23 (Oct 23 - Sept 24) cost for staff space (shared by those on-site)	Weighted	\$ 63,744.64	\$ 14,160.83	\$ 27,486.22	\$ 10,819.04	\$ 16,249.45	\$ 16,249.45	\$ 38,998.69	\$ 105,621.44	\$ 6,499.78	\$ 16,249.45	\$ 16,249.45	\$ 73,122.54	\$ 35,748.80	\$ 16,249.45	\$ -	\$ 16,249.45	\$ 473,698.70	
Total PY23 (Oct 23 - Sept 24) cost per program/provider using selected base	Weighted	\$ 80,238.01	\$ 17,824.83	\$ 34,598.04	\$ 13,618.38	\$ 20,453.86	\$ 20,453.86	\$ 49,089.26	\$ 132,950.07	\$ 8,181.54	\$ 20,453.86	\$ 20,453.86	\$ 92,042.36	\$ 44,998.48	\$ 20,453.86	\$ -	\$ 20,453.86	\$ 596,264.10	
Monthly Infrastructure + Other Costs per provider		\$ 6,686.50	\$ 1,485.40	\$ 2,883.17	\$ 1,134.86	\$ 1,704.49	\$ 1,704.49	\$ 4,090.77	\$ 11,079.17	\$ 681.80	\$ 1,704.49	\$ 1,704.49	\$ 7,670.20	\$ 3,749.87	\$ 1,704.49	\$ -	\$ 1,704.49	\$ 49,688.68	

OTHER COST SHARING																			
Total PY23 (Oct 23 - Sept 24) other costs \$ -																			
Total PY23 (Oct 23 - Sept 24) other costs per program/provider using selected base	Weighted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

INFRASTRUCTURE + OTHER COST SHARING																			
Total PY23 (Oct 23 - Sept 24) Infrastructure + Other Cost per program/provider		\$ 80,238.01	\$ 17,824.83	\$ 34,598.04	\$ 13,618.38	\$ 20,453.86	\$ 20,453.86	\$ 49,089.26	\$ 132,950.07	\$ 8,181.54	\$ 20,453.86	\$ 20,453.86	\$ 92,042.36	\$ 44,998.48	\$ 20,453.86	\$ -	\$ 20,453.86	\$ 596,264.10	
Monthly Infrastructure + Other Costs per provider		\$ 6,686.50	\$ 1,485.40	\$ 2,883.17	\$ 1,134.86	\$ 1,704.49	\$ 1,704.49	\$ 4,090.77	\$ 11,079.17	\$ 681.80	\$ 1,704.49	\$ 1,704.49	\$ 7,670.20	\$ 3,749.87	\$ 1,704.49	\$ -	\$ 1,704.49	\$ 49,688.68	

Percent of Total Site Cost																			
		13.46%	2.99%	5.80%	2.28%	3.43%	3.43%	8.23%	22.30%	1.37%	3.43%	3.43%	15.44%	7.55%	3.43%	0.00%	3.43%	100.00%	

CAREER SERVICES COSTS (non-cash donations by on-site partners)																			
	\$	385,000	\$ 75,000	\$ 140,000	\$ 35,000	\$ 100,000	\$ 100,000	\$ 240,000	\$ 650,000	\$ 40,000	\$ 100,000	\$ 100,000	\$ 450,000	\$ 220,000	\$ 100,000	\$ -	\$ 100,000	\$ 2,835,000.00	

** DSHS/ESA/CSD, on behalf of TANF, commits support in sharing their share of the total cost of the Comprehensive Center Infrastructure Costs for the October 1, 2023 to September 30, 2026 Infrastructure Funding Agreement (IFA). These funds shall be contributed to the Seattle-King Workforce Development Council by the Employment Security Department (ESD) on behalf of TANF. These funds utilized by ESD are part of the current allocation that DSHS/ESA/CSD has contracted to ESD for the delivery of TANF/Workfirst services. If for any reason ESD does not have the identified amount available to pay IFA costs on behalf of TANF, or fails to do so, this agreement is void and must be renegotiated.

WorkSource Redmond Affiliate Budget and IFA
October 1, 2023 through December 30, 2023

Total Sq Ft	11,690
Annual Cost per Square Foot	43.03

INFRASTRUCTURE COSTS	Annual Cost
EA - Supplies and Materials	\$ 500
EA - A030 Janitorial Supplies	\$ 2,000
EA - A430 Office Supplies	\$ 2,000
EB-B050 Postage and Parcel	\$ 200
EC - C060 Data & Document Destruction	\$ 100
ED - D010 Buildings Long term	\$ 454,390
EF-Printing/reproduction	\$ 500
EH - H000 Leased Devices- water/Pitney Bowes	\$ 2,000
EH - H150 Managed Print Services	\$ 2,000
EH - H160 Multi Function Device Lease	\$ 3,747
ER - R240 Janitorial Services	\$ 25,729
ER - 0100 Interpreter/Translation Services	\$ 1,500
software license WOIS	\$ 1,200
allocated flat rate fee	\$ -
EB - B030 - Shared Phone Resource/Training Rooms	\$ 504
ER - R230 IT/Computer -public use	\$ 6,624
Flat rate fee not allocated	\$ -
EB - B030 - Phone Service	\$ -
ER - R230 IT/Computer	\$ -
Total Infrastructure Costs	\$ 502,994

\$14 each
 \$117.95 each Plus could have add ons

Minus Payments by non-WorkSource Partners \$ -

Total Infrastructure Costs Attributable to WorkSource	\$ 502,994
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OTHER COSTS	\$
Enter other costs here	\$ -
Enter other costs here	\$ -
Enter other costs here	\$ -
Enter other costs here	\$ -
Enter other costs here	\$ -
Total Other Shared Costs	\$ -

COST SHARING		Title I (WDC Funded)	Title I (WDC Funded)																
		.5 FTE Adult 1.80 FTE DW	.25 FTE Youth	ESD - RESEA/LEX	ESD - TAA	ESD - Admin	ESD - Supervisor	ESD - SFS	ESD - TANF Workfirst **	ESD - AA	ESD - Colo	DSHS - DVR	Totals						

INFRASTRUCTURE COST SHARING																										
Total PY23 (Oct 23 - Sept 24) costs for customer space (shared by all)		\$	162,688																							
Total PY23 (Oct 23 - Sept 24) cost per program/provider using selected base		Weighted	\$	21,872.72	\$	3,124.05	\$	55,501.55	\$	6,166.84	\$	11,988.28	\$	20,890.03	\$	-	\$	9,605.01	\$	3,083.42	\$	-	\$	30,455.96	\$	162,687.86
Total PY23 (Oct 23 - Sept 24) cost for staff space (shared by those on-site)		\$	340,306																							
Total PY23 (Oct 23 - Sept 24) cost per program/provider using selected base		Weighted	\$	45,752.81	\$	6,534.81	\$	116,096.74	\$	12,899.64	\$	25,076.79	\$	43,697.23	\$	-	\$	20,091.51	\$	6,449.82	\$	-	\$	63,707.02	\$	340,306.35

OTHER COST SHARING																										
Total PY23 (Oct 23 - Sept 24) other costs		\$	-																							
Total PY23 (Oct 23 - Sept 24) other costs per program/provider using selected base		Weighted	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-

INFRASTRUCTURE + OTHER COST SHARING																									
Total PY23 (Oct 23 - Sept 24) Infrastructure + Other Cost per program/provider		\$	67,625.53	\$	9,658.85	\$	171,598.28	\$	19,066.48	\$	37,065.07	\$	64,587.26	\$	-	\$	29,696.52	\$	9,533.24	\$	-	\$	94,162.98	\$	502,994.21
Monthly Infrastructure + Other Costs per provider		\$	5,635.46	\$	804.90	\$	14,299.86	\$	1,588.87	\$	3,088.76	\$	5,382.27	\$	-	\$	2,474.71	\$	794.44	\$	-	\$	7,846.91	\$	41,916.18

Percent of Total Site Cost																									
			13.44%		1.92%		34.12%		3.79%		7.37%		12.84%		0.00%		5.90%		1.90%		0.00%		18.72%		100.00%

CAREER SERVICES COSTS (non-cash donations by on-site partners)																									
		\$	230,000	\$	25,000	\$	900,000	\$	100,000	\$	100,000	\$	200,000	\$	-	\$	100,000	\$	50,000	\$	-	\$	300,000	\$	2,005,000.00

** DSHS/ESA/CSD, on behalf of TANF, commits support in sharing their share of the total cost of the Comprehensive Center Infrastructure Costs for the October 1, 2023 to September 30, 2026 Infrastructure Funding Agreement (IFA). These funds shall be contributed to the Seattle-King Workforce Development Council by the Employment Security Department (ESD) on behalf of TANF. These funds utilized by ESD are part of the current allocation that DSHS/ESA/CSD has contracted to ESD for the delivery of TANF/Workfirst services. If for any reason ESD does not have the identified amount available to pay IFA costs on behalf of TANF, or fails to do so, this agreement is void and must be renegotiated.

**WorkSource Affiliate South Seattle College Budget and IFA
October 1, 2023 through December 30, 2024**

Total Sq Ft	2,303
Annual Cost per Square Foot	30.09

INFRASTRUCTURE COSTS	
Rent	\$ -
Maintenance	\$ 21,403.33
Utilities	\$ 17,859.83
Janitorial	\$ 12,828.19
Security	\$ 8,940.40
IT Equipment Maintenance (4 Computer/Technology replacement)	\$ 4,670.00
IT Equipment Maintenance (11 Computers only/Technology upgrade)	\$ -
Equipment Maintenance	\$ 100.00
Supplies (Office Expenses) Over on last years budget, projecting this year's	\$ 3,500.00
	\$ -
	\$ -
	\$ -
	\$ -
Total Infrastructure Costs	\$ 69,301.75

Total Infrastructure Costs Atrributable to WorkSource	\$ 69,301.75
	0 \$ -

OTHER COSTS	
Resource Room Management (Salary & Benefits 100% includes 2023 4% COLA increase)	\$ 52,590.72
Enter other costs here	\$ -
Enter other costs here	\$ -
Enter other costs here	\$ -
Total Other Shared Costs	\$ 52,590.72

COST SHARING	Title I (WDC Funded) .8 FTE Adult (TRAC .4, NH .4) .6 FTE DW (TRAC)	Title I (WDC Funded) 1.0 FTE Youth (KCEER 1.0)	ESD	South Seattle College Embedded Career Specialist	Totals
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INFRASTRUCTURE COST SHARING

Total PY23 (Oct 23 - Sept 24) costs for customer space (shared by all)	\$ 30,724				
Total PY23 (Oct 23 - Sept 24) cost per program/provider using selected base Weighted	\$ 11,538.47	\$ 8,241.77	\$ 4,120.88	\$ 6,822.75	\$ 30,723.88
Total PY23 (Oct 23 - Sept 24) cost for staff space (shared by those on-site) \$ 38,578					
Total PY23 (Oct 23 - Sept 24) cost per program/provider using selected base Weighted	\$ 14,488.07	\$ 10,348.62	\$ 5,174.31	\$ 8,566.87	\$ 38,577.87

OTHER COST SHARING

Total PY23 (Oct 23 - Sept 24) other costs \$ 52,591					
Total PY23 (Oct 23 - Sept 24) other costs per program/provider using selected base Weighted	\$ 19,750.65	\$ 14,107.61	\$ 7,053.80	\$ 11,678.66	\$ 52,590.72

INFRASTRUCTURE + OTHER COST SHARING

Total PY23 (Oct 23 - Sept 24) Infrastructure + Other Cost per program/provider	\$ 45,777.20	\$ 32,698.00	\$ 16,349.00	\$ 27,068.28	\$ 121,892.47
Monthly Infrastructure + Other Costs per provider	\$ 3,814.77	\$ 2,724.83	\$ 1,362.42	\$ 2,255.69	\$ 10,157.71

Percent of Total Site Cost

	37.56%	26.83%	13.41%	22.21%	100.00%
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CAREER SERVICES COSTS (non-cash donations by on-site partners)

	\$ 140,000	\$ 100,000	\$ 50,000	\$ 100,000	\$ 390,000.00
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**WorkSource YWCA Downtown Affiliate Budget and IFA
October 1, 2023 through December 30, 2023**

Total Sq Ft	15,995
Annual Cost per Square Foot	9.25

INFRASTRUCTURE COSTS	
Maintenance	\$ 25,000.00
Utilities	\$ 48,000.00
Janitorial	\$ 4,830.00
Security	\$ 900.00
Telephone	\$ 4,800.00
IT Maintenance	\$ 60,000.00
Equipment Maintenance	\$ -
Supplies (Office Expenses)	\$ 4,500.00
	\$ -
	\$ -
	\$ -
Total Infrastructure Costs	\$ 148,030.00

Total Infrastructure Costs Attributable to WorkSource	\$ 148,030.00
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OTHER COSTS	
Career Services/WorkSource Rep.	\$103,658.52
Enter other costs here	\$ -
Enter other costs here	\$ -
Enter other costs here	\$ -
Total Other Shared Costs	\$ 103,658.52

COST SHARING	Title I (WDC Funded) 2.5 FTE Adult (YWCA) 1 FTE DW (YWCA 1)	Title I Bus. Services (WDC Funded) FTE	Title I (WDC Funded) Operator .6 FTE	Commerce Workfirst TANF	United Way - Streets to Home	Totals
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INFRASTRUCTURE COST SHARING						
Total PY23 (Oct 23 - Sept 24) costs for customer space (shared by all)	\$ 38,916					
Total PY23 (Oct 23 - Sept 24) cost per program/provider using selected base Weighted	\$ 13,963.01	\$ -	\$ 2,689.97	\$ 16,165.18	\$ 6,098.14	\$ 38,916.30
Total PY23 (Oct 23 - Sept 24) cost for staff space (shared by those on-site)	\$ 109,114					
Total PY23 (Oct 23 - Sept 24) cost per program/provider using selected base Weighted	\$ 39,149.56	\$ -	\$ 7,542.14	\$ 45,324.00	\$ 17,097.99	\$ 109,113.70

OTHER COST SHARING						
Total PY23 (Oct 23 - Sept 24) other costs	\$ 103,659					
Total PY23 (Oct 23 - Sept 24) other costs per program/provider using selected base Weighted	\$ 37,192.27	\$ -	\$ 7,165.07	\$ 43,058.01	\$ 16,243.17	\$ 103,658.52

INFRASTRUCTURE + OTHER COST SHARING						
Total PY23 (Oct 23 - Sept 24) Infrastructure + Other Cost per program/provider	\$ 90,304.84	\$ -	\$ 17,397.18	\$ 104,547.19	\$ 39,439.30	\$ 251,688.52
Monthly Infrastructure + Other Costs per provider	\$ 7,525.40	\$ -	\$ 1,449.77	\$ 8,712.27	\$ 3,286.61	\$ 20,974.04

Percent of Total Site Cost						
	35.88%	0.00%	6.91%	41.54%	15.67%	100.00%

CAREER SERVICES COSTS (non-cash donations by on-site partners)						
	\$ 350,000	\$ -	\$ 100,000	\$ 420,000	\$ 100,000	\$ 970,000.00

Cost Allocation Methodology

The IFA distributes non-personnel shared infrastructure costs for the WorkSource Seattle-King County One-Stop Centers among all the required partners and additional partners in the workforce development area based on their participation in the center. The partners have agreed to allocate shared infrastructure costs for the One-Stop Centers in two ways:

- Non-personnel infrastructure costs related to dedicated space for partners' staff who provide services on site will be shared among those partners, based on an average of the actual square footage dedicated to these partners through site agreements and the staff full-time equivalent (FTE).
- Non-personnel infrastructure costs for the shared customer space, which is universally accessible to the customers of all partners, will be charged to the required partners and additional partners using participants served.

The basis for allocating costs for the WorkSource Seattle-King County One-Stop Center is as follows:

- Non-Personnel Infrastructure costs are shared based on the two methods described above, as after a thorough evaluation of costs and services this model was determined to best serve this site.

o Co-Located Costs = $(50\%(\text{On-Site Program staff (FTE)} / \text{Total On-Site Program staff (FTE)}) + (50\%(\text{Program On-Site staff Sq Ft} / \text{Total On-Site Program Staff Sq ft})) \times \text{Total Budgeted line-item cost attributed to on-site staff space}$

o Shared Customer Space Costs = $(\text{program participant numbers} / \text{Total Participants}) \times \text{budgeted line-item cost attributable to shared customer space}^{**}$

** Shared Customer space includes resource room, classrooms, conference room, and one-stop operator office

o Total Shared Comprehensive Center Infrastructure Costs = Co-Located Costs + Shared Customer Space Costs

- Affiliate and Partner site costs are distributed only to those partners on site.
- Federal Cost Principles require that costs are reasonable, necessary, and allocable.