

FINANCE & ADMINISTRATION COMMITTEE

AGENDA

September 9th, 2023, 9:00 a.m. to 11:00 a.m.
Zoom Link: <https://us06web.zoom.us/j/5591065175>

I. INTRODUCTIONS

II. ACTION ITEMS

- A. Approve Minutes -June 9th & June 16th, 2023
- B. Policy
 - Economic Security for All (EcSA)
 - Incentives/Food Assistance/Needs-related Payments/Medical and Mental Health Care
 - State & Federal for Over 200% FPL
- C. Memorandum of Understanding (MOU) & Infrastructure Funding Agreement (IFA)

III. CEO REPORT

- A. Funding Report
- B. Monitoring Report - PY22 WIOA Management Letter
- C. 2023 WIOA Title I Quarterly Performance Letter
- D. Board Updates
 - Board Vacancies

IV. FINANCE & ADMINISTRATION COMMITTEE

- A. Historical Overview
- B. FAC Charter
- C. Committee Discussion

V. ADJOURNMENT

Attachments:

June Minutes

Incentives/ Food Assistance/ Medical and Mental Health Care and Allowable Uses of State EcSA Funding Policy
EcSA (State & Federal) Policy for Over 200% FPL

MOU & IFA Memo

MOU & IFA

PY22 WIOA Monitoring Management Letter

2023 WIOA Title I Quarterly Performance Letter

FAC Charter



June 9th, 2023

WDC Finance & Administration Committee

Board Members Present (Virtual): Jane Broom, Caroline Chan, Angela Dunleavy (Chair), Jon Holden, Jiquanda Nelson

CLEO's Representatives Present (Virtual): Ashton Allison, John Lederer

Guest Present (Virtual): Allen Gilbert

Staff Present (Virtual): Shelan Aldridge, John Bowers, Beth Blanchard, Sheena Clarke, Mimi Getahun, Ana Gaeta, Marie Kurose (CEO), Laura Kapuscinski, Maureen Kartheiser, Leigha Paul, Bryan Pannell, Marisol Tapia Hopper, Abby Taft, Joe Taylor, Karina Valentines, Gyanendra Subba, Jeff Sikora

Materials Distributed:

- Agenda – FAC 06092023
- DRAFT FAC Minutes 02202023
- Workforce Development Council of Seattle-King County Audit Presentation to Governance
- WorkSource Site Certification
- WorkSource System One-stop Operator
- Program Year 2023 Annual Budget
- Workforce Development Council of Seattle-King County Memorandum
- Incumbent Worker Training
- TAA and WIOA Dislocated Worker Co-Enrollment
- Youth Incentives
- Adult and Dislocated Worker Incentive Payments Policy

I. INTRODUCTIONS

II. ACTION ITEMS

A. Audit Report

Chair Angela Dunleavy introduced Allen Gilbert, Signing Director from Clifton Larson Allen, LLP to provide information on the Audit Report. Mr. Allen Gilbert, reported on WDC's audit and explained material weakness findings to WDC board members. The audit found complications with how indirect costs had been billed, attributed to prior turnovers in the organization. Gilbert reiterated that all issues have been corrected.

Chair Dunleavy recommended to move motion to an e-vote for the following week after receiving a final audit presentation and audit summary.

B. Minutes Review & Approval

Chair Angela Dunleavy reviewed the draft minutes from February 20th, 2023:

- Nicole Trimble, WDC Consultant provided an update on the working draft of the Strategic Framework.
- Beth Blanchard, Strategic Advisor outlined The WorkSource Certification process.
- Marie Kurose, CEO provided information on:
 - 2023 Lookahead
 - State Funding Request
 - Staffing Update
 - The WDC Lease
 - Board & Retreat Planning Contd.
- Angela Dunleavy provided an announcement on the CEO Evaluation and Board Officer Nomination needs.

Chair Dunleavy opened the floor for a motion to approve the Consent Agenda: February 20th, 2023, Minutes & Mid-Year Budget & Funding. Ms. Jiquanda Nelson made a motion to approve; Caroline Chan seconded. The motion was unanimously approved.

C. WorkSource Certifications

WDC staff Beth Blanchard presented and engaged with board members about the PY-23 WorkSource Certification process and shared the recommendations that were made. The presentation included information on the WIOA requirements, recommendations made by the WDC certification team, and site specific CQI goals.

Chair Dunleavy opened the floor for a motion to approve the recommendation for WorkSource Site Certifications levels; upon approval site status will continue for the next three years, through June 30, 2026. Jane Broom made a motion to approve; Caroline Chan seconded. The motion was unanimously approved.

D. One-Stop Operator Procurement

WDC staff Shelan Aldridge presented on the WorkSource One Stop Operator Procurement. The Presentation included information on One-Stop Operator background and role and RFQ rating process and analysis.

Motion approval tabled for a special meeting on June 16, 2023, 9:30 am to 10:30 am

E. WIOA Contract Extensions, Modifications & Non-Renewals

Tabled for a special meeting on June 16, 2023, 9:30 am to 10:30 am

III. Adjournment

The WDC board unanimously agreed on adding additional meeting date on June 16, 2023, 9:30 am to 10:30 am to discuss final missed agenda items; PY-23 Budget, WIOA Contract Extensions, Modifications & Non-Renewals, Incumbent Worker Training, policy updates and report-out.



June 16th, 2023

WDC Finance & Administration Committee

Board Members Present (Virtual): Jane Broom, Caroline Chan, Angela Dunleavy (Chair), Jiquanda Nelson

CLEO's Representatives Present (Virtual): Ashton Allison, John Lederer,

Staff Present (Virtual): Marie Kurose (CEO), Laura Kapuscinski, Shelan Aldridge, Bryan Pannell, Ana Gaeta, John Bowers, Maureen Kartheiser, Jeff Sikora, Leigha Paul, Mimi Getahun, Michael Davie

Materials Distributed:

- Agenda – FAC 06162023
- Workforce Development Council of Seattle-King County Audit Presentation to Governance
- Program Year 2023 Annual Budget
- Workforce Development Council of Seattle-King County Memorandum
- TAA and WIOA Dislocated Worker Co-Enrollment
- Youth Incentives
- Adult and Dislocated Worker Incentive Payments Policy

I. INTRODUCTIONS

II. ACTION ITEMS

A. Audit Report

Chair Dunleavy acknowledged that adequate e-votes were submitted to approve WDC audit report.

B. PY-23 Budget

The chair, Angela Dunleavy introduced staff, Laura Kapuscinski. Ms. Kapuscinski presented on the WDC PY-23 budget along with PY-22 highlights including grants awarded, subcontractors, promotions, and personnel hired. PY-23 revenue will continue to be funded under WIOA funding along with other government and private funding. WDC is budgeting for six new positions in PY-23, totaling in possibly thirty WDC staff, assuming specific grants are awarded. Ms. Kapuscinski also highlighted expected increases in expenditures for salaries and benefits, subcontractors, professional services, travel/professional services and printing and publications.

Chair Dunleavy opened the floor for a motion to approve the PY-23 budget. Ashton Allison made a motion to approve; Caroline Chan seconded. The motion was unanimously approved.

C. Incumbent Worker Training

WDC staff, Michael Davie presented and engaged with board members about the incumbent worker training and requested the committee to approve \$15,000 reserved from the WIOA adult dislocated worker programs.

Chair Dunleavy opened the floor for a motion to approve the \$15,000 reserved from the WIOA adult dislocated worker programs. Jiquanda Nelson made a motion to approve; John Lederer seconded. Angela Dunleavy opened a motion for discussion; John Lederer asked why there is an increase for incumbent worker training. Michael Davie explained that WDC is expanding work began last year after receiving feedback.

Chair Dunleavy opened the floor again for the motion to approve \$15,000 reserved from the WIOA adult dislocated worker programs. The motion was unanimously approved.

D. Policy Updates

WDC staff, Michael Davie presented and requested approval on policy updates on the following items:

- TAA and Dislocated worker co-enrollment
- Youth Incentive policy
- Adult and Dislocated Worker Incentive Policy

Chair Dunleavy opened the floor for a motion to approve the above policy updates. John Lederer made a motion to approve; Jiquanda Nelson seconded. The motion was unanimously approved.

III. REPORT-OUT

A. CEO

i. Board Leadership Nomination Committee

1. CEO Marie Kurose announced that Jiquanda Nelson has agreed to run for chair of board, Angela Dunleavy as co-chair of board and Katie Garrow as secretary/treasurer. Nominations are still open with full vote to take place on June 22nd.

ii. WIOA Formula Allocation

1. CEO Marie Kurose presented to committee members on WIOA allocation process. Presentation included information on WIOA allotment cuts between WDC's PY-23 FY-24 and PY-22/FY-23 allotment, WIOA formula allocation metrics, Hold Harmless Mitigation, PY-23/PY-22 Funding comparison by region, WIOA formula funds trends,

iii. State Funding

1. Ms. Kurose reminded committee members that WDC is working with the Washington Workers Association to get dedicated state funding as Washington doesn't provide its own general funding for workforce development. Together WDC and WWA asked for \$50 million, biennium. They were not successful but comprised to get a bump of on the expansion request to legislation for \$13 million and an FTE, with governor only asking for \$6 million.

iv. Board Excellence Dashboard

1. Ms. Kurose explained that WDC staff are looking forward to engaging with board members at the next full board meeting in developing board of excellence dashboard indicators and going over the organizational dashboard.

v. ESD Monitoring PY-22

1. Ms. Kurose noted that WDC will report out to the full board once final result letter is received.

vi. Lookahead Calendar

1. Ms. Kurose noted that a full look ahead will be presented to the board at the next meeting on June 22nd.

vii. Announcements

Operator Procurement recommendation was approved by the FAC members via E-vote on June 14th.

IV. ADJOURNMENT

Chair Angela Dunleavy adjourned the meeting.

Incentives/ Food Assistance/ Medical and Mental Health Care and Allowable Uses of State EcSA Funding Policy

EFFECTIVE DATE: **TBD**

POLICY #: P215.V2

I. Purpose:

This directive sets forth the policies and procedures governing allowable uses of State Economic Security for All (EcSA) funding. These include the monthly incentive payments aimed at participants who are currently part of the State EcSA program, actively involved, and making satisfactory progress toward their career goal of becoming economically self-sufficient. Additional guidance regarding the State EcSA programs can be found in [WIN 0129](#).

II. Background:

Economic Security for All (EcSA) is a poverty reduction model that coordinates existing programs to increase their collective ability to support low-income Washingtonians in their pursuit of equity, dignity, and sustained self-sufficiency. A combination of intensive program navigation, local innovation, and flexible support fills gaps and meets needs within existing programs and regulations. At the local level, EcSA is run by partnerships of community service providers, includes the voices of those who have experienced poverty, and is convened and coordinated by Local Workforce Development Boards (LWDBs). EcSA takes an innovative approach to equitably reduce poverty, focusing on historically marginalized populations and people with multiple obstacles to self-sufficiency.

EcSA receives funding from two sources: the Governor's Workforce Innovation & Opportunity Act (WIOA) Statewide Activities funds and a direct allocation from the Governor's office via legislative approval. These funding sources are categorized as Federal EcSA and State EcSA, respectively. Federal EcSA follows WIOA regulations, while State EcSA grants Local Workforce Development Boards (LWDBs) greater flexibility for program innovation and fund utilization. This policy outlines the guidelines for fund utilization under the State EcSA.

III. Policy & Procedure:

Allowable Uses of the State EcSA Funds:

- All services listed in the State EcSA Services Catalog and commonly provided by WIOA Title 1 are automatically approved to be provided under State EcSA
- The following services and activities not capable of being provided by WIOA Title 1 are

allowable uses of State EcSA funds:

- Stipends/Participant Cash Support Payments/ Incentives
 - Food Assistance
 - Housing and Rental assistance
 - Medical and Mental Health Care including technology (eyeglass, hearing aids, dental care etc.)
 - Marketing and Outreach
- For the purpose of State EcSA, a participant support payment is defined as the provision of cash or gift cards to client in order to incentivize participation or assist in participation in programs established in the client's individual employment plan. Items such as rental assistance or payments made on behalf of the client are supportive services and must be recorded and reported as such.

Guidance on Monthly Incentives:

A. Step 1 – Determining Eligibility:

- i. Anyone enrolled in the State EcSA program is eligible to participate in this pilot program.
- ii. Additionally, subcontractors might prioritize certain demographic groups based on their determination of need and benefits from the monthly incentive payments. In such cases, subcontractors must provide the list of priority groups in order of priority to the WDC project manager.

B. Step 2 – Selecting the Cohort:

- i. Each sub-contractor can enroll State EcSA program participants in this pilot program based on the eligibility criteria discussed above.
- ii. Case Managers must provide information about the monthly incentive payments program (pilot) to all eligible State EcSA program participants.
- iii. Case Managers must run the Federal Reserve Bank of Atlanta's CLIFF Tools report for all interested program participants and explain the effects of receiving the extra \$500/month on the receipt of public assistance so they can make an informed decision about whether to enroll in the pilot.
- iv. Because the amount of funds available for the pilot is limited, subcontractors must create a process to randomly pick the number of eligible program participants that they can support and provide incentive payments. The policy must be submitted to WDC project manager.

- v. Selected participants will be required to sign the State EcSA Incentive Acknowledgement Form (Attachment A) detailing the pilot program.

C. Step 3 – Monitoring Progress

- i. Minimum expectations to qualify for the \$ 500 monthly incentive payments include but are not limited to:
 - a. Meet at least monthly with the case manager to discuss progress/challenges in any activities (training, education, job search, etc.) as defined in their customized career plan/individual Employment Plan.
 - b. Attending all scheduled financial literacy classes.
 - c. Complete additional monthly State EcSA activities outlined in their customized career plan/individual Employment Plan.
- ii. Case Managers must complete and submit the monthly progress report (Attachment B) to their managers (or complete it online on Cognito Forms).
- iii. Record monthly progress reports in the ETO (or replacement database) under State EcSA Support activity by selecting the State EcSA Financial Support Payments touchpoint. Case note should indicate whether a participant received the monthly incentive, and if not, the reasons for not receiving the incentive in a given month.

D. Step 4 – Payment Process:

- i. Before awarding the \$ 500 monthly incentive payment, case managers must ensure that the participant –
 - a. Has been enrolled in the State EcSA program
 - b. Has completed the UW Self-Sufficiency Calculator report
 - c. Has completed an Individual Employment Plan
 - d. Has signed the acknowledgement form (Attachment A) detailing the monthly incentive program.
- ii. Monthly Incentive Payments are made to the participants as long as they meet with their case managers and complete the monthly progress report.
- iii. Monthly Incentive Payments may **only** be awarded to State-Funded EcSA participants for progress in their career plans. They may **not** be awarded to participants enrolled in WIOA programs or activities, including Federal EcSA, unless they are co-enrolled in State-Funded EcSA and meeting the minimum expectations criteria discussed above.
- iv. **Method of Payment:** Monthly Incentive payments may be made by the electronic transfer of funds through financial institutions, or other appropriate methods.

ATTACHMENT A:

State EcSA Monthly Incentive Payment Acknowledgement Form

The following are the requirements to qualify and participate in the State EcSA Monthly Incentive Payments Pilot Program:

1. Be enrolled in State EcSA program.
2. Meet additional demographic requirements to fall on the priority groups for the sub-contractor providing the services (if applicable).
3. Meet at least monthly with the case manager to discuss progress/challenges in any activities (training, education, job search, etc.) as defined in their customized career plan/individual Employment Plan.
4. Attend all scheduled financial literacy classes.
5. Complete additional monthly State EcSA activities outlined in their customized career plan/individual Employment Plan.

Payments:

If participants meet the above criteria, they are eligible for monthly incentive payments of \$500 until June 2023 as long the participant is enrolled in the State EcSA program.

Filing Taxes:

It has been explained to me that this incentive is considered as taxable non-wage related income. And as an earner I should calculate the amount of taxes that should be set aside.

I, _____, *have read the requirements and agree to abide by them.*
(Print Name)

I understand this form and the contents have been explained to me in my primary language.

Yes No

Participant Signature _____ Date _____

Case Manager Signature _____ Date _____

ATTACHMENT B:

Monthly Progress Report for Participants Receiving Monthly Incentive Payments

Participant Name:		ETO #
Program of Enrollment: State Funded EcSA	Co-enrollments (if any): Example -WIOA Adult	
Reporting Month:	Meeting Type: In-Person/Online	

1. Is the participant on track to reach their career goals? Briefly describe the progress made by the participant on the following activities (if applicable).

Financial Literacy Classes	Workshop Participation? <input type="checkbox"/> Present <input type="checkbox"/> Absent	Notes:
Job Search	Satisfactorily Met? <input type="checkbox"/> Yes <input type="checkbox"/> No	Notes:
Trainings/Education	Satisfactorily Met? <input type="checkbox"/> Yes <input type="checkbox"/> No	Notes:
Work Based Learning	Satisfactorily Met? <input type="checkbox"/> Yes <input type="checkbox"/> No	Notes:
Other Activities	Notes:	

2. What was the participant's biggest success story and/or challenge this month?

3. What does the participant need help with?

Case Manager Name & Signature: _____ Date _____



EcSA (State & Federal) Policy for Over 200% FPL

Workforce Innovation and Opportunity Act Policies and Procedures

EFFECTIVE DATE: **TBD**

POLICY #: P216

I. PURPOSE:

The purpose of this policy document is to provide clear guidance on the eligibility criteria for enrolling applicants from households with income over 200% of the Federal Poverty Level (FPL) in the Economic Security for All Program (both State and Federal). The WDC has prepared this document to ensure compliance with the guidelines set forth in the Employment Security Department's WorkSource Information Notice (WIN) [0135](#) and [0129](#).

II. BACKGROUND:

Economic Security for All (EcSA) is a poverty reduction model that coordinates existing programs to increase their collective ability to support low-income Washingtonians in their pursuit of equity, dignity, and sustained self-sufficiency. Governor Inslee approved \$5.4 million in Program Year 2022 of WIOA Title I-B Statewide Activities Funds for a new round of Federal EcSA to provide services to households under 200% of FPL.

Additionally, at the direction of the Governor's Office, the Employment Security Department (ESD) received an additional \$1.4 million to extend the reach of the Federal EcSA program to households with income above 200% of the Federal Poverty Line (FPL) but at risk of falling below it. As part of this expansion, areas could allocate up to 15% of their Federal EcSA enrollments to serve such individuals.

To acknowledge the success of Washington's Workforce development system in alleviating poverty through the Federal EcSA program, Governor Inslee and the Legislature approved a \$6.2 million appropriation of the state general funds for Program Year 2022 (Fiscal Year 2023). These funds were distributed to Local Workforce Development Boards (LWDBs) to build upon the progress made by local Federal EcSA programs. This new round of EcSA funds established the current State EcSA program. In Program Year 2023 (Fiscal Year 2024), the legislature and Governor continued to allocate \$ 6.2 million per year for those below 200% of the FPL and an additional \$ 2.6 million per year to aid individuals over 200% of the FPL but at risk of falling into poverty. This state-funded allocation presents a significant opportunity for LWDBs to expand their services, improve workforce outcomes, and combat poverty across the state.

This document has been created to establish a local policy to expand EcSA (both State & Federal) eligibility criteria for those households whose income is above 200% of the Federal Poverty Line (FPL).

III. POLICY:

For individuals with household income exceeding 200% of the FPL who wish to participate in the Economic Security for All program (both State & Federal), the following criteria must be met:

1. Individuals must meet basic eligibility requirements of one of the WIOA Title IB Formula Programs. (**for the State EcSA program – Registering for Selective Service is not required*)

AND
2. Be below self-sufficiency wage as defined by the [UW Self-Sufficiency Calculator](#),

OR
3. Are at risk of falling into poverty based on:
 - i. Recent or pending lay-off or upcoming loss of employment
 - ii. Change or increase in family size
 - iii. Loss of housing
 - iv. End of unemployment insurance payments or other public assistance
 - v. Status as a recent victim of domestic violence or stalking.
 - vi. Individual impacted by the Criminal Legal System
 - vii. The WDC program director may approve other circumstances on a case-by-case basis, as requested by the subcontractor.

Once enrolled, Federal & State EcSA participant over 200% of the FPL must be served in accordance with all the same rules and policies that govern individuals enrolled below 200% of the FPL.

Co-enrollment into formula and/or discretionary grants is recommended but not required. All eligibility criteria are required to be met for both programs of enrollment.

Documentation requirements to serve individuals over the 200% of the FPL includes the following (where applicable):

1. Layoff letter
2. Documentation showing the end of benefits.
3. Eviction notice
4. Self-attestation.

IV. PROCEDURES:

For enrollment guidance and procedures follow the respective WINs

- Federal EcSA – [WIN 0135, Attachment A.](#)
- State EcSA – [WIN 0129, Attachment B](#)

V. REFERENCES:

- Washington Information Notice [WIN 0135](#)
- Washington Information Notice [WIN 0129](#)
- WDC Case Note Technical Assistance Memo

DATE: September 8, 2023
TO: Finance and Administration Committee
FROM: Marie Kurose, Chief Executive Officer
SUBJECT: WorkSource (one-stop) Memorandum of Understanding

SUMMARY

The Memorandum of Understanding is a federally required agreement between the Local Workforce Development Board, Chief Local Officials, WorkSource partners and the WDC. The WDC's current MOU was executed in 2018 and was set to expire in 2021. The state extended the MOU review during the pandemic, when most of the facilities were closed and partners were shifting to virtual service models. WDC staff have convened WorkSource partners to revise and update the MOU to incorporate hybrid services and align with our vision and priorities. The MOU requires LWDB approval and agreement of the Chief Local Elected Officials.

BACKGROUND

American Job Centers (WorkSource)

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 connection 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.

Memorandum of Understanding (MOU)

WIOA requires local workforce boards to develop and enter into a Memorandum of Understanding with all One- Stop partners that describes the operation of the One-Stop delivery system in the local area. The Memorandum of Understanding (MOU) is between the WDC, the Chief Local Elected Officials representing the City of Seattle and King County, and the WorkSource partners relating to the operation of the WorkSource Seattle-King County one-stop service delivery system.

The MOU ensures compliance with WIOA and its implementing regulations and defines 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 on customers, reducing administrative burden and costs for Partners, and improving performance outcomes.

Infrastructure Funding Agreement (IFA): A key component of the MOU is the system for funding infrastructure costs of One-Stop centers which shows how the cost of operating the Centers will be shared by the required partners.

The Draft MOU is attached for your full review.

ACTION REQUESTED

FAC approval and recommendation to LWDB for approval of the WorkSource Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

WORKFORCE DEVELOPMENT COUNCIL
OF SEATTLE-KING COUNTY

October 1, 2023 – September 20, 2026

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Attachment A – Operating Budget and IFA

Links:

[*Dispute Resolution Policy*](#)

[*ISD Operations Manual*](#)

[*Additional WIOA Focus Populations*](#)

[*Consumer Concern and Complaint Resolution*](#)

[*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

By executing this MOU each partner agrees to work together to deliver WorkSource services to Seattle-King County region for employers, employees, and those seeking employment. Each partner under this MOU is responsible for its own employees, representatives, agents and subcontractors.

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. Signatures will be accepted electronically by Adobe via contracts@seakingwdc.org. If necessary, please wet sign and 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 PY23 Operating Budget (Oct 1, 2023 to Sept 30, 2024)

	Infrastructure	Career Services	Other	Totals
Centers				6,826,535
Auburn	385,589	3,645,000	-	4,030,589
North Seattle	384,945	2,411,000	-	2,795,945
Affiliates				7,572,839
Downtown	148,030	870,000	103,659	1,121,689
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				1,628,627
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	\$ 3,375	\$ 24,700	\$ -	\$ 28,075
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)	\$ 34,800	\$ 11,250	\$ 875	\$ 46,925
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	2,538,715	13,191,242	298,045	16,028,001

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)	\$ 58,680.62	\$ 54,493.26	\$ 166,733.11	\$ 77,284.39	\$ 97,159.79	\$ 78,475.19	\$ 532,826.36
WIOA Title II (Adult Literacy - Colleges)	\$ 1,153.35	\$ 737.55				\$ 16,349.00	\$ 18,239.90
WIOA Title III, TAA, Vets, UI, MSFW (ESD)	\$ 212,187.25	\$ 238,023.45	\$ 296,580.92	\$ 301,850.33			\$ 1,048,641.95
WorkFirst (ESD)	\$ 37,280.76	\$ 23,932.09	\$ 92,042.36	\$ 29,696.52			\$ 182,951.72
WIOA Title IV (DVR)	\$ 7,735.41	\$ 16,111.44		\$ 94,162.98			\$ 118,009.83
WIOA Title IV (DSB)	\$ 1,153.35	\$ 737.55					\$ 1,890.91
WIOA Title V SCSEP (NAPCA)	\$ 188.91	\$ 120.81					\$ 309.72
WIOA Title V SCSEP (AARP Foundation)	\$ 222.05	\$ 142.00					\$ 364.05
Carl Perkins (Workforce Education - Colleges)	\$ 58,562.43	\$ 37,449.95					\$ 96,012.37
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	\$ 1,060.55	\$ 678.21					
SHA - HUD Employment and Training	\$ 2,117.79	\$ 1,354.30					
Additional Partners Providing Services at WorkSource Sites							\$ -
Labor & Industries	\$ 5,246.87	\$ 11,164.74	\$ 20,453.86				\$ 36,865.47
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)					\$ 112,634.01		\$ 112,634.01
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					\$ 41,894.71		\$ 41,894.71
TOTALS	385,589.36	384,945.36	596,264.10	502,994.21	251,688.52	121,892.47	2,238,163.16

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- A000 Supplies and Materials	\$ 1,000
EA- A050 Janitorial Supplies	\$ 3,500
EA- A400 Office Supplies	\$ 3,500
EB- B050 Postage and Parcel	\$ 150
EC- C020 Electricity	\$ 26,000
EC- C050 Data & Document Destruction	\$ 750
EC- C070 - Garbage	\$ 3,750
EC- C090 Sewer	\$ 2,000
EC- C110 Water	\$ 1,000
ED- D010 Building Long term	\$ 273,776 Expires 3/25
EE- Printing and Reproduction	\$ 1,000
EE- Building Maintenance	\$ 1,000
EG- G030 Membership Due Chambers of Commerce	\$ 900
EH- H050 Water Filter Lease	\$ 1,750
EH- H150 Managed Print Services	\$ 3,000
EH- H200 Multi Function Device Lease	\$ 2,524
EH- H300 Transition Services	\$ 2,500
EH- H340 Janitorial Services	\$ 37,882 Expires 3/24
EJ- Software Licenses	\$ 1,000
EJ- 2010 Advertising (chamber magazine)	\$ 1,000 New
Allocated Flat Rate	\$ -
EB- B050 - Shared Phone Service in Resource Room/Tiring Rooms	\$ 1,179
EH- H230 TV/Computer public use	\$ 14,628 New
Total cost less start of shared cost	\$ -
EB- B050 Phones	\$ - \$14 each
EH- H230 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 Adlt 2.1 FTE DW	Title II (WOC Funded) 3.23 FTE Youth	ESCA - Federal 2 FTE	ESCA - State 2 FTE	Americorps Digital Navigator 1 FTE	Quest - .5	Title I (WOC Funded) 1 FTE Operator	Title II not currently on site	Title III ESO Staff Career Preparation Period (CPP)	Title III ESO Staff LWHR	Title III ESO Staff DWDP	Title III ESO Staff Wagner-Peyser	Title III ESO Staff LI	Title III ESO Staff RESA	Title III ESO Staff T&E/ Workforce	Title III ESO Staff Misc	Title III ESO Staff TAA	Title IV DSE Not Currently on site	LEI (1 cubic)	Title V NACPA-KCOP	Parkins	Title V AARP-KCOP	NSHA - Self-Sufficiency Programs (Not Currently at Site)	SHA - HUD Employment & Training (Not Currently at Site)	DVR	Title IV	Totals
INFRASTRUCTURE COST SHARING																											
Total PY23 (Oct 23 - Sept 24) costs for customer space (shared by all) 153,853																											
Total PY23 (Oct 23 - Sept 24) cost per program/provider using selected base Customers \$ 7,781.81 \$ 1,289.24 \$ - \$ - \$ - \$ - \$ - \$ 1,153.35 \$ - \$ 913.07 \$ 913.07 \$ 35,246.83 \$ - \$ 30,812.39 \$ 4,275.36 \$ 155.77 \$ 271.77 \$ 1,153.35 \$ - \$ 188.91 \$ 58,562.43 \$ 222.05 \$ 1,060.55 \$ 2,117.79 \$ 7,735.41 \$ 153,853.14																											
Total PY23 (Oct 23 - Sept 24) cost for staff space (shared by those on-site) 291,736																											
Total PY23 (Oct 23 - Sept 24) cost per program/provider using selected base Weighted \$ 20,351.72 \$ 8,109.62 \$ 2,703.81 \$ 2,703.81 \$ 5,246.87 \$ 5,246.87 \$ 5,246.87 \$ - \$ 22,429.79 \$ 5,246.87 \$ 5,246.87 \$ 62,620.83 \$ 8,709.81 \$ 89,620.20 \$ 93,005.40 \$ - \$ - \$ - \$ - \$ 5,246.87 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 231,786.22																											
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 \$ 26,234.53 \$ 9,288.86 \$ 2,703.81 \$ 2,703.81 \$ 5,246.87 \$ 5,246.87 \$ 5,246.87 \$ 1,513.35 \$ 31,429.79 \$ 6,159.84 \$ 6,159.84 \$ 97,867.65 \$ 8,709.81 \$ 70,423.59 \$ 97,280.76 \$ 158.77 \$ 271.77 \$ 1,513.35 \$ 5,246.87 \$ 188.91 \$ 58,562.43 \$ 222.05 \$ 1,060.55 \$ 2,117.79 \$ 7,735.41 \$ 385,589.34																											
Monthly Infrastructure + Other Costs per provider \$ 2,344.46 \$ 783.24 \$ 225.32 \$ 225.32 \$ 437.24 \$ 437.24 \$ 437.24 \$ 161.11 \$ 1,869.15 \$ 513.33 \$ 513.33 \$ 8,155.64 \$ 775.82 \$ 5,869.38 \$ 5,156.73 \$ 12.98 \$ 22.05 \$ 161.11 \$ 513.33 \$ 15.74 \$ 4,880.20 \$ 18.50 \$ 88.38 \$ 176.48 \$ 644.62 \$ 32,133.45																											
Percent of Total Site Cost																											
7.30% 2.44% 0.70% 0.70% 1.36% 1.36% 1.36% 0.30% 5.82% 1.69% 1.69% 25.38% 2.20% 18.27% 8.67% 0.04% 0.07% 0.30% 1.36% 0.05% 11.09% 0.06% 0.28% 0.33% 0.01% 100.00%																											
CAREER SERVICES COSTS (non-cash donations by on-site partners)																											
\$ 380,000 \$ 125,000 \$ 20,000 \$ 20,000 \$ 100,000 \$ 100,000 \$ 100,000 \$ - \$ 182,000 \$ 100,000 \$ 100,000 \$ 948,000 \$ 166,000 \$ 636,000 \$ 568,000 \$ - \$ - \$ - \$ 100,000 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 3,645,000																											

Program	Seeking	Total Participants who use WorkSource*	each program's % of total participants
Title I			
- Youth	389	389	0.8%
- Adult			4.1%
- Dislocated Worker	451	451	1.0%
Title III (CFR)	348	348	0.7%
Title III - Wagner Payee	10,635	10,635	22.5%
Title IV			
- LWHR	2,334	2,334	5.0%
- DW	348	348	0.7%
TAA/Workforce	1,296	1,296	2.8%
Trade Act	82	82	0.2%
Veterans	551	551	1.2%
ESOP	124	124	0.3%
Carl Perkins Post-Secondary*		17,670	38.1%
Youth Build			0.0%
Job Corp			0.0%
Job Employment & Training	639	639	1.4%
CDBG Employment & Training			0.0%
Native American Programs	N/A		
Unemployment Insurance (RESEA)	9297	9297	20.0%
NSFSE	42	42	0.1%
Family Self Sufficiency Program	262	262	0.6%
Resident Opportunities and Self Sufficiency Program	34	34	0.1%
TOTALS	46,621	46,621	100.0%

Customers by Institution	Title II	% of Seeking Title II Total	IFA Amount	Parkins	% of Seeking Parkins/Total	IFA Amount
SEASING						
Bellevue	23	7%	\$ 179	1,347	50%	\$ 25
Cascadia	1	0%	\$ 8	93	3%	\$ 1
Green River	28	8%	\$ 218	2,450	14%	\$ 38
Highline	40	11%	\$ 311	1,926	11%	\$ 29
Issaquah	0%	0%	\$ -	0%	0%	\$ -
Lake Washington	13	4%	\$ 101	2,463	14%	\$ 38
Literacy Source	0%	0%	\$ -	0%	0%	\$ -
Metrolink	72	21%	\$ 559	2,167	12%	\$ 33
Seattle Central	52	15%	\$ 404	2,248	13%	\$ 35
Seattle North	41	12%	\$ 319	1,603	9%	\$ 25
Seattle South	29	8%	\$ 225	809	5%	\$ 12
Shoreline	49	14%	\$ 381	2,078	12%	\$ 32
ESOP	124	3%	\$ 968	1,124	6%	\$ 29
SEASING TOTALS	348	100%	\$ 2,704	17,670	100%	\$ 272

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

ATTACHMENT A - PAGE 4 OF 9

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	4,680
EH- E&D Transition Services	3,500
EV- Software Licenses W&D	1,200
Shared file server	-
EB- B&D Shared Phones in Resource/Trng Rooms	1,680
EB- R&D TV/Computer public use	8,000
Cell cost less direct charge	-
EB- B&D Desk Phones	-
EA- R&D TV/Computer	0
Total Infrastructure Costs	384,945

Figures 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 (WOC Funded) A FFE Adult, A FFE Dev	Title II (WOC Funded) 1 FFE Youth	ES&A - Federal 3 FFE	Quest 5	Title I (WOC Funded) 1 FFE Operater	Title II not currently on site	Title III ESO Staff- Career Preparation Period (CPP)	Title III ESO Staff- Waiver Payor	Title III ESO Staff- Veterans	Title III ESO Staff- RESA	Title III ESO Staff- Stairways SPI	Title III ESO Staff- IT	Title III ESO Staff- T&M Workforce	Title III ESO Staff- Misc	Title III ESO Staff- TRA	Title IV DDB Not Currently on site	L&I	Title V N&MCA- S&CP	Perkins	Title V A&M&P- S&CP	K&M- 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	\$ 4,976.37	\$ 824.45	\$ -	\$ -	\$ -	\$ 737.55	\$ -	\$ 22,539.91	\$ 1,167.79	\$ 19,704.14	\$ -	\$ -	\$ 2,734.04	\$ 99.61	\$ 173.79	\$ 737.55	\$ -	\$ 120.81	\$ 37,449.95	\$ 142.00	\$ 678.21	\$ 1,354.30	\$ 4,946.70	\$ 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	\$ 8,493.38	\$ 8,193.38	\$ 11,964.74	\$ -	\$ 32,540.41	\$ 49,940.40	\$ 5,582.37	\$ 13,627.07	\$ 5,382.37	\$ 17,202.41	\$ 21,198.05	\$ 18,980.06	\$ 11,463.10	\$ -	\$ 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	\$ 14,952.57	\$ 11,969.19	\$ 8,193.38	\$ 8,193.38	\$ 11,964.74	\$ 737.55	\$ 32,540.41	\$ 72,900.31	\$ 6,750.14	\$ 71,331.21	\$ 5,382.37	\$ 17,202.41	\$ 21,832.09	\$ 19,079.87	\$ 11,416.80	\$ 737.55	\$ 11,264.74	\$ 120.81	\$ 37,449.95	\$ 142.00	\$ 678.21	\$ 1,354.30	\$ 4,946.70	\$ 384,945.36
Monthly infrastructure + Other Costs per provider	\$ 1,246.05	\$ 999.10	\$ 682.78	\$ 682.78	\$ 993.40	\$ 61.46	\$ 2,711.70	\$ 5,991.69	\$ 561.51	\$ 6,110.93	\$ 465.20	\$ 1,433.53	\$ 1,824.34	\$ 1,589.97	\$ 969.74	\$ 61.46	\$ 930.40	\$ 10.07	\$ 1,120.81	\$ 11.81	\$ 56.52	\$ 112.86	\$ 1,342.62	\$ 32,078.78
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%	3.00%	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	\$ 139,000	\$ 180,000	\$ 170,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 2,411,000.00

Program	Seating Total participants	Total Participants who use WorkSource*	each program's % of total participants.
Title I			
Disadv	277	271	0.98%
Disadvantaged Worker	1,859	1,839	4.4%
Title II (A&M)*	336	334	0.8%
Title III- Waiver Payor	9,548	9,548	22.3%
Title IV			
DBS	1,852	1,852	4.3%
DBS	327	329	0.8%
Trade/Nontrade	686	686	1.6%
Trade Act	201	201	0.5%
Veterans	639	639	1.5%
SSSP	6	6	0.0%
Carl Perkins Post-Secondary*	17,500	17,500	40.9%
Youth Build			0.0%
DBS Coop			0.0%
J&D Employment & Training	632	632	1.5%
K&M Equipment & Training			0.0%
Native American Programs	N/A		
Unemployment Insurance (RESEA)	776	776	1.8%
MEW	48	48	0.1%
Family Self Sufficiency Program	288	288	0.7%
Resident Opportunities and Self Sufficiency Program	14	14	0.0%
TOTALS	42,779	42,779	100.0%

*Customers by institution						
SEAKING	Title II	% of Seating Title II Total	IFA Amount	Perkins	% of Seating Perkins Total	IFA Amount
Bellevue	23	7%	\$ 49	1,847	10%	\$ 71
Canalra	1	0%	\$ 2	93	1%	\$ 4
Green River	28	8%	\$ 59	2,400	14%	\$ 94
Highline	40	11%	\$ 85	1,916	11%	\$ 74
Issaquah		0%	\$ -	0%	0%	\$ -
Lake Washington	13	4%	\$ 30	2,465	14%	\$ 95
Liberty Source		0%	\$ -	0%	0%	\$ -
Northwest	72	21%	\$ 153	2,167	12%	\$ 83
Seattle Central	52	15%	\$ 110	2,248	13%	\$ 86
Seattle South	61	17%	\$ 127	1,601	9%	\$ 63
Seattle South	29	8%	\$ 61	805	5%	\$ 31
Shoreline	46	14%	\$ 94	2,078	12%	\$ 80
SEAKING TOTALS	348	100%	\$ 738	17,979	100%	\$ 978

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
EE Building Maintanace	5,000
EF - Printing and Reproduction	2,000
EH - H000 Leased Devices- water /Phney 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
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
Flat rate non allocated charges	-
EB - B030 -Desk Phones	-
ER - R230 IT/Computer	-
Total Infrastructure Costs	596,264
	0
	0

expires 6/26

expires 12/23

New

\$14 each

\$117.95 each Plus could have add ons

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 - Fed	.35 FTE EcSA - Fed	Americorps Digital Navigator 1 FTE	Weld	Title III ESD Staff - Career 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 - Workfrist	Title III ESD Staff - Wagner-Peyser	Title III ESD Staff - Strategies SFS	Title III ESD Staff - Co-Locate - SSSC	L & I	Totals
INFRASTRUCTURE COST SHARING																		
Total PY23 (Oct 23 - Sept 24) costs for customer space (shared by all)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total PY23 (Oct 23 - Sept 24) cost per program/provider using selected base	Weighted	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total PY23 (Oct 23 - Sept 24) cost for staff space (shared by those on-site)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total PY23 (Oct 23 - Sept 24) cost per program/provider using selected base	Weighted	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
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	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Monthly Infrastructure + Other Costs per provider	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
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	

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	\$ -
Total Other Shared Costs	\$ -

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

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

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 Atributable 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) .5 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	\$ 15,022.93	\$ -	\$ 17,415.57	\$ 6,477.80	\$ 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	\$ 42,121.37	\$ -	\$ 48,829.86	\$ 18,162.48	\$ 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	\$ 40,015.49	\$ -	\$ 46,388.59	\$ 17,254.44	\$ 103,658.52

INFRASTRUCTURE + OTHER COST SHARING					
Total PY23 (Oct 23 - Sept 24) Infrastructure + Other Cost per program/provider	\$ 97,159.79	\$ -	\$ 112,634.01	\$ 41,894.71	\$ 251,688.52
Monthly Infrastructure + Other Costs per provider	\$ 8,096.65	\$ -	\$ 9,386.17	\$ 3,491.23	\$ 20,974.04

Percent of Total Site Cost					
	38.60%	0.00%	44.75%	16.65%	100.00%

CAREER SERVICES COSTS (non-cash donations by on-site partners)					
	\$ 350,000	\$ -	\$ 420,000	\$ 100,000	\$ 870,000.00

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

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%

CAREER SERVICES COSTS (non-cash donations by on-site partners)					
	\$ 140,000	\$ 100,000	\$ 50,000	\$ 100,000	\$ 390,000.00

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.

August 2, 2023

Marie Kurose, Chief Executive Officer
Workforce Development Council of Seattle-King County
Market Place One, Suite 250
2300 Western Avenue
Seattle, WA 98121-2162

RE: PY22 WIOA Management Letter

Dear Marie Kurose:

Employment Security Department's Workforce Monitoring Unit (ESD's Monitoring Unit) completed the compliance review of Workforce Development Council of Seattle-King County (Sea-King WDC), regarding the oversight and administration of the Workforce Innovation and Opportunity Act (WIOA) for Federal Program Year 2022 (PY22). The purpose of this letter is to describe the scope of the review and communicate any findings, items to address, or questioned or disallowed costs, if applicable, in the administrative/fiscal and programmatic operations of Sea-King WDC.

The review included the following:

WIOA Title I Formula Program Review

WIOA Program Policies

- Eligibility Guidelines and Documentation Requirements (ESD Policy 1019, Rev. 6)
- Supportive Services and Needs-Related Payments (ESD Policy 5602, Rev. 3)
- All other policies and/or procedures, memos, technical assistance guides, etc., developed for the implementation of your WIOA formula and/or discretionary grants edited or published since the last state review.

WIOA Adult and Program

- Eligibility
- Priority of Service
- All Direct Participant Costs
- MIS/ETO-Data Element Validation

WIOA Dislocated Worker Program

- Eligibility
- Program Enrollment
- Basic and Individualized Services
- All Direct Participant Costs

- Training Services
- Outcomes
- Program Completion
- Follow-up Services
- Self-Attestation
- MIS/ETO- Data Element Validation
- Case Notes
- TAA/DW Co-enrollment

WIOA Youth Program

- Eligibility
- All Direct Participant Costs
- MIS/ETO-Data Element Validation

Statewide Discretionary Contracts Program Review

Federal and State Economic Security for All (EcSA)

- Eligibility
- Program Enrollment
- Basic and Individualized Services
- All Direct Participant Costs
- Training Services
- Outcomes
- Program Completion
- Follow-up Services
- Self-Attestation
- MIS/ETO
- Case Notes

WIOA Title I Formula Administrative and Fiscal Review

- Design and governance of the LWDB including sunshine provisions
- MOU/IFA
- Policies/Procedures
- Administrative controls and monitoring (Subrecipient/Contractor and Pass-Through Entity)
- Internal controls
- Cash and financial management
- Procurements & Contracts including One-Stop Operator, if applicable
- Cost allocation plan or rate
- Single audit
- Personnel

- Grievance and complaint
- Incumbent Worker, if applicable

Statewide Discretionary Contracts Administrative and Fiscal Review

Federal and State Economic Security for All; COVID-19 Disaster Recovery Dislocated Worker Grant, and COVID-19 Employment Recovery Dislocated Worker Grant.

- Cash and financial management
- Administrative controls (Sub-recipient monitoring)
- Procurements & Contracts
- Personnel Activity Reports and Cost Allocation

If applicable, the monitoring review included any elements from the PY21 monitoring cycle identified in your PY21 Daily Observation Reports required to be included in your next round of monitoring.

There was one (1) finding, several questioned costs, and disallowed costs. The finding, questioned costs, disallowed costs, and items to address that were identified during the review are listed below with their status.

On behalf of ESD's Monitoring Unit, I would like to thank you and your staff for the courtesy you showed us during our review. Please let me know if you have any questions.

Sincerely,



Greg Ferland
Director, Workforce Monitoring

cc: Joy Adams, Acting Director of Employment System Policy and Integrity, Employment Security Department

Program Policies Review

Youth Incentives Policy

Items to Address

Unable to locate the following updated incentive documentation requirements: “Youth service providers must document incentive payments to youth by recording in case notes and participant files the youth program element and milestone, including attainment and retention of unsubsidized employment, achieved along with the incentive amount paid for the achievement.” and contains a milestone element, #10 Completion of Job Readiness Training. ESD’S monitoring unit spent time analyzing the content of the Job Readiness Training syllabus from their subrecipients, Goodwill Industries and King County as well as conferring with ESD’s policy department and determined these workshops did not meet the ESD WorkSource System Policy, 5621, Revision 5, Attachment A, guidelines for which incentive payments may be provided to a participant.

Actions Required

1. Sea-King WDC must update the policy to include the updated incentive documentation requirements and remove the allowance of incentives for Job Readiness Training.
2. Sea-King WDC will provide the ESD Monitoring unit with the updated policy by 6/30/2023.
3. Sea-King WDC will notify their service providers of the updated policy and provide documentation of this to the ESD Monitoring unit by 6/30/2023.

Sea-King WDC Response

On 6/30/2023, Karina Valentinas emailed: *"We have updated the Youth Incentives policy to remove job readiness training as an allowable activity and informed the providers of the change in an email on 6/26/23. (Updated policy attached to this email)"*

Status- Resolved

Adult / Dislocated Worker Incentives Policy

Items to Address

Unable to locate the following updated incentive documentation requirements: “Adult and Dislocated Worker program service providers must document (case note) in the case management system for each participant that receives an incentive payment(s) the WEX, or training milestone achieved along with the incentive amount paid for the achievement.”

Actions Required

1. Sea-King WDC must update the policy to include the updated incentive documentation requirements.

2. Sea-King WDC will provide the ESD Monitoring unit with the updated policy by 6/30/2023.
3. Sea-King WDC will notify their service providers of the updated policy and provide documentation of this to the ESD Monitoring unit by 6/30/2023.

Sea-King WDC Response due 6/30/2023

Status- Pending as of 7/14/2023

WIOA Adult Program Review

MIS

Finding

There were multiple instances of failure to enter timely and accurate data in the MIS system that spanned multiple programs and years. This is being identified as a single finding under Admin/Fiscal section 1.4 Administrative Controls and Monitoring.

Case Notes

Items to Address

All late service entries observed in ETO were missing all required late entry case notes per WIN 0082, Change 1.

Actions Required

1. Sea-King WDC will provide the ESD Monitoring unit with a plan by 7/14/2023 on how they will ensure their subrecipients are entering the required late entry case notes in ETO for all services entered beyond the 14-day allowable timeframe in ETO.
2. Sea-King WDC must include this element in their next round of monitoring.
3. During the PY23 monitoring review, Sea-King WDC will provide the ESD monitoring unit with documentation of their review outcomes, including any additional corrective actions, of their subrecipients, if applicable.

Sea-King WDC Response

On 7/14/2023, Karina Valentinas emailed: *"ETO Late Service Entry Case Note Plan: After the ESD Monitoring visit, service provider staff have been given training that specifically covers Late Service Entry and the case note requirement for that. Monthly Late Services report will be provided to the service providers that includes both the late services entered by staff member and whether any late services were missing the required case note entry. These reports will be monitored for trends to make sure that improvement is taking place. Technical assistance and/or corrective action will be applied as necessary to help service providers reduce late services and to ensure that the required case note entries are completed when late service entry occurs. Additionally, this will be a specific item of focus in local WDC monitoring and in service provider self-monitoring (with reports provided to the WDC) throughout the program year. The goal is*

to give regular updates to the providers on their specific caseload and identify trends that need to be addressed as soon as possible. (Updated monitoring DOR file and DEV corrections attached)."

Status- Plan received; Ongoing Actions Required

WIOA Dislocated Worker Program Review

MIS

Finding

There were multiple instances of failure to enter timely and accurate data in the MIS system that spanned multiple programs and years. This is being identified as a single finding under Admin/Fiscal section 1.4 Administrative Controls and Monitoring.

Case Notes

Items to Address

All late service entries observed in ETO were missing all required late entry case notes per WIN 0082, Change 1.

Actions Required

1. Sea-King WDC will provide the ESD Monitoring unit with a plan by 7/14/2023 on how they will ensure their subrecipients are entering the required late entry case notes in ETO for all services entered beyond the 14-day allowable timeframe in ETO.
2. Sea-King WDC must include this element in their next round of monitoring.
3. During the PY23 monitoring review, Sea-King WDC will provide the ESD monitoring unit with documentation of their review outcomes, including any additional corrective actions, of their subrecipients, if applicable.

Sea-King WDC Response

On 7/14/2023, Karina Valentinas emailed: *"ETO Late Service Entry Case Note Plan: After the ESD Monitoring visit, service provider staff have been given training that specifically covers Late Service Entry and the case note requirement for that. Monthly Late Services report will be provided to the service providers that includes both the late services entered by staff member and whether any late services were missing the required case note entry. These reports will be monitored for trends to make sure that improvement is taking place. Technical assistance and/or corrective action will be applied as necessary to help service providers reduce late services and to ensure that the required case note entries are completed when late service entry occurs. Additionally, this will be a specific item of focus in local WDC monitoring and in service provider self-monitoring (with reports provided to the WDC) throughout the program year. The goal is to give regular updates to the providers on their specific caseload and identify trends that*

need to be addressed as soon as possible. (Updated monitoring DOR file and DEV corrections attached)."

Status- Plan received; Ongoing Actions Required

TAA/DW Co-Enrollment Review

Items to Address

The two referred TAA participant records reviewed were found not to be compliant with local policy and procedure for TAA/DW CO-enrollment.

Actions Required

1. Sea-King WDC will provide the ESD Monitoring unit with a plan by 7/14/2023 on how they will ensure their subrecipients are following local policy and procedure for co-enrollment or declination of co-enrollment of TAA participants into the Dislocated Worker program.
2. Sea-King WDC must include this element in their next round of monitoring.
3. During the PY23 monitoring review, Sea-King WDC will provide the ESD monitoring unit with documentation of their review outcomes, including any additional corrective actions, of their subrecipients, if applicable.

Sea-King WDC Response

On 7/14/2023, Karina Valentinas emailed: *"We have updated the TAA and DW Co-enrollment Policy and provided an overview and technical assistance at the Peer-to-Peer Meeting on 6/29 (updated policy attached to this email). We followed up with an email on 6/29 to providers on the local policy and procedures. WDC will include this element in the next round of monitoring and will provide ESD with those monitoring outcomes."*

Status- Plan received; Ongoing Actions Required

Miscellaneous

Items to Address

ETO ID: 1004891 (Rainier) - File contains several case notes and services containing medical information.

Actions Required

Review file and remove medical information from case notes and services and store in a separate confidential medical file by 7/14/2023.

Sea-King WDC Response

On 7/14/2023, Karina Valentinas emailed: *"Medical information for client 1004891 has been removed from ETO."*

Status- Resolved

WIOA Youth Program Review

MIS

Finding

There were multiple instances of failure to enter timely and accurate data in the MIS system that spanned multiple programs and years. This is being identified as a single finding under Admin/Fiscal section 1.4 Administrative Controls and Monitoring.

Case Notes

Items to Address

All late service entries observed in ETO were missing all required late entry case notes per WIN 0082, Change 1.

Actions Required

1. Sea-King WDC will provide the ESD Monitoring unit with a plan by 7/14/2023 on how they will ensure their subrecipients are entering the required late entry case notes in ETO for all services entered beyond the 14-day allowable timeframe in ETO.
2. Sea-King WDC must include this element in their next round of monitoring.
3. During the PY23 monitoring review, Sea-King WDC will provide the ESD monitoring unit with documentation of their review outcomes, including any additional corrective actions, of their subrecipients, if applicable.

Sea-King WDC Response

On 7/14/2023, Karina Valentinas emailed: *"ETO Late Service Entry Case Note Plan: After the ESD Monitoring visit, service provider staff have been given training that specifically covers Late Service Entry and the case note requirement for that. Monthly Late Services report will be provided to the service providers that includes both the late services entered by staff member and whether any late services were missing the required case note entry. These reports will be monitored for trends to make sure that improvement is taking place. Technical assistance and/or corrective action will be applied as necessary to help service providers reduce late services and to ensure that the required case note entries are completed when late service entry occurs. Additionally, this will be a specific item of focus in local WDC monitoring and in service provider self-monitoring (with reports provided to the WDC) throughout the program year. The goal is to give regular updates to the providers on their specific caseload and identify trends that need to be addressed as soon as possible. (Updated monitoring DOR file and DEV corrections attached)."*

Status- Plan received; Ongoing Actions Required

Incentive Payments

Disallowed Costs

ETO ID's: 2464350, 2477889, 2485839 and 2486062. Four (4) participants from Seattle Goodwill received incentive payments of \$450 each, for the completion of a Job Readiness Training that were not allowable. ESD WorkSource System Policy 5621, Revision 5, Attachment A allows for ten (10) Youth Program Elements that qualify for incentive payments, however, based on the content of the workshop syllabus provided to the Monitoring Unit, we have determined these workshops did not meet the qualifying requirements.

Actions Required

1. Sea-King WDC must repay a total amount of \$1800 to the WIOA Youth contract from an allowable fund source based on the four (4) files the monitoring unit identified in our review by 7/14/2023.
2. Sea-King WDC must review all participant files where job readiness training incentive payments were provided from their subrecipients in PY22 by 9/15/2023. In instances where participants were paid the incentive for this activity, Sea-King WDC must disallow these costs and ensure the WIOA Youth contract is repaid from an allowable fund source.
3. Sea-King WDC must provide the ESD Monitoring unit with a GL and supporting documentation showing the repayment of those funds for each subrecipient out of an allowable fund source by all applicable due dates.

Sea-King WDC Response

On 7/14/2023, Karina Valentinas emailed: "WDC has repaid \$1800 to the WIOA Youth contract from an allowable non-federal fund source (GL attached)."

Status- Action Item 1 Resolved; Ongoing Actions Required - Response due 9/15/2023

Federal Economic Security for All Program Review

MIS

Finding

There were multiple instances of failure to enter timely and accurate data in the MIS system that spanned multiple programs and years. This is being identified as a single finding under Admin/Fiscal section 1.4 Administrative Controls and Monitoring.

Case Notes

Items to Address

All late service entries observed in ETO were missing all required late entry case notes per WIN 0082, Change 1.

Actions Required

1. Sea-King WDC will provide the ESD Monitoring unit with a plan by 7/14/2023 on how they will ensure their subrecipients are entering the required late entry case notes in ETO for all services entered beyond the 14-day allowable timeframe in ETO.
2. Sea-King WDC must include this element in their next round of monitoring.
3. During the PY23 monitoring review, Sea-King WDC will provide the ESD monitoring unit with documentation of their review outcomes, including any additional corrective actions, of their subrecipients, if applicable.

Sea-King WDC Response

On 7/14/2023, Karina Valentinas emailed: *"ETO Late Service Entry Case Note Plan: After the ESD Monitoring visit, service provider staff have been given training that specifically covers Late Service Entry and the case note requirement for that. Monthly Late Services report will be provided to the service providers that includes both the late services entered by staff member and whether any late services were missing the required case note entry. These reports will be monitored for trends to make sure that improvement is taking place. Technical assistance and/or corrective action will be applied as necessary to help service providers reduce late services and to ensure that the required case note entries are completed when late service entry occurs. Additionally, this will be a specific item of focus in local WDC monitoring and in service provider self-monitoring (with reports provided to the WDC) throughout the program year. The goal is to give regular updates to the providers on their specific caseload and identify trends that need to be addressed as soon as possible. (Updated monitoring DOR file and DEV corrections attached)."*

Status- Plan received; Ongoing Actions Required

Direct Participant Costs

Questioned Costs

ETO ID: 855249 - Unable to validate the allowability of the following expenditures:

1. Unable to validate the Occupational Skills Training ITA recorded on 9/16/2022 attached to Federal EcSA was allowable, unable to locate supporting documentation. Found in Support Services log that ITA was requested in the form of Support Service (\$980). Certificate of completion located.
2. Burlington Receipt received on 12/22/2022 in the amount of \$96.27 is a receipt from Milpitas, CA. Unable to validate this was an allowable expense.
3. Burlington Coat Factory receipt on 1/15/2023 identifies pop up lollipop Paw Patrol in the amount of \$3.29. This is a gift card for interview work clothes.
4. \$72.50 License and permit assistance fee is not recorded in GL from 10/12/2022.

Actions Required

1. Sea-King WDC must review the file and supporting documentation to determine allowability of the direct participant costs provided for the participant.

2. If the expenditures are determined unallowable Sea-King WDC must disallow the costs and provide the ESD Monitoring unit with a GL and supporting documentation showing the program is repaid out of an allowable fund source.
3. Sea-King WDC must report back to the ESD Monitoring unit by 7/14/2023 with the results of their review and supporting documentation of their determination.

Sea-King WDC Response

On 7/14/2023, Karina Valentinas emailed: " WDC has reached out to providers and asked them to review the items and submit any support documentation they may have. WDC requests an extension to 8/15/23 to allow providers to submit documentation and WDC to review the documentation. WDC will submit GL and supporting documentation of repayment for any disallowed funds by 8/15/23."

Status- ESD Monitoring Unit has approved a one-time extension date to 8/15/2023 for Sea-King WDC to report the results of their review and resolution of the questioned and/or disallowed costs.

Questioned Costs

ETO ID: 1375105 - Unable to validate the allowability of the following expenditures:

1. Unable to locate participant's income verification for 200% FPL, which is part of eligibility determination.
2. Unable to locate Support Service for transportation.
3. Unable to locate supporting documentation for an ITA.
4. Unable to validate the appropriate program and expense account was charged. The general ledger provided only identified \$50 of gas assistance and does not include \$3,500 of the ITA that was provided to the participant.

Actions Required

1. Sea-King WDC must review the file and supporting documentation to determine allowability of the direct participant costs provided for the participant.
2. If the expenditures are determined unallowable Sea-King WDC must disallow the costs and provide the ESD Monitoring unit with a GL and supporting documentation showing the program is repaid out of an allowable fund source.
3. Sea-King WDC must report back to the ESD Monitoring unit by 7/14/2023 with the results of their review and supporting documentation of their determination.

Sea-King WDC Response

On 7/14/2023, Karina Valentinas emailed: " WDC has reached out to providers and asked them to review the items and submit any support documentation they may have. WDC requests an extension to 8/15/23 to allow providers to submit documentation and WDC to review the documentation. WDC will submit GL and supporting documentation of repayment for any disallowed funds by 8/15/23."

Status- ESD Monitoring Unit has approved a one-time extension date to 8/15/2023 for Sea-King WDC to report the results of their review and resolution of the questioned and/or disallowed costs.

Questioned Costs

ETO ID: - 2203418 - Unable to validate the appropriate program and expense account was charged. \$72.50 for supportive services on 2/23/23 for Fatma's license is not on the GL.

Actions Required

1. Sea-King WDC must review the file and supporting documentation to determine allowability of the direct participant costs provided for the participant.
2. If the expenditures are determined unallowable Sea-King WDC must disallow the costs and provide the ESD Monitoring unit with a GL and supporting documentation showing the program is repaid out of an allowable fund source.
3. Sea-King WDC must report back to the ESD Monitoring unit by 7/14/2023 with the results of their review and supporting documentation of their determination.

Sea-King WDC Response

On 7/14/2023, Karina Valentinas emailed: " WDC has reached out to providers and asked them to review the items and submit any support documentation they may have. WDC requests an extension to 8/15/23 to allow providers to submit documentation and WDC to review the documentation. WDC will submit GL and supporting documentation of repayment for any disallowed funds by 8/15/23."

Status- ESD Monitoring Unit has approved a one-time extension date to 8/15/2023 for Sea-King WDC to report the results of their review and resolution of the questioned and/or disallowed costs.

State Economic Security for All Program Review

MIS

Finding

There were multiple instances of failure to enter timely and accurate data in the MIS system that spanned multiple programs and years. This is being identified as a single finding under Admin/Fiscal section 1.4 Administrative Controls and Monitoring.

Case Notes

Items to Address

All late service entries observed in ETO were missing all required late entry case notes per WIN 0082, Change 1.

Actions Required

1. Sea-King WDC will provide the ESD Monitoring unit with a plan by 7/14/2023 on how they will ensure their subrecipients are entering the required late entry case notes in ETO for all services entered beyond the 14-day allowable timeframe in ETO.
2. Sea-King WDC must include this element in their next round of monitoring.
3. During the PY23 monitoring review, Sea-King WDC will provide the ESD monitoring unit with documentation of their review outcomes, including any additional corrective actions, of their subrecipients, if applicable.

Sea-King WDC Response

On 7/14/2023, Karina Valentinas emailed: *"ETO Late Service Entry Case Note Plan: After the ESD Monitoring visit, service provider staff have been given training that specifically covers Late Service Entry and the case note requirement for that. Monthly Late Services report will be provided to the service providers that includes both the late services entered by staff member and whether any late services were missing the required case note entry. These reports will be monitored for trends to make sure that improvement is taking place. Technical assistance and/or corrective action will be applied as necessary to help service providers reduce late services and to ensure that the required case note entries are completed when late service entry occurs. Additionally, this will be a specific item of focus in local WDC monitoring and in service provider self-monitoring (with reports provided to the WDC) throughout the program year. The goal is to give regular updates to the providers on their specific caseload and identify trends that need to be addressed as soon as possible. (Updated monitoring DOR file and DEV corrections attached)."*

Status- Plan received; Ongoing Actions Required

Direct Participant Costs

Questioned Costs

ETO ID: 2530301 - Unable to validate the allowability of the following expenditures:

1. Unable to validate the appropriate program and expense account was charged. GL does not show expense of \$50 for gas assistance provided on 2/9/2023.
2. Unable to locate the purchase order for the two (2) incentive payments provided to the participant.
3. Unable to locate the voucher request for the \$40 permit.

Actions Required

1. Sea-King WDC must review the file and supporting documentation to determine allowability of the support services and incentives provided to the participant.
2. If the expenditures are determined unallowable Sea-King WDC must disallow the costs and provide the ESD Monitoring unit with a GL and supporting documentation showing the program is repaid out of an allowable fund source.
3. Sea-King WDC must report back to the ESD Monitoring unit by 7/14/2023 with the results of their review and supporting documentation of their determination.

Sea-King WDC Response

On 7/14/2023, Karina Valentinas emailed: " WDC has reached out to providers and asked them to review the items and submit any support documentation they may have. WDC requests an extension to 8/15/23 to allow providers to submit documentation and WDC to review the documentation. WDC will submit GL and supporting documentation of repayment for any disallowed funds by 8/15/23."

Status- ESD Monitoring Unit has approved a one-time extension date to 8/15/2023 for Sea-King WDC to report the results of their review and resolution of the questioned and/or disallowed costs.

Administrative / Fiscal Review

1.1 Design and Governance

Items to Address

Sea-King WDC has done a good job of ensuring many of the items required to comply with the "Sunshine Provisions" of WIOA are present on their website. The items that must be added include:

- Information about the Local Plan, or modification to the Local Plan, before submission of the plan.
- Posting of local plan on website.
- Selection of one-stop operator(s).
- Award of grants or contracts to eligible training providers of workforce investment activities including providers of youth workforce investment activities.
- By-laws, consistent with § 679.310(g).

Actions Required

Sea-King WDC must update their website to ensure that all the required "Sunshine Provision" elements of WIOA are easily accessible to the general public. Sea-King WDC must notify the Monitoring Unit once the updates to the website are complete.

Sea-King WDC Response

On 6/30/2023, Karina Valentinas emailed: "WDC response: We have updated our website to include all "Sunshine Provision" required elements. The content is accessible within 3 clicks on our website and is linked below. Workforce Innovation & Opportunity Act (WIOA) — Workforce Development Council of Seattle-King County (seakingwdc.org)."

Status- Resolved

1.2 MOU/IFA

Item to Address

WorkSource System Policy 1013-Revision 4-WorkSource Memorandum of Understanding was issued June 28, 2022. It included language requiring assurances that each MOU will be reviewed not less than once every three years. In addition, there are other elements that are required to be included in the MOU or attached to the MOU. Sea-King WDC's MOU was developed in 2019 and runs from 2020 through September 30, 2023. It was not updated following the issuance of WorkSource System Policy 1013-Revision 4-WorkSource Memorandum of Understanding to include the required assurance or attachments.

Actions Required

Sea-King WDC must update their MOU and ensure that all of the required elements and documents required to be included in or attached to the MOU are included in the final document. Sea-King WDC is required to provide the Monitoring Unit with a copy of their new MOU by 12/31/23.

Sea-King WDC Response due December 31, 2023

1.3 Policies and Procedures

Items to Address

Sea-King WDC invited board members to travel with staff to NAWB in April 2022. Board members were emailed a packet of information including the following information about per diem and a link to Sea-King WDC's official travel reimbursement policy: "Meals not provided by the conference will be reimbursed per IRS per diem rates (Meal Per Diem DC Rates \$18 Breakfast - \$20 Lunch - \$36 Dinner). If a flight departs prior to 7:00am in the morning, breakfast will be paid. If the employee's arrival is after 7:00pm, dinner will be paid. No receipts are required." Though Sea-King's official travel policy states it is for "employees" and does not address other authorized travelers, from the documentation provided and discussion with staff it is apparent that they intended the policy to cover both employees and board staff for the trip in question. Per discussion, this is the only board travel instance for the last 2 years. Receipts for parking, airfare, and hotel were provided for both groups (employees and board members), per the policy. Reasonable board travel costs to a national workforce conference are allowable expenses; which is what the Monitoring Unit found these to be.

Actions Required

Sea-King WDC must update their travel policy/procedures to apply to all authorized travelers for which they will be covering travel costs for in the future. Authorized travelers may include employees and board members as well as subrecipient staff and others crucial to forming strategy and guiding implementation of the workforce system. Sea-King WDC must provide a copy of the updated policy to the Monitoring Unit by 7/14/2023.

Sea-King WDC Response

On 7/14/2023, Karina Valentinas emailed: “WDC response: WDC has updated the travel policy (attached) to apply to all authorized travelers including Board members and applicable community members. All authorized travelers will receive the same reimbursement rates based on GSA and IRS guidelines and rates.”

Status- Resolved

1.4 Administrative Controls and Monitoring

Finding(s)

In reviewing Sea-King WDC’s monitoring activity this past year it is clear participant files were monitored. What is not clear is what corrective actions occurred in instances where repeated issues arose. During the PY22 monitoring review the Monitoring Unit discovered instances across all WIOA IB programs and all service providers of failure to enter data accurately and timely for reporting to DOL.

The common issues identified by the Monitoring Unit during PY17-PY22 include:

- Not capturing demographic information required to be reported federally,
- Late service entries,
- Recording services with no program enrollment attached,
- Missing services,
- Inaccurately recording services,
- Entering performance-based services that did not actually occur,
- Entering performance-based services to multiple programs when not all programs funded the services,
- Open durational services not being closed and capturing performance when the participation in the service has ceased or been completed, and
- Entering status updates as services when a service provision did not occur.

The repeated challenges with ensuring subrecipient-service providers are entering data into the state’s MIS accurately and on time has resulted in a finding.

The Monitoring Unit acknowledges the challenge of program delivery following the pandemic which has resulted in ongoing turnover of staff for the Sea-King WDC as well as its subrecipient-service providers.

It is critical that given Sea-King WDC’s leadership in serving residents and businesses in our state that the data being reported to DOL be accurate to ensure Sea-King WDC and the state meet federal performance report.

Actions Required

Starting June 1, 2023:

1. Sea-King WDC will require each of its WIOA service providers to conduct a monthly review of at least 5 of their files for participants that are active and enrolled in WIOA IB Adult, Youth and Dislocated Worker programs as well as federal and state Economic Security for All. The files must include participants with durational services. The review must include all MIS elements and include a review of the hard file and ETO record to ensure they are in alignment with each other.
2. Sea-King WDC service providers must complete their review and provide Sea-King WDC with the checklist for each file reviewed no later than the 15th of each month.
3. Sea-King WDC is required to review at least one file, per service provider, per program, per month to ensure all data is accurate.
4. Sea-King WDC will provide its report of the files reviewed to the ESD Monitoring Unit by the end of each quarter of review. The ESD Monitoring Unit will review the status of these monthly reviews after two quarters to determine if the steps taken to improve the timeliness and accuracy of data reported into ETO are sufficient or if additional corrective actions are necessary.
5. Sea-King WDC is required to provide or procure for a third-party contractor to provide training for all subrecipient supervisors, their service delivery staff and anyone responsible for reporting information into ETO on the following topics:
 - WS Service Catalog training
 - Timeliness of reporting data
 - Data Element Validation

Tailored training will begin in June 2023 and must be completed with all providers by July 31, 2023. Sea-King WDC must provide the Monitoring Unit with documentation of the training that occurred including agendas, training slides, and rosters of subrecipient-service provider staff attending the training.

Sea-King WDC first quarterly response due 9/30/2023 and at the end of each quarter thereafter.

Status- Pending

Items to Address

Sea-King WDC last certified their one-stops in 2018. TEGL 16-16 that requires all comprehensive and affiliate centers be certified at least once every three years was released on January 18, 2017. In addition, state policy requires that connection sites also be certified once every three years.

Actions Required

Sea-King WDC is required to ensure that all one-stops are certified consistent with federal and state law, regulations, and policy. In addition, Sea-King WDC must ensure

each certified site provides an annual report to the LWDB detailing the progress toward reaching the standards set forth in the certification criteria.

Sea-King WDC has developed plan to ensure that all one-stops are certified no later than June 30, 2023, and that the LWDB annually receives an update on the status of each one-stop to meet certification criteria.

Sea-King WDC must notify the Monitoring Unit once the certification of one-stops is complete.

Sea-King WDC Response

On 6/30/2023, Karina Valentinas emailed: " WDC response: As reported to the ESD monitoring team previously, WorkSource Tukwila went through the certification process during PY22. The Certification Team recommended to the WDC that the site be decertified. WDC Leadership agreed, and that decision was announced at the Finance and Administration Committee meeting and was approved by vote on 6/9/23. The Full Board voted to approve the decertification on 6/27/23.

The Certification Team made certification recommendations to the WDC for all other Seattle-King County Centers, Affiliate and Connection partner sites in late May. The WDC agreed with the Team's recommendations and the Finance and Administration Committee voted to approve the recommendations on 6/9/23 and forwarded their recommendation to the Full Board. The Full Board voted to approve the certification recommendations on 6/27/23.

WorkSource Seattle-King County Site Certification Status through 6/30/26.

<i>WorkSource Site</i>	<i>Certification Status Approved</i>
<i>WorkSource Auburn</i>	<i>Center</i>
<i>WorkSource North Seattle</i>	<i>Center</i>
<i>WorkSource Downtown Seattle</i>	<i>Affiliate</i>
<i>WorkSource Rainier</i>	<i>Affiliate</i>
<i>WorkSource Redmond</i>	<i>Affiliate</i>
<i>WorkSource South Seattle</i>	<i>Affiliate</i>
<i>WorkSource Connection Partner Sites</i>	<i>29 Agencies offering 38 sites approved as Connection partners."</i>

Status- Pending confirmation of vote as of 7/14/2023

1.7 Procurements and Contracts

Item to Address

State policy 5250-Subrecipient/Contractor and Pass-Through Entity Determination Requirements and 2 CFR 200.332, requires that each agreement with a subrecipient "Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following

information at the time of the subaward” then goes on to list 14 specific required elements. All the federally funded contracts reviewed were either missing or presented incorrect information in the required 14 elements. Additionally, three (3) of the eight (8) contracts reviewed incorrectly identified the scope of work as that of a contractor vs subrecipient.

Actions Required

Sea-King WDC must develop a plan that includes identifying staff responsible for final review of agreements prior to execution, training for those staff identified, and the detailed review process to be implemented to ensure that all future contracts include the correct information for all the required elements from State policy 5250-Subrecipient/Contractor and Pass-Through Entity Determination Requirements and 2 CFR 200.332. The plan is due to the Monitoring Unit by 7/14/2023.

Sea-King WDC Response

On 7/14/2023, Karina Valentinas emailed: " *WDC response: WDC has developed a plan (attached) that identifies staff who will review all agreements prior to execution, as well as the training for staff identified as reviewers for federal award amounts and contractor vs. subrecipient designation. Contracts and Compliance manager has received training on the required contract elements from ESD (email correspondence attached) and will provide training to identified staff to ensure accurate review of this element prior to agreement execution. Contracts and Compliance Manager will provide 'Contractor vs. Subrecipient' training to all WDC staff at an upcoming staff meeting (training materials attached).*"

Status- Resolved

1.10 Single Audit

Item to Address

Federal regulation 2CFR200.512(a)(1) requires that single audits be submitted to the Federal Audit Clearinghouse (FAC) "within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period." The audit for last program year included a restatement of the previous year's costs for Sea-King WDC. As a result, the audit was not submitted to the FAC until April 17, 2023.

Actions Required and taken

While the ESD Monitoring Unit was onsite, Sea-King WDC submitted a plan to ensure future years audits are completed by the federally mandated deadline. Sea-King WDC provided the Monitoring Unit with a copy of an email reflecting that they have contacted their auditor to move up the beginning date of the audit to ensure it is completed and submitted to the FAC by March 31, 2024.

Status- Resolved



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

June 6th, 2023

Marie Kurose
Chief Executive Officer
Workforce Development Council of Seattle-King County
Via e-mail

Dear Marie,

It is important to take a moment to recognize your positive performance on the outcomes shown below from your WIOA Title I grants and discretionary contracts. Please feel free to share this with your board and entire team, as you see fit, in appreciation of the hard work and dedication they put into finding solutions and support for the communities served by your LWDB.

The Workforce Development Council of Seattle-King County quarter ending March 31st, 2023 (September 30, 2023 for employment outcomes):

Outcome	Target	Actual
WIOA Adult Employment Placements	200	243
WIOA DW Enrollments	470	681
WIOA DW Employment Placements	50	90
WIOA Youth Enrollments	292	348
WIOA Youth Employment Placements	15	21
Federal EcSA Enrollments	70	194
Federal EcSA Employments Above Self-Sufficiency Wage	22	31
State EcSA Enrollments	106	188
Stat EcSA Employments Above Self-Sufficiency Wage	10	37

Congratulations on exceeding formula program enrollment targets. Your proactive approach to informing clients of the new Working Families Tax Credit will help to improve their lives in an immediate, material way. For the EcSA program, your service providers have undertaken an impressive amount of outreach to make connections in the community and ensure that potential participants are aware of the EcSA program and what it can provide them. Bravo! If we could offer additional technical service in any area of grant administration, training, policy guidance, or others, please just let us know. Our goal is to support your local success.

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

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

Sincerely,

Tim Probst
Grants Director
Washington State Employment Security Department

FINANCE & ADMINISTRATION COMMITTEE CHARTER

PURPOSE

The Finance & Administration Committee shall act as the Board of Directors for the WDC, a Washington State nonprofit corporation that receives and disburses Federal and other grant funds for workforce development activities. The committee oversees the WDC, including all workforce system operations and expenditures.

MEMBERSHIP

The Finance & Administration Committee shall be made up of: 1) the King County Executive or another executive level County representative appointed by the County Executive; 2) The City of Seattle's Mayor or another executive level City representative appointed by the Mayor; 3) an organized labor representative selected by the labor representatives who sit on the full board; 4) the Chair of the full board; and 5-7) three other private sector board members selected by the LWDB.

ROLES AND RESPONSIBILITIES

This committee shall oversee all fiduciary and administrative actions of the WDC, including issuing RFPs, evaluating and authorizing funding decisions, executing contracts, arranging for fiscal and program monitoring and compliance, audits, operations, and local policy.

PROCEDURES AND STAFFING

The Finance & Administration Committee shall meet six times per year, and Robert's Rules of Order will be used in all meetings. A quorum shall consist of a majority of the appointed committee members. The staff of the WDC will provide support for all meetings.