

FINANCE & ADMINISTRATION COMMITTEE

AGENDA

December 8th, 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 – September 8th, 2023
 - B. Economic Security for All (EcSA) Incentive Policy
 - C. Regional Strategic & WIOA Local Plan Update
- III. CEO REPORT**
 - A. Fiscal Performance
 - Grant updates
 - Commerce: BIPOC Small Businesses
 - Workforce & Economic Development
 - B. Programmatic Innovation, Impact & Compliance
 - WorkSource Redmond
 - Policy Updates
 - Youth Stipends Policy – Preview
- IV. BOARD CHAIR REPORT**
 - A. Committee Engagement
 - PY23 Finance & Administration Committee (FAC) Goals & Lookahead
 - FAC Engagement Opportunities
- V. ADJOURNMENT**

Attachments:

Economic Security for All (EcSA) Incentives Policy Memo_WDC-SKC_12.2023
P215.EcSA_Allowable Uses_Policy_State.Final DRAFT_V3_WDC-SKC_12.2023
FAC Minutes_09082023
FAC Regional Strategic and WIOA Local Plan Update_WDC-SKC-120823
TAP Plan One Pager_WDC-SKC
Bridging the Gap - Washington Allocates \$200 Million to Address Racial, Economic, and Social Disparities
WS Redmond Closure_WDC-SKC_2023
NF_Childcare_CSCCEPresentation_WDC-SKC_110923
Youth Stipends Draft Policy_WDC-SKC_2023
Invitation to Rating Committee_WDC-SKC_12.2023
Digital Equity_Letter to Gov. Inslee_11.20.23



WORKFORCE DEVELOPMENT COUNCIL

Seattle King County

Executive Summary: Finance & Administration Committee – December 8th, 2023

This summary reflects a comprehensive overview of the multifaceted agenda, emphasizing strategic planning and engagement for the organization's growth and development.

Action items include the review and insight provision on the proposed Economic Security for All (EcSA) Incentive Policy, along with seeking approval for minutes from the previous meeting. In addition, it will preview the next steps with our Regional Plan discussions on the vision and progress of the WorkSource Reimagined initiative, highlighting recent activities in business services and evaluating industry strategies.

Grant updates highlights funding WDC will be receiving from Department of Commerce to support BIPOC small businesses. The aim is to encourage sustainable growth within these businesses, addressing historical disparities and fostering economic empowerment in marginalized communities.

The CEO report covers a range of topics such as fiscal performance evaluation, discussions and strategies regarding recent grant developments, initiatives supporting BIPOC small businesses, ongoing efforts in workforce and economic development, programmatic impact and compliance reviews, and updates on WorkSource Redmond.

The report also offers a preview of the proposed Youth Stipends Policy. Committee-specific topics include addressing updates on the Local Plan. The Board Chair's report delves into committee engagement, goals for Program Year 23, and outlines future plans, exploring various engagement opportunities encompassing Lease Renewal, The Local Plan, WorkSource Reimagined, Business Services, and Youth Request for Proposal (RFP) inputs related to design and evaluation.

We provide the following pre-read materials that offer deeper insights into the topics ahead of our committee meeting.

<p>I. ACTION ITEMS</p>	<p>A. Economic Security for All (EcSA) Incentive Policy <u>Economic Security for All (EcSA) Incentives Policy Memo WDC-SKC 12.2023</u> <u>P215.EcSA Allowable Uses Policy State.Final DRAFT V3 WDC-SKC 12.2023</u></p> <p>B. Approve Minutes – September 8th <u>FAC Minutes 09082023</u></p> <p>C. Regional Plan <u>TAP Plan One Pager WDC-SKC</u> <u>FAC Regional Strategic and WIOA Local Plan Update WDC-SKC-120823</u></p>
<p>II. CEO REPORT</p>	<p>A. Fiscal Performance</p> <ul style="list-style-type: none"> ○ Q1-Q2 Fiscal Updates ○ Grant updates <u>Bridging the Gap - Washington Allocates \$200 Million to Address Racial, Economic, and Social Disparities</u> <p>B. Programmatic Impact & Compliance</p> <ul style="list-style-type: none"> ○ WorkSource Redmond <u>WS Redmond Closure WDC-SKC 2023</u> ○ Industry & Innovation Strategies <u>NF Childcare CSCCEPresentation WDC-SKC 110923</u> ○ Policy <u>Youth Stipends Draft Policy WDC-SKC 2023</u>
<p>III. BOARD CHAIR REPORT</p>	<p>A. Committee Engagement <u>Invitation to Rating Committee WDC-SKC 12.2023</u> <u>Digital Equity Letter to Gov. Inslee WDC-SKC 112023</u> <u>Strategic Dashboard</u></p>

WORKFORCE DEVELOPMENT COUNCIL OF SEATTLE-KING COUNTY
MEMORANDUM

TO:	Finance and Administration Committee and Full Board
FROM:	Michael Davie, Director of Programs
DATE:	December 8, 2023
SUBJECT:	Policy

ACTION REQUESTED:

The WDC staff has reviewed and recommends the following policy change to increase the monthly incentive amount under state Economic Security for All (EcSA) from \$500 to \$1,000 to the Finance and Administration Committee for review and approval on December 8th, 2023.

1. Economic Security for All (EcSA) Incentives Policy (State funded)

Recommendation: WDC staff recommends the updated policy be accepted for final approval and immediate release of Economic Security for All (EcSA) Incentives Policy (State funded), effective on December 14th, 2023, following Full Board approval.

SYNOPSIS:

Policy summary, public comment information and subsequent modifications are:

- 1. Economic Security for All (EcSA) Incentives Policy (State funded)** -- This directive sets forth procedures to award monthly \$1000 incentive payments to participants enrolled in, and making satisfactory progress in, state-funded Economic Security for All (EcSA) activities and programs.

BACKGROUND:

The Workforce Development Council (WDC) of Seattle-King County proposed one (1) updated policy to address programmatic and administrative components of programming funded by the State Economic Security for All (EcSA). This policy aligns with WIOA Final Rules, as well as the Washington State Employment Security Department (ESD) WIOA Title I, EcSA and WorkSource System policies. The revised policy is in “final draft” format and included for review and approval from the Finance and Administration Committee on December 8th, 2023.

APPROACH AND PROCESS:

The following incentive policy under state-funded Economic Security for All (EcSA) was researched and co-created in partnership with providers and staff incorporated guidance and feedback into the final policy for Finance and Administration Committee and Full Board approval.

EQUITY IMPLICATIONS:

The WDC launched a review of local policies in alignment with the Regional Strategic Plan strategies for an equitable economic recovery. In order to mitigate disparities in underserved populations and communities of color, the updated policy emphasizes an expanded use of incentives, streamlines documentation and embraces the widest definitions possible to benefit the maximum number of individuals.

Incentives/ Food Assistance/ Medical and Mental Health Care and Allowable Uses of State Economic Security for All (EcSA) Funding Policy

EFFECTIVE DATE: December 14, 2023

POLICY #: P215.V3

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 012 9.](#)

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 \$1,000/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 \$1,000 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 \$1,000 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 acknowledgment 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 \$1,00 as long the participant is enrolled in the State EcSA program.

FILLING 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)

<p>I understand this form and the contents have been explained to me in my primary language.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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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

September 8th, 2023

WDC Finance & Administration Committee

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

CLEO's Representatives Present (Virtual): John Lederer

Staff Present (Virtual): John Bowers, Michael Davie, Mimi Getahun, Marie Kurose (CEO), Leigha Paul, Jeff Sikora, Marisol Tapia-Hopper

Materials Distributed:

- June Minutes – [June 9th](#) & [June 16th](#), 2023
- 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

I. INTRODUCTIONS

II. ACTION ITEMS

A. Approve Minutes – June 9th & June 16th, 2023

Chair Jiquanda Nelson reviewed the draft minutes from the June 9th and June 16th FAC meeting:

- WDC board discussed and approved PY-23 Budget, Incumbent Worker Training request, and Policy updates.
- Marie Kurose, CEO provided information on:
 - Board Leadership Nomination Committee
 - WIOA Formula Allocation
 - State Funding
 - Board Excellence Dashboard
 - ESD Monitoring PY-22
 - Lookahead Calendar

- Operator Procurement Calendar

As quorum was not met, chair Jiquanda Nelson recommended to move motion to e-vote.

B. Policy

Chair, Jiquanda Nelson introduced WDC Director of Programs, Michael Davie to present on policy. Mr. Davie presented on Economic Security for All (EcSA), a poverty reduction model funded through the state. The presentation provided a review of the two policies that have been revised and added:

- **Policy 215 V2:** Incentives/Food Assistance/Needs-related Payments/Medical and Mental Health Care
 - Expanded original policy by braiding in state funds to allow for funding to be used for food assistance, housing assistance, medical and mental health care, and outreach and marketing.
- **Policy 216:** State & Federal for Over 200% (Federal Poverty Level) FPL
 - New policy that focuses on eligibility for individuals at over 200% FPL.

As quorum was not met, chair Jiquanda Nelson recommended to move motion to e-vote.

C. Memorandum of Understanding (MOU) & Infrastructure Funding Agreement (IFA)

CEO Marie Kurose presented the WorkSource Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA), a requirement of the MOU. Ms. Kurose provided background on WorkSource and its One-Stop partners, along with WDC's responsibilities with WorkSource. In addition, the presentation included the WorkSource PY23 Operating Budget.

As quorum was not met, chair Jiquanda Nelson recommended to move motion to e-vote.

III. CEO REPORT-OUT

A. Funding Report

CEO Marie Kurose presented on PY22 Grants and PY23 Grant activities. The presentation included information on PY22 Grants received and PY23 Grants (received, pending, and not awarded).

B. Monitoring Report – PY22 WIOA Management Letter

Ms. Marie Kurose provided an in-depth review of the WIOA PY22 Monitoring report, which included information on findings, required action, and background on the WDC's regional transformation. Ms. Kurose also provided an overview of the PY23 Operational Plan which included an expansion of diverse partners and programs, in addition to staff capacity building by adding 2 FTEs, Program

Monitor, and Management Information System Specialist. Ms. Kurose also provided a review of the PY23 Monitoring and Audit Schedule.

C. 2023 WIOA Title I Quarterly Performance Letter

Ms. Kurose briefly shared that WDC had received a very positive 2023 WIOA Title I Quarterly Performance Letter for June of 2023.

D. Board Updates

Chair Jiquanda Nelson provided brief updates on new PY23 officers:

- Chair – Jiquanda Nelson, CEO, Diversity Window
- Vice Chair – Angela Dunleavy, CEO, Gourmondo
- Secretary – Katie Garrow, Executive Secretary-Treasurer, MLK County Labor Council

Ms. Nelson also announced new WDC board members:

- Susan McLaughlin, Director of Behavioral Health and Recovery, King County Dept. of Community and Human Services (Business)
- Edwin Wanji, CEO, Sphere Solar Energy (Business)
- Lars Turner, International Organization of Masters, Mates and Pilots (Labor)

Ms. Nelson also announced upcoming vacancies on the WDC board for small business in January 2024 and pending appointments in higher education, adult education, and economic development.

IV. FINANCE & ADMINISTRATION COMMITTEE

A. Historical Overview

CEO Marie Kurose provided a historical overview of the Financial & Administration Committee. The presentation included information on the WDC board governance structure (approved in 6/2021) and the roles and responsibilities of the WDC board and committees.

B. FAC Charter

CEO Marie Kurose provided a brief review of the Finance and Administration Committee charter.

C. Committee Discussion

Ms. Kurose and Ms. Nelson led a discussion about what they envision as the current role of FAC and what items needed to be presented to the board versus strictly at committee meetings.

V. ADJOURNMENT

Chair Jiquanda Nelson adjourned the meeting.

What is TAP?

Talent and Prosperity for All is Washington's four-year strategy for a strong and successful workforce development system. This strategy aims to help employers, workers, and communities succeed.

The plan encompasses a wide range of employment, education, training, and related services and support to help all **workers** secure and retain good jobs while providing **businesses** with skilled workers they need to compete in the global economy.

Why is TAP important?

- Provides a roadmap to better economic outcomes for jobseekers, workers, employers, and communities.
- Meets requirements for program funding.
- Guides multi-agency initiatives.
- Aligns partner plans and activities.
- Measures progress and gauges effectiveness.

TAP Creation Approach

The Workforce Board and its partners are taking a four-phased approach to create the 2024-2028 TAP plan. This work will take place from May 2023 – March 2024.

Phase 1: Discovery and Planning

Identify strategic priorities, system goals, and alignment points.

Phase 2: Development

Form work groups, solicit input, define metrics and measures. Draft plans.

Phase 3: Verification and Alignment

Ensure completeness and align plans. Board and Governor's Office review.

Phase 4: Approval and Submission

Public comment period, revisions, Board and Governor's Office approval. Submit.

WA State Workforce Plan: Talent and Prosperity for All (TAP)

Vision

Every Washington community is thriving, inclusive, and economically resilient.



Mission

We champion strategies and align organizations and stakeholders statewide to enable the future of work, which ensures a successful business climate and livable-wage jobs for all.



2024-2028 Guiding Principles

Close economic disparities for marginalized populations

Comprehensive support for individuals with barriers to employment

System-wide performance metrics and accountability



2024-2028 Strategic Priorities

System

Integrate system services, data, accountability, and resources with clear partners and roles.

Business

Support business development and competitiveness by aligning with economic development and growth efforts.

Youth

Improve opportunities for young people to transition to an economically successful adulthood.

Credentialing

Explore credential reform to improve equitable access, mobility, and long-term economic success.

Job Quality

Develop a job quality framework to guide decisions and key investments in the delivery of business services.



TO:	Finance and Administration Committee Board Members
FROM:	Marie Kurose, Chief Executive Officer
DATE:	December 8, 2023
SUBJECT:	Regional Strategic and WIOA Local Plan Update

SUMMARY

WIOA requires the state and Local Workforce Development Boards to submit a comprehensive plan every four years. The current plan, developed in 2021 as part of the WDC’s Regional Strategic planning process will expire in June 2024.

The Workforce Training and Education Coordinating Board recently released the Local/Regional plan guidance and timeline to the Local Workforce Development Boards for Program Year 2024-2027. Local Workforce Development Boards, in partnership with the chief local elected officials (CLEOs), are responsible for developing and submitting local plans to the State Workforce Board and Employment Security Department. The final, signed plan must be submitted by May 15, 2024.

The WDC’s The Local Plan planning process provides the opportunity to revisit and update the Regional Workforce Development Strategic Plan.

Steering Committee We are proposing the members of the LWDB, along with CLEO and select community representatives serve as the Steering Committee for the strategic planning effort, provide thought partnership to the Project Team, as well as represent the fuller perspectives of the board. Ideally, the Steering Committee will meet on a regular basis outside of the full board discussion.

BACKGROUND

WIOA requires the governor of each state to submit a Unified or Combined State Plan that includes a four-year strategy and operational plan for the continuing implementation of the state’s workforce development system, with an update after two years. States must have federally approved State Plans to receive funding under the six core programs, pursuant to Section 102(a) of WIOA

State Plans communicate the state’s vision for the state workforce development system. WIOA requires states to demonstrate how they will align WIOA and other federal and state investments across job training and education programs, improve efficiency, and ensure that the workforce system connects individuals with high-quality job opportunities and employers. The Workforce Training & Education Coordinating Board (State Board) is finalizing its [Talent and Prosperity for All](#) strategic workforce plan. This four-year strategy will guide the state’s workforce investments from 2024-28. The plan guides what kind of employment, education, training and related services will be supported in the state’s publicly funded workforce system.

The 2021 WIOA Local Plan was developed through the Regional Strategic Planning process. The WDC Board led a 7-month planning process in mid-2020 to develop a Regional Strategic Plan. The Regional Strategic Plan ('the Plan') established the high-level strategic plan to guide the WDC's priorities and basis for the 2021 WIOA Local Plan. The process and plan were intended to establish shared priorities and serve as a blueprint to drive strategic alignment and coordination of resources for the Workforce Development Council of Seattle-King County (WDC) and its regional partners: county and city government, industry, labor, community colleges, educational and training partners, community-based organizations, and the community.

APPROACH

The plan will be centered on advancing the Regional Strategic Plan priorities and strengthening system alignment, regional partnerships, and collaboration, with the aim of developing a blueprint to guide the region's workforce development effort shared and co-owned by our partners.

Regional Plan Priorities:

- Advancing racial equity and job quality through policy efforts, programs, and investments.
- Commitment to centering racial justice in our work while also addressing other inequities and disproportionately impacted communities to support economic opportunity and inclusion.
- Explicit focus on equitable economic opportunity and outcomes for Black, Indigenous, People of Color (BIPOC) and immigrant and refugee communities, who have historically experienced economic marginalization exclusion
- Improving job quality and the placement workers into quality jobs

Workgroups will be staffed by WDC staff and include extensive engagement with industry, labor, community leaders and other economic and workforce development stakeholders throughout the process. This will include convenings, focus groups, surveys and other strategies to ensure inclusive participation. It is imperative that the community experiences this process as one that authentically considers their input and perspectives.

Strategic Plan Inputs: The plan will update the Regional Strategic Plan as well as address the regional and local planning elements specified in WIOA such as labor market information, economic development, business engagement, sector strategies, career pathways, equal opportunity, and performance accountability. All plans must support the strategy described in the State Plan developed per WIOA Sections 102 and 103, and otherwise be consistent with the State Plan.

- I. Research & Data
- II. Industry Strategies
 - Identification of Priority Sectors/Occupational Clusters
 - Industry and Business Services Strategies and Processes
- III. Stakeholder and Partner Engagement
 - Community
 - Employers
 - Labor
 - Workforce Development funders (City, County, Port, Philanthropy)
 - Economic Development and Chambers
 - Workers/Participants
 - Training Providers

IV. Workforce System Alignment

- WorkSource System and program strategies for improved access and services for BIPOC and other priority populations
- Landscape Analysis related workforce efforts to identify potential points of leverage and partnership.

V. Training and Apprenticeship Development/Strategies

VI. Data, Performance Outcomes and Evaluation including Regional Equity Goals and Metrics

TIMELINE

- October 2023: State Workforce Board will release guiding principles for local planning process and review of local plans.
- November 1 — May 15, 2024: Local planning period.
- **December 14, 2023 – LWDB Launch Planning Timeline, Process and Workgroup Recruitment**
- March 1, 2024 – March 31, 2024: Recommended public comment period on local plans.
- **April 4, 2024 – LWDB Vote on Draft Local Plan**
- April 10, 2024: Draft local plan due to State Workforce Board and ESD.
- April 17, 2024: State comments on draft local plans transmitted to LWDBs following review.
- **May 15, 2024: Final, signed local plans due to the Workforce Board and ESD.**
- May 27-28, 2024: Workforce Board takes action on local plans on behalf of the Governor.
- June 2024: Local plans approved by the Governor.
- June 28, 2024: Local Chief Elected Officials and LWDBs notified by Workforce Board of Governor approval of their local plans (official correspondence to follow).

ACTION REQUESTED

Finance & Administration Committee approval of the creation of a Regional/Local Plan Steering Committee to include LWDB members, along with CLEO and select community representatives.

Bridging the Gap - Washington Allocates \$200 Million to Address Racial, Economic, and Social Disparities



In 1971, the U.S. embarked on a “war on drugs,” a campaign that, while ostensibly targeting drug abuse, disproportionately affected Black Americans and other marginalized communities. This war led to mass incarcerations, with the brunt borne by Black, Hispanic, and Indigenous people in Washington and across the nation. The ripple effects extended beyond the incarcerated, tearing apart families and communities.

The Legacy of Injustice: Fast forward to 2012, Washington legalized recreational cannabis, reducing related arrests. However, the racial disparities rooted in the drug war’s legacy persist. Even in states with legalized cannabis, Black Americans are nearly twice as likely to face arrests compared to their white counterparts, hindering their prospects in housing, employment, and wealth generation.

A Bold Move: Allocating \$200 Million: Recognizing these systemic injustices, in 2022, the Washington State Legislature earmarked \$200 million to support communities most affected by the drug war. Before disbursing these funds, the Legislature mandated the creation of a community reinvestment plan. The Department of Commerce, collaborating with the state Office of Equity and community allies, was tasked with crafting this plan. The plan’s focus encompasses:

1. **Economic Empowerment:** Economic development, emphasizing wealth-building and financial resources
2. **Justice Reform:** Legal aid for post-conviction relief, including record expungement
3. **Community Well-being:** Community-based violence prevention and intervention
4. **Second Chances:** Reentry services for those previously incarcerated

Community-Led Engagement: The Harriet Tubman Foundation for Safe Passage was chosen to spearhead a comprehensive community engagement process, culminating in a report with insights from Washingtonians statewide. Throughout the project, the HTFFSP instituted many ways to solicit input:

Engagement Highlights:

- **Informed:** 70 organizations, including state commissions, legislative contacts, Community Development Financial Institution (CDFI), nonprofits, community organizations, and advocacy groups.
- **Consulted:** 60 organizations, including community-based organizations, development councils, youth organizations, and philanthropic partners.
- **Involved:** 24 organizations, including large commissions, departments, and nonprofits.
- **Collaborated:** 37 organizations, including focus group participants, small business networks, reentry-focused community organizations and people, tribal liaisons, community healers, and other community advisors.

Community Empowerment in Numbers:

- 289 focus group attendees

- 18,975 website views
- 1,028 in-person interactions about the work

Lived Experience Matters: Central to this initiative is the emphasis on “lived experience” – those who have directly felt the drug policies’ impact. The Foundation’s engagement prioritized these voices, ensuring that the most affected are at the forefront of decision-making. Community insights underscored the need to:

- Acknowledge the structural racism inherent in drug policies
- Understand the broader, intergenerational trauma stemming from over-policing and systemic racism
- Recognize the collective harm to communities, not just individuals

Systemic Inequalities in Focus: Feedback from the community reinforced themes evident in various reports, highlighting systemic inequalities in Washington. These disparities span funding, homeownership, violence, homelessness, and the legal system. The collective message is clear: targeted, holistic solutions are imperative to redress past wrongs and foster equity throughout Washington.

Legislative Approval: ESSB 5187: On April 23, 2023, the Legislature approved ESSB 5187, which allocated \$200 million exclusively for the department’s administration of grants. These grants are to be distributed based on the recommendations in the Community Reinvestment Plan.

Strategic Allocation: The distribution of resources is intended to align with the state Workforce Innovation Opportunity Act (WIOA) Adult allocation method. This method is designed to channel funds towards areas with high poverty, unemployment, and a significant number of disadvantaged adults. Based on the Foundation’s analysis, six counties - Snohomish, King, Pierce, Spokane, Yakima, and Clark - were identified as the most in need of support. Thus, 64% of the fund will be directed to these counties.

Allocation Details: These resources are intended to help administer, manage, and support the distribution of the CRP account.

- Office of Equity: \$300k
- Dept. of Commerce: \$700k

A Monumental Step Towards Equity: The Community Reinvestment Plan is a monumental step towards rectifying the injustices of the past. By investing in communities, providing resources, and creating opportunities, Washington State is paving the way for a brighter, more equitable future for all its residents.

Grant Program Overview: The Community Reinvestment Plan recommends Commerce distribute the \$200 million to community through more than 17 individual grant programs in the four program areas. Subject matter experts will manage the grant programs across several Commerce divisions and in other state agencies. The Department of Commerce is working on the development of a Community Reinvestment website and mailing lists to convey information about formal opportunities for ongoing community engagements, access to the funds they are responsible for investing, and accurate and real-time updates about the outcomes of the fund distribution. In line with the recommendations in the Plan, the Department is establishing an implementation structure that offers continuous opportunities for community input and feedback. They will implement platforms and systems to ensure accountability and adherence to the research and recommendations outlined in the Plan.

Stay Informed and Engaged: Those interested in applying for upcoming grants or participating in the project are encouraged to sign up on the Department’s listserv to receive the latest information, engagement opportunities, and details about funding prospects.

Next Steps: Internally, folks are copyediting and putting the finishing touches on the Plan for submittal to the Governor and Legislature in the coming weeks. Meanwhile, we are beginning the work of implementing the recommendations in the Plan.

Grant Programs to Transform Communities:

Several programs have been proposed under the Community Reinvestment Plan:

- **Loan Guarantee Fund:** This program offers funding and loan loss reserve to Community Development Financial Institutions (CDFIs), local municipalities, and non-profit organizations in Washington State. \$17M
- **Black, Latino and Indigenous-Led Lending Agency Support:** This program aims to bolster existing and emerging Black and Indigenous-Led CDFIs by providing grants for lending capital and operational costs. \$15M
- **Homeownership Capital Accelerator:** This program provides loan capital to CDFIs to help reduce monthly mortgage payments for buyers. \$15M
- **Individual Development Accounts:** This program assists families in saving for specific assets like education, housing, or business expansion. \$25M
- **Blended Capital Enhancements:** This program aids beneficiaries in acquiring assets through loans, matched savings, and asset journey acquisition enhancement. \$25M
- **Cannabis Business Grants:** This program offers financial support and technical training to cannabis licensees who meet the social equity definition. \$3M
- **Asset Building Initiatives:** This grant supports coalitions that promote policies and programs to help BIPOC communities build assets and achieve financial stability. \$3M
- **Financial Coaching and Mentorship:** This program provides trauma-informed financial coaching, business coaching, and homebuyer education in a culturally responsive manner. \$10M
- **EcSA Career Accelerator Incentives:** This grant program supports individuals working towards economic security and stability. \$10M (Update: Employment Security Department is now contracting with local workforce development councils)
- **EcSA Business Support:** This program supports BIPOC businesses in participating in the WIOA while also assisting job seekers in acquiring necessary skills. \$15M (Update: Employment Security Department is now contracting with local workforce development councils)
- **Legal Representation Grant Pilot Program:** This program aims to provide comprehensive support to individuals impacted by the criminal justice system. \$8M (Update: Office of Civil and Legal Aid is now contracting with community based organizations ...more details)

- **Reentry Grant Program:** This program offers reentry services for justice-involved individuals. \$12M (Update: Department of Commerce is now contracting with community based organizations ...more details)
- **Youth Sports Capacity Program:** This program provides training for volunteer youth sports coaches in areas such as Social Emotional Learning and Trauma Sensitive Practices. \$5M
- **Barber/Beauty Shop Peer Navigation Program:** This program trains barbers to provide life coaching, violence prevention, mental health support, and mentorship. \$5M
- **Culturally Responsive Community Healer Program:** This program offers healing processes that are culturally respectful and relevant. \$10M
- **Local Advisory Teams:** This program ensures the effective administration of the community reinvestment fund in each of the 12 regions. \$7M
- **Technical Assistance:** This program provides subsidized experts who offer technical assistance and capacity building to organizations and community members. \$4M

Community Reinvestment Plan

Washington's \$200 million plan is a monumental step, but it's just the beginning. The real test lies in its implementation and the tangible changes it brings to the communities it aims to serve. **Sign up for E-mail Updates** for Community Reinvestment. Click to subscribe

For More Information Contact: Contact Cristi Devers and Sherina James, Community Reinvestment Plan Project Managers, at Cristi.Devers@commerce.wa.gov and Sherina.James@commerce.wa.gov, respectively.

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DATE: December 8, 2023

SUBJECT: WorkSource Redmond Office Closure Information Item

SUMMARY

As the Workforce Development Council (WDC) continues to put the Regional Strategic Plan (RSP) into action, WDC staff are analyzing the WorkSource system for ways to improve service accessibility and delivery for communities that have historically been underserved. That work requires the WDC and partners to look at the entire WorkSource system in a new way. This includes all areas of operations, including where WorkSource offices are located in King County.

WorkSource Redmond is one of four sites in our regional network managed by the Employment Security Department. After a review of data on the WorkSource Redmond customer base, lease requirements, and partner discussions, the decision to close this location has been made. WorkSource Redmond will be closed by **June 30, 2024**.

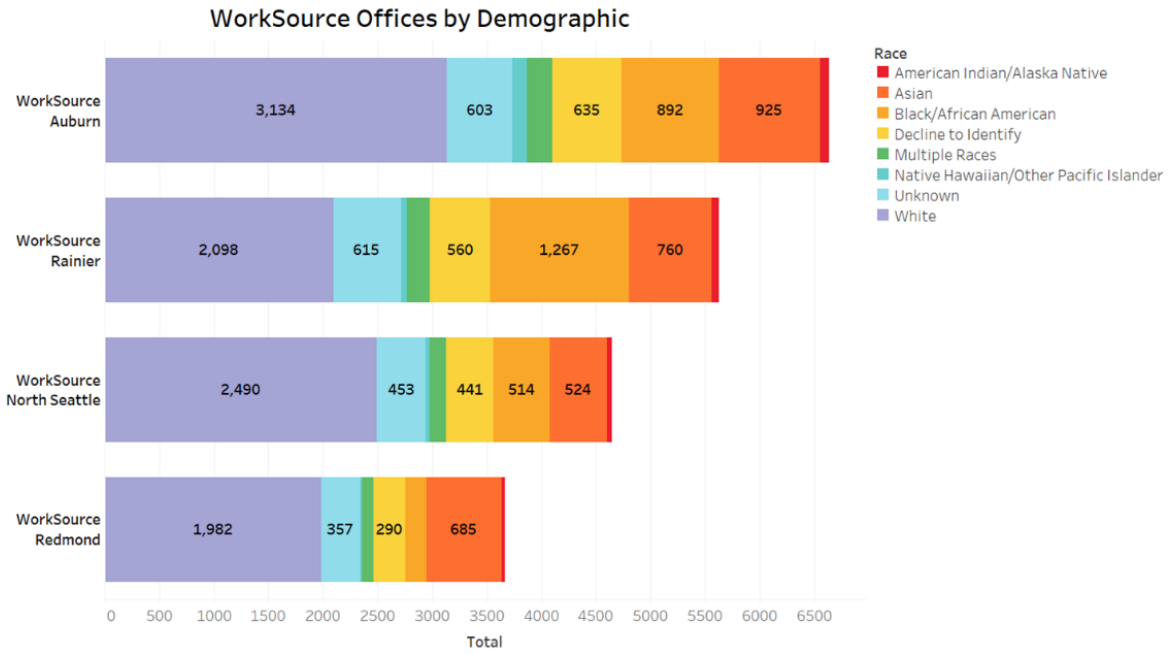
BACKGROUND

With the lease for the WorkSource Redmond location expiring June 30, 2024, negotiations with the property owner were pursued. A request was made to reduce the office footprint. The current location has more space than needed to support operations. Reducing the office space would have allowed for more efficient use of space at a reduced cost. The owner refused this proposal.

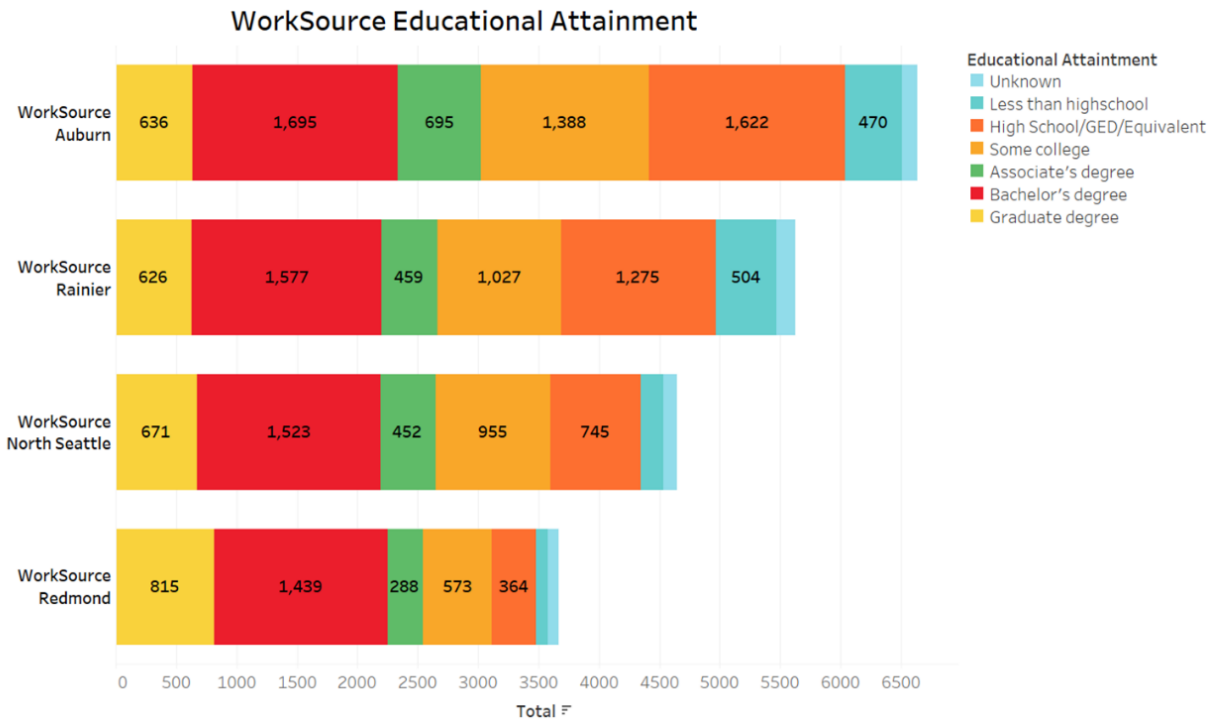
Concurrently, WDC staff began analyzing the WorkSource Redmond customer base and service delivery to determine if the location was the most viable to meet the needs of our target populations, outlined in the RSP. The results of that analysis showed:

- *WorkSource Redmond had the smallest number of job seekers served on-site by staff of the ESD-managed sites*
- *Most of the job seekers assigned to WorkSource Redmond, based on residence location, were accessing virtual services (70%), not in-person staff-assisted services (30%)*
- *The customer base of WorkSource Redmond did not reflect the populations identified in the RSP as the target populations for the system*
- *A location in Bellevue would provide more access for targeted populations on the east side of the county*

When comparing the ESD-managed sites around the county, the data show that the customer base for WorkSource Redmond is predominantly White (54%) and highly educated (61% have a bachelor's degree or higher). Only 198 Black/African American customers (5% of the total) received staff-assisted services at WorkSource Redmond in Program Year 2022 (PY22). The following graphs display racial and educational

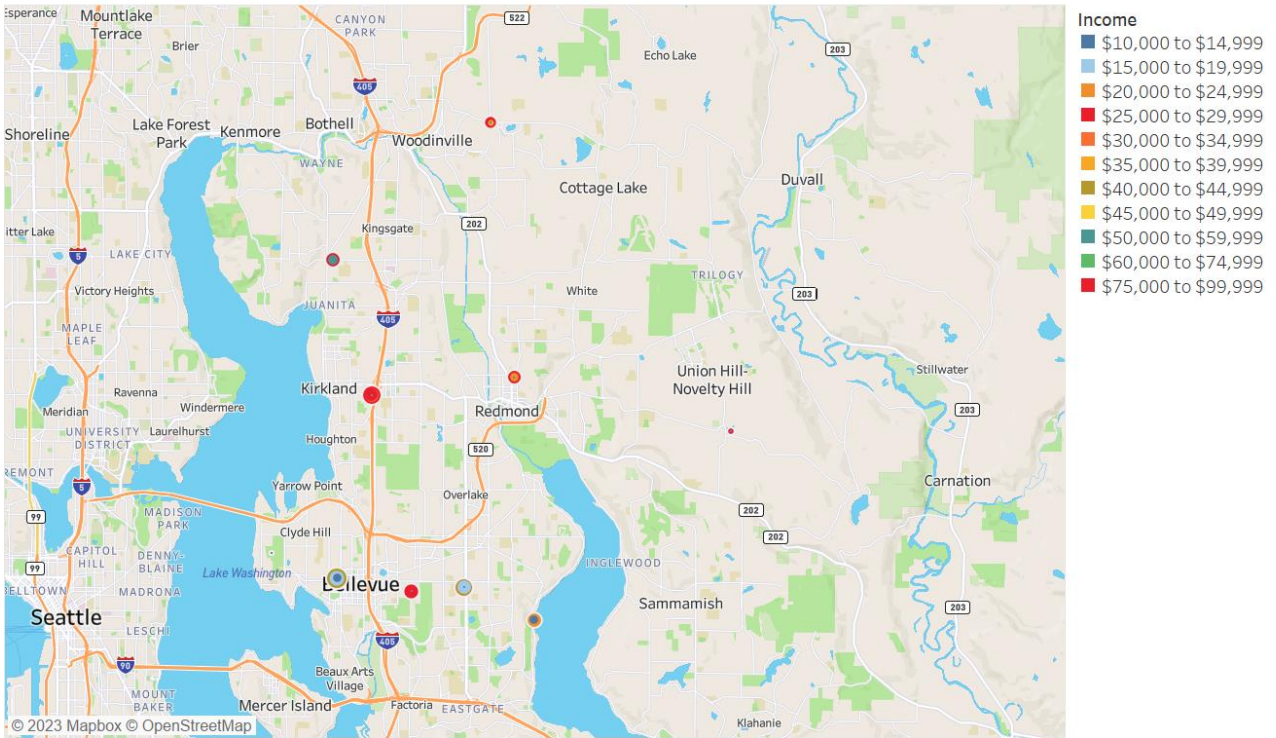


attainment data for the various WorkSource offices for PY22 in support of these conclusions.



This data prompted questions about where a viable location on the east side of the county would be for a WorkSource office. WDC staff gathered data from the US Census Bureau’s American Community Survey to isolate specific households by race, income, and location (ZIP Codes) for Kirkland, Bellevue, and Redmond. The following map distinctly shows that, of the east side cities, Bellevue has the largest concentration of Black/African American households with lower income levels. This target population directly aligns with the strategies outlined in the Regional Strategic

Black Households by Income for Specific Zipcodes



Plan (RSP).

THE WAY AHEAD

WorkSource Redmond will close by the end of the current program year. There is a multi-organization working group established to work through the details involved. Planning is underway to manage the transfer/relocation of ESD and contracted WIOA service provider staff to other offices and to work through the logistics of closing the office. WDC and ESD staff are also exploring options in Bellevue to house a new location that would be more accessible for clients and reach out to the populations in most need of services.



National Fund
for **Workforce Solutions**

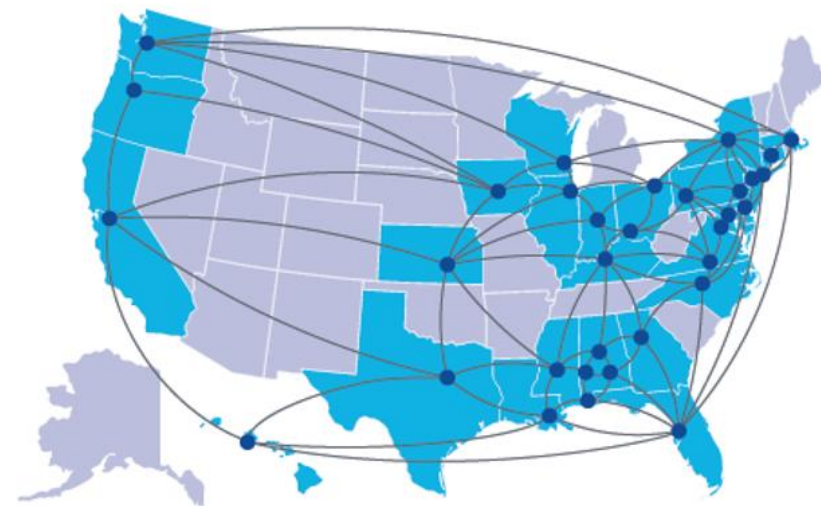
Shifting the Childcare Industry: Better Jobs for Better Access

Virtual Learning 1 | November 09, 2023

National Fund for Workforce Solutions

The National Fund for Workforce Solutions (National Fund) is a nonprofit organization that works to foster an equitable workforce – where all workers have the resources required to thrive, race does not dictate employment outcomes, and all jobs are good jobs.

- Comprised of more than 30 regional workforce collaboratives
- Located in Washington, DC
- Established in 2007



National Fund Vision



How We Approach Learning at the National Fund

Opening
Perspectives

Real
Examples

Space for
Not Knowing

Kindness
and Support

Accessibility

Concrete
Takeaways

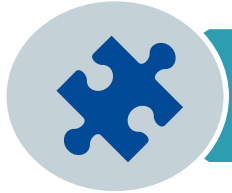
Before We Begin...



Be a learner, engage bravely and specifically



Take space, make space – and listen



Speak from the “I”



Acknowledge and attend to impact



Value multiple perspectives

Please be present with us and join with your video on (if possible)

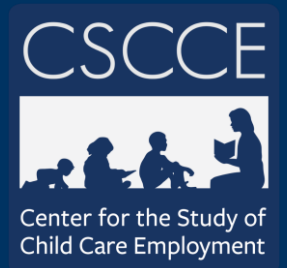
The Early Care and Education Workforce

Insights on the Workforce Behind the Workforce

Brandy Jones Lawrence, M.P.P.
Senior Analyst
September 21st, 2023

**Center for the Study of
Child Care Employment**
University of California, Berkeley

bjlawrence@berkeley.edu | cscce.berkeley.edu



Overview

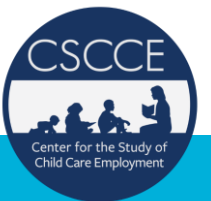
- Introduction
- The U.S. Child Care System
- A Broken System
- Overview of the Child Care Workforce
- Challenges and Inequities
- Supporting the Child Care Workforce

About CSCCE

Founded in 1999, the Center for the Study of Child Care Employment (CSCCE) is the national leader in early care and education workforce research and policy. We act on the premise that educators should be valued, respected, and guaranteed economic dignity, and that the provision of early care and education is a public responsibility.

Our Purpose

CSCCE provides research and analysis on the preparation, working conditions, and compensation of the early care and education workforce. We develop policy solutions and create spaces for teaching, learning, and educator activism. Our **vision** is to realize an effective public early care and education system that secures racial, gender, and economic justice for the women whose labor is the linchpin of stable, quality services.

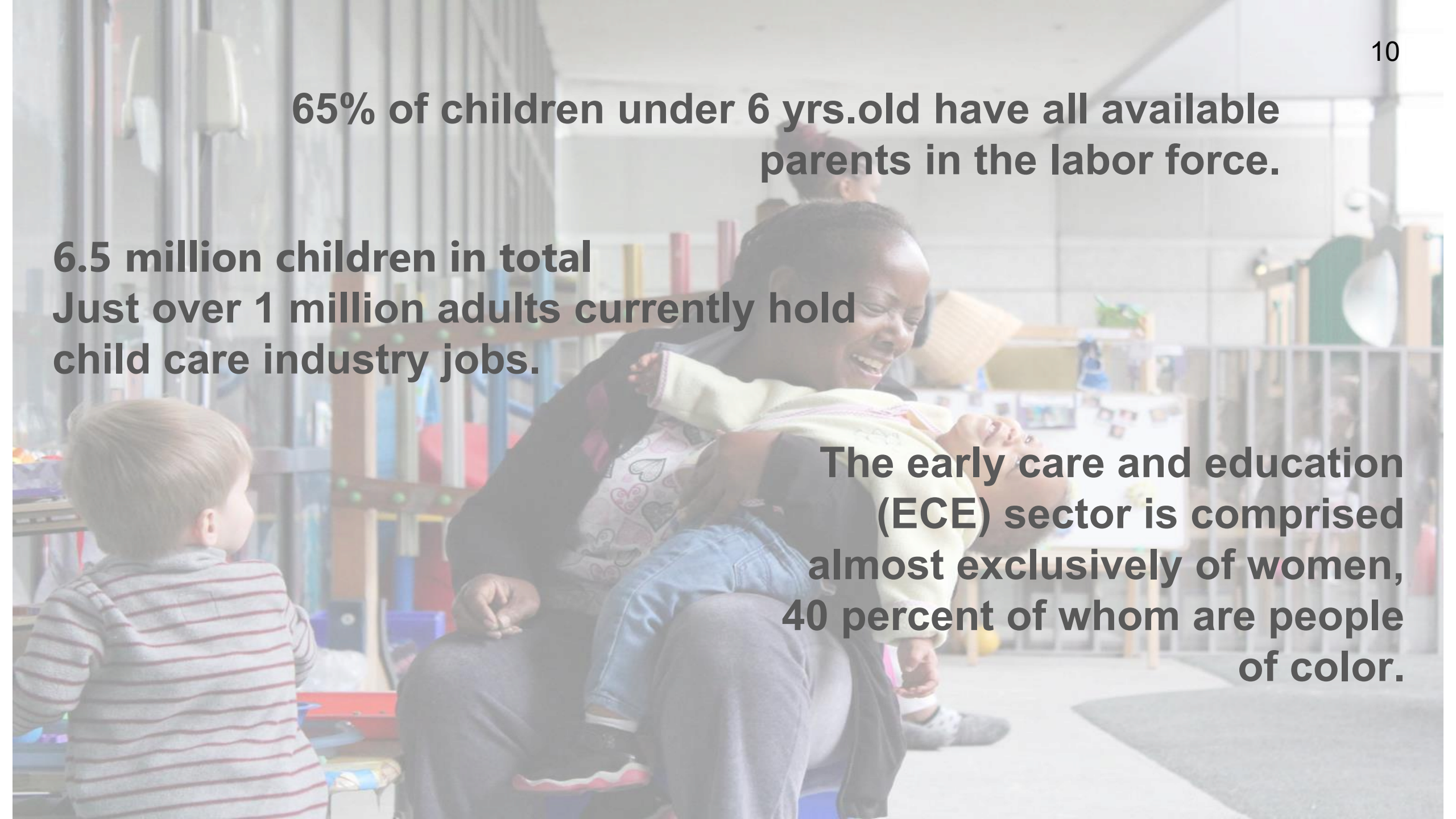


The U.S. Child Care System

65% of children under 6 yrs.old have all available parents in the labor force.

**6.5 million children in total
Just over 1 million adults currently hold
child care industry jobs.**

**The early care and education
(ECE) sector is comprised
almost exclusively of women,
40 percent of whom are people
of color.**



The U.S Child Care System

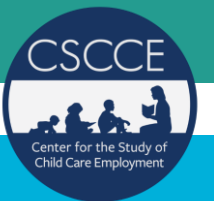
Social Welfare

- Redistributive versus distributive,; i.e. available to only those that are eligible and deemed “in need” and only in specified times and circumstances.
- Design and intention of program can be narrowly focused; i.e. child care is designed as a work support for parents vs. a child development program for children
- Supply is not automatically responsive to demand

VS.

Public Good

- Benefit society overall, sometimes by providing a benefit that is utilized by all and sometimes providing a benefit only used by some.
- Made available to all who can utilize it. Governed and paid for by the public sector. through a mixed-delivery system.
- Justice driven; designed to be accessible and effective especially for populations who are the most under-resourced.



A Broken System for All

The Challenge of a Broken System



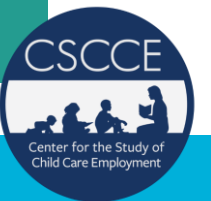
The U.S Child Care System

Private/Tuition Based

- Full price of care paid by families
- Conducted in multiple settings (provider homes, children's home (Nannies and/or relatives), employer sponsored facilities and community- based centers)
- Providers can be nonprofit or for profit organizations.

Publicly Subsidized

- A portion of the price of care is subsidized by federal and state funding for eligible families.
- Conducted in multiple settings and systems
- Providers can be nonprofit, or for profit organizations.



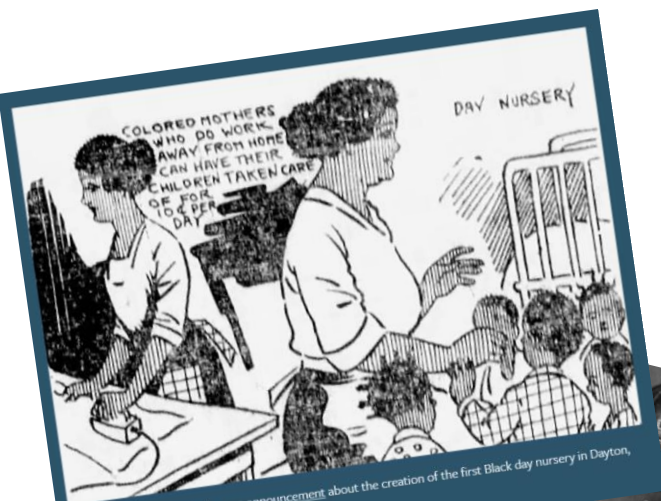
The Child Care Workforce

- Demographics

Entrenched Oppression

Racism and oppression have long been part of the legacy of child care

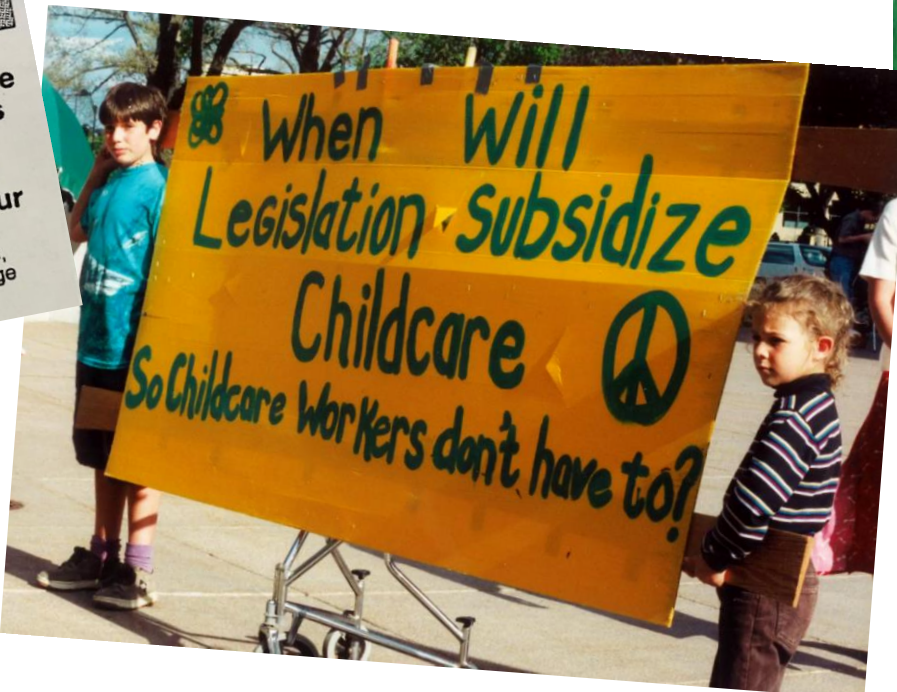
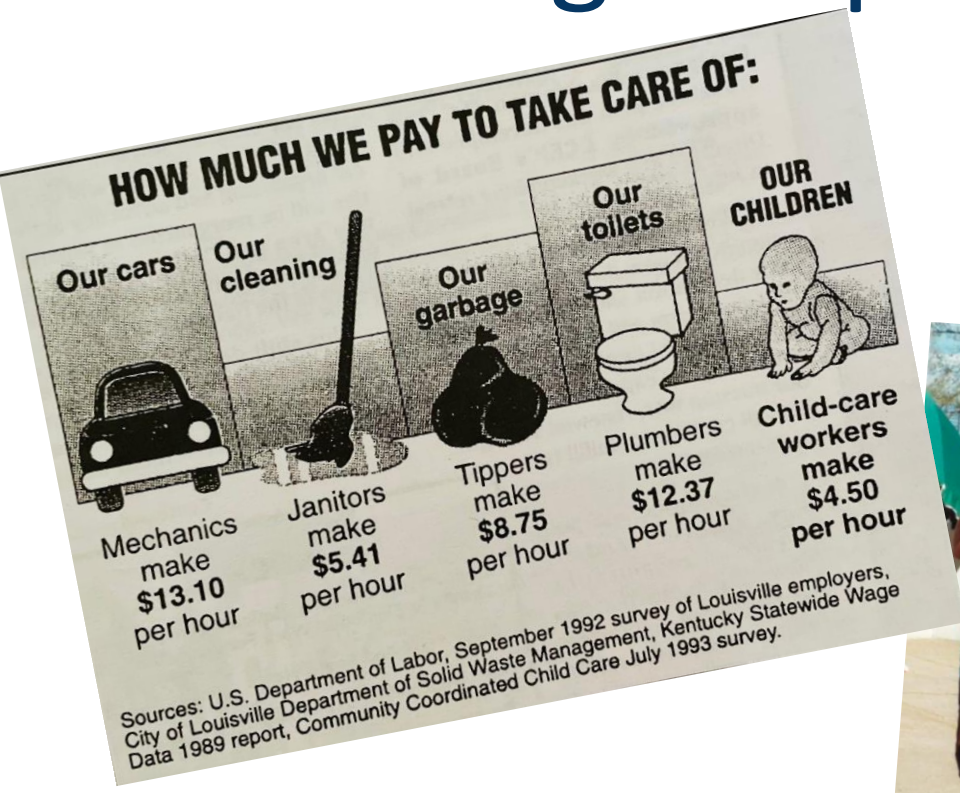
- Enslaved Black women: our nation's first child care providers, forced to care for White children with priority over their own
- Domestic workers: Black women shifted from one form of oppression to another, joined by Native, immigrant and other women of color



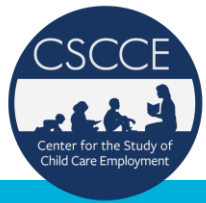
This drawing accompanied a 1920 announcement about the creation of the first Black day nursery in Dayton, Ohio.
Credit: Dayton Daily News, March 8, 1920.



Enduring Inequities



Graphic from *Between a Rock and a Hard Place: Raising Rates to Raise Wages. A How-To Book on Raising Rates*, Minneapolis Child Care Workers Alliance, 1990.



Economic Security

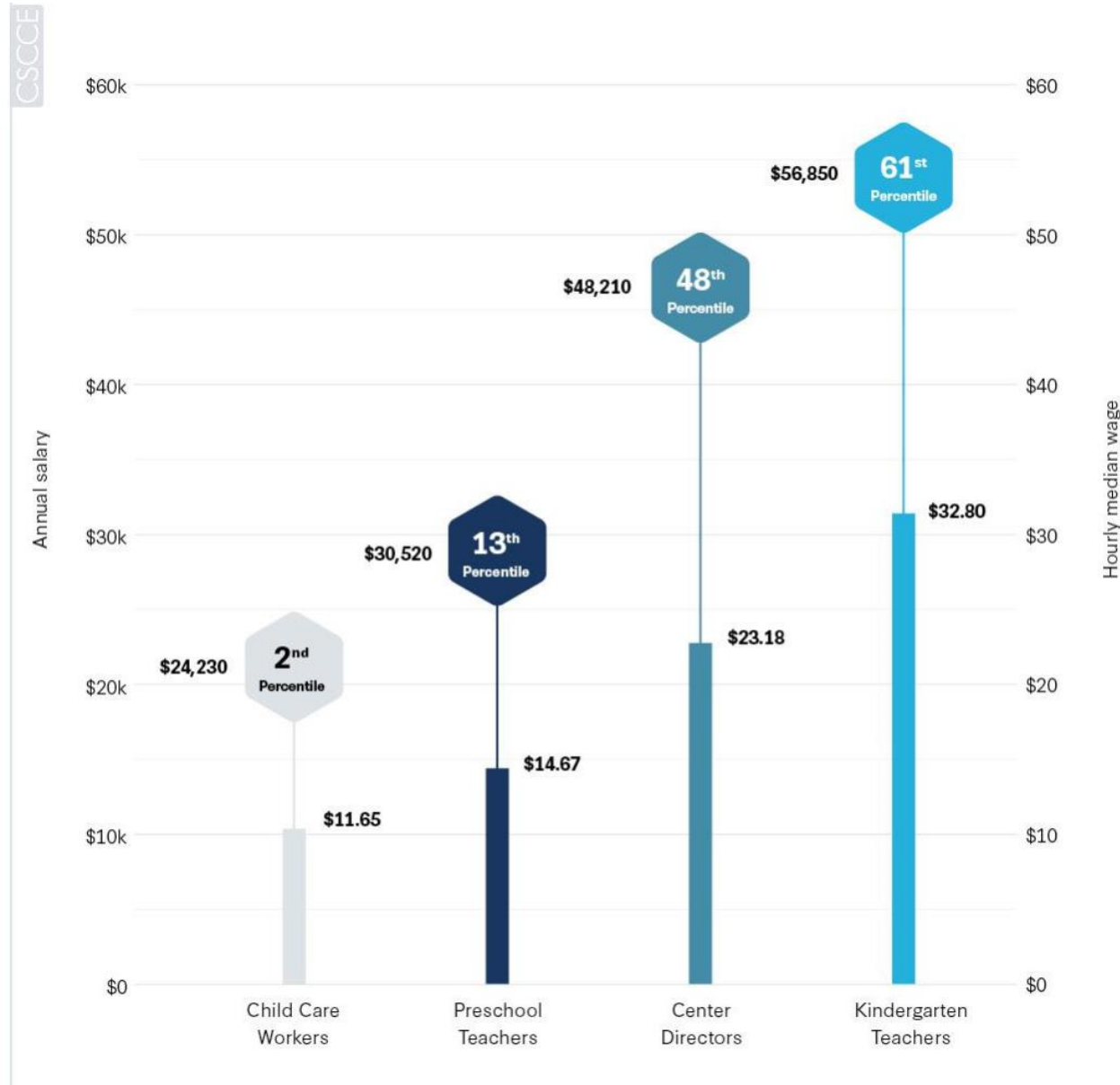
- Wages
- Disparities

Wages, Pay Gaps, & Poverty

8x	is how much higher the rate of poverty is for early educators compared to K-8 teachers
\$11.65	National median wage for child care workers, per hour
98%	of other occupations are paid more than child care teachers
\$4,406	is the wage gap between Black center-based teachers and their peers; a wage gap persists across levels of education
\$9,542	is the wage gap between BA- level infant and toddler teachers and their peers working with pre-K aged children; Black educators are more likely to work with infants and toddlers



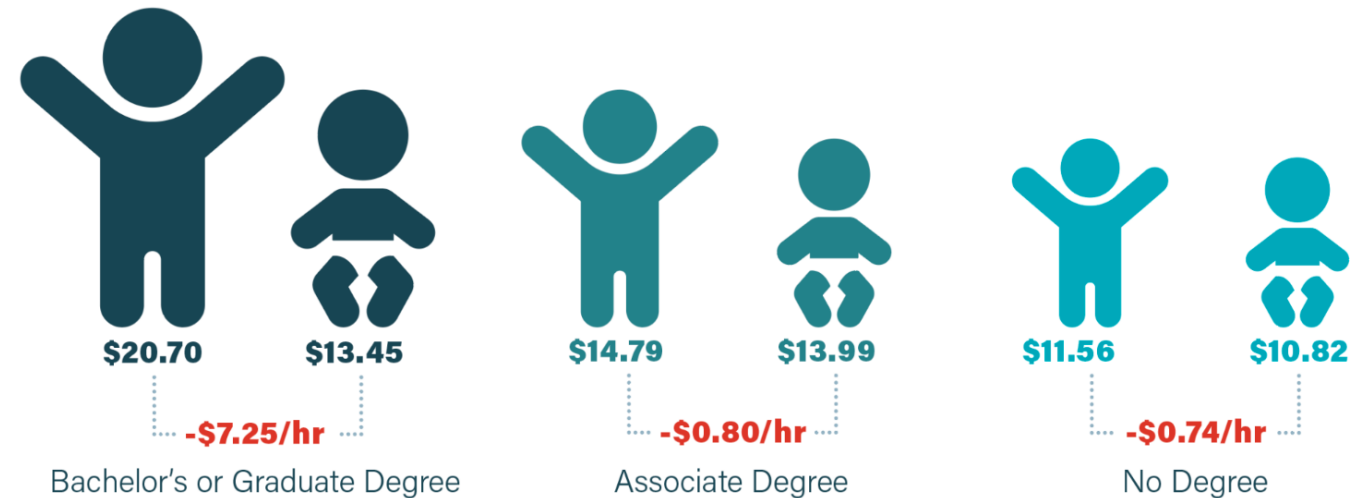
Occupations ranked by annual pay, 2020



The younger the child, the lower the pay for early educators

89% of infant & toddler teachers earn less than \$15/hour, compared to **64% of preschool teachers.**

In fact, there is a **wage penalty at every educational level for working with younger children.**



Poverty Rates and Pay Penalties

Poverty Rates & Pay Penalties for Early Educators & K-8 Teachers, by State, 2019

State	Total poverty rate	Poverty rate for early educators	Poverty rate for K-8 teachers	Pay penalty for early educators with bachelor's degrees
Indiana	10.7%	22.8%	2.7%	35.0%
Iowa	10.5%	24.0%	2.7%	35.7%
Kansas	10.2%	19.7%	2.5%	4.3%
Kentucky	11.7%	27.5%	2.4%	38.1%
Louisiana	11.5%	18.0%	3.4%	22.4%
Maine	9.4%	16.5%	2.0%	25.0%
Maryland	6.0%	13.1%	1.8%	42.0%
Massachusetts	8.7%	15.3%	2.3%	35.2%
Michigan	10.8%	18.9%	2.6%	21.5%

Educators Worry About...

	New York state	Miami-Dade County, FL	Marin County, CA
Having enough food for their families	50%	70%	39%
Paying their families' monthly bills	78%	81%	75%
Paying for their household's routine healthcare costs	70%	80%	62%

Pandemic Impact

Total Child Care Industry Jobs Nationwide, Monthly through October 2023

The industry continues to recover from sharp job losses it experienced early in the pandemic.

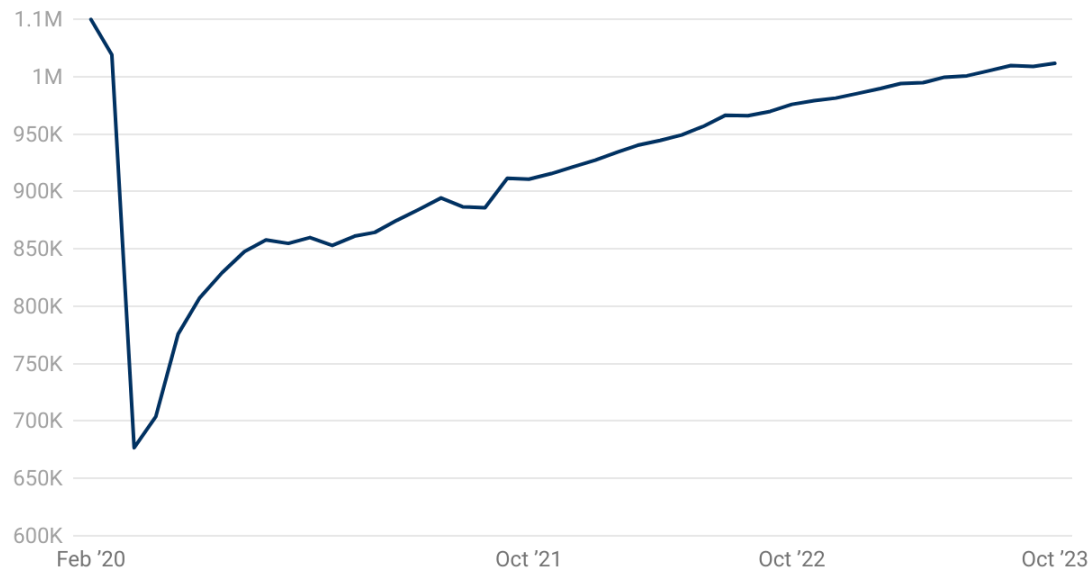


Chart: Center for the Study of Child Care Employment, UC Berkeley • Source: U.S. Bureau of Labor Statistics, "Current Employment Statistics," Series Code: CES6562440001, available at <https://beta.bls.gov/dataViewer/view/timeseries/CES6562440001> • Created with Datawrapper

-38.2K
Child care jobs lost since Feb 2020

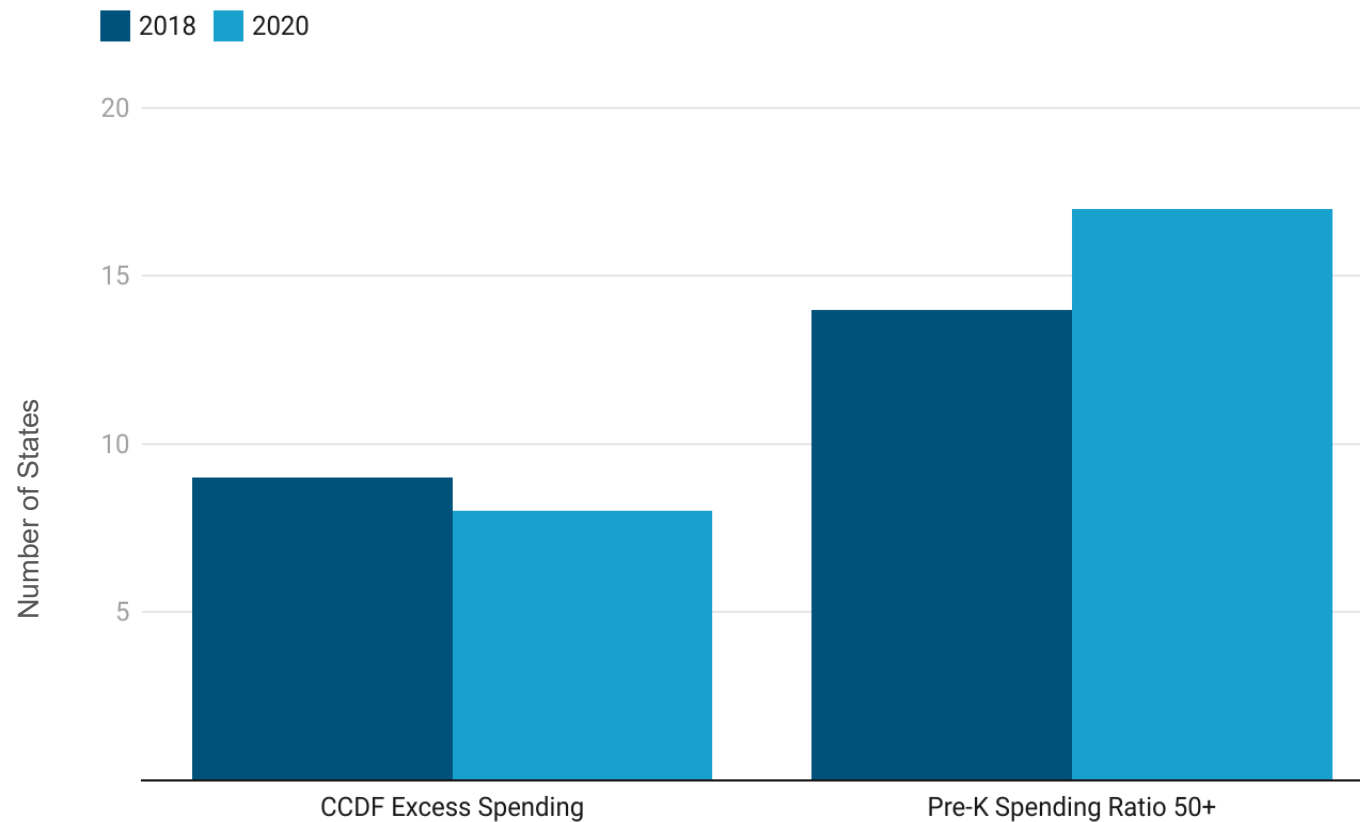
96.4%
Child care jobs today as a percentage of those in Feb 2020



Financial Resources

Child Care Spending

State Progress on Financial Resources per Indicator, 2018 & 2020



Source: © 2021 Center for the Study of Child Care Employment • Created with Datawrapper

Work Environments

Work Environment

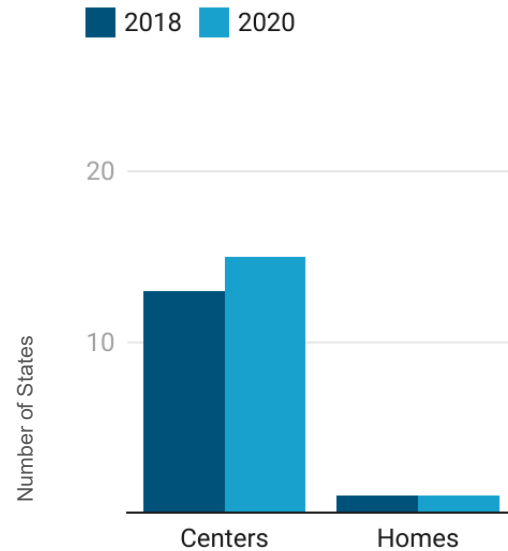
Model Child Care Work Environments Include:

- Sufficient staffing
- Paid non-child contact time for completion of professional responsibilities and reflection with colleagues
- Opportunities to provide input into decisions that affect programs, classrooms, and teaching practices
- Opportunities for ongoing learning

Work Environment Conditions

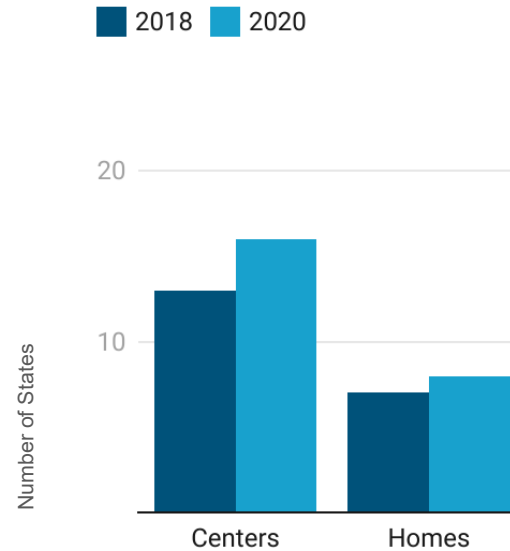
State Progress on Work Environment Standards per Indicator, 2018 & 2020

Paid time for professional development



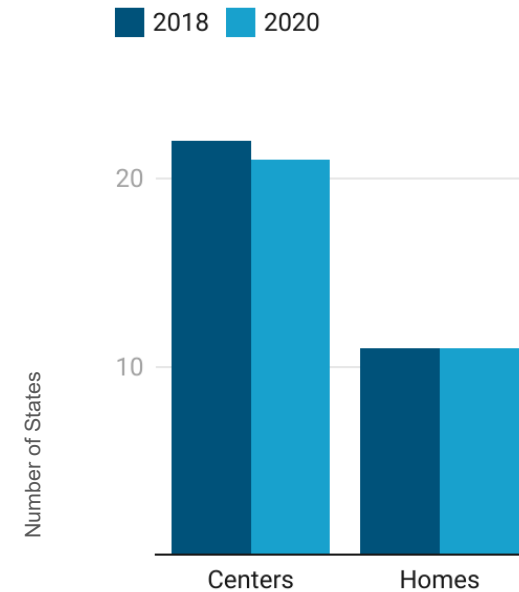
Source: © 2021 Center for the Study of Child Care Employment • Created with Datawrapper

Paid planning and/or preparation time



Source: © 2021 Center for the Study of Child Care Employment • Created with Datawrapper

Salary schedule/benefits



Source: © 2021 Center for the Study of Child Care Employment • Created with Datawrapper



Driving Progress for Educators

What early educators need

PREPARE

Teacher education and training to work with young children in group settings

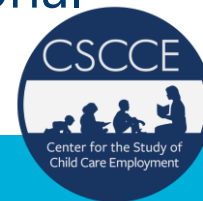


REWARD

Appropriate compensation, including dependable increases in pay and benefits

SUPPORT

Supportive adult working environments including non-child contact time to perform professional responsibilities



Essential ECE Workforce Policies

Compensation Strategies

- Create equitable salary scales
- Design models to assist with the cost of health insurance and contribute to retirement

Financial Resources

- Leverage Cost Models
- Dedicate funds for compensation

Working Conditions

- Sufficient staffing levels & paid planning/prep time
- Use **Model Work Standards** to establish quality indicators

Workforce Data

Invest in capacity to ensure equity through data collection infrastructure, analysis and reporting (i.e. workforce surveys, registries and broader scope collection/reporting)

Essential ECE Workforce Policies

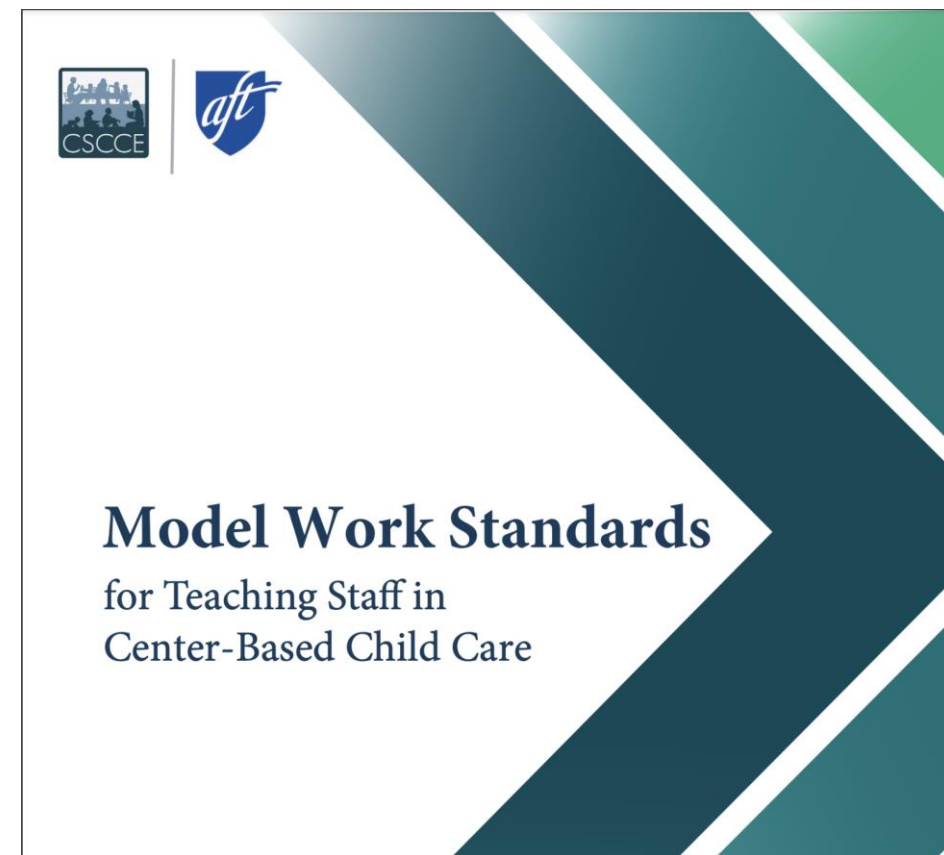
Qualifications & Education Supports

- Resources to colleges and apprenticeships
- Fund scholarships, cohort models, learning supports, community located
- Prioritize educators of color and immigrants

Model Work Standards

Declare the rights of, and respect for, the early care and education workforce by:

- Acknowledging the complex role of early childhood educators
- Supporting their economic, physical, and socioemotional well-being
- Reinforcing the fact that the needs of children and the needs of educators are interconnected.



BREAK

BREAKOUT DISCUSSION

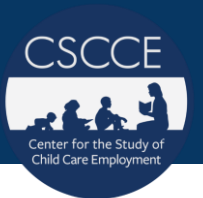
- How can your organization/coalition be part of the systemic change needed to address the challenges faced by the child care workforce?
- How will you go about including educators/providers in your future work in this area?

Question & Answer

Follow us @CSCCEUCB



bjlawrence@berkeley.edu | cscce.berkeley.edu



Resources

[ECE Workforce Compensation Strategies Tracker](#)

[Breaking the silence on early child care and education costs: A values-based budget for every state](#)

[Early Childhood Workforce Index](#)

[Child Care Sector Jobs: BLS Analysis](#)

[The American Rescue Plan: Recommendations for Addressing Early Educator Compensation and Supports](#)

[Early Childhood History, Organizing, Ethos and Strategy Project \(ECHOES\)](#)

Join Our Community Of Practice!

- **What is it?** A community of practice in online platform Mobilize.io
 - It's basically a facebook group!
- **Why do we have it?** A place for you to connect with peers and share information
 - Post questions, share resources, connect with others!
- **Who can participate?** National Fund members and their childcare partners
- **How do I join?** Register here:
 - <https://nationalfund.mobilize.io/registrations/groups/93828>
 - Try using Google Chrome for the best results



Next Steps

- Join our next session on December 05, 2023
- Same time, same place!
- This will be a working session – so we encourage you join via a laptop/desktop.
- Register here:
<https://us02web.zoom.us/meeting/register/tZMuceGvrTovHd01DI8iLQFibMjBCFZv05C9>



National Fund
for Workforce Solutions

THANK YOU

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Ricardo Henriquez

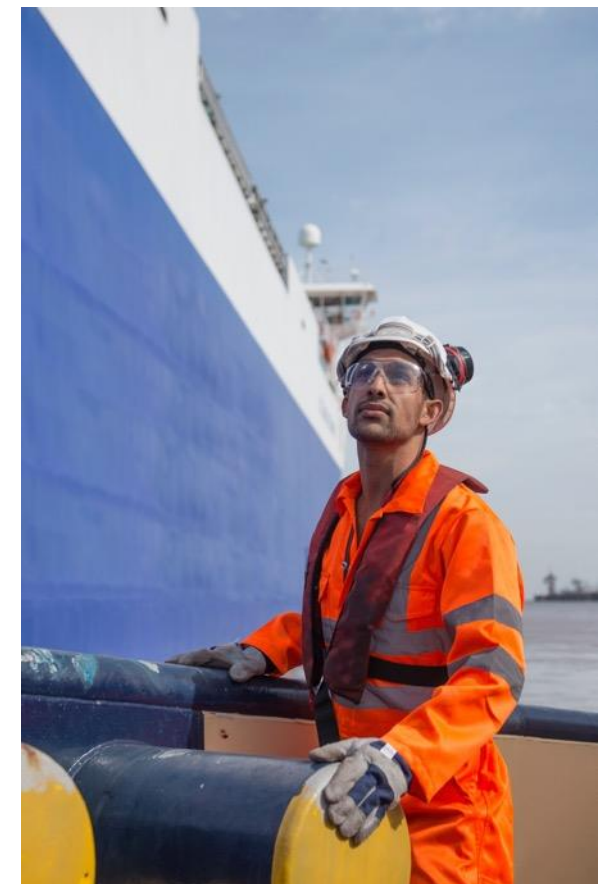
Director of Systems Change

rhenriquez@nationalfund.org

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41



Appendix

Program Overview



Context: More than 60% of families cannot afford childcare. Moreover, in 2022 nearly 50% of parents quit or were fired from their jobs due to childcare disruptions. Job quality is a cause of this crisis, and women of color carry an unequal burden.



Hypothesis: Systematically improving job quality and certification requirements will attract more workers, and removing regulatory and other barriers will expand entrepreneurship in the childcare industry.



Grant Period: April 2024 – October 30, 2025 (18 months)

Plus, required webinars (November – December 2023) and final report (November 2025)



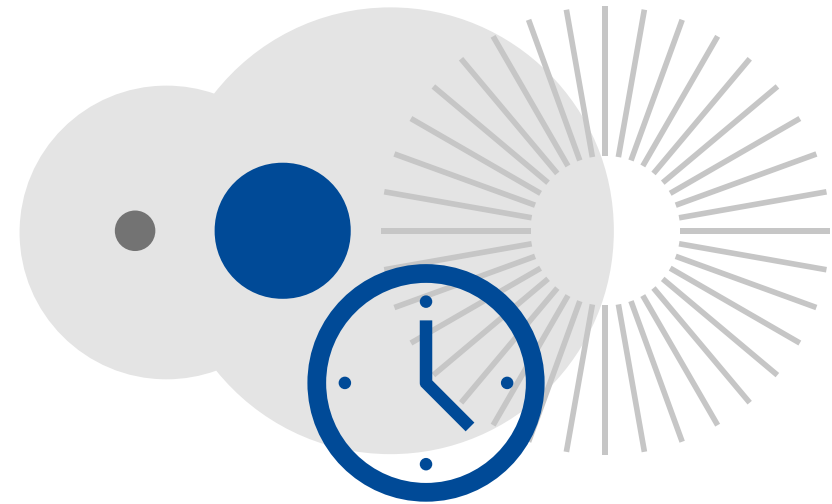
Total Award Amount: \$187,500 to \$250,000

Will require a 1:1 match

Program Timeline

Grant Period: April 2024 – October 30, 2025 (18 months)

- Application open: mid-Jan 2024
- Application close: early-mid Feb 2024
- Collaboratives selected: end of Feb 2024
- Official grantee kick-off: Apr 2024 (in-person, DC)
- Grantee Planning Phase (Year 1): Apr 2024 – Oct 2024
 - *April 11-12, 2024, kick-off in DC*
 - This year includes REI consultant support
 - This year includes process evaluation support and implementation
- Grantee Implementation Phase (Year 2): Oct 2024 – Oct 2025
 - This year includes process evaluation monitoring and review
- Final reports due: Nov 2025





Employment Security Department

WASHINGTON STATE

Workforce Innovation and Opportunity Act Policy Employment System Administration and Policy

Washington envisions a nationally recognized fully integrated One-Stop system with enhanced customer access to program services, improved long-term employment outcomes for job seekers and consistent, high-quality services to business customers. In order to achieve this vision, Employment System Administration and Policy sets a common direction and standards for Washington's WorkSource system through the development of WorkSource system policies, information memoranda, and technical assistance.

Policy Number: 5622

To: Washington WorkSource System

Effective Date: TBD

Subject: WIOA Title I-B Youth Stipends

1. Purpose:

To provide guidance and establish standards for the issuance of stipend payments to eligible and enrolled Workforce Innovation and Opportunity Act (WIOA) Title I-B youth program participants.

2. Background:

Stipends may be used as an allowable payment for participation in WIOA Title I-B youth program element activities such as occupational skills training or classroom activities, including high school equivalency preparation, work readiness, or employability skills training. Stipends cannot be used when an employer-employee relationship exists because that relationship warrants wages rather than stipends.

States and local areas have flexibility in determining when and how to pay stipends. However, they must have policies aligned with Federal regulations to guide the payment of those stipends. Staff need to understand when and how they might offer stipends to help youth achieve their goals.

Stipends for participants in the Youth Program are different from payments made as supportive services. Supportive service payments may only be made when they are necessary to enable an individual to participate in program activities. Stipends also differ from incentive payments made to incentivize participant attainment or achievement of program activity milestones. Stipends, rather, are used to recognize the time and effort spent participating in program activities.

3. Policy:

a. Allowable activities to which stipends may be applied

The allowable activities for which stipends may be provided to eligible and enrolled WIOA Title I-B youth program participants are identified in [Attachment A](#), which denotes the Youth Program Elements to which stipends can and cannot be applied.

Stipends must be tracked and documented separately from incentive payments that WIOA Title I-B youth participants might receive for achievement of milestones in Youth Program Elements like work experience, education, and training – activities for which stipends can concurrently be provided.

b. Internal Controls and Safeguards

LWDBs that implement stipends must have sufficient internal controls and safeguards in place to avoid or limit misuse or mismanagement of the federal funds put to such use. LWDBs should assess and identify the total dollar amount in the WIOA Title I-B youth formula grant to be allocated for stipends. An inventory log, periodic reconciliation process, and safeguards for the receipt, disbursement, and maintenance should be maintained for stipend transactions.

c. Federal Tax Reporting

WIOA Title I-B youth program participants who receive stipends totaling \$600.00 or more in a calendar year must be provided with an Internal Revenue Service (IRS) Form 1099-MISC by January 31 for the prior calendar year in which stipends (taxable miscellaneous income) were provided. Participants should be informed that they need to track and report stipends as income for the purpose of federal income tax reporting even if they do not receive a 1099-MISC. Stipends used by participants for educational purposes (i.e., tuition, books, fees, and campus-based room and board) are exempt from reporting.

Stipends should be processed as accounts payable rather than as payroll. The latter causes stipends to be treated as wages, in which case payroll taxes and deductions apply.

d. Local Policy

LWDBs are not required to provide youth stipends. However, LWDBs that choose to provide stipends using WIOA Title I-B youth formula grant funds must develop local policies that establish the guidelines, minimum requirements, procedures, and internal controls that service providers must follow. Local board policies must address the following:

- i. Qualifying Activities: The youth program elements for which stipends will be provided in the local area. Note: [Attachment A](#) identifies the activities for which stipends are allowed. LWDBs can elect to provide stipends for all qualifying activities or a more select number of those activities.
- ii. Eligibility: The factors or criteria that service providers must use when providing stipends to youth participants, including any criteria that must be met by participants to continue to receiving stipends.
- iii. Amounts: The parameters or limitations on stipend payment amounts provided to youth participants for either each individual qualifying youth program element or all qualifying youth program elements uniformly and, as applicable, the maximum amount of stipends youth participants can receive during participation episodes and any proration, where applicable, for incomplete activities, consistent with reasonable cost principles under 2 CFR 200.404 and 2 CFR 200.403(a).
- iv. Time-Based Payments: The maximum number of hours for which stipends will be paid and the hourly amount of the stipend, including hourly amounts if stipends vary by

activity, if a per hour methodology is used to determine the amount of stipend payments.

- v. Documentation: The documentation requirements for subsections d.i through d.iv for service providers that are paying the stipends.

4. **Definitions**:

Participant support costs – Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences or training projects.

5. **References**:

- WIOA Final Regulations, 20 CFR 683.200(b)(2) – Allowable Costs and Cost Principles
- OMB Uniform Guidance, 2 CFR 200.1 – Definitions (Participant Support Costs)
- OMB Uniform Guidance, 2 CFR 200.403 – Factors affecting allowability of costs
- OMB Uniform Guidance, 2 CFR 200.404 – Reasonable costs
- OMB Uniform Guidance, 2 CFR 200.456 – Participant Support Costs
- [Forms of Payment for WIOA Youth Program Participants](#), U.S. Department of Labor, Employment and Training Administration, April 21, 2021
- [DOL YouthBuild Tip Sheet: The Wage or Stipend Debate](#), U.S. Department of Labor, Employment and Training Administration, July 5, 2022
- [Training and Employment Guidance Letter 21-16](#), Section 5, March 2, 2017

6. **Supersedes**:

None

7. **Website**:

[Workforce Professionals Center](#)

8. **Action**:

Local Workforce Development Boards and their contractors must distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

9. **Attachments**:

[Attachment A](#) - Youth Program Elements for which stipend payments are or are not allowed

Direct Inquiries To:

*Employment System Administration and Policy
Employment System Policy and Integrity Division
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046
SystemPolicy@esd.wa.gov*

Attachment A

Youth Program Elements for which stipend payments are or are not allowed

No.	Program Element	Allowable
1	Tutoring, study skills training, instruction, and dropout prevention	Yes
2	Alternative secondary school services or dropout recovery services	Yes
3	Paid and unpaid work experience	
	Paid work experience	No
	Unpaid work experience *	Yes
4	Occupational skills training	Yes
5	Education offered concurrently with workforce preparation and training for a specific occupation	Yes
6	Leadership development opportunities	Yes
7	Supportive services	No
8	Adult mentoring	Yes
9	Follow-up services	
	Supportive services in follow-up	No
	Adult mentoring in follow-up	Yes
	Financial literacy education in follow-up	Yes
	Services that provide labor market information in follow-up	No
	Post-secondary preparation and transition activities in follow-up	Yes
10	Comprehensive guidance and counseling	Yes
11	Financial literacy education	Yes
12	Entrepreneurial skills training	Yes
13	Services that provide labor market information	No
14	Post-secondary preparation and transition activities	Yes

* Stipends paid to youth in unpaid WEX count toward the 20% WEX expenditure requirement.
Source: Section 5 of TEGl 21-16

Finance & Administration Committee & Board Invitation to Rate and Review RFP

Hello,

As you may know, the WDC is preparing to release a Request for Proposals (RFP) for WIOA Youth Services, this includes up to \$900,000 in funding for In-School and Out-of-School youth services in King County. Final proposals from bidders are due around early February 2024, after which the WDC will convene a panel of raters to read, rate, and help recommend investments.

The WDC would like to invite you to be a rater on this committee. This rating committee is key to having a fair, open, transparent procurement process and we appreciate your consideration of this request.

Logistics are still being finalized, but here is what you can expect as a rater:

- Raters will have an orientation meeting mid-February that will cover rating materials, and process.
- Raters will be assigned no more than 10 applications to rate and review.
 - While the WDC expects a high volume of applications, we will not know the final amount until all are submitted. Therefore, the final number of applications to rate may be less than 10.
 - Applications are maximum 12 pages of narrative answers plus a limited number of attachments.
- Raters will have about two work weeks to read and rate proposals
- Raters will convene in the week of TBD to discuss and make recommendations of award(s).
- The WDC Board will convene on TBD to review recommendations and make final award decision(s)

We very much appreciate you considering joining the rating committee – your expertise and perspective are vital to ensuring an excellent, equitable process. If you have questions about what to expect and/or want to confirm your participation, please email Sheena Clarke (sclarke@seakingwdc.org).

November 20, 2023

Governor Inslee
Office of the Governor
PO Box 40002
Olympia, WA 98505

Re: Digital Equity Investments

Dear Governor Inslee,

Our cross-sector coalition is driven by the unprecedented opportunity to bring together resources from federal, state, municipal, and tribal governments, as well as community and business assets, to close the digital divide. The 10-Year Plan to Dismantle Poverty includes digital equity as a foundational component of Washingtonians' well-being and Executive Order 22-04 established digital equity as a priority. An equitable and robust digital equity ecosystem is vital for Washingtonians to thrive and reach their maximum potential.

Our goal is that every Washingtonian has access to the internet capacity they need, at a price they can pay, with the tools and training to understand how to use it safely and for the benefit of work, education, self and community care. You have said "access to broadband is the single most important economic development tool in our toolkit right now, and the most necessary to our state." We are grateful for this acknowledgement and for the federal and state investments in broadband expansion, digital skills, and devices. This letter invites a closer consideration of the magnitude and type of support that is needed to fully embed digital equity best practices in state agency and tribal government services so that we reach Washingtonians across the lifespan with critical services for education, health, safety, and economic opportunity.

Washington State is making great strides in strengthening our digital equity ecosystem through broadband deployment and adoption and by reaching residents in need with digital skills and devices. For example, House Bill 1365 funded the Office of Superintendent's Digital Equity and Inclusion grants that funded 18.6 million dollars in educational technology to schools across the state. This funding also supported districts' efforts in focusing on meeting students' needs with inclusionary and adaptive technology. We are also inventorying our existing assets, making them discoverable by our communities, and strategizing how to address digital divides sustainably. The State Broadband Office is currently developing two plans that represent an unprecedented planning and investment opportunity to provide digital equity for all, the Broadband Equity Access and Deployment Plan (BEAD) and the Digital Equity Plan.

We have identified key areas of need that require state leadership to further advance digital

equity in Washington. Only 29% of eligible Washington households have enrolled in the Federal Communication Commission's Affordable Connectivity Program (ACP). Enrollment in ACP means that hardworking families across Washington, small business owners, veterans, and seniors are all able to receive financial assistance to afford high-speed internet. An NTIA report finds factors that influence non-use of ACP include lack of digital skills or issues with accessibility. This is why trusted community digital navigators are necessary to reach the most vulnerable in our community. We believe we can increase ACP uptake, thereby increasing access to services and reaching more eligible Washingtonians with benefits, by fully equipping our state agencies and directly investing in tribal governments to embed digital equity into their services. This work needs to occur in collaboration with community partners, Tribes, and local jurisdictions, especially in areas where digital navigation has recently lost funding.

Last year's investment in Digital Navigator Program grants demonstrated how we reach more people and provide better support when we coordinate across state, local, and tribal governments and with community-based organizations. The Digital Navigator Program was only partially funded in the current operating budget, and it remains unclear how programs like this will be sustained through an economic downturn. The anticipated Infrastructure Investment and Jobs Act (IIJA) funds for digital equity implementation are not coming to the State immediately and fall very short of the needs.

Agencies across state government have submitted decision package proposals that taken together begin to embed equity in state government. We ask you to approve furthering the decision packages that allow state agencies to advance digital equity. Below is a sampling of these decision packages and their projected impact:

- **Washington State University Extension:** 2 statewide FTE, \$950,000 per year includes Broadband Action Team support. Support for technical and project applications, digital equity, special focus on un/underserved, tribal communities, through statewide capacity and 40 local offices.
- **DSHS/Technology Innovation Administration:** \$1,908,000 and 10 FTEs to support Digital Equity Coordination, provide equitable information technology access to the public and state employees, including individuals with disabilities, and drive DSHS toward becoming a digitally equitable agency.
- **Commerce:** 0 FTE, \$15,000,000, Digital Equity-focused Navigation. These funds will be used to fund new and existing Digital Navigator programs by contracting with organizations that have a track record of successfully deploying digital navigation and literacy activities with underserved individuals and households, serving an estimated 213,000 additional clients with digital navigation services. Digital navigation is critical to ensure those furthest from opportunity in our community have the support they need to access quality low-cost internet, a device, and digital skills.
- **WaTech:** 2 FTEs, \$1,031,000 for FY 2025 and \$531,000 annually FY 26 and beyond (1,562,000 initial ask) This proposes establishment of an IT accessibility program within WaTech to assist state agencies in meeting state and federal obligations to provide reasonable accommodations to people with disabilities, thus making Washington State's public services truly accessible to all.
- **Washington State Library:** 0 FTE, \$500,000, Supplemental budget: LibTech. Funding will continue the LibTech consortium program started in 2022 with ARPA funds, WSL

has been purchasing and working with rural libraries to purchase updated routers, switches and wireless access points, allowing the consortium to apply for discounts of up to 90% through FCC's E-rate program.

We know that digital equity has the potential to better the lives of Washingtonians across the lifespan and in every corner of the state. Digital equity is necessary for re-entry of older adults into the workforce post-pandemic; reaching the elderly with telemedicine and virtual case management so they can age at home; reaching eligible but unenrolled Washingtonians with key public benefits; serving refugees and immigrants seeking a job; helping returning citizens reintegrate into the community after incarceration; and meeting the educational needs of K-12 and post-secondary students.

Thank you for considering our recommendations in the development of your proposed supplemental budget. We look forward to working with you in shaping a fair and visionary broadband future for Washingtonians of all ages and incomes both to address short term and long term needs of our state.

The moment is now, to create internet for all.

Sincerely,

Washington Digital Equity Partners

Jennifer B. Ashby, Asotin County Library and
Asotin County Broadband Action Team

Sue Kane, NCW Tech Alliance

Dr. Lin Zhou, Bates Technical College

Juan Servin, NCW Tech Alliance

Alma Chacon, CAFE: The Community for the
Advancement of Family Education

Michelle Price, North Central Educational Service
District

Linda C Stearns, Social Services Chair,
Cancer Care on NCW

Melissa Rubio, Political Director, OneAmerica

Michael Itti, Chinese Information and Service
Center

Ivan L. Harrell II., Partner

Karia Wong, CISC

Gretchen Caserotti, Pierce County Library System

Melody Sky Weaver, Library Director, City of
Port Townsend Public Library

Gregory Davis, Rainier Beach Action Coalition

Jon Morrison Winters, City of Seattle,
Information Technology Department

Sherry Mott, Director, Safe Families for Children

Joyce Loveday, President, Clover Park Technical College	Lisa Romine, CEO, SkillSource Regional Workforce Board
Meghan Francis, Colville Tribes	Lois Langer Thompson, Executive Director, Sno- Isle Libraries
Jaime D Myers, Community Partner	Keumyeon Lee, Spcclinic, soul&Study
Leslie Howle, Education Director, Computing for All	Andrew Chanse, Executive Director, Spokane Public Library
Jiquanda Nelson, Diversity Window	Stacey G. Schinko, Spokane Tribe of Indians
Sherri E Richardson, Goodwill Industries of the Columbia	Chana Lawson, Tacoma Pierce County Black Collective
Jeffrey Maddison, Goodwill Industries of the Columbia	Kate Larsen, Tacoma Public Library
Clark M. Brekke, President/CEO, Goodwill Industries of the Inland Northwest	Rhonda Kristoff, Tacoma Public Library
Caroline Chan, HR Executive in Life Sciences	Jamie Boyer, Clinic Director, Three Rivers Family Medicine
Sylvia Rubio, Human Services Director, El Centro de la Raza	Cheryl Heywood, Timberland Regional Library
Dr. Tamara Meredith, Director, Jefferson County Library District	Alka Manchanda, Training Provider Non-Profit
Lisa G Rosenblum, King County Library System	Dona Ponepinto, United Way of Pierce County
Jason Driver, Library Director, Kitsap Regional Library	Cos Roberts, UrbanTech Systems
Kim Mose, Library Assistant	Ana C. Romero, Walla Walla County Rural Library District
Aaron Parrott, Local nonprofit executive, community member	Stephanie Mahar, Washington State University
Debbie Doran-Martinez, Moses Lake Chamber of Commerce	John Traugott, Executive Director, Washington Workforce Association Executive Director
Oscar Licon, NCW Equity Alliance, Non- Profit	Katie Condit, WorkForce Central
Melissa Little, NCW Libraries	Marie Kurose, CEO, Workforce Development Council of Seattle King County

Sheree West, Twisp Branch Librarian, NCW Libraries

Miriam Halliday, Workforce Southwest Washington

Barbara G Walters, NCW Libraries

Jolena Tillequots, Yakama Nation Library

Ana Trejo, Librarian, NCW Libraries

Melannie Belly, Yakama Nation Library

Sage Hachey, NCW Libraries, ALA

Symantha Elledge, YWCA NCW

David Mabee, NCW Tech Alliance

Viktorija Cambas

Cc:

Sheri Sawyer, Deputy Director of Policy & Outreach, Office of the Governor Pat

Sullivan, Senior Policy Advisor, Labor, Office of the Governor

Mike Fong, Director, Department of Commerce

Dave Pringle, Acting Government Affairs and Policy Director, Department of Commerce David

Schumacher, Director, Office of Financial Management

Katherine D. Chapman-See, Legislative Liaison, Office of Financial Management Nona Snell,

Director, Budget Division, Office of Financial Management

Cheri Keller, Senior Budget Advisor, Office of Financial Management