

Pierce County Workforce Partnership Agreement and Memorandum of Understanding

Duration of Agreement: July 2021 to June 2024

Introduction and Purpose

The Pierce County Workforce Partnership, consisting of the Pierce County Workforce Development Council (WDC), Chief Local Elected Officials (CLEOs), one comprehensive site (WorkSource Pierce One-Stop Center), two affiliate sites (Goodwill of the Olympics and Rainier Region and Joint Base Lewis McChord), 18 connection sites (WorkSource-Pierce County Library System) and a network of community partners, is committed to providing effective, accessible, and high-quality workforce development services in Pierce County. As the economy shifts and the needs of the workforce remain dynamic, it is critical that these system partners are aligned and integrated to ensure ease of access and a human-centered approach to designing services for individuals and employers. The programs and partners that constitute the region's workforce system have an opportunity to create and expand meaningful partnerships with business, labor, government, education, and nonprofits to improve service delivery and continue building an infrastructure that bridges the gap between jobseekers, workers, and employers. We recognize that our traditional practice of operating in silos creates unintended barriers, duplication of efforts, gaps in opportunities, and an overall ecosystem that can be difficult to navigate. This agreement promotes the ongoing expansion of community partnerships in support of the region's economic prosperity, while meeting requirements for system partners to provide highly integrated and effective services in the region.

There are two components to this agreement. The first is a Workforce Partner Agreement that describes how all those who wish to partner for regional workforce development offerings (hereinafter "the partners") will interact to create opportunities for job seekers and employers in the region. The partners invite all those who are interested in supporting the mission, vision, and goals of the Workforce Partnership to join in this effort. Agencies may sign on to the Partnership Agreement at any time as deemed appropriate by existing partners without requiring all partners to re-sign the document. The second component to this agreement is a federally required Memorandum of Understanding (MOU), which is a subset of the agreement and describes how the partners associated with the federally required American Job Center (WorkSource Pierce System) will provide services and share resources and how job seekers and business customers are to be served and referred among WorkSource Pierce MOU partners. The MOU includes the WorkSource Pierce budget and the required Infrastructure Sharing Agreement (IFA) that shows how the cost of operating the WorkSource Pierce One-Stop will be shared by the required partners. All signatories to this document are Workforce Partners and agree to support SECTION ONE of this agreement. SECTION TWO and the attachments thereof only apply to those who sign onto the MOU and IFA who are a part of the WorkSource Pierce System.

SECTION ONE: Vision, Mission, and Partners

The workforce development system is equity centered and community-focused, providing comprehensive solutions based on the individual circumstances of each job seeker, worker, and employer. The system is based on building relationships with customers, not simply transactions. The overall experience and success of community members and employers is our highest priority. Pierce County Workforce Partners are working together towards a vision of equitable systems, economic prosperity, and self-sufficiency for all community members in Pierce County. We are working towards building a robust workforce pipeline into high-demand, good jobs across industries. We do not believe that human-centered and business-

centered design are mutually exclusive, and we envision a workforce system that simultaneously meets businesses with the talent they need and supports individuals to thrive in self-sufficiency.

The Pierce County Workforce Partnership seeks to establish a system that stands in stark contrast to the traditional transaction-based models, whereby each agency operates its own business and job seeker services functions, and participants move from place to place seeking services. Instead, the goal is to create integrated locations, streamlined referrals, and a unified structure and process of proactive, transparent, and effective job seeker and business services, orchestrated by a seamless collaboration of talent development and support agencies. Community members and employers should not have to bounce from agency to agency telling their stories repeatedly before receiving the support they need. It is incumbent on the organizations in this partnership to remove the barriers to accessing workforce services that are created when we function in silos.

The Pierce County Workforce Partnership acknowledges the role workforce development systems have played in perpetuating the inequities that exist in the labor force. The Partnership commits to dismantling the racism, sexism, ableism, and additional bias embedded in our systems by centering the lived-experiences, desires, and needs of communities of color, individuals with disabilities, those impacted by poverty, veterans, and all others who have faced systemic barriers to employment and business ownership.

The mission of this partnership is to provide access to, align, and enhance delivery of workforce development services for job seekers, workers, and employers. We are better when we do this together.

Priority Goals

The priority goals of the Pierce County Workforce Partnership are twofold:

Goal #1: Adults and young adults in Pierce County obtain the training, certificates, and/or credentials they need to advance into work on their self-determined path towards self-sufficiency.

Goal #2: The Absolute Labor Gap¹ in Pierce County is significantly reduced as we simultaneously fill open jobs that lead to self-sufficiency for individuals while reducing the number of community members who are unemployed and by bridging the gap between employers and jobseekers.

The Partnership recognizes that no single entity can successfully pursue these high-level goals by operating in a silo. We understand that support does not look the same for everyone, nor does the path towards self-sufficiency. There are numerous outputs and outcomes that lead to these goals, and each partner in this agreement has an important role to play in working alongside individuals and employers towards success. To reach these goals, The Workforce Partnership commits to a set of System Integrators and Workforce Services (described below), recognizing that we have greater potential for impact working together than we do alone.

System Integrators

¹ Absolute Labor Gap- Sum of the absolute difference between supply and demand. In other words, the positive sum of occupation-level gaps (both gaps for workers and gaps for jobs) to measure total labor force misalignment.

The partners in this agreement are building on the foundations established in the original Pierce County MOU established in 2017. In that MOU, seven “System Integrators” were established to outline the priorities the partnership would focus on to increase access to services and streamline efforts. The updated system integrators outlined below were generated through a series of partnership meetings. They represent the areas of focus that all agencies included herein agree are critical to meeting the mission and goals of the partnership over the next three years. The partners recognize that systems change does not happen overnight and that there is a need for renewed and continued focus on shifting key policies and practices to increase accessibility. The Pierce County Workforce Partnership commits to working together towards continuous improvement in the following System Integrators to the extent feasible:

- 1) **Common Referral System:** The Pierce County Workforce Partnership shares a strong commitment to getting individuals and employers to the agency or program where they will be best served. During the first iteration of this partnership, a common referral system was piloted with the aim of establishing a streamlined, electronic means of making referrals across agencies and limiting the amount of duplicative information that individuals are required to share each time they are referred. The Workforce Partnership is committed to strengthening that system over the next three years, removing barriers to access to include additional agencies in the user pool 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. The common referral system 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.
- 2) **Common Data Collection Systems:** Where appropriate and possible, the Workforce Partnership commits to prioritizing shared data collection strategies to assess the impact of services across partners, increase value and quality of services, and reduce barriers to participation for community members. For WorkSource Pierce Partners, this includes a shared customer satisfaction data collection and analysis system.
- 3) **Cross-Agency Professional Learning:** The Workforce Partnership commits to jointly identify common priorities and competencies for investment in cross-agency training to ensure community members and employers are met with a continuously improving, high standard of service across the partnership. This includes the following priorities identified by partners: Anti-Racism and Equity, Integrated Service Delivery, Human-Centered Design, Trauma-Informed Practices, and additional priorities as they arise.
- 4) **“No Wrong Door”/Streamlined Entry System for Employers:** The Workforce Partnership will continue streamlining points of entry for employers to reduce fatigue and confusion for businesses engaging across the system. This commitment will involve balancing the vision for a “single point of contact” workforce system for employers while recognizing the value of relationships with employers that have been established by programs across the partnership. This is a commitment to continuous improvement to ensure businesses experience “no wrong door” to engaging with workforce partners and ongoing efforts to streamline where information can be found and how to connect.
- 5) **Shared Knowledge of Network and System:** The Workforce Partnership recognizes a need for a greater collective understanding of the services provided across partners and the nuances those entail. Strengthening this shared knowledge reduces duplication, bridges gaps in services, and ensures community members and employers have their needs fully met. Strategies may include: a developed workforce system “map”, visual, or hub where information is interactive, shared, and kept up to date; investment in capacity for community-facing system navigation support; process mapping and

subsequently reducing barriers to entry for community members and employers; additional strategies as identified by the Partnership.

- 6) **Human-Centered Design, Anti-Racism, and Equity in Services:** The Workforce Partnership shares an unwavering commitment to examining and transforming policies and practices at program, agency, and system levels to design with, not just for, communities facing systemic barriers to employment. We will train ourselves and our teams to understand the implicit bias embedded in our thinking and our systems and work to eliminate that bias at every turn. We will ask individuals what they need before assuming we know best, and we will trust their lived experience and knowledge regarding what they need. We will reduce unnecessary barriers to entry wherever possible, such as cumbersome enrollment processes, paperwork requirements, and intrusive, stigmatizing screening methods. Most importantly, we will view community members through an asset-based lens, understanding and making sure they understand the strengths they bring to the community and any potential work opportunity they may seek.

Referrals

The Pierce County Workforce Partnership recognizes the importance of seamless referral processes to ensure community members get to the best fitting services with few to no barriers. The partners are committed to referral processes that accomplish warm handoffs between agencies and are designed to be customer focused and efficient. Each Party commits to these referral processes when applicable and resources are available. The primary principle of the common referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. Referrals will be made in one of three ways: 1) whenever possible, through the common referral system adopted by the partnership, 2) via cross training, where staff have been sufficiently trained on the services of some or all partners that they can make an appropriate referral to another program on-site, or 3) by quick connection via email, phone, or video conferencing to help a job seeker access services not available at the same site location. To ensure the partnership continues to strengthen referrals across the network, all partners commit to, whenever feasible:

- Familiarize themselves with the basic eligibility and participation requirements, as well as available services and benefits offered, for each of the Partners' programs represented in the Pierce County Workforce Partnership
- Develop materials summarizing their program requirements and making them available for Partners and customers
- Develop and utilize common intake, eligibility determination, assessment, and registration forms wherever possible
- Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs
- Regularly evaluate ways to improve referral processes
- Commit to robust and ongoing communication required for an effective referral process
- Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level

Workforce Partnership Services

Partners engaged in this network provide one or more of the robust set of 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 contracts, incumbent worker contracts, or pay-for-performance contract strategies
Provide access to labor market information, assist with the interpretation of labor market information	Provide customized recruitment and job applicant screening, assessment, and referral services	Provide employer and industry - driven Occupational Skills Training through Individual Training Accounts with eligible training providers
Coordinate with employers to develop and implement layoff aversion strategies	Conduct job fairs, consult on human resources issues, use of one-stop center facilities for recruiting and interviewing job applicants	Develop customized training opportunities to meet specific employer and/or industry needs
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 levels (including literacy, numeracy, English language proficiency, and educational levels) aptitudes, abilities (including skill gaps), self-reflection (including social/emotional skills), and supportive service needs	Development of an individual employability development plan to identify employment goals, 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 training services
Job search and placement assistance	Referral to training services	On-the-Job Training (OJT)
Access to employment opportunity and labor market information, including non-traditional employment opportunities.	Group counseling	Incumbent Worker Training
Performance information and program cost information on 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 that is accessible	Individual counseling and career planning	Training operated by private sector
Information on the availability of supportive services and referral to such, as	Case management for customers seeking training services;	Skill upgrading and retraining

appropriate	individual job search, referral, and placement assistance	
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), referrals to and coordination of activities with other programs and services	Workforce preparation services (e.g., development of learning skills, punctuality, interviewing skills, personal maintenance, literacy skills, financial literacy skills, etc.) to prepare individuals for 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	Short-term pre-employment/vocational services	Other training services as determined by the workforce partner's governing rules
Information relating to the availability of supportive services or assistance provided through funds available in the local area	Follow-up services	

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, internships and job shadowing, and on-the-job training opportunities.	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.
Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.	Supportive Services
Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.	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.	Financial Literacy Education
Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.	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.

Partners, Services and Locations

Program & Organization	Service(s)		Location(s)					
	Basic Career Services	Individualized Career Services	Business Services	Other	WorkSource One-Stop	Affiliate Site(s)	Connection Site(s)	Other
System Oversight & Coordination								
WorkForce Central			x	x	x			x
One-Stop Operator				x	x			
Required WorkSource Partners: Core Partners								
WIOA Title I Adult and Dislocated Worker-Career TEAM	x	x			x			
WIOA Title I Youth- Equus, Palmer Scholars, Korean Women's Association, NW Education Access	x	x			x			x
WIOA Title II Adult and Family Literacy Act								
Clover Park Technical College	x	x			x			x
Pierce College	x	x			x			x
Tacoma Community College	x	x			x			x
Bates Technical College	x	x			x			x
Tacoma Community House	x	x						x
WIOA Title III Wagner-Peyser: ESD	x	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 –Goodwill	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 (WorkFirst: ESD filling role)	x	x			x			
Carl Perkins Post-Secondary Education: Community Colleges of Pierce County	x	x			x			x
HUD Employment and Training Programs: Tacoma Housing Authority	x	x						x
Additional WorkSource System Partners								
Goodwill of the Olympics Rainier (Affiliate Site)	x	x				x		x
Pierce County Library System (Connection Sites)	x						x	
Tacoma Rescue Mission	x	x						x
Required Partners not Available or Participating in Region								
Job Corps, WIOA Native American Program, Youth Build								
Additional Pierce County Workforce Partners (Non-MOU-IFA)								
United Way of Pierce County								

SECTION TWO: WorkSource Pierce Memorandum of Understanding

This MOU is executed between the Pierce County Workforce Development Council (WDC); the Pierce County WorkSource Pierce System Partners; and Chief Local Elected Officials (CLEOs). They are collectively referred to as the “Parties” to this MOU. This MOU is developed to confirm the understanding of the Parties regarding the operation and management of the WorkSource Pierce System. The One-Stop Operating Budget and Infrastructure Funding Agreement (IFA) establish a financial plan, including terms and conditions, to fund the services and operating costs of the WorkSource Pierce Career One-Stop Center. The Parties to this MOU agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain the Pierce County Workforce Development Area’s high standard WorkSource Pierce One-Stop Center.

Frequency of Presence at Sites

The COVID-19 pandemic, coupled with the wave of heightened awareness of the need to engage communities through an anti-racist and equitable lens, taught us that we can’t simply sit in one building and wait for the community to come to us. The year of 2020 tested our expectations and definition of what service is, where it happens, and how we reach and design with those facing barriers to employment every day. For these reasons, this partnership has grown in our commitment to meet people where they are at, in the communities they live in, and at spaces that are comfortable, accessible, and welcoming. While we will continue to invest in and use the One-Stop Center, Affiliate, and Connection sites as hubs for community members to access an array of supports, we will also make greater use of and invest in all partner locations where connection is most feasible and will continue to grow our presence in neighborhoods and community spaces less intended for service and more so for connection designed for and by the people who live there. We will also continue to use virtual connection as a means to further reduce geographic barriers. Our frequency of presence at any given site will be responsive to the needs of the community and is not pre-calculable.

WorkSource Pierce MOU Partner Roles

The parties to this agreement will work closely to ensure the WorkSource Pierce One-Stop Center, Affiliate, and Connection sites have aligned, equitable, quality, and accessible services.

Chief Local Elected Officials

The Chief Local Elected Officials for the Pierce County Workforce Development Area are Victoria Woodards, Tacoma Mayor, and Bruce Dammeier, Pierce County Executive. In Partnership with the Pierce County Workforce Development Council and other applicable Partners within the planning region, the Chief Local Elected Officials will, at a minimum:

1. Develop and submit a single regional plan that includes a description of the activities that shall be undertaken by the Pierce County WDC and their Partners.
2. Approve the Pierce County WDC budget and workforce center cost allocation plan,
3. Approve the selection of the One-Stop Operator following the competitive procurement process, and
4. Coordinate with the Pierce County WDC to oversee the operations of the Pierce County WorkSource Network.

Pierce County Workforce Development Council (WDC)

The Pierce County WDC holds the ultimate accountability and responsibility for the organization and oversight of the Pierce County WorkSource System, pursuant to WIOA Section 107(d)(7)(A)(i). In collaboration and Partnership with the CLEO and other applicable Partners within the planning region, the Pierce County WDC will work to fulfill the requirements of the Workforce Innovation and Opportunity Act of 2014 (PL 113-128) including:

1. Develop, submit, and oversee the Local WDA four-year strategic plan that includes a description of the activities that shall be undertaken by the Pierce County WDC and its Partners, and that aligns its strategic vision, goals, objectives, and workforce-related policies to the regional plan and economy.
2. Develop the strategic regional vision, goals, objectives, and workforce-related policies.
3. Design and approve the WorkSource Pierce network structure, including adequate, sufficient, and accessible one-stop center locations and facilities, sufficient numbers and types of providers of career and training services, and a holistic system of providing services, including the promotion of quality customer service throughout the WorkSource Pierce Network.
4. Designate through a competitive process, oversee, monitor one or more competitively procured one-stop operators.
5. Certify WorkSource Pierce comprehensive center, affiliate, and connection sites.
6. Approve annual budget allocations for operation of the Pierce County WorkSource System.
7. In collaboration with economic development efforts, establish relationships and networks with large and small employers and their intermediaries to develop, convene, or implement industry or sector partnerships.
8. Educate the community about critical workforce issues and the resources of the WorkSource system and implement the area's Local Integrated Workforce Plan with input from the WorkSource Partners and community stakeholders.
9. Oversee negotiation of MOUs, including the IFA
10. Leverage additional funding for the Pierce County WorkSource System to operate and expand one-stop customer activities and resources.
11. Negotiate performance measures, strategic planning, budgets, and one-stop operator oversight

WorkSource Pierce System MOU Partners

The WorkSource Pierce System MOU Partners will strategically work to support workforce development system integration and maximize connections among job seekers, worker, businesses, and employer. Each Party will actively support and commit to the following:

- Ensure continuous accountability and evaluation of the WorkSource Pierce System
- Promote the further integration of programs through joint planning
- Align WorkSource Pierce related planning and budgeting processes and conduct these functions jointly, when appropriate. Contribute cash and/or in-kind to support the workforce development system.
- Coordinate resources and programs and to promote a more streamlined and efficient workforce development system
- Promote information sharing and the coordination of activities to improve customer service, improve local partners' performance and return on investment.
- Identify and address barriers to coordination.
- Promote and support the development and implementation of a more unified system of measuring performance and accountability that meet agency requirements.
- Promote and support the development of common data systems to track progress and measure performance.

WorkForce Central, staff and fiscal agent to Pierce County WDC

Specific responsibilities include, at a minimum:

- Fiscal agent for the Pierce County WDC.
- Assist the Chief Local Elected Officials and the Piece County WDC with the development and submission of a single regional plan.
- Support the Piece County WDC with the implementation and execution of the regional vision, goals, objectives, and workforce-related policies, including all duties outlined above.
- Provide operational and grant-specific guidance to the One-Stop Operator.
- Investigate and resolve elevated customer complaints and grievance issues.
- Prepare regular reports and recommendations to the Piece County WDC.
- Oversee negotiations and maintenance of MOUs with One-Stop Partners.

WorkSource Pierce One-Stop Operator

One-Stop Operator is responsible for the following activities:

- Management of WorkSource Pierce One-Stop, including hours of operations, site operations, space configuration, space usage, customer flow, and integration.
- Determining the number of staff and cubicles at WorkSource Pierce.
- In partnership with the WorkForce Central, coordinating communication and partnerships across the One-Stop partners.
- Encouraging partner collaboration within WorkSource Pierce, including continuously striving to achieve shared ownership for success of the customer and the system; and contributing to collective accountability that recognizes system outcomes.
- Operationalizing the vision of the One-Stop for WorkSource Pierce, including high quality customer service, streamlined service delivery, and a professional environment with up-to-date technology.
- Assuring that appropriate referrals are made among the WorkSource system partners.
- Promoting the services available at the One-Stop Center, including development of marketing and outreach materials, with support from WorkForce Central.
- Being knowledgeable of the mission and performance standards of all partners at the WorkSource One-Stop Center and facilitating cross-training among all staff on site.
- Evaluating customer needs and satisfaction data to continually refine and improve service strategies.
- Ensuring that the WDC's non-program-related policies and procedures are effectively communicated and carried out at the WorkSource One-Stop Center.
- Ensuring non-program EEO requirements are met, including coordinating staff training, and assuring EEO posters and processes are in place at the WorkSource One-Stop Center.

Data Sharing and Confidentiality

Parties to this Agreement agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once. WorkSource System 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 of these requirements. All data, including customer PII, collected, used, and disclosed by Parties will be subject to the following:

- Customer PII will be properly secured in accordance with the Pierce County WDC policies and procedures regarding the safeguarding of PII.
- The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
- All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.
- All personal information contained in records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
- Customer data may be shared with other programs, for those programs' purposes, within the WorkSource Pierce System only after the informed written consent of the individual has been obtained, where required.
- Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.

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. All one-stop center and partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA protected education records, confidential information in UI records, and personal information in VR records. No party shall disclose any private or confidential information under this agreement unless authorized by law, and no language in this agreement supersedes existing data sharing agreements and the requirements thereof.

Each Party 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.

Each Party 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. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

Accessibility and Priority of Services

WorkSource System 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: Displaced homemakers; Low-income individuals; Native Americans, including Indians, Alaska Natives and Native Hawaiians as those terms are defined in WIOA section 3; Older individuals, age 55 and older; Individuals with disabilities, including youth with disabilities and individuals with vision loss; Returning citizens (ex-offenders); Individuals experiencing homelessness; Youth who are in or have aged out of the foster care system; 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; Eligible migrant and seasonal farmworkers; Single parents, including single pregnant women;

Long-term unemployed individuals; Individuals within two years of exhausting lifetime eligibility under Part A of title IV of the Social Security Act; Any other groups identified by the Governor of Washington State. The partners commit 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.

Physical Accessibility

The WorkSource Pierce 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 Pierce 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.

Non-Discrimination and Equal Opportunity

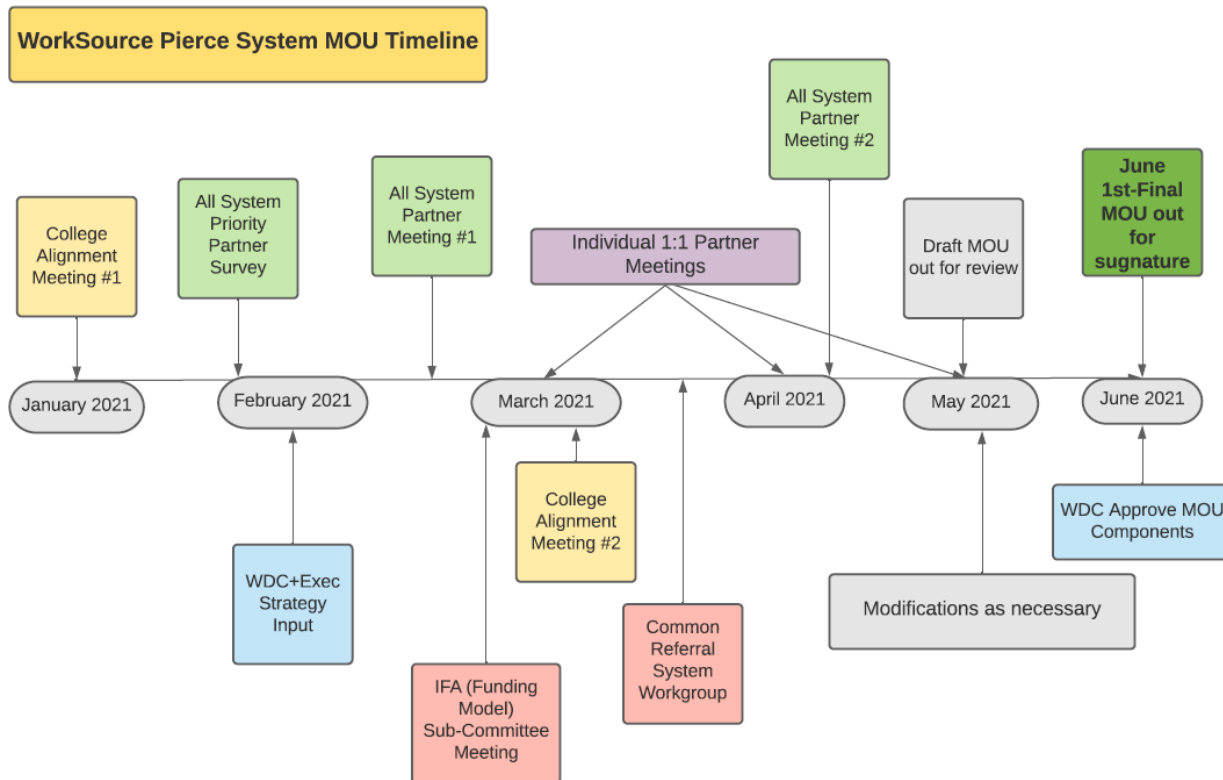
All Parties to this agreement attest that no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity funded in whole or in part by this contract on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

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.

Indemnification & Hold Harmless

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

Process to Achieve Agreement



Signature, Duration, and Modification

Renewal of the WorkSource Pierce MOU requires all Parties to review and agree to all elements of the MOU and resign the MOU. Amendment or modification of the MOU only requires the parties to review and agree to the significant elements of the MOU that changed. Non-substantive changes to the MOU, such as minor revisions to the IFA budget up to 10% or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU and the IFA within.

Because this MOU and IFA 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 will be considered minor revisions. Additionally, Affiliate and Connection Sites may be added to the MOU without the need to resign the entire document. Connection 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 to the next MOU, whichever is most appropriate, based on agreement between the Connection site and WorkForce Central. Partners will be notified of minor modifications to attachments or the addition of WorkSource affiliate and Connection Sites via e-mail.

Substantial changes, such as changes in one-stop partners, or a change due to the election of a new Chief Local Elected Official, will require renewal of the MOU. The Pierce County WorkSource Network MOU will be reviewed and renewed at least every 3-years.

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 Central Chief Executive Officer, 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 Central among the remaining Partners, and the Agreement shall be modified in writing accordingly. WorkForce Central is responsible for notifying all Partners of the change in participation.

MOU Dispute Resolution

The WorkSource Pierce System will function by consensus under the direction of the Workforce Development Council. 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. As partners negotiate the MOU and IFA or amendments, issues concerning provisions, language, performance or administration of this MOU and IFA, failure to agree may result. If an impasse in negotiations occurs between any of the partners (except the Pierce County WDC), the following steps will occur:

- The parties will document the negotiations and efforts that have taken place to resolve any issues.
- The Pierce County WDC Chair (or designee) will coordinate the MOU dispute resolution through the following process:
 - All Parties are advised to actively participate in the negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally among partners.
 - Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the Pierce County WDC Chair (or designee) and all Parties to the MOU regarding the conflict within 10 business days.
 - The Pierce County WDC Chair (or designee) and Chief Local Elected Officials (or designee) will meet with the parties involved to resolve the issue.
 - The decision of the Pierce County WDC Chair and CLEO shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
 - The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.

- The proposed resolution must be written and dated. A summary of the proposed resolution must be provided to all Parties to the MOU.
- If the parties do not agree to the resolution recommended by the Pierce County WDC Chair and CLEO, or if the dispute is between the Pierce County WDC and a Partner, the Pierce County WDC, CLEO and Partners may appeal to the Washington State Employment Security Department (ESD) Commissioner for resolution.

If one or more of the Parties to the dispute are dissatisfied with the ESD Commissioner's decision, the decision can be appealed to the U.S. Department of Labor (DOL) as described in WIOA Sec. 181(c). Per WIOA Sec. 121(h) and 20 CFR 678.725 - .750, local disputes related to funding of the one-stop infrastructure costs can be addressed through the application of the State one-stop funding mechanism determined by the Governor and subject to a state-level appeals process established by the Governor.

Assurances

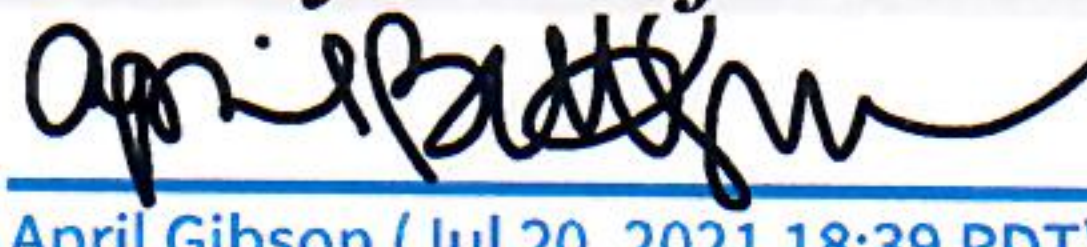
- This Agreement will be interpreted under Washington State Law or Federal Law as applicable.
- Each Partner warrants that it will comply with all Federal, State and/or local laws and regulations that apply to this Agreement.
- It is understood and agreed by the Partners that employees receiving compensation for work performed under this Agreement are employees of the Partner agency that compensates, supervises, trains, and provides benefits and other support to that employee, and that each Partner is solely responsible for compensation to its employees, as well as any associated benefits and taxes.

Authority and Signature


By signing below, partners certify that they agree with this Workforce Partnership Agreement, and the MOU and IFA within, if applicable. Partners certify they have the authority to bind their agency to the terms of the Workforce Partnership Agreement, and the MOU and IFA within, if applicable.

Signatories to Workforce Partnership Agreement, MOU, and IFA


Pierce County Workforce Development Council

By:  Jul 20, 2021
April Gibson (Jul 20, 2021 18:39 PDT)
 April Gibson, WDC Chair Date

Chief Local Elected Official

By:  Jul 20, 2021
B.F. Dammeier (Jul 20, 2021 15:47 PDT)
 Bruce Dammeier, Pierce County Executive Date

WorkForce Central, and on Behalf of Title 1 Funded Programs

By:  Jul 20, 2021
Katie Condit (Jul 20, 2021 14:54 PDT)
 Katie Condit, Chief Executive Officer Date

Bates Technical College

By: *Lin Zhou* Aug 23, 2021
Lin Zhou (Aug 23, 2021 10:04 PDT)
Dr. Lin Zhou, President Date

Clover Park Technical College

By: *Joyce Loveday* Jul 20, 2021
Dr. Joyce Loveday, President Date

DSHS/Department of Vocational Rehabilitation

By: *Lawrence Lim* Jul 27, 2021
Lawrence Lim (Jul 27, 2021 10:45 PDT)
Lawrence Lim, Contracts Specialist Date

Department of Labor and Industries

By: *Amanda Hunt* 07/28/2021
Amanda Hunt, Insurance Services Field Liaison Manager Date

Department of Services for the Blind

By: *Lisa Wheeler* Jul 20, 2021
Lisa Wheeler (Jul 20, 2021 15:48 PDT)
Lisa Wheeler, Assistant Director of Vocational Rehabilitation & Workforce Date

Department of Social and Health Services

By: *Babette Roberts* Jul 21, 2021
Babette Roberts (Jul 21, 2021 08:31 PDT)
Babs Roberts, Community Services Division Director Date

Goodwill of the Olympics and Rainier Region

By: *Lori Forte Harnick* Jul 28, 2021
Lori Forte Harnick (Jul 28, 2021 17:06 PDT)
Lori Forte-Harnick, Chief Executive Officer Date

WA Employment Security Department

By: *Norton Sweet* Jul 21, 2021
Norton Sweet, Central Sound Regional Director Date

Pierce College

By: *Danielle Evans* Jul 22, 2021
Danielle Evans (Jul 22, 2021 07:52 PDT)

Danielle Evans, Executive Assistant, Administrative Services Date

Pierce County Rural Library District

By: *Georgia Lomax* Jul 20, 2021
Georgia Lomax (Jul 20, 2021 16:26 PDT)

Georgia Lomax, Executive Director Date

Tacoma Community College

By: *M Schlesinger* Jul 26, 2021
Marissa Schlesinger (Jul 26, 2021 10:16 PDT)

Marissa Schlesinger, Provost & Vice President for Academic Affairs Date

Tacoma Community House

By: *Lauren Walker Lee* Aug 5, 2021
Lauren Walker Lee (Aug 5, 2021 09:16 PDT)

Lauren Walker-Lee, Executive Director Date

Tacoma Housing Authority

By: *April Black* Aug 23, 2021
April Black (Aug 23, 2021 11:32 PDT)

April Black, Interim Executive Director Date

Tacoma Rescue Mission

By: *Duke Paulson* Jul 21, 2021
Duke Paulson (Jul 21, 2021 13:49 PDT)

Duke Paulson, Executive Director Date

United Way of Pierce County

By: *Dona Ponepinto* Jul 20, 2021
Dona Ponepinto (Jul 20, 2021 15:02 PDT)

Dona Ponepinto, Chief Executive Officer Date

ATTACHMENT A

WorkSource Pierce **Infrastructure Funding Agreement (IFA) Terms**

The WorkSource System operating budget, known as the Infrastructure Funding Agreement (IFA), has been developed via consensus with the required and other partners in the Pierce County Workforce Development Area. The purpose of the IFA is to 1) Demonstrate total investments in the WorkSource System across sites, and 2) establish the terms and conditions under which the partnership will share infrastructure resources in performance of workforce development services at the WorkSource Pierce One-Stop Comprehensive Center. Through this agreement, the partners have identified those costs related to the infrastructure of the Pierce County One-Stop Center that are mutually beneficial and agreed upon as shared costs. The operating budget consists of:

- Non-personnel infrastructure costs necessary for the general operation of the One-Stop Center, including but not limited to:
 - Applicable facility costs such as rent (those contributing to facility costs must continue to pay for such costs in the event of staff turnover or staff working temporarily at another location)
 - 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
 - Other related costs as included in budget (Attachment B)
- Additional Costs:
 - Applicable Career Services - Includes the costs of the provision of career services in WIOA section 134(c)(2), as applicable to each program. For the purpose of this IFA, applicable career costs were defined to mean the cost of staff delivering any Career Services, including providing access to training and business services.
 - Other Shared Costs – This partnership recognizes that other shared costs may arise to support efforts to streamline services and increase access. WorkForce Central, on behalf of the Pierce County WDC, commits to provide funding where and when necessary, for the following needs on behalf of the Pierce County WorkSource One-Stop and System:
 - Accessibility – Technology and other tools used by individuals with disabilities, such as hardware, software, audio looping, etc.
 - WorkSource system coordination – The costs associated with the convening, facilitation, and backbone support for the system partnership. This responsibility will fall under the Senior Director of Workforce Systems Alignment at WorkForce Central.
 - WorkSource Branding and Outreach – Supports marketing and outreach, including for job fairs and signage.
 - Assessments – Supports assessments at the Basic and Individualized level that ensure work readiness, basic skill, soft skill, knowledge and ability, and other assessments are available for all customers.
 - Staff training – Supports staff training and professional development to ensure a consistent standard throughout the local WorkSource System, will be coordinated by circuit rider.
 - Supplies and costs not otherwise included in IFA.
 - Accounting Services- Although these were considered a shared cost in the previous IFA, WFC will assume these costs moving forward.

- Common Referral System- Through a focus on support for service delivery via technology, WFC will assume the costs of the common referral system in partnership with United Way of Pierce County to reduce barriers to use and increase partner accessibility and streamlined services.

Cost Allocation Method

The IFA distributes non-personnel shared infrastructure costs for the WorkSource Pierce One-Stop Center 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 Center 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 the actual square footage dedicated to these partners through sublease agreements.
- 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 staff full-time equivalent (FTE).

The basis for allocating costs for the WorkSource Pierce 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.
 - Co-Located Costs= (program square feet leased / total leased sq feet for local partnership) x total budgeted line-item cost attributable to total leased sq feet
 - Shared Customer Space Costs = (program FTE*/Total FTE) x budgeted line-item cost attributable to shared customer space**
 - *Program FTE assigned by number spaces occupied in center for co-located partners; .5 FTE assigned for non-co-located partners
 - ** Shared Customer space includes resource room, classrooms, conference room, and one-stop operator office
 - Total Shared Comprehensive Center Infrastructure Costs= Co-Located Costs + Shared Customer Space Costs
- Affiliate and connection site costs are distributed only to those partners on site.
- Federal Cost Principles require that costs are reasonable, necessary, and allocable.

Process to Achieve Agreement

WorkForce Central (WFC), acting as the Fiscal Agent to the Pierce County WDC, compiled budgets for each site, facilitated meetings and worked with partners to come to consensus regarding the basis for allocating costs. WFC identified and applied potential bases for allocation of costs to the partners, facilitating a discussion regarding which base(s) would be acceptable to the partners. Partner participation to reach agreement is as follows:

September 2020-December 2020: Subcommittee of partners designed and recommended restructuring of shared costs related to OSO, recommendation accepted by partners.

January-May 2021: WFC held series of WorkSource Pierce partner meetings in preparation for MOU to be signed and effective July 1, 2021

- Partners provided feedback and recommended changes
- Local partners agreed on changes to "other shared cost" category and reinvestment in infrastructure costs in alignment with WIOA regulations
- WFC held multiple discussions with individual agencies, as needed
- Final draft for review of the Workforce Partnership Agreement, MOU and IFA shared May 2021

- Finalize the Workforce Partnership Agreement, MOU with IFA distributed for signature in June 2021

IFA Additional Terms and Timeline for Periodic Reconciliation of Costs and Renewal

This agreement commences on July 1, 2021, and shall remain in effect until June 30, 2024, unless terminated or modified. The IFA incorporated into this agreement is effective for the same dates; however, this portion of the agreement must be updated annually to addresses any changes in the cost of operating the system. Each subsequent IFA will be in effect for one program year (July 1-June 30). As it is not federally required that the IFA be re-signed, IFA partners will be asked to provide written authorization via email that they agree with each updated version.

The IFA budget is based on planned costs and information available as of the date of signature. It is the responsibility of partners to notify WFC of changes to program delivery design, including staffing level changes. Any staffing level changes will be presumed to be in effect for the entire month for billing purposes. At least two months prior to the end of each program year, WFC will convene partners to develop a new WorkSource Pierce budget for the upcoming program year, and to revise the bases for cost sharing as agreed upon by the required and other partners. Each new budget and IFA to commence on July 1st each year will be approved by the Pierce County WDC and its partners prior to June 30th of that year. Unless the changes are significant, the MOU will not need to be re-signed by all parties.

Billing and Payment

It is the responsibility of the Employment Security Department as the main leaseholder and WorkForce Central as the main Sublease holder to establish sublease holder agreements outside of the IFA to address billing and payment requirements and processes for leased space. This IFA does not supersede, replace, or exist in lieu of (sub)lease agreements related to the WorkSource Pierce One-Stop Center. WFC will invoice all Partners identified in the IFA based on actual costs for Infrastructure costs as indicated. These funds will be invoiced monthly. Partners to the IFA are expected to submit payment promptly (no later than 30 calendar days) after receipt of invoices.

Total Cost Per Partner

The total cost per partner/program can be found in Attachment B. It should be noted that these are estimated costs, and both the Employment Security Department for WorkSource and WorkForce Central agree to notify partners as soon as it appears costs may exceed budgeted figures. Each agency also agrees to do their due diligence to keep costs at or below budget. In the event estimated costs exceed actual costs, WorkForce Central will work with partners to agree on solution for reallocation. It should additionally be noted that there is no history of actuals exceeding planned costs at WorkSource Pierce, therefore it is not expected that partners should anticipate this occurring.

In-Kind Contributions

In addition to selecting a method for the allocation of on-going costs, parties may contribute to the costs of the partnership on an in-kind basis. Such a contribution must be agreed to by all the parties and may be used to offset the costs of a party's responsibility for costs under the cost allocation plan. Each in-kind contribution must specify the actual worth of contribution.

Withdrawal, Reduction, or Modification to Participation by a Partner

If a Partner withdraws from, reduces or modifies its participation in this IFA for reasons other than loss of funding, the modification shall be effective only after giving WorkForce Central at least thirty (30) days prior written notice. The Partner shall be responsible for and agrees to pay its share of costs

through the effective date. The effective date will be the end of the quarter following the quarter in which the notice was received.

Upon withdrawal, reduction, increase, or addition of a Partner's participation, the costs associated with this IFA shall be reallocated by WorkForce Central among the remaining Partners and the IFA shall be modified accordingly. WorkForce Central is responsible for notifying all Partners of the change in participation.

The Partners recognize that amendments may be necessary during the period of this IFA. Whenever practical, an amendment will be discussed and agreed upon using a collaborative process among the Partners prior to adoption. Amendments(s) shall be signed by a person authorized to sign for a given Partner. All Partners whose shared cost remains unchanged or reduced will be notified by WorkForce Central of the amendment and are not required to sign the amendment. Oral agreements shall have no effect. If any provision of this IFA is held invalid, the remainder of this IFA shall not be affected.

Minor modification are non-substantive changes to the IFA such as revisions to the infrastructure budget of 10% or less. Other changes to the IFA that do not change the intent of the documents will be considered minor modifications. The Partners will be notified of minor modifications via e-mail and will be provided the opportunity to review and respond to WorkForce Central within the specified timeline. Minor modifications do not require signatures from partners.

Major modifications, such as the removal or addition of a required partner organization, a change due to the election of a new CLEO, or changes in the infrastructure budget in excess of 10% will require all Partners to review and reach consensus on the major modifications to the IFA. Major modification requires all Partners to sign the modified IFA.

Dispute and Impasse Resolution, Termination

See “MOU Dispute Resolution” and “Termination” section of MOU. These steps apply for the MOU and IFA.

Roles and Responsibilities

Pierce County WDC and One-Stop Partners: The Pierce County WDC and WorkSource Pierce One-Stop Partners must establish, in the MOU, an IFA for how the WDC and programs will fund the infrastructure costs of the One-Stop Center. If One-Stop partners are unable to reach consensus on funding for infrastructure costs of the One-Stop Center, the WDC must notify the WA State Workforce Training & Education Coordinating Board (WTECB).

Chief Local Elected Officials (CLEOs): CLEOs consult with the Governor to assist in issuing guidelines regarding the One-Stop service delivery funding mechanism, as outlined in TEGL 17-16 and 20 CFR 678.705, 34 CFR 361.705, and 34 CFR 463.705.

WorkForce Central: As fiscal agent and staff to the WDC, WorkForce Central staff will facilitate and support the negotiation, accounting, and reconciliation of the Infrastructure Funding Agreement in partnership with the agencies included.

WorkSource Pierce Partners: One-Stop partners are to act in good faith and negotiate infrastructure costs and additional costs of operating the WorkSource Pierce One-Stop Center in a transparent manner. Partners funding the costs of infrastructure according to this IFA are those identified in the “Partners and Responsibilities” section of the MOU.

ATTACHMENT B

WorkSource Pierce Budget: Infrastructure Funding Agreement

Planned Budget for Annual Shared Costs

July 1, 2021 through June 30, 2022

	Total	Title 1				Title II - Tacoma Community House	Title II and Carl Perkins			
		Pierce County WDC	Adult	Dislocated Worker	Youth		Bates Technical College	Clover Park Technical College	Pierce College District	Tacoma Community College
FTE	75.50	14.00	6.00	6.00	5.00	0.50	1.00	1.00	1.00	1.00
SHARED SYSTEM COSTS										
Common Referral System	\$ 60,000	\$ 39,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Shared System Costs	\$ 60,000	\$ 39,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
COMPREHENSIVE CENTER INFRASTRUCTURE COSTS										
Rent (includes utilities, alarm, janitorial, maintenance)	\$ 464,136	\$ 86,992	\$ 37,680	\$ 37,704	\$ 33,964	\$ 874	\$ 1,748	\$ 5,612	\$ 1,748	\$ 1,748
Security Guard	51,517	9,658	4,184	4,187	3,777	92	185	622	185	185
Security Guard #2	17,000	8,500	-	-	-	-	-	-	-	-
One-Stop Operator	150,360	28,187	12,212	12,220	11,023	270	539	1,815	539	539
Internet	7,500	2,768	1,204	1,205	1,117	-	-	171	-	-
Analog Fax Line	900	385	168	168	155	-	-	24	-	-
IT Support and Maintenance	-	-	-	-	-	-	-	-	-	-
Copier/Printer/Scanner/Fax	10,500	4,496	1,955	1,957	1,814	-	-	278	-	-
Desk Phones	27,000	5,040	2,160	2,160	1,800	-	-	360	-	-
Phones - Shared Space	5,400	1,010	437	437	389	14	29	66	29	29
Electronic Scheduler	1,000	187	81	81	73	2	4	12	4	4
Copier/Printer - Resource Room and Computer Lab	7,730	1,433	614	614	512	51	102	102	102	102
Wet System (Water Filtration)	1,950	366	158	158	143	3	7	24	7	7
Business Center and Other Common Space Supplies	5,245	983	426	426	385	9	19	63	19	19
Daily Porter Cleaning Covid-19	30,600	5,736	2,485	2,487	2,243	55	110	369	110	110
One Time Deep Cleaning Covid-19	10,000	1,875	812	813	733	18	36	121	36	36
Total Comprehensive Center Infrastructure Costs	\$ 790,838	\$ 157,618	\$ 64,577	\$ 64,617	\$ 58,128	\$ 1,389	\$ 2,778	\$ 9,639	\$ 2,778	\$ 2,778
CAREER SERVICES COSTS										
Staff (including benefits)	\$12,224,113	\$3,306,895	\$607,045	\$607,045	\$715,530	\$562,513	\$280,525	\$ 94,930	\$305,660	\$185,000
Operations (overhead/indirect)	2,909,337	559,900	80,455	72,409	279,094	132,111	8,011	12,869	99,471	-
Other (e.g., travel, outreach, materials, technology/equipment)	1,276,868	706,500	47,000	51,023	18,968	14,600	8,000	29,900	-	10,000
Total Career Services Costs	\$16,410,318	\$4,573,295	\$734,500	\$730,477	\$1,013,592	\$709,224	\$296,536	\$137,699	\$405,131	\$195,000
Total One-Stop System Budget	\$17,261,156	\$4,769,913	\$799,077	\$795,094	\$1,071,720	\$710,613	\$299,314	\$147,338	\$407,909	\$197,778
Total		Title IV								

		DSHS/DVR	Dept of Services for the Blind	Title V SCSEP - Goodwill	TAA - Employment Security Department	Veterans - Employment Security Department	UI and RESEA - Employment Security Department	Workfirst (TANF) - Employment Security Department (1)
FTE	75.50	2.00	0.50	0.50	5.00	2.00	10.00	4.00
SHARED SYSTEM COSTS								
Common Referral System	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Shared System Costs	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
COMPREHENSIVE CENTER INFRASTRUCTURE COSTS								
Rent (includes utilities, alarm, janitorial, maintenance)	\$ 464,136	\$ 17,128	\$ 874	\$ 874	\$ 32,020	\$ 11,248	\$ 63,968	\$ 22,472
Security Guard	51,517	1,911	92	92	3,557	1,246	7,105	2,490
Security Guard #2	17,000	-	-	-	1,214	486	2,429	971
One-Stop Operator	150,360	5,579	270	270	10,381	3,637	20,738	7,267
Internet	7,500	604	-	-	-	-	-	-
Analog Fax Line	900	-	-	-	-	-	-	-
IT Support and Maintenance	-	-	-	-	-	-	-	-
Copier/Printer/Scanner/Fax	10,500	-	-	-	-	-	-	-
Desk Phones	27,000	720	-	-	1,980	720	4,140	1,440
Phones - Shared Space	5,400	190	14	14	370	133	740	265
Electronic Scheduler	1,000	37	2	2	69	24	138	48
Copier/Printer - Resource Room and Computer Lab	7,730	205	51	51	512	205	1,024	410
Wet System (Water Filtration)	1,950	72	3	3	135	47	269	94
Business Center and Other Common Space Supplies	5,245	195	9	9	362	127	723	253
Daily Porter Cleaning Covid-19	30,600	1,135	55	55	2,113	740	4,220	1,479
One Time Deep Cleaning Covid-19	10,000	371	18	18	690	242	1,379	483
Total Comprehensive Center Infrastructure Costs	\$ 790,838	\$ 28,147	\$ 1,389	\$ 1,389	\$ 53,403	\$ 18,855	\$ 106,874	\$ 37,674
CAREER SERVICES COSTS								
Staff (including benefits)	\$12,224,113	\$207,756	\$ 56,856	\$ 70,000	\$436,489	\$217,054	\$ 899,582	\$ 399,547
Operations (overhead/indirect)	2,909,337	-	-	87,103	136,487	69,108	288,024	78,936
Other (e.g., travel, outreach, materials, technology/equipment)	1,276,868	-	-	10,000	22,231	41,444	28,424	12,855
Total Career Services Costs	\$16,410,318	\$207,756	\$ 56,856	\$167,103	\$595,207	\$327,606	\$1,216,030	\$ 491,338
Total One-Stop System Budget	\$17,261,156	\$235,903	\$ 58,245	\$168,492	\$648,610	\$346,461	\$1,322,904	\$ 529,012

		CPP - Employment Security Department	HUD - Tacoma Housing Authority	Dept of Labor & Industries (2)	Tacoma Rescue Mission	United Way of Pierce County	Pierce County Library System - Connection Sites	Goodwill - Affiliate Site	JBLM - Affiliate Site
	Total								
FTE	75.50	5.00	0.50	1.00	0.50	-	-	-	-
SHARED SYSTEM COSTS									
Common Referral System	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$21,000	\$ -	\$ -	\$ -
Total Shared System Costs	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$21,000	\$ -	\$ -	\$ -
COMPREHENSIVE CENTER INFRASTRUCTURE COSTS									
Rent (includes utilities, alarm, janitorial, maintenance)	\$ 464,136	\$ 35,884	\$ 874	\$ 11,492	\$ 874	\$ -	\$ -	\$ -	\$ -
Security Guard	51,517	3,994	92	1,287	92	-	-	-	-
Security Guard #2	17,000	1,214	-	-	-	-	-	-	-
One-Stop Operator	150,360	11,657	270	3,756	270	-	-	-	-
Internet	7,500	-	-	431	-	-	-	-	-
Analog Fax Line	900	-	-	-	-	-	-	-	-
IT Support and Maintenance	-	-	-	-	-	-	-	-	-
Copier/Printer/Scanner/Fax	10,500	-	-	-	-	-	-	-	-
Desk Phones	27,000	2,340	-	360	-	-	-	-	-
Phones - Shared Space	5,400	408	14	124	14	-	-	-	-
Electronic Scheduler	1,000	78	2	25	2	-	-	-	-
Copier/Printer - Resource Room and Computer Lab	7,730	512	51	102	51	-	-	-	-
Wet System (Water Filtration)	1,950	151	3	49	3	-	-	-	-
Business Center and Other Common Space Supplies	5,245	407	9	131	9	-	-	-	-
Daily Porter Cleaning Covid-19	30,600	2,372	55	764	55	-	-	-	-
One Time Deep Cleaning Covid-19	10,000	775	18	250	18	-	-	-	-
Total Comprehensive Center Infrastructure Costs	\$ 790,838	\$ 59,792	\$ 1,389	\$ 18,771	\$1,389	\$ -	\$ -	\$ -	\$ -
CAREER SERVICES COSTS									
Staff (including benefits)	\$12,224,113	\$532,060	\$329,241	\$100,000	\$ -	\$54,000	\$100,000	\$37,071	\$569,416
Operations (overhead/indirect)	2,909,337	157,871	81,861	25,000	-	5,400	15,000	30,000	120,740
Other (e.g., travel, outreach, materials, technology/equipment)	1,276,868	25,710	86,883	1,000	-	250	90,000	4,200	17,100
Total Career Services Costs	\$16,410,318	\$715,641	\$497,985	\$126,000	\$ -	\$59,650	\$205,000	\$71,271	\$707,256
Total One-Stop System Budget	\$17,261,156	\$775,433	\$499,374	\$144,771	\$1,389	\$80,650	\$205,000	\$71,271	\$707,256

Footnotes:

- (1) DSHS/ESA/CSD, on behalf of TANF, commits support in sharing their share of the total cost of the Comprehensive Center Infrastructure Costs for the July 1, 2021 to June 30, 2022 Infrastructure Funding Agreement (IFA). These funds shall be contributed to the Tacoma-Pierce County WDC/WorkForce Central by the Employment Security Department (ESD) on behalf of TANF. These funds utilized by ESD are part of the current allocation that DSHS/ESA/CSD has contracted to ESD for the delivery of TANF/Workfirst services. If for any reason ESD does not have the identified amount available to pay IFA costs on behalf of TANF, or fails to do so, this agreement is void and must be renegotiated.
- (2) This Infrastructure Funding Agreement is intended to replace the supplemental agreement between Department of Labor & Industries and WorkForce Central to pay shared expenses at the Pierce WorkSource Center that was effective December 8, 2018 through October 30, 2023.