



**Pacific Mountain Workforce Development Council  
Memorandum of Understanding  
July 1, 2021 to June 30, 2024**

**1. PURPOSE OF THIS MEMORANDUM OF UNDERSTANDING**

The purpose of this Memorandum of Understanding (MOU) is to establish a cooperative, mutually beneficial partnership among the Pacific Mountain Workforce Development Council (PacMtn), the Chief Local Elected Officials (CLEOs), the federally required workforce programs (WorkSource Partners), the One-Stop Operator (WorkSource Operator), and the additional local partners that comprise the WorkSource System in Grays Harbor, Pacific, Lewis, Mason and Thurston counties. The WorkSource System functions as the American Job Center Network in the region. This MOU sets forth the responsibilities of the WorkSource Partners related to the planning and implementation of workforce services to job seekers and businesses pursuant to the Workforce Innovation and Opportunity Act of 2014 (WIOA) and Regional Strategic Workforce Plan (Workforce Plan) developed by PacMtn with support from the WorkSource Partners and CLEOs.

This MOU is developed in the spirit of collaboration. The signatories to this MOU embrace joint planning, programming and responsibility to each other and for the success of the system as keys to a successful and productive partnership. They agree to work with the PacMtn, the CLEOs and the WorkSource Operator to continually improve service delivery.

The implementation of WIOA and the American Job Center Network (One-Stop) has created the opportunity for the PacMtn Region to rethink how and where it provides WorkSource services to job seekers and businesses. This MOU assures compliance with the mandates of the law, while the WorkSource Partners, and the WorkSource Operator work together, under the guidance of the PacMtn Board of Directors and CLEOs, to redesign infrastructure and service delivery strategies in support of a more accessible, customer centered system.

**2. STRATEGIC VISION**

The signatories to this MOU will work together and use their resources to realize the vision, mission, and principles described in Regional Strategic Workforce Plan.

**Mission**

A comprehensive and inclusive WorkSource System that consistently and effectively meets the needs of businesses and job seekers.

**Vision**

To connect businesses and job seekers with the necessary resources and tools for successful employment, life-long learning, and business development to ensure a strong and vital economy.

**Principles**



- *Integrated* – Think and act as an integrated system of partners that share common goals with services delivered by various organizations with the best capabilities for a seamless customer experience.
- *Accountable* – Committed to high quality customer services with regular program performance review based on shared data and actions that enhance outcomes.
- *Universal Access* – Meet the needs of customers by ensuring universal access to programs, services, and activities for all eligible individuals.
- *Continuous Improvement* – Create a delivery system that utilizes feedback from employers and job seekers to challenge the status quo and innovates to drive measurable improvements.
- *Partnership* – Align goals, resources, and initiatives with economic development, business, labor and educational partners.
- *Regional Strategy* - Work with counterparts to address broader workforce needs of the regional economy and leverage resources to provide a higher quality and level of services.

### 3. REGIONAL SERVICE DELIVERY GOALS

The parties to this MOU will work together to achieve the following service delivery goals of the Regional Strategic Workforce Plan.

**Goal 1: Develop regional sector partnerships with target industry clusters.** Strong emphasis on all manufacturing, Forest and Wood Products, Food Production, IT and Telecom, Health Care, and Hospitality and Tourism.

#### Objectives

- Engage partners and stakeholders to analyze and better understand actual employer needs and projected openings within targeted clusters.
- Develop a 2021-2024 Work Plan based on identified employer needs and priorities, with an emphasis on opportunities to place job-seekers in high-wage jobs and/or high-wage career path opportunities.
- Support career pathways that break down barriers and provide opportunities for job seekers to succeed in their chosen in-demand fields, while also meeting basic job skills as well as key reading, math, science, technology, and engineering workplace standards.
- Provide support for pre-apprenticeship and apprenticeship pathways.
- Periodically evaluate and update target clusters and supplement or amend to ensure success in all communities served (e.g., potential additions include Government, Energy, Education, Self-Employment/Entrepreneurship and other sectors over time).

**Goal 2: Expand the "PacMtn and WorkSource Brands" focused on mission, services and results seen as adding value to the community and opening doors to new funding sources and partnerships.**

#### Objectives

- Develop a 2021-2024 Regional Communications Plan.



- Develop and distribute an annual collective impact report, annual report and quarterly report to partners, stakeholders and employers.
- Provide real-time labor market information to partners, stakeholders and employers, including quarterly supplements on cost-of-living assessments, education and training opportunities, workforce housing affordability and other topics of interest.

**Goal 3: Expand strategic partnerships and collaborations that expand the PacMtn mission and facilitate Board Member leadership in regional economic success.**

**Objectives**

- Strengthen engagement with businesses by establishing sector ambassadors and communicating the value proposition for the work that we do via hosted employer workshops on shared issues and goals.
- Strengthen engagement with service partners to braid, weave and leverage efforts, stimulate information-sharing and enhance cross-training that improves customer outcomes and provides a continuum of care and wrap around services.
- Collaborate with stakeholders and partners to provide specific training, education, skill panel and technical assistance opportunities.
- Enlist the support of business associations to build relationships with area employ

**4. REGIONAL WORKSOURCE INITIATIVES**

The WorkSource Operations Regional Collaborative was established to identify WorkSource System priorities. The Collaborative represents a formal commitment to speak as a single voice for the system, to represent all customers – businesses and job seekers. The following initiatives have been identified by the Collaborative to continuously improve the services provided by the WorkSource/American Job Center Network.

Initiative 1: Make professional development of system staff a priority

Initiative 2: Build the Voice of the Customer into continuous improvement efforts

Initiative 3: Think and act as an integrated system of partners with shared common goals

By aligning service delivery strategies with the above initiatives, the following outcomes will be achieved:

- *Increased number of businesses using WorkSource.*
- *Increased number of job seekers using WorkSource*
- *Increased number of job seekers using WorkSource who find good jobs*
- *Increased number of WorkSource job orders filled*

**5. WORKSOURCE PARTNERS**

The parties to this MOU include the entities responsible for the delivery of programs specified in WIOA which are represented in the Pacific Mountain Workforce Region. Attachment A provides a list of required WorkSource Partners and the entities that provide the services funded by these partners.



## 6. WORKSOURCE SERVICES

Since 2015, the Pacific Mountain Workforce Region operated under an integrated service delivery model, which they jointly defined as: the delivery of One-Stop workforce services in a manner that aligns all the resources of participating WorkSource Partners to seamlessly address the training and employment needs of system customers. Integrated service delivery is intended to reduce duplication and administrative burdens in order to provide a better match between job seekers and employers by better screening, assessment, skill development, and skill certification opportunities related to the need of employers and economies.

The parties to this MOU will continue to work toward achieving a fully integrated approach to service delivery.

The WorkSource Partners, based on the specific needs of the communities within the region, agree to make the career, support, follow up and training services required by WIOA available to job seekers and businesses throughout the region's WorkSource System. The region is large, diverse, and changing. Communities are isolated from one another by winding roads and limited transportation options. Urban centers close to the I-5 corridor are growing and the economy of the entire region is transforming. As a result, the region has taken a decentralized approach to the delivery of services, attempting to assure access in every possible community with services customized to community needs. The sites of the WorkSource System in the region are described in Attachment A. In a number of cases, the required WorkSource Partners are not co-located, but are in the same building or complex making referral a primary means to assure access to services. The system consists of:

### ***Comprehensive Centers, which, at a minimum,***

- Are accessible to the general public during regular business days, as well as physically and programmatically accessible to individuals with disabilities.
- Provide a portal site for electronic access.
- Provide on-site access to job seeker basic and individualized career services, support services, training services and follow up services.
- Provide on-site access to business services.
- Have representation of five core mandated WorkSource Partners (WIOA Titles I-IV, TANF) and colocation of the Title III service provider.
- Provide additional related employment, training, and education resources and access to the services of all the required WorkSource Partner programs.

### ***Affiliated Sites, which, at a minimum,***

- Are accessible to the general public and physically and programmatically accessible to individuals with disabilities.
- Provide a portal site for electronic access.
- Provide basic career services.
- Have representation of one or more mandated WorkSource Partners.
- Provide additional related employment and training resources.



- Have an established working relationship as part of an integrated system of WorkSource Sites.

***Connections Sites, which, at a minimum,***

- Accessible to the general public or targeted population that includes physical and programmatic access to individuals with disabilities.
- Provide a portal site for electronic access.
- Provide basic career services.
- Provide additional related employment and training resources.
- Have an established working relationship as part of an integrated system of WorkSource Sites.

WorkSource Partners agree to adhere to all statutes, regulations, policies, and plans regarding priority of service for job seekers, including, but not limited to, priority of service for veterans and their eligible spouses 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. WorkSource Partners will target recruitment of special populations that are a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

**7. REFERRAL PROCESS FOR WORKSOURCE CENTER CUSTOMERS**

The WorkSource Operator is responsible for assuring that effective, customer-friendly referrals occur in the WorkSource System. Referrals will be made in one of the three ways required by WIOA: on-site when staff funded by various required WorkSource Partners programs are available to provide direct referrals and services via cross-training, facilitated by the WorkSource Operator, where staff have been sufficiently trained on the services of some or all WorkSource Partners to make an appropriate referral, or by quick direct connection via phone or video conferencing to help a job seeker access services not available on-site. At several WorkSource Sites, direct connection referral is facilitated by the fact that although required WorkSource Partners are not co-located, their services are available on-site, often right next door. While the current referral arrangements have worked well, as the region continues to rethink its service delivery, potential changes in service locations and partners are likely to require the development of new, more quantifiable and effective referral agreements.

WorkSource Partners agree to only use the commonly accepted descriptors of the WorkSource System when referring job seeker and business customers among sites, programs and services.

**8. INCREASED AND MAXIMIZED ACCESS**

The WorkSource Partners agree that meeting WIOA's mandate for increased access to the Region's workforce services, particularly for individuals with barriers to employment, must be a priority. This necessarily includes, at minimum, 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 who are individuals with disabilities, and Individuals with vision loss
- Returning citizens (ex-offenders)
- Homeless individuals
- 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
- Black, Latinx and other people of color as established by the PacMtn Board of Directors

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

- *Identify and Expand Connection Sites* as a way to provide greater access to services at sites that the region's residents already frequent – libraries, community centers, etc.
- *Assign the responsibilities of the state required Accessibility Subcommittee* to the Targeted Populations Committee to gather input from a broad spectrum of populations with barriers to employment and identify physical and programmatic barriers, recommend expansions of services to improve access for all jobseekers from all backgrounds, ensure more job seekers can connect to services and become employed, and evaluate accessibility issues in the regional WorkSource System.
- *Increase Use of Technology to remove barriers for job seekers* and allow for seamless, universal, and remote access to education, training, and other workforce development services. While technology cannot fix all barrier access problems, in many cases it will help staff to improve accessibility. The WorkSource Centers and Affiliated Sites currently have wireless internet available to customers in order to improve access to technology, including adaptive technology used by job seekers on their own devices. The region anticipates continued growth in this area.
- *Co-enroll job seekers as part of an integrated service delivery strategy* that leverages more resources to help job seekers reach their career goals, and helps WorkSource Partners work together in functional teams to make the best use of the skills of staff providing services at



WorkSource Sites. At a minimum, the WorkSource Partners will use the strategy, as appropriate, to:

- Co-enroll eligible WIOA Title III participants into WIOA Title I Adult and Dislocated Worker funding streams.
- Co-enroll eligible WIOA Title I Youth participants into the WIOA Title I Adult funding stream.
- Co-enroll qualified TAA and NAFTA-TAA certified workers into the WIOA Title I Dislocated Worker fund stream.
- Co-enroll qualified WorkFirst participants into the WIOA Title I Adult funding stream.
- Co-enroll Worker Retraining participants into the WIOA Title I Dislocated Worker funding stream.
- Co-enroll WIOA Title II participants into the WIOA Title I Adult funding stream
- Find additional opportunities to co-enroll job seekers into programs and services.

## **9. COMPLAINTS**

The WorkSource Partners agree to be responsive to customer concerns and complaints and take action when appropriate in accordance with state, local area, agency, or program complaint policies.

## **10. OPERATING BUDGET AND INFRASTRUCTURE FUNDING AGREEMENT (IFA)**

The WorkSource System operating budget and IFA are incorporated into this MOU as Attachment B. These documents were developed based on the information available from the partners and lease holders in the region. The applicable parties have signified their approval of this budget and IFA through their signatures to the MOU.

The allocation of costs is in line with the Federal authorizing statutes of the required WorkSource Partners and the Federal Cost Principles requiring that costs are reasonable, necessary, and allocable

## **11. DATA SHARING AND CONFIDENTIALITY**

WorkSource Partners 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 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 and well as any executed data sharing agreements. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements, nor does this agreement supersede those requirements.

The WorkSource Partners will work together, based on customer informed consent, to continually find ways to improve the collection and sharing of data for the purpose of improving services within requirements to maintain confidentiality.



All WorkSource Partners 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.

WorkSource Partners agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records. WorkSource Partners will respect and abide by the confidentiality policies and legal requirements of all of the other partners. WorkSource Partners will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. WorkSource Partners will ensure that access to software systems and files under their 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. The appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals.

## **12. DURATION AND MODIFICATION**

This MOU, including the system operating budget and IFA, shall take effect upon July 1, 2021 or the date when all signatures are obtained, whichever is sooner, and shall remain in effect through June 30, 2024.

Generally, modification of the MOU only requires the parties to review and agree to the elements of the MOU that changed. Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU. Changes to the attachments to the MOU that do not change the intent of the document will be considered minor revisions. Additionally, Connection Sites may be added to the MOU without the need to resign the entire document.

Major modifications, which consist of substantial changes, such as the removal or addition of a required WorkSource Partner organization or a change due to the election of a new Chief Elected Official, will require renewal of the MOU (20 CFR 678.500(b)(6), (d), and (e); 34 CFR 361.500(b)(6), (d), and (e); and 34 CFR 463.500(b)(6), (d), and (e)). Renewal of the MOU requires all parties to review and agree to all elements of the MOU and re-sign the MOU.

Should any part of this MOU be found null and void or be otherwise stricken, the rest of the MOU will remain in effect, unless the part that is null and void or stricken constitutes a major modification. Oral agreements shall have no effect.

All notifications, questions and concerns regarding this MOU should be referred to the Agreement Manager identified in Attachment B.





### **13. DISPUTES**

The parties agree to engage in good faith negotiations in an effort to reach an agreement on the terms of the MOU, system operating budget and IFA.

Whenever possible, disputes will be resolved informally. If informal resolution is not possible, the next step will be to follow the local dispute policy. All local actions to resolve disputes will be documented. Should informal resolution efforts fail, the dispute will be referred in writing to the Chair of the PacMtn Board of Directors. The dispute will be on the agenda of a regular or special meeting of the PacMtn Executive Finance Committee. The Executive Committee will mediate and attempt to resolve the dispute within 45 days of notification of dispute. If unable to resolve the dispute at this level, the dispute will be referred to the Thurston County Dispute Resolution Center for binding arbitration. Costs of arbitration will be shared equally among WorkSource Partners involved in the dispute.

The parties anticipate being able to resolve any disputes locally. However, should the local process fail to resolve the dispute the WorkSource Partners will refer the dispute to the state as per WorkSource System Policy 5410 Rev1: Dispute Resolution and Appeals.

### **14. GENERAL PROVISIONS**

This Agreement will be interpreted under Washington State Law or Federal Law as applicable. It is understood by the WorkSource Partners that each should be able to fulfill its responsibilities under the MOU in accordance with the provisions of law and regulations that govern their activities. Nothing in this MOU shall supersede, negate or otherwise render ineffective any such provisions or operating procedures. All parties to the MOU agree to adhere to applicable federal and state laws for delivery of services. No part of this agreement shall take precedence over or supersede federal laws, state laws, or collective bargaining agreements.

It is understood and agreed by the WorkSource 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

In addition to the roles and responsibilities outlined above, parties to the MOU agree to

- Provide representatives to support the work of the Targeted Populations Committee.
- Continually enhance the use of the technology to expand access to services.
- Coordinate and cooperate with the WorkSource Operator as appropriate.
- Align with the goals and strategies outlined in the region's Workforce Plan.
- Invest to make effective services available to any job seeker or business in the region who could benefit from these services.
- Use the approved system brand, logos and EO language for all press releases, brochures, printed material, reports and newsletters related to WorkSource in the PacMtn region.

### **15. NON-DISCRIMINATION CLAUSE**



Each of the agencies party to this MOU shall comply with all applicable local, state, and federal nondiscrimination regulations, rules, and ordinances.

**16. INDEMNIFICATION**

To the extent allowable under Washington State law, each party to this MOU shall be responsible for injury to persons or damages to property resulting from negligence on the part of itself, its employees, or its officers. No party hereto assumes any responsibility to any other party to this MOU or to any third party for the consequences for any act or omission of any other party to this agreement.

**17. AUTHORITY**

The individuals signed below have the authority to commit the partner they represent to the terms of this MOU and do commit by signing. The undersigned partners bind themselves to the faithful performance of this MOU.

**18. SIGNATURES**

This MOU and any modification may be signed in counterparts, meaning each signatory can sign a separate document as long as the PacMtn Chair (or designee) acquires signatures of each party and provides a complete copy of the modification with each party's signature to all the other Parties.



## AUTHORITY AND SIGNATURE

This MOU and any subsequent modification is being executed in counterparts, meaning each signatory will sign a separate document, considered an original, as long as the PacMtn Chair (or designee) acquires signatures of each party and provides a complete copy with each party's signature to all the other Parties. Signatures may be provided in wet ink, faxed, or sent as an electronic signature.


I understand that this MOU expires either upon major modification as outlined above, upon termination, or on June 30, 2024, whichever occurs earlier.


By signing my name below, I certify that I have read the entire document and have the legal authority to commit my agency to (check only the statement that applies to your agency):

- Supporting the terms outlined in the MOU and attachments.
- Fulfill the financial responsibilities to which my agency has committed in the Operating Budget and Infrastructure Funding Agreement (IFA) components of the MOU.


## List of Signatories to the MOU and IFA

### FOR THE PACIFIC MOUNTAIN WORK FORCE DEVELOPMENT COUNCIL AND TANF COMMUNITY JOBS

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 Signed: 7/23/2021 11:41:11 AM  
 Jacquelin Earley Date  
 Chair  
 Pacific Mountain Workforce Development  
 Council

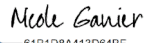
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 Cheryl Fambles Date  
 CEO  
 Pacific Mountain Workforce Development  
 Council

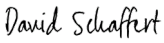
### FOR THE CHIEF ELECTED OFFICIAL

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 Lisa Olsen Date  
 Chief Elected Official, Pacific County Commissioner


### FOR WIOA TITLE I ADULT, DISLOCATED WORKER, YOUTH AND BUSINESS SERVICES

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 Cami Eakins Date  
 CEO, Career Path Services


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 Nicole Ganier Date  
 Vice-President, Equus Workforce Services

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 David Schaffert Date  
 President, Thurston County Chamber of Commerce


**FOR TITLE II ADULT EDUCATION AND LITERACY**


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**Shannon Klassell** Date  
Executive Director, Sound Learning

**FOR TITLE II ADULT EDUCATION AND LITERACY and CARL PERKINS**

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**Dr. Ed Brewster** Date  
President, Grays Harbor College

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**Dr. Martin Cavalluzzi** Date  
President, Olympic College

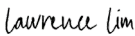
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**Dr. Robert Mohrbacher** Date  
President, Centralia College


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**Dr. Tim Stokes** Date  
President, South Puget Sound Community College

**FOR TITLE III WAGNER PEYSER, VETERANS, TRADE ACT, UNEMPLOYMENT INSURANCE**


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**Lekha Fernandes** Date  
Regional Operations Manager Southwest Coastal Region, Employment Security Department

**FOR TITLE IV VOCATIONAL REHABILITATION ACT**

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**Lawrence Lim** Date  
Contracts Specialist, Division of Vocational Rehabilitation

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**Michael MacKillop** Date  
Deputy Director, Department of Services for the Blind

**FOR TITLE V SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM**

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**Eu-wanda Eagans** Date  
Director of Workforce Development, Goodwill of Olympics and Rainier Region

**FOR YOUTH BUILD**

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*Derek Harris* Signed: 7/26/2021 12:56:17 PM  
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**Derek Harris** Date  
CEO, Community Youth Services

**FOR DEPARTMENT OF LABOR AND INDUSTRIES**

*Amanda Hunt* 07/28/2021

**Amanda Fisher** Date  
Insurance Services Field Liaison Manger, Labor and Industries

**FOR DEPARTMENT OF SOCIAL AND HEALTH SERVICES, CSD, TANF**

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*Babs Roberts* Signed: 7/26/2021 8:10:17 AM  
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**Babs Roberts** Date  
DSHS Community Services Division Director, TANF

<b>Attachment A</b> <b>Partners and Sites</b>	Grays Harbor WorkSource	Lewis WorkSource	Mason WorkSource	Pacific WorkSource Raymond	Pacific WorkSource Long Beach	Thurston WorkSource Center	Basic Career Services	Individual Career Services	Follow-up Services	Business Services	Other Services	Other Locations (please specify)
<b>Required Partners</b>												
Title 1 Adult & DW: Career Path Services	X	X	X	part-time	part-time	X	X	X	X			
Title 1 Business Services: Thurston Chamber of Commerce	as needed	as needed	as needed	as needed	as needed	as needed	X			X		Pop-ups across the region, Olympia
Title 1 Youth: Equus	X	X	X	as needed	as needed	X	X	X	X		X	
Title II ABEL												
Grays Harbor College							X				X	Aberdeen, Raymond, Ilwaco
Centralia College							X				X	Centralia, Morton
Olympic College			GED Classes				X				X	Shelton
South Puget Sound CC							X				X	Lacey, Olympia
Sound Learning			2x/wk				X				X	Shelton
Title III Employment Service: Employment Security	X	X	X	part-time	part-time	X	X				X	
Title IV Rehabilitation Act: Division of Vocational Rehabilitation	X*		X*		X*	X	X	X			X	Centralia, Chehalis, South Bend
Title IV Rehabilitation Act: Department of Services for the Blind							X				X	Lacey Field Office
Veterans Program: Employment Security	X	Part-time	Part-time			X	X	X	X		X	
Trade Ace: Employment Security	X	Part-time	X			X	X	X			X	
Unemployment Insurance: Employment Security	RESEA	RESEA	RESEA	Part-time	Part-time	RESEA	X				X	
Title V SCSEP												
Goodwill							X	X	X		X	Aberdeen, Lacey, Centralia
AARP											X	Aberdeen, Raymond, Long Beach
TANF Workfirst: Employment Security	X	X	X	Part-time	Part-time	X	X	X	X		X	

**Attachment B**

**Pacific Mountain Workforce Development Council  
Infrastructure Funding Agreement and One-Stop Operating Budget  
July 1, 2018 to June 30, 2024**

**1. Purpose**

The purpose of this Infrastructure Funding Agreement (IFA) is to establish the terms and conditions under which the partnership will share infrastructure costs for the PacMtn WDA 2 One-Stop System. This IFA sets forth the responsibilities of the WorkSource Partners to share costs in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA). On-site partners within each WorkSource Center and Affiliate Site will have signed agreements with the Lessor of each site to allow for the collection of infrastructure and other costs based on actual expenditures in accordance with allocation methods indicated in this IFA.

**2. Parties to the Operating Budget and IFA**

The Partner/Site matrix, included as Attachment A to the MOU, identifies which WorkSource Partners participated in the development of system operating budget and IFA. By their signature to the MOU, the Chief Elected Officials indicate their agreement with the budget and IFA.

**3. One-Stop Operating Budgets and Infrastructure Costs**

A. One-Stop Operating Budgets. The operating budget of the One-Stop centers is the financial plan to which the One-Stop Partners, CEOs, and PacMtn have agreed in the MOU that will be used to achieve their goals of delivering services in the local area.

The One-Stop operating budget is considered the master budget that contains a set of individual budgets that consist of costs that are specifically identified in WIOA statute.

The One-Stop Operating budget, Attachment B.1, for the PacMtn region consists of:

- Non-personnel infrastructure costs necessary for the general operation of the One-Stop center, such as:
  - Applicable facility costs (such as rent, utilities, janitorial services, etc.)
  - Equipment, supplies, printing
  - Telecommunications
  - Other purchased services
- Additional Costs: The costs of the provision of career services described in 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 or supervising the provision of any Career Service.

The operating budget and cost sharing agreements were developed for the following sites:

- WorkSource Thurston County Center
- WorkSource Lewis County Affiliate
- WorkSource Grays Harbor County Affiliate
- WorkSource Mason County Affiliate
- Connection Sites

- B. Infrastructure Costs. WIOA requires that all mandatory partners share infrastructure costs for One-Stop comprehensive centers based on proportionate use and relative benefit, regardless of whether partner staff share space in the centers. PacMtn region has one certified comprehensive center located at the Thurston County WorkSource. WIOA requires infrastructure cost sharing among on-site partners at affiliates and specialized sites be based on use and benefit. In the absence of a statewide approach to assess use and benefit, the PacMtn proposed and the WorkSource Partners accepted the following approach:

WorkSource Thurston County Comprehensive Center

- The shared infrastructure costs that will be distributed amongst all required and electing on-site partners consist of the square footage cost of the Resource Room and four Training/Conference rooms and the share of utilities, printing, supplies, etc. associated with this space as identified in the total infrastructure cost Attachment B.2
- Proportional share used to distribute those shared infrastructure costs are determined by three weighted factors, the total participant count provided by each program, partners located on-site and the location of the program relative to the proximity of the comprehensive center as identified in Attachment B.3
- Common area space has been defined to include areas that are commonly used for occupants of the space. These include hoteling space, unoccupied cubicles, and breakrooms. These areas as defined by the layouts are distributed amongst on-site partners using the percent of Proportional Share. Details of the costs can be found in Attached B.4
- Dedicated Staff Space, found in Attachment B.5, details space occupied at the time of signing of this MOU
- Any direct costs incurred by on-site partners, and the portion of costs outside of the shared infrastructure costs will be distributed to those partners located on-site at the center based on the FTE count and square footage their staff occupies. PacMtn and the Lessor of the center will have a joint Infrastructure Finance Agreement in place that articulates the cost sharing responsibilities for shared infrastructure costs and direct costs incurred by each partner. Attachment C represents the template for this Infrastructure Finance Agreement. This Infrastructure Finance Agreement replaces any former facilities/infrastructure agreement for this space, including the former Resource Sharing Agreement used by the lease holder.

Affiliate Sites

- Infrastructure and direct costs will be allocated to those partners located on-site at each facility based on FTE count and square footage.

The allocation of costs is in line with the Federal authorizing statutes of the required partners and the Federal Cost Principles requiring that costs are reasonable, necessary, and allocable.

- C. Rationale for an additional review period from July 1, 2021 to June 30, 2022 in which the costs of shared infrastructure are under evaluation and scheduled for recalculation in July 2022:
- PacMtn has made a concerted effort to collect the data necessary to create reliable, accurate system budgets. However, the Covid-19 Pandemic has had a significant impact on system performance.
  - As the PacMtn region WorkSource Partners return to in-person services, it is expected to bring significant change in program offerings and partner engagement will likely alter the



expenses related to proportional share. PacMtn will use the 2021-2022 program year to reestablish participant counts, which are the foundation of the calculations.

- Future consideration of emerging Virtual Services and related expenses may be considered as part of future shared infrastructure expenses.

#### 4. Other Costs Considerations

##### A. Shared Operating Costs and Shared Services

- WIOA allows that WorkSource Partners also may share other costs that support the operations of the One-Stop Centers, as well as the costs of shared services for the local workforce system. These costs may include:
  - Shared intake and assessment services
  - Shared front desk or other greeter directing customers to services or staff
  - PacMtn staff who perform functions in support of the general operations of the One-Stop center
  - Professional development or training of system staff
  - Branding and outreach materials of the center
  - Technology enhancements to increase access of services
- Each year, WorkSource Partners will re-evaluate whether they should include other shared costs in the budget.

##### B. Cash, non-cash and third-party in-kind contributions to the WorkSource System Budget. As per 20 CFR 678.720 (c) cash, non-cash contributions, or third-party in-kind contributions may be used for costs in the WorkSource budget.

- Cash contributions: cash funds provided to PacMtn (or its designee) by WorkSource Partners, either directly or by an interagency transfer to support the center or affiliate.
- Non-cash contributions (20 CFR 678.720 (c)(3)):
  - Expenditures incurred by WorkSource Partners on behalf of the One-Stop Center or affiliate;
  - Non-cash contributions or goods or services contributed by a Partner program and used by the One-Stop center or affiliate; and
  - Valued consistent with 2 CFR 200.306 to ensure their value is fairly evaluated and meets the partner's proportionate share.
- Third-party In-kind Contributions:
  - Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with One-Stop operations, by a non-One-Stop Partner to support the One-Stop Center in general, not a specific partner; or
  - Contributions by a non-One-Stop Partner of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with One-Stop.
  - **NOTE**: a Vocational Rehabilitation agency may not use third-party in-kind contributions for match purposes under the VR program 34 CFR 361.60.

##### C. Criteria for use of non-cash or in-kind contributions: The partners to the PacMtn region's MOU and IFA will allow for the use of non-cash and their party in-kind as long as such contributions meet the requirements of federal guidance and the following rules.

- For the purposes of infrastructure funding, non-cash and third-party in-kind contributions

- Must correspond to the line items in the infrastructure budget of the site for which it is provided,
  - Must be fairly valued as described in 2 CFR 200.306,
  - Must be necessary to the functioning of the center, allocable and reconcilable,
  - Must be agreed upon by the WorkSource Partners, if the use of third party in-kind or non-cash contributions impacts the costs of other WorkSource Partners by 10% or more, and
  - May be made one-time, may be depreciated over the life of the donation, or may be recurring.
- For the purpose of Career Services Costs, WorkSource Partners will provide non-cash contributions to the budget, consisting of the estimated costs of staff (wages and benefits) to deliver such services.
  - For the purposes of “Other Costs”, should the WorkSource Partners agree to include other costs in the budget, non-cash and third-party in-kind contributions
    - Must correspond to the line items in the Other Costs budget of the site for which it is provided,
    - Must be fairly valued as described in 2 CFR 200.306,
    - Must be necessary to the functioning of the center, allocable and reconcilable,
    - Must be agreed upon by the WorkSource Partners, if the use of third party in-kind or non-cash contributions impacts the costs of other WorkSource Partners by 10% or more, and
    - May be made one-time, may be depreciated over the life of the donation, or may be recurring.

D. Requests to use non-cash and in-kind contributions: WorkSource Partners will have the opportunity to request to use non-cash contributions to offset infrastructure of other costs at the start of each new budget and no more often than once a quarter. Requests to use non-cash or third party in-kind will only be applied to upcoming quarterly invoices. The WorkSource Partners must come to consensus regarding whether the non-cash or third-party in-kind contribution offered by a partner truly offsets an infrastructure or other cost.

E. Cost Overruns: While the WorkSource Partners have done due diligence in predicting all costs to include in the annual budget, unforeseen costs or cost overages may occur. If a cost occurs that impacts a partner by 10% or more, then those charges must be agreed upon by the WorkSource Partners.

## 5. Agreement Management

The Agreement Manager is responsible for oversight and review of shared costs for the partnership as well as monitoring of the partnership allocation methodology and funding information. All notices regarding this Agreement shall be sent to the Agreement Manager (identified below) at the following location:

Name: William Westmoreland  
Address: 1570 Irving St SW, Tumwater, WA 98512  
Phone: 360-704-6452  
Fax: 360-704-6444

E-mail: [william@pacmtn.org](mailto:william@pacmtn.org)

The WorkSource Operator is responsible for maintaining an accurate listing of the FTE and square footage of partners on-site at this location. Any requests for changes in FTE or square footage must be provided in writing to the WorkSource Operator (identified below) at the following location:

WorkSource Operator

Name: TBD Fall of 2021  
Address: TBD Fall of 2021  
Phone: TBD Fall of 2021  
Email: TBD Fall of 2021

## 6. Fiscal Management

The Pacific Mountain Workforce Development Council has been designated as the Fiscal Entity and will serve as the fiscal manager of this agreement. The Fiscal Manager is responsible for the billing, payment and tracking of shared infrastructure costs. PacMtn is responsible for oversight and review of shared costs for the partnership as well as monitoring of the partnership allocation methodology and funding information. All inquiries, payments, and claims regarding this agreement shall be sent to the Fiscal Manager (identified below) at the following location:

Name: Wilford Yeager  
Address: 1570 Irving St SW, Tumwater, WA 98512  
Phone: (360) 570-6985  
Fax: 360-704-6444  
E-mail: [fiscal@pacmtn.org](mailto:fiscal@pacmtn.org)

Name: Helen Sergeant  
Address: P.O. Box 9046, Olympia, WA 98507-9046  
Phone: (360) 890-3696  
E-mail: [hsergeant@esd.wa.gov](mailto:hsergeant@esd.wa.gov)

## 7. Invoicing, Payment and Updating the Budget, IFA and Cost Sharing agreement

- Starting July 1, 2021, The Pacific Mountain Workforce Development Council will provide non-co-located partners quarterly invoices for their share of the identified infrastructure costs. The 4th quarter invoice will be reconciled, if necessary, based on actual cost provided by the leaseholder and invoices adjusted to reflect the reconciled cost.
- Payment of invoices should be remitted to PacMtn within 30 days of receipt of the invoice. Payment may be made through check or ACH deposit.
- Invoicing to on-site partners will be done by the Lessor of each site. Payment should be made in accordance within the guidelines of the applicable agreement.
- For costs allocated based on FTE or staff square footage, WorkSource Partners may request adjustments to FTE or staff square footage once every 90 days in writing through the WorkSource Operator. These changes will be reflected in upcoming invoices.
- Two months prior to the end of each fiscal year, PacMtn will convene the WorkSource Partners to update the system operating budget for the region for the upcoming program year, and, if necessary, to revise the bases for cost sharing as agreed upon by the required and other partners. Each updated budget and IFA will be approved by PacMtn and WorkSource Partners

prior to June 30th of that year. An additional review of participant counts is planned for July 2022.

**8. Agreement Modifications**

The partners recognize that modification may be necessary during the period of this Infrastructure Funding Agreement. Whenever determined to be necessary, the partners in the IFA will undertake modification of the agreement collaboratively.

**9. Period for which the IFA is effective**

The budget, IFA and cost sharing agreements will be valid from July 1, 2021 thru June 30, 2024, and will be updated each year for periods commencing on July 1st of each calendar year and ending on June 30 of the following year calendar year.

**10. Process to Achieve Agreement**

PacMtn began discussing IFAs with partners during IFA meetings held in May and June 2021. PacMtn met with partners on 5/22/21 to determine support for a proposed approach. Partners were generally supportive but were concerned about the impact of the remodel at the Comprehensive Center and the 2020 lease renewal, which was 10% over previous rates. PacMtn met with partners on 6/13/21 to continue discussions, but participant use data was highly impacted by the COVID-19 pandemic. Therefore, PacMtn asked partners to agree to maintain their participant numbers from the previous IFA and to revisit those numbers in August of 2022. PacMtn used updated Cost Sharing Agreements for the Affiliate Sites provided by Employment Security as the best estimates of costs and partners met on 6/17/2021 to conclude negotiations, based on those figures. Consent was reached on 7/1/2021

**11. Dispute and Impasse Resolution**

All parties will actively participate in Local IFA negotiations in a good faith effort to reach agreement. Every effort will be made among the partners to achieve consensus regarding the IFA. Any disputes shall first be attempted to be resolved informally. If a conflict develops that cannot be resolved by consensus, the partners will use the conflict resolution process that is included in Section 12 of the MOU.

If partners have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an impasse is declared and the State Funding Mechanism (SFM) is triggered. Failure by only one of the required WorkSource Partners to reach consensus with respect to the infrastructure costs in the IFA will trigger implementation of the SFM, even if all required WorkSource Partners except one agree on the terms of the IFA.

**12. On-Site Non-Required Partners**

Partners that elect to be on-site in the WorkSource Comprehensive Center that are not required partners will be included in the cost sharing portion of shared and common spaces using the formula for determining percentage of allocated costs described in this IFA. They will also be part of the Infrastructure Finance Agreement with the lease holder of the facility in order to pay for direct costs they incur through their own occupied square footage and FTE and any applicable overhead costs which will be payable directly to the lease holder. These costs are not part of the shared infrastructure calculation. See Section 3.B above for additional Center cost information.

If a partner chooses to terminate their on-site presence during the term of agreement, they must provide **90 day written notice** according to stated termination language in this agreement.

### **13. Termination**

In the event funding identified in support of this Infrastructure Financing 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. A partners' termination shall be effective only after giving at least ninety (90) days prior written notice to the Agreement Manager. The terminating 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 third month following the month in which the written notice was received, or the end of the month following vacating the premises. Example: If written notice was received on January 20th, the effective termination date would be April 30th as long as vacating the premises occurred before the effective date.

Upon termination of a partner, the costs associated with this Agreement shall be reallocated by the Fiscal Manager among the remaining WorkSource Partners and the Agreement shall be modified, in writing accordingly.

If a core mandatory partner were to cancel this agreement, pursuant to this section, PacMtn will engage in negotiations, document those negotiations, and then if no resolution is reached, engage the Governor's Office to intercede.

## Annual One-Stop System Costs

### One-Stop Operating Budget - PacMtn Region

Attachment B.1

#### WorkSource Sites by Location

	Thurston County Comprehensive Center	Grays Harbor County Affiliate Site	Lewis County Affiliate Site	Mason County Affiliate Site	TRL Connection Sites (In-Kind)	Total
<b>Infrastructure Costs for Total Space at each Site</b>						
<b>Facilities</b>						
- Space-Rent	\$ 360,026	113,260	145,928	71,112	1,200	691,525
- Utilities	\$ 26,000	3,335	-	7,800	-	37,135
- Janitorial	\$ 16,700	4,000	-	8,358	-	29,058
<b>Operations</b>						
- IT/Communications*	\$ 36,432	11,660	23,340	29,964	5,000	106,396
- IT/Communications (includes flat fees per FTE)	\$ 25,090	6,326	7,960	4,374	-	43,750
- Managed Print	\$ 19,830	4,500	7,000	7,500	-	38,830
- Supplies	\$ 7,500	1,000	2,000	2,100	500	13,100
- Other	\$ 2,050	200	1,400	2,457	77,526	83,633
<b>Total Infrastructure Costs</b>	<b>\$ 493,628</b>	<b>144,281</b>	<b>187,628</b>	<b>133,665</b>	<b>84,226</b>	<b>1,043,427</b>
<i>*represents IT portion of costs contributed by ESD for Resource Room computers</i>						
<b>Career Services - Non-Cash Partner Contributions</b>						
Title I CPS	\$ 700,000	200,000	120,000	100,000		1,120,000
Title I Equus	\$ 600,000	200,000	50,000	40,000		890,000
Title II (College)	\$ -	50,000	-	-		50,000
Title III (ESD)	\$ 1,700,000	1,200,000	850,000	800,000		4,550,000
Title IV (DVR)	\$ 200,000	-	-	-		200,000
TANF WorkFirst (ESD)	\$ -	-	-	-		-
TANF Community Jobs (PacMtn)	\$ 500,000	-	100,000	100,000		700,000
L&I	\$ 100,000	-	-	-		100,000
V Vets	\$ -	20,000				20,000
Thurston Co. Chamber B2B	\$ 100,000	100,000	100,000	-		300,000
<b>Total Career Services</b>	<b>\$ 3,900,000</b>	<b>1,770,000</b>	<b>1,220,000</b>	<b>1,040,000</b>		<b>7,930,000</b>
<b>Other Shared Costs</b>						
System Costs Total	-	-	-	-		-
Agreement Management Total	-	-	-	-		-
<b>Total Other Shared Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>
<b>Total Costs</b>	<b>\$ 4,393,628</b>	<b>\$ 1,914,281</b>	<b>\$ 1,407,628</b>	<b>\$ 1,173,665</b>	<b>\$ 84,226</b>	<b>\$ 8,973,427</b>

## WorkSource Comprehensive Center Infrastructure Costs

Attachment B.2

### WorkSource Thurston County

#### Annual WorkSource Costs

<b>Total Sq Ft (of WorkSource operations)</b>	<b>17,185 sq ft</b>
<b>Facilities</b>	
Rent	\$ 360,026
Improvements	\$ -
Repairs Alterations & Maintenance	\$ -
Utilities	\$ 26,000
Janitorial	\$ 16,700
Security	\$ -
<b>Total</b>	<b>\$ 402,726</b>
Annual Cost Per Sq Ft	\$ 23.43
<b>Operations</b>	
Furniture	\$ -
Comm/Telecommunications (installs, repair, postage)	\$ 2,150
Data Processing	\$ -
Software Licenses & Maintenance	
Printing and Reproduction, Managed Print	\$ 19,830
Equipment (Rental and Leases Furn & Equip	\$ -
Supplies (Office Expenses)	\$ 7,500
Other Purchased Services	\$ 2,050
Other (Subscriptions & Other Services)	
<b>Total</b>	<b>\$ 31,530</b>
Annual Cost Per Sq Ft	\$ 1.83
<b>Total Infrastructure Costs</b>	<b>\$ 434,256</b>
Annual Cost Per Sq Ft	\$ 25.27

#### WorkSource square footage detail

Staff Space		Annual Cost
Dedicated Staff Space	4,293 sq ft	\$ 100,605
Common Area Space	7,408 sq ft	\$ 173,604
<b>Total Dedicated Space</b>	<b>11,701 sq ft</b>	<b>\$ 274,210</b>
<b>Career &amp; Shared Services Space</b>		
Resource Room	2,867 sq ft	\$ 67,187
Training Room 1 (Computer Rm) (Bigelow)	929 sq ft	\$ 21,771
Training Room 2 Sylvester	630 sq ft	\$ 14,764
Training Room 3 Percival Creek	270 sq ft	\$ 6,327
Training Room 4 Wonderwood	491 sq ft	\$ 11,506
Conference Room 1	121 sq ft	\$ 2,836
Conference Room 2	176 sq ft	\$ 4,125
<b>Total Shared Space</b>	<b>5,484 sq ft</b>	<b>\$ 128,516</b>
<b>Total of All Space</b>	<b>17,185 sq ft</b>	<b>\$ 402,725</b>

shared space allocation

The agreed upon shared space represents the square

The infrastructure costs noted above are comprised of the actual costs of square footage for the area of the building utilized for WorkSource services. The other facilities and operational costs are budgeted estimates derived from expense projections provided by ESD. These costs are not fully representative of the total costs to operate the center because actual costs for resource and training room computers, printers, IT support, furniture etc are not known or are not frequently occurring enough to average out. We recognize these costs to be upwards of \$40,000 and therefore we recommend these costs be represented as an inkind contribution from ESD.

**WorkSource Center Shared Infrastructure Costs**  
**WorkSource Thurston County**

Annual Proportional Share of Infrastructure Costs for One-Stop Partners

Allocation Bases Input	Title I Adult PacMtn	Title I DW PacMtn	Title I Youth PacMtn	Title II AEFLA Colleges & Sound Learning	Carl Perkins Colleges	Title III Wagner Peyser ESD	Title IV Voc Rehab DVR	Title IV Voc Rehab DSB	Title V SCSEP Goodwill	VETS ESD	TAA ESD	UI ESD	L&I (Not required partner)	Youth Build Community Youth Services	WorkFirst ESD	CSBG Coastal Community Action	Totals	
<b>Proportional Use-Location</b>																		
In the County with TC Center On-Site	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0	<b>3.0</b>	
	0.4	0.4	0.4	0	0	0.4	0.4	0	0	0.4	0.4	0.4	0.4	0	0.4	0	<b>4.0</b>	
																	<b>0%</b>	
<b>Individuals Served Annually (PacMtn Region)</b>																		
5-25	0.01			-					0.01							0.01	0.02	
26-250	0.10	-	-	0.10	0.10	-	-	-	-	0.10	0.10	-		0.10	-	-	0.50	
251-500	0.20	-	0.20	-	-	-	0.20	-	-	-	-	-	0.20	-	-	-	0.60	
501-1,000	0.40	-	-	-	-	0.40	-	-	-	-	-	-	-	-	0.40	-	0.80	
1,001-2,000	0.80	0.80															0.80	
2,001-3,000	1.20																0.00	
3,001-4,000	1.60											1.60					1.60	
4,001-5,000	2.00					2.00											2.00	
5,001 +	2.20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
																	<b>6.32</b>	
<b>Other</b>																		
																		-
																		0
																		<b>0%</b>
<b>TOTAL</b>	<b>1.40</b>	<b>0.80</b>	<b>0.70</b>	<b>0.30</b>	<b>0.60</b>	<b>2.60</b>	<b>0.80</b>	<b>0.20</b>	<b>0.21</b>	<b>0.70</b>	<b>0.70</b>	<b>2.20</b>	<b>0.80</b>	<b>0.30</b>	<b>1.00</b>	<b>0.01</b>	<b>13.32</b>	
<b>% of Proportional Share</b>	<b>10.51%</b>	<b>6.01%</b>	<b>5.26%</b>	<b>2.25%</b>	<b>4.50%</b>	<b>19.52%</b>	<b>6.01%</b>	<b>1.50%</b>	<b>1.58%</b>	<b>5.26%</b>	<b>5.26%</b>	<b>16.52%</b>	<b>6.01%</b>	<b>2.25%</b>	<b>7.51%</b>	<b>0.08%</b>	<b>100%</b>	
<b>Portion of System Cost</b>	128,516.03	13,507.69	7,718.68	6,753.85	2,894.51	5,789.01	25,085.71	7,718.68	1,929.67	2,026.15	6,753.85	6,753.85	21,226.37	7,718.68	2,894.51	9,648.35	96.48	128,516.03
<b>Less inkind contributions</b>	(25,085.71)						(25,085.71)											(25,085.71)
<b>Redistributed % Proportional Share</b>	<b>13.06%</b>	<b>7.46%</b>	<b>6.53%</b>	<b>2.80%</b>	<b>5.60%</b>	<b>0.00%</b>	<b>7.46%</b>	<b>1.87%</b>	<b>1.96%</b>	<b>6.53%</b>	<b>6.53%</b>	<b>20.52%</b>	<b>7.46%</b>	<b>2.80%</b>	<b>9.33%</b>	<b>0.09%</b>	<b>100.00%</b>	
<b>Redistributed Portion of System Cost</b>	128,516.03	16,783.81	9,590.75	8,391.91	3,596.53	7,193.06	-	9,590.75	2,397.69	2,517.57	8,391.91	8,391.91	26,374.56	9,590.75	3,596.53	11,988.44	119.88	128,516.03



**WorkSource Center Shared Infrastructure Costs**  
**WorkSource Thurston County**

Attachment B.4

Annual Proportional Share of Infrastructure Costs for One-Stop Partners

Allocation Bases Input	Title I Adult/DW	Title I Youth	Title I Business Services	ESD	Title IV Voc Rehab DVR	L&I (Not required partner)	Totals	
<b>Proportional Use-Location</b>								
Total Sq Ft.	497	572	74	1623	1075	74	3,915.00	
Hotel Space Allocated	378	47.99	55.23	7.14	156.70	103.79	7.14	378.00
<b>TOTAL</b>	544.99	627.23	81.14	1779.70	1178.79	81.14	4293.00	
<i>% of Proportional Share</i>	12.69%	14.61%	1.89%	41.46%	27.46%	1.89%	100.00%	
<b>Portion of System Cost</b>	173,604.44	22,038.67	25,364.43	3,281.41	71,969.35	47,669.16	3,281.41	173,604.44
<b>Redistributed Portion of System Cost</b>	1.00	12.69%	14.61%	1.89%	41.46%	27.46%	1.89%	1.00

**WorkSource Center Shared Infrastructure Costs**  
 WorkSource Thurston County

Attachment B.5

Annual Proportional Share of Infrastructure Costs for One-Stop Partners

Allocation Bases Input	Title I Adult/DW	Title I Youth PacMtn	Business Services	ESD	Title IV Voc Rehab DVR	L&I (Not required partner)	Totals
<b>Proportional Use-Location</b>							
Total Sq Ft.	544.99	627.23	81.14	1779.70	1178.79	81.14	<b>4293.0</b>
<b>TOTAL</b>							
	544.99	627.23	81.14	1779.70	1178.79	81.14	4,293.00
<i>% of Proportional Share</i>	12.69%	14.61%	1.89%	41.46%	27.46%	1.89%	100%
<b>Portion of System Cost</b>	100,605.27	12,771.60	14,698.91	1,901.61	41,706.86	27,624.69	100,605.27
<b>Redistributed Portion of System Cost</b>	1.00	12.69%	14.61%	1.89%	41.46%	27.46%	1.00

**Attachment C**

Agency Name	Comprehensive Site				Affiliate Sites			Total by Agency
	Annual Shared Space	Annual Common Space	Annual Staff Space	Total One Stop Facilities Space	Annual costs	Annual Costs	Annual Costs	
	Thurston	Thurston	Thurston	Facilities Space	Grays Harbor	Lewis	Mason	
AARP (below minimum counts)	-							-
Centralia College(Title II and Carl Perkins)	2,697		-	2,697.40		-		2,697
Coastal Community Action (CSBG)	120		-	119.88				120
Community Youth Services (Youth Build )	3,597		-	3,596.53				3,597
Department of Services for the Blind (Title IV)	2,398		-	2,397.69				2,398
Division of Vocational Rehabilitation (Title IV)	9,591	47,669	27,624.69	84,884.60				84,885
ESD (Title III, VETS, Trade Act, UI, WorkFirst, MFSW)	55,147	71,969	41,706.86	168,823.02	91,227.39	75,635.14	61,843.62	397,529
Goodwill (Title V - SCSEP)	2,518		-	2,517.57				2,518
Grays Harbor College(Title II and Carl Perkins)	2,697		-	2,697.40	7,745.81			10,443
HUD	-		-	-				-
Job Corp	-		-	-				-
L & I	9,591	3,281	1,901.61	14,773.77				14,774
Olympic College (Title II and Carl Perkins)	2,697		-	2,697.40				2,697
PacMtn (Title 1 Adult, DW, Youth & Community Jobs)	34,766	50,685	29,372.11	114,823.09	30,146.96	51,073.06	32,207.50	228,251
Sound Learning (Title II covered by colleges)	-		-	-				-
South Puget Sound CC(Title II and Carl Perkins)	2,697		-	2,697.40				2,697
	128,516	173,604.44	100,605.27	402,725.75	129,120.16	126,708.20	94,051.12	1,155,331

\*Final agreements are not in place for direct costs at each WorkSource site. Amounts provided are estimates based on previous agreements.