

**MEMORANDUM OF UNDERSTANDING**  
**Chelan/Douglas, Grant/Adams, Okanogan Counties**  
**PY 22-25**

*The following Memorandum of Understanding (MOU) between the North Central Workforce Development Board and the following workforce agencies (hereinafter called partners) sets forth the terms of agreement for implementing the One-Stop Center for Chelan/Douglas, Grant/Adams, Okanogan Counties.*

- Employment Security Department
- SkillSource
- Wenatchee Valley College
- Big Bend Community College
- DSHS/Division of Vocational Rehabilitation
- DSHS/Community Services Division
- OIC of Washington
- Chelan Douglas Community Action Council
- Columbia Basin Job Corps
- AARP Foundation
- Department of Services for the Blind

**I. Purpose of Agreement**

This MOU establishes a cooperative and mutually beneficial relationship among the partners and sets forth their relative responsibilities as they relate to One-stop duties, obligations, and responsibilities pursuant to section 121 of the Workforce Innovation and Opportunity Act.

**II. Strategic Vision for the System**

The partners agree to support the ***vision and strategic goals set forth by the North Central Workforce Development Board's Regional Workforce Plan*** to the extent consistent with partner missions.

**Vision:** By 2024, the region will have an informed, productive workforce sustained by a collaborative workforce development system leading to a middle-class standard of living.

**RWP Goal #4: North Central's workforce knows about partners' programs and services**

**Objective 4.1.1:** Implement process and outcome measures that indicate access to multiple programs' services.

**Objective 4.2.1:** Partners collaborate to make sure all One-stop customers are informed about the full array of programs and services

**III. Duration of Agreement**

This agreement shall become effective July 1, 2022 upon approval of the parties hereto and remain in effect until June 30, 2025 unless canceled earlier by the partners in accordance with Section XII.

**IV. The Workforce Development Board shall:**

- Develop a four (4) year strategic plan for the local workforce development area
- Convene and support One-stop partners
- Competitively select a One-stop Operator
- Develop and enter into a Memorandum of Understanding with partners
- Assist Local Elected Officials fulfill the requirements of Federal Policy
- Conduct Equal Opportunity Training and Reviews of Title I Service Providers

## **V. Description of Services**

### **a. Access:**

Partners agree to provide access in accordance with Appendix A.

- Option 1: Having a program staff member physically present at the WorkSource Center;
- Option 2: Having a staff member from a different partner program physically present at the WorkSource Center and appropriately trained to provide information to customers about the programs, services, and activities available through all partner programs; or
- Option 3: Making available a direct linkage through technology to a program staff member who can provide meaningful information or services.

### **b. Career Services:**

Partners agree to provide career services in accordance with Appendix A.

Partners agree to coordinate to the maximum extent feasible through:

- Effective communication and information sharing,
- Cooperate with the One-stop Operator,
- Joint planning and design processes,
- Commitment to a shared vision, common goals, strategies, and performance measures,
- The use of common and/or linked data and data sharing methods, as appropriate,
- Leveraging of resources, including other public agency and non-profit organization services,
- Participation in a continuous improvement process designed to maximize outcomes and customer satisfaction, and
- Participation in regularly scheduled partner meetings

### **c. Integrated Customer Referral System:**

Partners agree to:

- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the partners' programs represented in the Central Basin WorkSource Center,
- 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 where appropriate,
- Provide substantive referrals to customers who may be eligible for services and benefits under partner programs,
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
- Commit to robust and ongoing communication required for an effective referral process, and
- Commit to actively follow up on the results of referrals and assuring that partner resources are being leveraged at an optimal level.

### **d. One-stop Certification:**

Partners agree to cooperate with the Board and Operator to fulfill center certification requirements.

### **e. Shared Services:**

Partners agree to make a good faith effort to share the cost of providing system information. Greeters assist visitors, job seekers, and career builders to access resources and representatives to learn about the full array of workforce development, educational and other human resource services. Ideally, each partner stations or outstations a qualified employee one morning or afternoon per week during optimum traffic periods. Position requirements, operation mechanics and specific pledges are detailed in the WorkSource Center Certification and coordinated by the Center Operator.

## **VI. Infrastructure Funding (WorkSource Central Basin & WorkSource Okanogan)**

- A. Purpose. This section explains the procedures by which partners will contribute to infrastructure costs (facility, equipment and materials) to provide applicable Business and Career Services at comprehensive one-stop Centers in Moses Lake and Omak.
- B. Costs. Facility and technology costs are shown in Appendix B Infrastructure Budget. Facility (debt service/rent, custodial, utilities & maintenance) of shared space (i.e., greeting, resource, interview & meeting rooms) together with portions of common areas (i.e. entrance, hallways, break and restrooms. Technology includes portions of computer/internet/phone connectivity. Infrastructure costs may include kiosk, signage, outreach, ADA accessibility and a fiscal management.
- C. Allocation. Facility costs for resident partners are based on the proportional share of common and shared space allocated to their occupied space. Facility costs for non-resident partners are based on the proportional share of common and shared space allocated to one cubicle of dedicated space, whether occupied or not. (See footnote details on the budget page). Technology costs are allocated using the same methodology as facility. All programs and visitors have equal access and use of Resource library technology. Programs must specify how they want digital information presented and accessed.
- D. Period. This budget is for a twelve (12) month period July 1 to June 30. The annual Infrastructure budget will be reviewed and approved by partners by March 31 preceding the applicable program year.
- E. Fiscal Management. SkillSource will perform accounting necessary (receipts and disbursements) to implement this section for WorkSource Central Basin. Employment Security will perform accounting for WorkSource Okanogan. Fiscal Management will be performed in accordance with 2 CFR Part 200.
- F. Assumption. When partner program services are housed via lease, the Facility contribution is made by such lessor. By way of example, both ESD and DVR have contributed to infrastructure Facility via Lease.
- G. Billing and Payment. Contributions will be invoiced quarterly and payments due within 30 days after payment due date. After payments are received, SkillSource or Employment shall disburse revenues or credits to applicable facility and technology owners and leaseholders. All funds collected will be remitted to the appropriate resource owners. Reconciliation of the IFA costs will be performed twice per year.
- H. Assurances. Each party in this MOU may reasonably and equitably use shared space to provide applicable career and business services relative to the portion of shared space contributions. Any disputes arising out of shared space use shall be resolved by the Operator. The Career Center building owner or lessee is responsible for assuring compliance with accessibility requirements of the Americans with Disabilities Act.
- I. Process to Achieve Agreement. Local board staff compiled budgets for each Center based on applicable facility and technology costs, facilitated multiple group and individual meetings and worked with partners to come to consensus regarding the basis for allocating costs. Partners provided feedback and recommended changes which centered primarily around technology. A final review draft of the MOU and IFA was shared with all partners for concurrence, then presented to the Board and local elected official for approval.

## **VII. Accessibility**

All persons, including individuals with barriers to employment, will encounter a welcoming environment, multi-media information and flexible hours in order to learn about the partners' programs and services.

### Physical Accessibility

One-stop centers 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.

### Virtual Accessibility

Centers will ensure that workers and businesses have access to the same information online as they do in a physical facility. Partners will communicate so public can readily understand and consume such information. Partners will usually have a website explaining the services available by their One-stop program.

### Communication Accessibility

Individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All partners 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.

## **VIII. Equal Opportunity**

The parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

## **IX. Jobs for Veterans Act**

Partners agree to comply with the federal Jobs for Veterans Act (P.L. 107-228) as applicable, as well as Washington State Policy 1009 Revision 2: Priority of Service for Veterans and Eligible Spouses.

## **X. Supplemental Agreements**

To ensure flexibility for all partners within this Agreement, it is understood and agreed that two or more partners may enter into separate Supplemental Agreements among themselves. These Supplemental Agreements shall not preclude or negate any terms or conditions set forth in this Agreement (MOU).

## **XI. Liability**

The partners recognize that the partnership consists of local, state, federal agencies, not-for-profit, and for-profit entities. Each partner shall hold harmless other partners from all claims, costs, damages, or expenses arising out of the negligence of the partners. In the case of negligence of two or more partners, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each partner.

## **XII. Amendment or Cancellation of Agreement**

Each partner may cancel its participation in the Agreement upon 60 days written notice to the other partners. In the event a partner determines that funds are unavailable to carry out the activities set forth in this Agreement, the partner shall terminate this Agreement by notifying all other partners and the Workforce Development Board in writing immediately, and the Agreement shall terminate upon the delivery of such written notification. When the cancellation is for cause, i.e., a material and significant breach of any of the provisions of this Agreement, it may be canceled upon delivery of written notice to the other partners.

### **XIII. General Provisions**

Partners are expected to meet their responsibilities under this MOU in accordance with the laws and regulation which govern their activities. Nothing in this MOU is intended to negate or otherwise render ineffective any such provisions or operating procedures.

Nothing in this section prohibits a partner from sharing co-location costs with one or more additional partners. Cost-sharing resources may include cash, in-kind, or other. Each partner is responsible for the costs of its agency in carrying out that agency's commitments of Section V. In no event shall any agency be obligated to pay any expense incurred by another agency under this Agreement.

### **XIV: Dispute Resolution:**

In all circumstances, disputes will be resolved at the lowest level possible as described in [Local Directive 18-173 R1](#). In the event of an impasse at the local level, the directive also describes the steps to be taken to elevate the dispute to the Workforce Training and Education Coordinating Board and other Federal agencies as necessary. In the event the local funding mechanism does not result in an agreeable IFA, the local area will follow state guidance triggering the state funding mechanism outlined in WorkSource System Policy 1024 Revision 2.

### **XV. Periodic Review and Renewal**

The IFA incorporated into this agreement must be updated annually to addresses any changes in the cost of facility and technology. Each subsequent IFA will be in effect for one program year. 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.


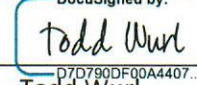
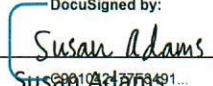
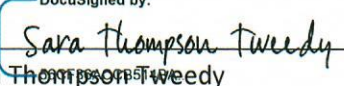
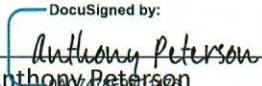
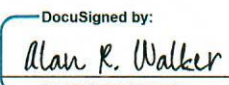
Generally, amendment or modification of the MOU only requires the parties to review and agree to the elements of the MOU that changed. Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU. Because this MOU is a "living document" that is likely to undergo changes over the next three years, changes to the attachments to the MOU that do not change the intent of the document will be considered minor revisions. Additionally, affiliate and connection sites (access point or specialized center) may be added to the MOU without the need to resign the entire document. Affiliate and 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 site and the local board. Partners will be notified of minor modifications to attachments or the addition of affiliate or connection sites via e-mail.

Substantial changes, such as the removal or addition of a required partner organization, a change of greater than 15% of planned annual costs overall 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. Oral amendments or modifications shall have no effect. If any provision of this Memorandum of Understanding is held invalid, the remainder of the Memorandum of Understanding shall not be affected.

### **XVI. References/Links**

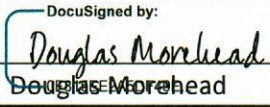
- [One Stop Operator Agreement](#)
- [Customer Complaint Procedure](#)
- [Dispute Resolution Directive](#)

**XVI. Signatures** The undersigned agencies agree to the faithful performance of this Agreement.

Authorized Signatory	Partner	Date
By:  <small>DocuSigned by: 1870205B77E3476...</small> Lisa Romine	North Central Workforce Development Board	11/30/2022
By:  <small>DocuSigned by: D7D790DF00A4407...</small> Todd Wurl	Employment Security Department	12/23/2022
By:  <small>DocuSigned by: E2B10A237F491...</small> Susan Adams	SkillSource	11/30/2022
By: Lawrence Lim	DSHS/Division of Vocational Rehabilitation	
By: Babs Roberts	DSHS/ Community Services Division	
By:  <small>DocuSigned by: Sara Thompson Tweedy</small> Sara Thompson Tweedy	Big Bend Community College	11/30/2022
By: Jim Richardson	Wenatchee Valley College	
By:  <small>DocuSigned by: Anthony Peterson</small> Anthony Peterson	OIC of Washington	12/6/2022
By: Maynard Spell	Columbia Basin Job Corps	
By:  <small>DocuSigned by: DA4F86F7D5CC4E8...</small> Alan Walker	Community Action Council	11/30/2022
By: Demetri Antzoulatos	AARP Foundation	
By: Michael MacKillop	Department of Services for the Blind	
By: Chris Branch	Chief Local Elected Official	



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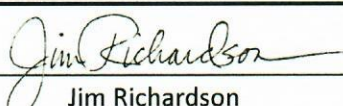
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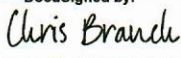
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Chris Branch		



## APPENDIX A: SUMMARY OF ONE STOP SERVICES – WORKSOURCE CENTRAL BASIN

Roles	Responsibilities	ES	SS	DVR	DSHS	BBC	OIC	JC	AARP	DSB
METHODS OF ACCESS	<ul style="list-style-type: none"><li>OPTION 1: PROGRAM STAFF PRESENT AT CENTER</li><li>OPTION 2: PARTNER STAFF CROSS TRAINED TO PROVIDE INFORMATION</li><li>OPTION 3: DIRECT LINKAGE VIA TECHNOLOGY TO PROGRAM STAFF</li></ul>	X	X	X			X			
									X	
					X	X	X	X	X	X
ONE STOP PROGRAMS DELIVERED	(SEE 20 CFR 678.400)	TITLE III: WP & TAA JVSG UI	TITLE I: ADULT DW/NDWG YOUTH	TITLE IV: VOC REHAB	TANF	TITLE II: AEFLA & CARL PERKINS	TITLE I: NFJP	TITLE I: JOB CORPS	SCSEP	TITLE IV: VOC REHAB
APPLICABLE BASIC CAREER SERVICES	<ul style="list-style-type: none"><li>ELIGIBILITY DETERM. FOR TITLE I ADULT, DISLOCATED WORKER OR YOUTH</li><li>OUTREACH, INTAKE, ORIENTATION TO ONE STOP SERVICES</li><li>INITIAL ASSESSMENT OF SKILL LEVELS AND SUPPORTIVE SERVICE NEEDS</li><li>LABOR EXCHANGE SERVICES</li><li>REFERRAL TO AND COORDINATION WITH OTHER PROGRAMS AND SERVICES</li><li>WORKFORCE AND LABOR MARKET EMPLOYMENT INFORMATION</li><li>PERFORMANCE AND COST INFORMATION ON ELIGIBLE TRAINING PROVIDERS</li><li>LOCAL AREA PERFORMANCE INFORMATION</li><li>INFORMATION ABOUT AND REFERRAL TO SUPPORTIVE SERVICES</li><li>ASSISTANCE WITH ELIGIBILITY FOR FINANCIAL AID FOR TRAINING AND ED</li><li>INFORMATION AND ASSISTANCE REGARDING FILING UI CLAIMS</li></ul>		X							
		X	X	X	X	X	X	X	X	X
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		X	X	X		X	X			
			X			X	X			
		X	X				X			
			X				X			
APPLICABLE INDIVIDUAL CAREER SERVICES	<ul style="list-style-type: none"><li>COMPREHENSIVE / SPECIALIZED ASSESSMENTS OF THE SKILL LEVELS &amp; NEEDS</li><li>DEVELOPMENT OF AN INDIVIDUAL EMPLOYMENT PLAN</li><li>GROUP COUNSELING</li><li>INDIVIDUAL COUNSELING</li><li>CAREER PLANNING (E.G. CASE MANAGEMENT, SEE WIOA SEC. 3(8))</li><li>SHORT-TERM PRE-VOCATIONAL SERVICES</li><li>INTERNSHIPS AND WORK EXPERIENCES (INCLUDING TRANSITIONAL JOBS)</li><li>WORKFORCE PREPARATION ACTIVITIES (SEE 34 CFR 463.34);</li><li>FINANCIAL LITERACY SERVICES THROUGH THE WIOA TITLE I YOUTH PROGRAM</li><li>OUT-OF-AREA JOB SEARCH ASSISTANCE AND RELOCATION ASSISTANCE</li><li>ENGLISH LANGUAGE ACQUISITION AND INTEGRATED EDUCATION &amp; TRNG</li></ul>		X	X			X			
			X	X			X			
			X		X		X			
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		X	X	X			X			
		X	X	X			X			
			X				X			
		X	X				X			
			X			X	X			
BUSINESS SERVICES	<ul style="list-style-type: none"><li>LABOR EXCHANGE ACTIVITIES AND LABOR MARKET INFORMATION</li><li>CUSTOMIZED SCREENING AND REFERRAL OF QUALIFIED PARTICIPANTS</li><li>CUSTOMIZED SERVICES TO EMPLOYERS ON EMPLOYMENT-RELATED ISSUES</li><li>CUSTOMIZED RECRUITMENT EVENTS AND RELATED SERVICES FOR EMPLOYERS</li><li>HUMAN RESOURCE CONSULTATION SERVICES</li><li>CUSTOMIZED LABOR MARKET INFORMATION</li><li>DEVELOPING AND IMPLEMENTING INDUSTRY SECTOR STRATEGIES</li><li>INNOVATIVE WORKFORCE INVESTMENT SERVICES AND STRATEGIES FOR AREA</li><li>ASSISTANCE MANAGING REDUCTIONS IN FORCE</li><li>COORDINATION WITH RAPID RESPONSE</li><li>THE MARKETING OF BUSINESS SERVICES TO APPROPRIATE AREA EMPLOYERS</li><li>ASSISTANCE WITH ACCESS LOCAL, STATE, AND FEDERAL TAX CREDITS</li></ul>	X	X				X			
		X	X	X			X			
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## APPENDIX A: SUMMARY OF ONESTOP SERVICES – WORKSOURCE OKANOGAN

Roles	Responsibilities	ES	SS	DVR	DSHS	WVC	AARP	JC	DSB	OIC
METHODS OF ACCESS	<ul style="list-style-type: none"><li>OPTION 1: PROGRAM STAFF PRESENT AT CENTER</li><li>OPTION 2: PARTNER STAFF CROSS TRAINED TO PROVIDE INFORMATION</li><li>OPTION 3: DIRECT LINKAGE VIA TECHNOLOGY TO PROGRAM STAFF</li></ul>	X	X	X						
						X	X			
					X	X	X	X	X	X
ONE STOP PROGRAMS DELIVERED	(SEE 20 CFR 678.400)	TITLE III: WP & TAA JVSG UI & BFET	TITLE I: ADULT DW/NDWG YOUTH	TITLE IV: VOC REHAB	TANF	TITLE II: AEFLA & CARL PERKINS	SCSEP	TITLE I: JOB CORPS	TITLE IV: VOC REHAB	TITLE I: NFJP
APPLICABLE BASIC CAREER SERVICES	<ul style="list-style-type: none"><li>ELIGIBILITY DETERM. FOR TITLE I ADULT, DISLOCATED WORKER OR YOUTH</li><li>OUTREACH, INTAKE, ORIENTATION TO ONE STOP SERVICES</li><li>INITIAL ASSESSMENT OF SKILL LEVELS AND SUPPORTIVE SERVICE NEEDS</li><li>LABOR EXCHANGE SERVICES</li><li>REFERRAL TO AND COORDINATION WITH OTHER PROGRAMS AND SERVICES</li><li>WORKFORCE AND LABOR MARKET EMPLOYMENT INFORMATION</li><li>PERFORMANCE AND COST INFORMATION ON ELIGIBLE TRAINING PROVIDERS</li><li>LOCAL AREA PERFORMANCE INFORMATION</li><li>INFORMATION ABOUT AND REFERRAL TO SUPPORTIVE SERVICES</li><li>ASSISTANCE WITH ELIGIBILITY FOR FINANCIAL AID FOR TRAINING AND ED</li><li>INFORMATION AND ASSISTANCE REGARDING FILING UI CLAIMS</li></ul>		X							
		X	X	X	X	X	X	X	X	X
		X	X	X						
		X	X							
		X	X	X	X					
		X	X	X						
		X	X							
		X	X	X						
		X	X	X						
			X							
		X	X							
			X							
APPLICABLE INDIVIDUAL CAREER SERVICES	<ul style="list-style-type: none"><li>COMPREHENSIVE / SPECIALIZED ASSESSMENTS OF THE SKILL LEVELS &amp; NEEDS</li><li>DEVELOPMENT OF AN INDIVIDUAL EMPLOYMENT PLAN</li><li>GROUP COUNSELING</li><li>INDIVIDUAL COUNSELING</li><li>CAREER PLANNING (E.G. CASE MANAGEMENT, SEE WIOA SEC. 3(8))</li><li>SHORT-TERM PRE-VOCATIONAL SERVICES</li><li>INTERNSHIPS AND WORK EXPERIENCES (INCLUDING TRANSITIONAL JOBS)</li><li>WORKFORCE PREPARATION ACTIVITIES (SEE 34 CFR 463.34);</li><li>FINANCIAL LITERACY SERVICES THROUGH THE WIOA TITLE I YOUTH PROGRAM</li><li>OUT-OF-AREA JOB SEARCH ASSISTANCE AND RELOCATION ASSISTANCE</li><li>ENGLISH LANGUAGE ACQUISITION AND INTEGRATED EDUCATION &amp; TRNG</li></ul>		X	X						
			X	X						
			X		X					
			X	X	X					
		X	X	X	X					
		X	X	X						
		X	X	X						
		X	X	X						
			X							
		X	X							
			X							
BUSINESS SERVICES	<ul style="list-style-type: none"><li>LABOR EXCHANGE ACTIVITIES AND LABOR MARKET INFORMATION</li><li>CUSTOMIZED SCREENING AND REFERRAL OF QUALIFIED PARTICIPANTS</li><li>CUSTOMIZED SERVICES TO EMPLOYERS ON EMPLOYMENT-RELATED ISSUES</li><li>CUSTOMIZED RECRUITMENT EVENTS AND RELATED SERVICES FOR EMPLOYERS</li><li>HUMAN RESOURCE CONSULTATION SERVICES</li><li>CUSTOMIZED LABOR MARKET INFORMATION</li><li>DEVELOPING AND IMPLEMENTING INDUSTRY SECTOR STRATEGIES</li><li>INNOVATIVE WORKFORCE INVESTMENT SERVICES AND STRATEGIES FOR AREA</li><li>ASSISTANCE MANAGING REDUCTIONS IN FORCE</li><li>COORDINATION WITH RAPID RESPONSE</li><li>THE MARKETING OF BUSINESS SERVICES TO APPROPRIATE AREA EMPLOYERS</li><li>ASSISTANCE WITH ACCESS LOCAL, STATE, AND FEDERAL TAX CREDITS</li></ul>	X	X							
		X	X	X						
		X	X	X						
		X	X	X						
		X	X							
		X	X							
			X							
			X							
		X	X	X						
		X	X							
		X	X	X						
		X	X							
		X	X							
		X	X							
		X	X							

## APPENDIX A: SUMMARY OF ONE STOP SERVICES – CHELAN/DOUGLAS COUNTIES

Roles		Responsibilities	ES	SS	DVR	DSHS	WVC	OIC	CAC	JC
<b>METHOD OF SERVICE PROVISION</b>	<ul style="list-style-type: none"> <li>OPTION 1: SERVICES PROVIDED AT WENATCHEE AFFILIATE CENTER</li> <li>OPTION 2: SERVICES PROVIDED AT AFFILIATE AND AGENCY LOCATION</li> <li>OPTION 3: SERVICES PROVIDED AT AGENCY LOCATION</li> </ul>		1	2	2	2	3	1	3	3
<b>ONE STOP PGMS</b>	<b>(SEE 20 CFR 678.400)</b>		TITLE III: WP TAA JVSG & UI	TITLE I: ADULT DW YOUTH	TITLE IV: VOC REHAB	TANF	TITLE II: AEFLA & CARL PERKINS	TITLE I: NFJP	BFET ELA	TITLE I: JOB CORPS
<b>BASIC CAREER SERVICES</b>	<ul style="list-style-type: none"> <li>ELIGIBILITY DETERM. FOR TITLE I ADULT, DISLOCATED WORKER OR YOUTH</li> <li>OUTREACH, INTAKE, ORIENTATION TO ONE STOP SERVICES</li> <li>INITIAL ASSESSMENT OF SKILL LEVELS AND SUPPORTIVE SERVICE NEEDS</li> <li>LABOR EXCHANGE SERVICES</li> <li>REFERRAL TO AND COORDINATION WITH OTHER PROGRAMS AND SERVICES</li> <li>WORKFORCE AND LABOR MARKET EMPLOYMENT INFORMATION</li> <li>PERFORMANCE AND COST INFORMATION ON ELIGIBLE TRAINING PROVIDERS</li> <li>LOCAL AREA PERFORMANCE INFORMATION</li> <li>INFORMATION ABOUT AND REFERRAL TO SUPPORTIVE SERVICES</li> <li>ASSISTANCE WITH ELIGIBILITY FOR FINANCIAL AID FOR TRAINING AND ED</li> <li>INFORMATION AND ASSISTANCE REGARDING FILING UI CLAIMS</li> </ul>			X						
			X	X	X			X		X
			X	X	X		X	X		
			X	X						
			X	X	X	X	X	X	X	
			X	X	X			X		
				X						
				X	X		X			
			X	X	X	X	X	X		
				X			X			
			X	X						
			X	X						
<b>INDIVIDUAL CAREER SERVICES</b>	<ul style="list-style-type: none"> <li>COMPREHENSIVE / SPECIALIZED ASSESSMENTS OF THE SKILL LEVELS &amp; NEEDS</li> <li>DEVELOPMENT OF AN INDIVIDUAL EMPLOYMENT PLAN</li> <li>GROUP COUNSELING</li> <li>INDIVIDUAL COUNSELING</li> <li>CAREER PLANNING (E.G. CASE MANAGEMENT, SEE WIOA SEC. 3(8))</li> <li>SHORT-TERM PRE-VOCATIONAL SERVICES</li> <li>INTERNSHIPS AND WORK EXPERIENCES (INCLUDING TRANSITIONAL JOBS)</li> <li>WORKFORCE PREPARATION ACTIVITIES (SEE 34 CFR 463.34);</li> <li>FINANCIAL LITERACY SERVICES THROUGH THE WIOA TITLE I YOUTH PROGRAM</li> <li>OUT-OF-AREA JOB SEARCH ASSISTANCE AND RELOCATION ASSISTANCE</li> <li>ENGLISH LANGUAGE ACQUISITION AND INTEGRATED EDUCATION &amp; TRNG</li> </ul>			X	X			X		
			X	X	X			X	X	
			X	X		X				
			X	X	X	X		X		
			X	X	X	X		X		
				X	X		X	X		
				X	X		X	X		
				X	X			X	X	
				X						
			X	X				X		
				X			X		X	
				X			X			
<b>BUSINESS SERVICES</b>	<ul style="list-style-type: none"> <li>LABOR EXCHANGE ACTIVITIES AND LABOR MARKET INFORMATION</li> <li>CUSTOMIZED SCREENING AND REFERRAL OF QUALIFIED PARTICIPANTS</li> <li>CUSTOMIZED SERVICES TO EMPLOYERS ON EMPLOYMENT-RELATED ISSUES</li> <li>CUSTOMIZED RECRUITMENT EVENTS AND RELATED SERVICES FOR EMPLOYERS</li> <li>HUMAN RESOURCE CONSULTATION SERVICES</li> <li>CUSTOMIZED LABOR MARKET INFORMATION</li> <li>DEVELOPING AND IMPLEMENTING INDUSTRY SECTOR STRATEGIES</li> <li>INNOVATIVE WORKFORCE INVESTMENT SERVICES AND STRATEGIES FOR AREA</li> <li>ASSISTANCE MANAGING REDUCTIONS IN FORCE</li> <li>COORDINATION WITH RAPID RESPONSE</li> <li>THE MARKETING OF BUSINESS SERVICES TO APPROPRIATE AREA EMPLOYERS</li> <li>ASSISTANCE WITH ACCESS LOCAL, STATE, AND FEDERAL TAX CREDITS</li> </ul>		X	X				X		
			X	X	X			X		
			X	X	X			X		
			X	X	X			X		
				X						
			X	X				X		
			X	X						
				X						
			X	X	X			X		
			X	X						
			X	X	X			X		
			X	X						

**APPENDIX B: Central Basin Infrastructure Annual Budget Summary (by Program)**

**Program Year 23-24**

Program	Partner	Infrastructure Career Services		Total	Lease or Agreement	Net Due	Additional Career Services		
		Facility <sup>4</sup>	Technology <sup>5</sup>				Facility	Technology	Personnel
Wagner Peyser	ESD <sup>1</sup>	\$ 16,906	\$ 712	\$ 17,618	\$ (17,618)	\$ -	\$ 70,922	\$ 47,688	\$ 1,338,700
Trade Adjustment Assistance	ESD <sup>1</sup>	\$ 16,906	\$ 712	\$ 17,618	\$ (17,618)	\$ -			
Veterans	ESD <sup>1</sup>	\$ 16,906	\$ 712	\$ 17,618	\$ (17,618)	\$ -			
Unemployment Compensation (RESEA)	ESD <sup>1</sup>	\$ 16,906	\$ 712	\$ 17,618	\$ (17,618)	\$ -			
Youth Workforce Investment	SkillSource	\$ 9,849	\$ 415	\$ 10,264	\$ (10,264)	\$ -	\$ 62,786	\$ 19,640	\$ 740,769
Adult Workforce Investment	SkillSource	\$ 9,849	\$ 415	\$ 10,264	\$ (10,264)	\$ -			
Dislocated Worker Investment	SkillSource	\$ 9,849	\$ 415	\$ 10,264	\$ (10,264)	\$ -			
National Dislocated Worker (NDWG)	SkillSource	\$ 9,849	\$ 415	\$ 10,264	\$ (10,264)	\$ -			
Economic Security for All (EcSA)	SkillSource	\$ 9,849	\$ 415	\$ 10,264	\$ (10,264)	\$ -	\$ 20,144		
Vocational Rehabilitation	DVR <sup>2</sup>	\$ 19,395	\$ 816	\$ 20,211	\$ (19,395)	\$ 816			
Vocational Rehabilitation	DSB	\$ -	\$ 99	\$ 99		\$ 99			
Adult Education & Literacy	BBCC	\$ 1,037	\$ 50	\$ 1,087		\$ 1,087			
Perkins Technical Education	BBCC	\$ 1,037	\$ 50	\$ 1,087		\$ 1,087			
Job Corps	Job Corps	\$ 2,074	\$ 99	\$ 2,173		\$ 2,173			
Senior Community Service Employment	AARP	\$ 2,074	\$ 99	\$ 2,173		\$ 2,173			
Temporary Assistance Needy Families	DSHS/CSD <sup>3</sup>	\$ 2,074	\$ 99	\$ 2,173	\$ (2,173)	\$ -			
National Farmworker Jobs Program	OIC of Washington	\$ 5,462	\$ 230	\$ 5,692	\$ (5,462)	\$ 230	\$ 108,740		
	<b>Total</b>	<b>\$ 150,023</b>	<b>\$ 6,460</b>	<b>\$ 156,483</b>		<b>\$ 7,664</b>	<b>\$ 262,592</b>	<b>\$ 67,328</b>	<b>\$ 2,079,469</b>

<sup>1</sup> ESD facility funds will be contributed by SkillSource via lease.

<sup>2</sup> DVR facility funds will be contributed by SkillSource via lease.

<sup>3</sup> DSHS share paid by ESD via contract.

<sup>4</sup> Facility Contributions for non-resident partners are based on proportional share of common and shared space allocated to one cubicle per partner (64 sq ft) @ \$19.75/sq ft.

<sup>5</sup> ESD Front end technology costs for 17 computers (\$276 /yr each), 2 phones (\$168 /yr each), and 1 printer (\$937.08/yr) distributed based on the same methodology as facilities. SkillSource technology funds will be contributed via 24 in-kind computers in rm 125. SkillSource will collect Net Due contributions from non ESD partners and remit Technology contributions to ESD.

**APPENDIX B: Okanogan Infrastructure Annual Budget Summary (by Program)**

**Program Year 23-24**

Program	Partner	Infrastructure Career Services		Total	Lease or Agreement	Net Due	Additional Career Services		
		Facility <sup>2</sup>	Technology <sup>3</sup>				Facility	Technology	Personnel
Wagner Peyser	ESD	\$ 4,728	\$ 288	\$ 5,016	\$ (5,016)	\$ -			
Trade Adjustment Asst	ESD	\$ 4,728	\$ 288	\$ 5,016	\$ (5,016)	\$ -			
Veterans	ESD	\$ 4,728	\$ 288	\$ 5,016	\$ (5,016)	\$ -			
Unemployment Compensation (RESEA)	ESD	\$ 4,728	\$ 288	\$ 5,016	\$ (5,016)	\$ -	\$ 59,686.00	\$ 32,336.00	\$ 1,014,041.00
Basic Food Employment & Training	ESD	\$ 4,728	\$ 288	\$ 5,016	\$ (5,016)	\$ -			
Youth Workforce Investment	ESD <sup>1</sup>	\$ 4,728	\$ 288	\$ 5,016	\$ (5,016)	\$ -			
Adult Workforce Investment	ESD <sup>1</sup>	\$ 4,728	\$ 288	\$ 5,016	\$ (5,016)	\$ -			
Dislocated Worker Investment	ESD <sup>1</sup>	\$ 4,728	\$ 288	\$ 5,016	\$ (5,016)	\$ -	\$ 4,553.00	\$ 1,384.00	\$ 65,410.00
National Dislocated Worker (NDWG)	ESD <sup>1</sup>	\$ 4,728	\$ 288	\$ 5,016	\$ (5,016)	\$ -			
Economic Security for All (EcSA)	ESD <sup>1</sup>	\$ 4,728	\$ 288	\$ 5,016	\$ (5,016)	\$ -			
Vocational Rehabilitation	DVR	\$ 7,144	\$ 435	\$ 7,579	\$ (7,579)	\$ -	\$ 15,159.00		
Vocational Rehabilitation	DSB		\$ 63	\$ 63		\$ 63			
Job Corps	Job Corps	\$ 1,026	\$ 63	\$ 1,089		\$ 1,089			
Adult Education	WVC	\$ 513	\$ 63	\$ 576		\$ 576			
Carl Perkins	WVC	\$ 513	\$ 63	\$ 576		\$ 576			
Senior Community Service	AARP	\$ 1,026	\$ 63	\$ 1,089		\$ 1,089			
Temp Assistance for Needy Families	DSHS <sup>1</sup>	\$ 1,026	\$ 63	\$ 1,089	\$ (1,089)	\$ -			
National Farmworker Jobs Program	OIC of Washington	\$ 1,026	\$ 63	\$ 1,089		\$ 1,089			
	<b>Total</b>	<b>\$ 59,553</b>	<b>\$ 3,751</b>	<b>\$ 63,304</b>	<b>\$ (58,825)</b>		<b>\$ 79,398.00</b>	<b>\$ 33,720.00</b>	<b>\$ 1,079,451.00</b>

<sup>1</sup> DSHS and SkillSource infrastructure share paid by Employment Security via interagency agreement or by contract.

<sup>2</sup> Facility contributions for resident partners are based on actual occupied space as per lease. Facility contributions for non-resident partners are based on proportional share of common and shared space allocated to one cubicle (50 sq ft) @ \$16.77/sq ft. Infrastructure facility contributions received from non-resident partners will be redistributed proportionally to the resident partners.

<sup>3</sup> ESD Front End Tech Costs for 8 computers (\$276/yr), 1 phone (\$168/yr), and 1 printer (\$937.08/yr) distributed based on the same methodology as facilities.



## APPENDIX B: Wenatchee WorkSource Affiliate Infrastructure Annual Budget Summary (by Program)

### Program Year 23-24

Program	Partner	Infrastructure				Net Due <sup>4</sup>	Additional Career Services <sup>5</sup> Personnel	Other Program Costs <sup>6</sup>	Total
		Facility <sup>1</sup>	Technology <sup>2</sup>	Total	Payment <sup>3</sup>				
Wagner Peyser	ESD	\$ 25,605	\$ 2,170	\$ 27,775	\$ 27,775	\$ -	\$ 300,942		\$ 328,717
Trade Adjustment Asst	ESD	\$ 670	\$ 57	\$ 727	\$ 727	\$ -	\$ 9,641		\$ 10,368
Veterans	ESD	\$ 6,703	\$ 569	\$ 7,272	\$ 7,272	\$ -	\$ 91,006		\$ 98,278
Unemployment Compensation	ESD	\$ 17,897	\$ 1,519	\$ 19,416	\$ 19,416	\$ -	\$ 248,182		\$ 267,598
Temporary Asst Needy Families	DSHS	\$ 6,703	\$ 569	\$ 7,272	\$ 7,272	\$ -	\$ 96,192		\$ 103,464
Vocational Rehabilitation	DVR	\$ 6,920	\$ 569	\$ 7,489	\$ 7,489	\$ -			\$ 7,489
National Farmworker Jobs Program	OIC	\$ 40,218	\$ 5,749	\$ 45,967	\$ 45,967	\$ -	\$ 469,436		\$ 515,403
ESD Other Programs				\$ -				\$ 774,693	\$ 774,693
	<b>Total</b>	<b>\$ 104,716</b>	<b>\$ 11,202</b>	<b>\$ 115,918</b>	<b>\$ 115,918</b>	<b>\$ -</b>	<b>\$ 1,215,399</b>	<b>\$ 774,693</b>	<b>\$ 2,106,010</b>

<sup>1.</sup> Facility contributions are based on the relative number of dedicated workstations. DVR & DSHS allocated 1 each of 27. OIC 6 of 27. ESD 20 of 27. Facility total \$180,975 include rent, janitorial, utilities.

<sup>2.</sup> Technology contributions based on relative number of dedicated workstations. Costs primarily consist of shared front end equipment, circuits and supplies. ESD supplied customer PCs excluded.

<sup>3.</sup> Payment means an existing arrangement whereby a partner contributes infrastructure funds via a lease, sublease, resource sharing or interagency agreement.

<sup>4.</sup> Net Due: Amount due to Center after payment via existing arrangements. Usually zero unless no existing arrangement in place.

<sup>5.</sup> Additional Career Services: One-Stop partner personnel costs to provide access to career services.

<sup>6.</sup> Non-One-Stop colocated program costs. Contributions are proportionate to relative work stations occupied.