

MEMORANDUM OF UNDERSTANDING

Chelan/Douglas, Grant/Adams, Okanogan Counties

PY 25-28

The following Memorandum of Understanding (MOU) between the SkillSource Regional Workforce 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 [Regional Workforce Plan](#) to the extent consistent with partner missions.

Vision: By 2030, the region will have an informed, productive workforce sustained by a collaborative workforce development system leading to a middle-class standard of living.

The Regional Plan Goal #4: Use data for continuous improvement and increased customer knowledge & access of One-Stop programs.

Objective 4.1: Enhance collaboration and customer experience through shared operational data, partner services and outcomes.

Objective 4.2: Streamline one-stop service access and service delivery through enhanced technology and processes.

Objective 4.3: Improve community awareness of the One-Stop system through outreach campaigns and coordinated partner outreach plans.

III. Duration of Agreement

This agreement shall become effective July 1, 2025 upon approval of the parties hereto and remain in effect until June 30, 2028 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 Centers,
- 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 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, Omak and Wenatchee Affiliate.
- 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 each budget page(s)). 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 and WorkSource Okanogan. Employment Security will perform accounting for Wenatchee Affiliate. 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 Security 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 is 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 Regional Workforce 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](#).

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 receive a copy of the updated budget via email.

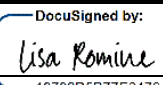
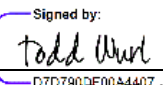
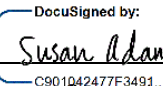
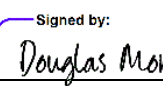

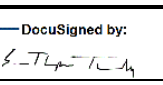
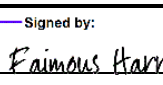
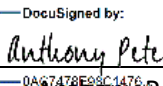

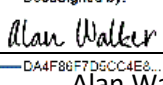

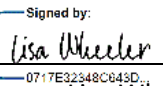
Generally, amendment or modification of the MOU only requires the parties to review and agree to the elements of the MOU that changed. Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of 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](#)

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

Authorized Signatory	Partner	Date
By:  DocuSigned by: 18702D5B77E3476... Lisa Romine	SkillSource Regional Workforce Board	4/29/2025
By:  Signed by: D7D7902F00A4407... Todd Wurl #K8782	Employment Security Department	5/19/2025
By:  DocuSigned by: C901042477F3491... Susan Adams	SkillSource	5/7/2025
By:  Signed by: 7EA5B8D80651489... Douglas Morehead	DSHS/Division of Vocational Rehabilitation	6/16/2025
By:  Brice Montgomery	DSHS/ Community Services Division	4/30/2025
By:  DocuSigned by: 56CF399CCB514BA... Sara Thompson Tweedy	Big Bend Community College	6/1/2025
By:  Signed by: 4D957D95F53490... Faimous Harrison	Wenatchee Valley College	4/30/2025
By:  DocuSigned by: 0A67A78E99C1476... Anthony Peterson	OIC of Washington	4/30/2025
By: MICHAEL RIOS Digitally signed by MICHAEL RIOS Date: 2025.05.28 11:12:43 -07'00' Mike Rios	Columbia Basin Job Corps	5/28/2025
By:  DocuSigned by: DA4F86F7D5CC4E8... Alan Walker	Community Action Council	6/2/2025
By:  DocuSigned by: B27E65013E8D4C7... Monique Bates	AARP Foundation	6/10/2025
By:  Signed by: 0717E32348C645D... Lisa Wheeler	Department of Services for the Blind	4/29/2025
By:  DocuSigned by: 42CFA93310FA44F... Commissioner Jay Weise	Chief Local Elected Official	

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

Roles	Responsibilities	ES	SS	DVR	DSHS	BBCC	OIC	JC	AARP FOUND	DSB
METHODS OF ACCESS	<ul style="list-style-type: none">OPTION 1: PROGRAM STAFF PRESENT AT CENTEROPTION 2: PARTNER STAFF CROSS TRAINED TO PROVIDE INFORMATIONOPTION 3: DIRECT LINKAGE VIA TECHNOLOGY TO PROGRAM STAFF	X	X	X			X			
									X	
					X	X	X	X	X	X
ONE STOP PROGRAMS DELIVERED	(SEE 20 CFR 678.400)	TITLE III: WP & 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">ELIGIBILITY DETERM. FOR TITLE I ADULT, DISLOCATED WORKER OR YOUTHOUTREACH, INTAKE, ORIENTATION TO ONE STOP SERVICESINITIAL ASSESSMENT OF SKILL LEVELS AND SUPPORTIVE SERVICE NEEDSLABOR EXCHANGE SERVICESREFERRAL TO AND COORDINATION WITH OTHER PROGRAMS AND SERVICESWORKFORCE AND LABOR MARKET EMPLOYMENT INFORMATIONPERFORMANCE AND COST INFORMATION ON ELIGIBLE TRAINING PROVIDERSLOCAL AREA PERFORMANCE INFORMATIONINFORMATION ABOUT AND REFERRAL TO SUPPORTIVE SERVICESASSISTANCE WITH ELIGIBILITY FOR FINANCIAL AID FOR TRAINING AND EDINFORMATION AND ASSISTANCE REGARDING FILING UI CLAIMS		X							
		X	X	X	X	X	X	X	X	X
		X	X	X		X	X			
		X	X				X			
		X	X	X	X	X	X			
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			X			X	X			
		X	X				X			
		APPLICABLE INDIVIDUAL CAREER SERVICES	<ul style="list-style-type: none">COMPREHENSIVE / SPECIALIZED ASSESSMENTS OF THE SKILL LEVELS & NEEDSDEVELOPMENT OF AN INDIVIDUAL EMPLOYMENT PLANGROUP COUNSELINGINDIVIDUAL COUNSELINGCAREER PLANNING (E.G. CASE MANAGEMENT, SEE WIOA SEC. 3(8))SHORT-TERM PRE-VOCATIONAL SERVICESINTERNSHIPS AND WORK EXPERIENCES (INCLUDING TRANSITIONAL JOBS)WORKFORCE PREPARATION ACTIVITIES (SEE 34 CFR 463.34);FINANCIAL LITERACY SERVICES THROUGH THE WIOA TITLE I YOUTH PROGRAMOUT-OF-AREA JOB SEARCH ASSISTANCE AND RELOCATION ASSISTANCEENGLISH LANGUAGE ACQUISITION AND INTEGRATED EDUCATION & TRNG		X	X			X	
	X			X			X			
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	X						X			
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	X						X			
BUSINESS SERVICES	<ul style="list-style-type: none">LABOR EXCHANGE ACTIVITIES AND LABOR MARKET INFORMATIONCUSTOMIZED SCREENING AND REFERRAL OF QUALIFIED PARTICIPANTSCUSTOMIZED SERVICES TO EMPLOYERS ON EMPLOYMENT-RELATED ISSUESCUSTOMIZED RECRUITMENT EVENTS AND RELATED SERVICES FOR EMPLOYERSHUMAN RESOURCE CONSULTATION SERVICESCUSTOMIZED LABOR MARKET INFORMATIONDEVELOPING AND IMPLEMENTING INDUSTRY SECTOR STRATEGIESINNOVATIVE WORKFORCE INVESTMENT SERVICES AND STRATEGIES FOR AREAASSISTANCE MANAGING REDUCTIONS IN FORCECOORDINATION WITH RAPID RESPONSETHE MARKETING OF BUSINESS SERVICES TO APPROPRIATE AREA EMPLOYERSASSISTANCE WITH ACCESS LOCAL, STATE, AND FEDERAL TAX CREDITS	X	X				X			
		X	X	X			X			
		X	X	X			X			
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		X	X				X			

APPENDIX A: SUMMARY OF ONESTOP SERVICES – WORKSOURCE OKANOAGAN

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

APPENDIX A: SUMMARY OF ONESTOP SERVICES – CHELAN/DOUGLAS

Roles		Responsibilities	ES	SS	DVR	DSHS	WVC	OIC	CAC
METHOD OF SERVICE PROVISION	<ul style="list-style-type: none"> OPTION 1: SERVICES PROVIDED AT WENATCHEE AFFILIATE CENTER OPTION 2: SERVICES PROVIDED AT AFFILIATE AND AGENCY LOCATION OPTION 3: SERVICES PROVIDED AT AGENCY LOCATION 		1	2	2	2	3	1	3
ONE STOP PGMS	(SEE 20 CFR 678.400)		TITLE III: WP JVSG & UI	TITLE I: ADULT DW/NDWG YOUTH	TITLE IV: VOC REHAB	TANF WorkFirst CJ	TITLE II: AEFLA & CARL PERKINS	TITLE I: MSFW	BFET ELA
APPLICABLE BASIC CAREER SERVICES	<ul style="list-style-type: none"> ELIGIBILITY DETERM. FOR TITLE I ADULT, DISLOCATED WORKER OR YOUTH OUTREACH, INTAKE, ORIENTATION TO ONE STOP SERVICES INITIAL ASSESSMENT OF SKILL LEVELS AND SUPPORTIVE SERVICE NEEDS LABOR EXCHANGE SERVICES REFERRAL TO AND COORDINATION WITH OTHER PROGRAMS AND SERVICES WORKFORCE AND LABOR MARKET EMPLOYMENT INFORMATION PERFORMANCE AND COST INFORMATION ON ELIGIBLE TRAINING PROVIDERS LOCAL AREA PERFORMANCE INFORMATION INFORMATION ABOUT AND REFERRAL TO SUPPORTIVE SERVICES ASSISTANCE WITH ELIGIBILITY FOR FINANCIAL AID FOR TRAINING AND ED INFORMATION AND ASSISTANCE REGARDING FILING UI CLAIMS 			X					
			X	X	X			X	
			X	X	X		X	X	
			X	X					
			X	X	X	X	X	X	X
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				X	X		X		
			X	X	X		X	X	
				X			X		
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				X					
APPLICABLE INDIVIDUAL CAREER SERVICES	<ul style="list-style-type: none"> COMPREHENSIVE / SPECIALIZED ASSESSMENTS OF THE SKILL LEVELS & NEEDS DEVELOPMENT OF AN INDIVIDUAL EMPLOYMENT PLAN GROUP COUNSELING INDIVIDUAL COUNSELING CAREER PLANNING (E.G. CASE MANAGEMENT, SEE WIOA SEC. 3(8)) SHORT-TERM PRE-VOCATIONAL SERVICES INTERNSHIPS AND WORK EXPERIENCES (INCLUDING TRANSITIONAL JOBS) WORKFORCE PREPARATION ACTIVITIES (SEE 34 CFR 463.34); FINANCIAL LITERACY SERVICES THROUGH THE WIOA TITLE I YOUTH PROGRAM OUT-OF-AREA JOB SEARCH ASSISTANCE AND RELOCATION ASSISTANCE ENGLISH LANGUAGE ACQUISITION AND INTEGRATED EDUCATION & TRNG 			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
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			X	X				X	
				X			X	X	X
				X					
BUSINESS SERVICES	<ul style="list-style-type: none"> LABOR EXCHANGE ACTIVITIES AND LABOR MARKET INFORMATION CUSTOMIZED SCREENING AND REFERRAL OF QUALIFIED PARTICIPANTS CUSTOMIZED SERVICES TO EMPLOYERS ON EMPLOYMENT-RELATED ISSUES CUSTOMIZED RECRUITMENT EVENTS AND RELATED SERVICES FOR EMPLOYERS HUMAN RESOURCE CONSULTATION SERVICES CUSTOMIZED LABOR MARKET INFORMATION DEVELOPING AND IMPLEMENTING INDUSTRY SECTOR STRATEGIES INNOVATIVE WORKFORCE INVESTMENT SERVICES AND STRATEGIES FOR AREA ASSISTANCE MANAGING REDUCTIONS IN FORCE COORDINATION WITH RAPID RESPONSE THE MARKETING OF BUSINESS SERVICES TO APPROPRIATE AREA EMPLOYERS ASSISTANCE WITH ACCESS LOCAL, STATE, AND FEDERAL TAX CREDITS 		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 25-26

Program	Partner	Infrastructure Career Services		Total	Lease or Agreement	Net Due	Additional Career Services		
		Facility ⁴	Technology ⁵				Facility	Technology	Personnel
Wagner Peyser	ESD ¹	\$ 22,541	\$ 1,603	\$ 24,145	\$ (24,145)	\$ -	\$ 70,922	\$ 47,688	\$ 1,338,700
Veterans	ESD ¹	\$ 22,541	\$ 1,603	\$ 24,145	\$ (24,145)	\$ -			
Unemployment Compensation (RESEA)	ESD ¹	\$ 22,541	\$ 1,603	\$ 24,145	\$ (24,145)	\$ -			
Youth Workforce Investment	SkillSource	\$ 10,943	\$ 876	\$ 11,819	\$ (11,819)	\$ -	\$ 62,786	\$ 19,640	\$ 1,150,000
Adult Workforce Investment	SkillSource	\$ 10,943	\$ 876	\$ 11,819	\$ (11,819)	\$ -			
Dislocated Worker Investment ⁷	SkillSource	\$ 16,415	\$ 876	\$ 17,291	\$ (17,291)	\$ -			
Economic Security for All (EcSA)	SkillSource	\$ 10,943	\$ 876	\$ 11,819	\$ (11,819)	\$ -			
Vocational Rehabilitation	DVR ²	\$ 19,395	\$ 1,379	\$ 20,774	\$ (19,395)	\$ 1,379	\$ 20,144		
Vocational Rehabilitation	DSB ⁶	\$ -	\$ 147	\$ 147		\$ 147			
Adult Education & Literacy	BBCC	\$ 1,037	\$ 74	\$ 1,111		\$ 1,111			
Perkins Technical Education	BBCC	\$ 1,037	\$ 74	\$ 1,111		\$ 1,111			
Job Corps - Columbia Basin Center	Job Corps	\$ 2,074	\$ 147	\$ 2,221		\$ 2,221			
Senior Community Service Employment	AARP Foundation	\$ 2,074	\$ 147	\$ 2,221		\$ 2,221			
Temporary Assistance Needy Families	DSHS/CSD ³	\$ 2,074	\$ 147	\$ 2,221	\$ (2,221)	\$ -			
National Farmworker Jobs Program	OIC of Washington	\$ 5,462	\$ 388	\$ 5,850	\$ (5,462)	\$ 388	\$ 108,740		
	Total	\$ 150,022	\$ 10,815	\$ 160,837		\$ 8,577	\$ 262,592	\$ 67,328	\$ 2,488,700

¹ ESD facility funds will be contributed by SkillSource via lease.

² DVR facility funds will be contributed by SkillSource via lease.

³ DSHS share paid by ESD via contract.

⁴ 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.

⁵ ESD Front end technology costs for 17 computers (\$518/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 inkind computers in rm 125. SkillSource will collect Net Due contributions from non ESD partners and remit Technology contributions to ESD.

⁶ DSB is charged only for technology to support their electronic link to services as DSB has no physical presence in the Area.

⁷ Dislocated Worker includes two quarters of NDWG

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

Program Year 25-26

Program	Partner	Infrastructure Career Services		Total	Lease or Agreement	Net Due	Additional Career Services		
		Facility ²	Technology ³				Facility	Technology	Personnel
Wagner Peyser	ESD	\$ 5,910	\$ 570	\$ 6,480	\$ (6,480)	\$ -			
Veterans	ESD	\$ 5,910	\$ 570	\$ 6,480	\$ (6,480)	\$ -			
Unemployment Compensation (RESEA)	ESD	\$ 5,910	\$ 570	\$ 6,480	\$ (6,480)	\$ -			
Basic Food Employment & Training	ESD	\$ 5,910	\$ 570	\$ 6,480	\$ (6,480)	\$ -	\$ 59,686	\$ 32,336	\$ 1,014,041
Youth Workforce Investment	ESD ¹	\$ 5,910	\$ 570	\$ 6,480	\$ (6,480)	\$ -			
Adult Workforce Investment	ESD ¹	\$ 5,910	\$ 570	\$ 6,480	\$ (6,480)	\$ -			
Dislocated Worker Investment	ESD ¹	\$ 5,910	\$ 570	\$ 6,480	\$ (6,480)	\$ -			
Economic Security for All (EcSA)	ESD ¹	\$ 5,910	\$ 570	\$ 6,480	\$ (6,480)	\$ -	\$ -	\$ -	\$ 172,690
Vocational Rehabilitation	DVR	\$ 7,144	\$ 689	\$ 7,833	\$ (7,833)	\$ -	\$ 15,159		
Vocational Rehabilitation	DSB ⁴		\$ 99	\$ 99		\$ 99			
Adult Education	WVC	\$ 513	\$ 99	\$ 612		\$ 612			
Carl Perkins	WVC	\$ 513	\$ 99	\$ 612		\$ 612			
Senior Community Service	AARP Foundation	\$ 1,026	\$ 99	\$ 1,125		\$ 1,125			
Temp Assistance for Needy Families	DSHS ¹	\$ 1,026	\$ 99	\$ 1,125	\$ (1,125)	\$ -			
National Farmworker Jobs Program	OIC of Washington	\$ 1,026	\$ 99	\$ 1,125		\$ 1,125			
	Total	\$ 58,527	\$ 5,844	\$ 64,371	\$ (60,797)	\$ 3,574	\$ 74,845	\$ 32,336	\$ 1,186,731

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

² 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.

³ ESD Front End Tech Costs for 8 computers (\$518/yr), 1 phone (\$168/yr), and 1 printer (\$937.08/yr) distributed based on the same methodology as facilities.

⁴ DSB is charged only for technology to support their electronic link to services as DSB has no physical presence in the Area.

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

Program Year 25-26

Program	Partner	Infrastructure				Net Due ⁴	Additional Career Services ⁵ Personnel	Other Program Costs ⁶	Total
		Facility ^{1&7}	Technology ²	Total	Payment ³				
Wagner Peyser	ESD	\$ 25,334	\$ 1,122	\$ 26,456	\$ 26,456	\$ -	\$ 300,942		\$ 327,398
Trade Adjustment Asst	ESD	\$ 1,134	\$ 50	\$ 1,185	\$ 1,185	\$ -	\$ 9,641		\$ 10,826
Veterans	ESD	\$ 7,562	\$ 335	\$ 7,897	\$ 7,897	\$ -	\$ 91,006		\$ 98,903
Unemployment Compensation	ESD	\$ 18,225	\$ 807	\$ 19,033	\$ 19,033	\$ -	\$ 248,182		\$ 267,215
Temporary Asst Needy Families	DSHS	\$ 8,319	\$ 368	\$ 8,687	\$ 8,687	\$ -	\$ 96,192		\$ 104,879
Youth Workforce Investment	SkillSource	\$ 473	\$ 21	\$ 494		\$ 494	\$ 4,896		\$ 5,390
Adult Workforce Investment	SkillSource	\$ 473	\$ 21	\$ 494		\$ 494	\$ 4,896		\$ 5,390
Dislocated Worker Investment	SkillSource	\$ 473	\$ 21	\$ 494		\$ 494	\$ 4,896		\$ 5,390
Economic Security for All (EcSA)	SkillSource	\$ 473	\$ 21	\$ 494		\$ 494	\$ 4,896		\$ 5,390
Vocational Rehabilitation	DVR	\$ 7,562	\$ 335	\$ 7,897	\$ 7,897	\$ -			\$ 7,897
National Farmworker Jobs Program	OIC	\$ 45,375	\$ 2,010	\$ 47,384	\$ 47,384	\$ -	\$ 469,436		\$ 516,820
ESD Other Programs	ESD	\$ 90,674	\$ 4,016	\$ 94,690	\$ 94,690			\$ 774,693	\$ 774,693
	Total	\$ 206,077	\$ 9,127	\$ 215,203	\$ 213,229	\$ 1,974	\$ 1,234,984	\$ 774,693	\$ 2,130,191

¹ Facility contributions are based on the relative number of staff fte. DVR (1) & DSHS (1.1) OIC 6, ESD 18.9 Facility total \$204,186 include rent, janitorial, utilities. Each FTE totals \$7,562.

² ESD Front end technology costs for 15 computers (\$518/yr each), 2 phones (\$168 /yr each), and 1 printer (\$937.08/yr) distributed based on the same methodology as facilities.

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

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

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

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

⁷ Facility/Technology contributions for non-resident partner (SkillSource) is based on proportional share allocated to .25FTE.