



**CONTRACT K8500  
Between  
WASHINGTON STATE EMPLOYMENT SECURITY DEPARTMENT  
And  
KITSAP COUNTY**

<b>CONTRACT INFORMATION</b>		<b>GRANT NUMBER:</b> 6643-1623-02, 5813-01, 1593-01	
Contract start date July 1, 2024	Contract end date June 30, 2025	Contract amount \$547,155.00	Authorization RCW 39.26.125 (10)
Purpose To establish the terms, conditions, requirements, and responsibilities of LWDBs for FY25 State Economic Security for All (EcSA).			
<b>PARTIES</b>			
Kitsap County (LWDB)		UEI Number: LD6MNJ62JQD1	
Address 614 Division Street, MS 23 ,Port Orchard, WA 98366		Business registration or UBI 182-002-345	Statewide Vendor Number SWV0008949-16
Contract Manager Alissa Durkin	Telephone: 360-689-4624	Email adurkin@kitsap.gov	
Employment Security Department (ESD)			
Division Employment System Policy & Integrity		Contact address 212 Maple Park Ave SE, Olympia, WA 98501	
Contract manager Shannon Brundle	CM Phone 360-545-5063	CM email Shannon.Brundle@esd.wa.gov	
<b>ATTACHMENTS:</b> This Contract includes the following attachment(s) and document(s) incorporated herein			
Exhibit A – Statement of Work. Exhibit B – Budget and Performance Form.			
The terms and conditions of this Contract are an integration and representation of the final, entire and exclusive understanding between the parties superseding all previous Contracts, writings, and communications, oral or otherwise, regarding the subject matter of this Contract. The parties signing below represent that they have read and understand this Contract, and have the authority to execute this Contract.			
LWDB <i>Katherine T. Walters</i>	Date <i>8-26-24</i>	Employment Security Department Signed by: <i>Danielle Cruver</i>	Date 9/10/2024
Name <i>Katherine Walters</i>	Name 82FD1908E9A447F... Danielle Cruver		
Title <i>Chair</i>	Title Chief Financial Officer		

## 1. IDENTIFICATION

This Contract is between the Washington State Employment Security Department, hereinafter also referred to as "ESD", and **Kitsap County**, hereinafter also referred to as "LWDB." ESD and LWDB may also be individually referred to as Party, or jointly referred to as Parties.

The Parties hereby mutually agree as follows:

## 2. BACKGROUND AND PURPOSE

Economic Security for All (EcSA) is an initiative intended to build and test locally developed approaches to streamline access to existing services and benefits to help more low-income families move out of poverty.

The funds tied to this contract are intended to increase local EcSA program enrollments and outcomes and continuing the previously established EcSA priorities and outcomes:

### Priorities:

1. Bundle WIOA and non-WIOA services (SNAP, housing, many others) to stabilize customer's lives, conveniently and with dignity for the customer
2. Establish and implement customized career plans to reach 100% of participant self-sufficiency, as established by the UW self-sufficiency calculator
3. Provide extensive wrap-around services and continue bundling benefits to maintain stability as customers pursue their customized career plan, continuously until they reach self-sufficiency
4. Include BIPOC communities, rural communities and people experiencing poverty in program design and implementation
5. Work collaboratively across local, state and federal levels to remove barriers to coordinated delivery of multiple benefits

### Outcomes:

1. The number of participants enrolled in the program.
2. The number of enrolled participants placed in training for a career with starting wages above 200% of the Federal Poverty Level.
3. The number of enrolled participants whose households are moved to income at or above 200% of the Federal Poverty Level.
4. The number of enrolled participants whose households are moved to income at or above 100% their individualized self-sufficiency goal, as established by the UW self-sufficiency calculator.

### Definitions

1. People Experiencing Poverty: people with a household income that is at or below 200 percent of the federal poverty level.
2. People Who Demonstrate Financial Need: people with a household income that is above 200 percent of the federal poverty level but below self-sufficiency who need employment-related services to achieve self-sufficiency.
3. Self-sufficiency: a level of household income that is equal to or greater than the self-sufficiency standard for a household as determined by the University of Washington's self-sufficiency calculator.

NOTE: In coordination with the codification of State EcSA HB2230, beginning **July 1, 2024**, all participants must meet the UW Self-Sufficiency Standard's Self-Sufficiency target. Any individuals enrolled prior to July 1 may be reported based on their achievement of the UW's Income Adequacy standard.

State EcSA performance targets identified in the Exhibit A: Statement of Work are specific to this contract and must be unique from Federal EcSA contract performance.

Performance targets will be closely monitored starting in quarter 1 of the period of performance for these funds to ensure local performance is on target throughout the contract period.

This contract includes three distinct programs each with separate funding streams:

- 1) Providing services for people experiencing poverty
- 2) Expanding services to people demonstrating financial need
- 3) Increasing business services to support industry recovery and growth

The purpose of this Contract is to identify the FY25 State Economic Security for All (EcSA) – Kitsap County terms, conditions, deliverables, funding, and other requirements between ESD and the LWDB.

### 3. AUTHORIZATION

This Contract is authorized in accordance with RCW 39.26.125 (10), and DES Policy 140-00A(7) whereby the Local Workforce Development Boards are dedicated direct recipients named in the funding authorization.

## TERMS AND CONDITIONS:

### 4. CONTRACT TERM

The term of this Contract starts on **July 1, 2024** regardless of the date of execution, and ends **June 30, 2025**, unless terminated sooner as provided herein. ESD does not pre-limit the number of terms.

### 5. STATEMENT OF WORK

The LWDB shall furnish the necessary personnel, labor, and services, and otherwise do all things necessary for or incidental to the performance of the work set forth in the Statement of Work attached as **Exhibit A**.

In addition to the current Statement of Work, Parties may amend it to include additional work, or an increased scope of work and/or scope of funding. Any additional statement of work will be labeled as **Exhibit A**, but will also include a sequential numeric indicator: Exhibit A1, A2, A3, etc.

NOTE: All work to be performed under this Agreement must be performed and completed within the identified fiscal year. The Statement of Work must be reviewed in conjunction with the Budget and Performance Form (Exhibit B), which further specifies the dates and funding deliverables that must be timely achieved.

### 6. COMPENSATION

The total amount of compensation to the LWDB for completion of all services and requirements contained in this Agreement (including costs) is **\$547,155.00**. The allocation of this compensation is set out on the **Budget and Performance Form, Exhibit B**. If this form is amended, the updated Budget and Performance Form will be identified as Exhibit B, with a sequential numeric indicator: Exhibit B1, B2, B3, etc.

The LWDB will be reimbursed for subsistence, lodging, and point-to-point mileage in accordance with OFM regulations. Reimbursement by ESD for other travel expenses such as parking, taxis etc. will be in accordance with applicable receipts and justifications submitted to ESD. All travel expenses and receipts must be included in the invoices submitted by the LWDB to ESD.

**7. BUDGET CHANGES**

LWDB may make changes to the budget, without a formal modification to the Contract and without securing the prior approval of ESD, only under the following conditions:

- a. The revisions must not result in the need for additional funding;
- b. The revisions must not result in the need to adjust performance targets established in this Contract;
- c. The revisions must neither alter the scope of work nor the Statement of Work;
- d. The revisions must not be prohibited by applicable federal or state statutes or regulations; and
- e. The revisions do not exceed 10% of the total costs originally budgeted in the category. Such variance may be between line items only and may not alter the total amount of money originally budgeted in the major cost categories. The LWDB will send advance written notices of allowed variances to ESD.

All other budget changes must be made pursuant to a properly executed amendment.

**8. RIGHTS OF RECAPTURE AND REDISTRIBUTION OF FUNDS**

ESD may recapture and redistribute all contract funds awarded or made available to the LWDB. ESD may perform such a recapture under its discretion, but will be required to consider a recapture and redistribution based on the following:

- a. LWDB does not complete tasks as outlined in this Contract; and
- b. LWDB's quarterly performance actuals or expenditures do not meet targets or projections specified in this Contract.

If LWDB is below performance targets or expenditure projections at the end of the second quarter, ESD will recapture funds and reallocate them to other Local Workforce Development Boards that are meeting or exceeding their local performance and spending targets. However, LWDB may seek an exception if desired by providing a written explanation of the reasons for the shortfall and a commitment to meet or exceed performance and spending targets in the following quarter.

**9. BILLING PROCEDURE**

LWDB must submit invoices for services performed under this Contract on an Invoice Voucher (Form A-19) or like approved documents. Invoices should be submitted monthly and must identify such information as is necessary for ESD to itemize and determine the exact nature of all expenditures, goods, and/or services invoiced. **This minimally includes the following:**

- a. The Contract number and Grant number herein;
- b. The Expenditure Detail from the Budget and Performance Form, Exhibit B, and;
- c. Financial system Documentation.

ESD will pay the LWDB for completed and approved work within thirty (30) days of receipt of invoice.

The invoice voucher shall be submitted to:

Employment Security Department  
Attention: Shannon Brundle  
[esdgpworkforceinitiatives@esd.wa.gov](mailto:esdgpworkforceinitiatives@esd.wa.gov)

**LWDB must register as a Washington State Statewide Vendor (ofm.wa.gov/payee) and receive a Statewide Vendor Number (SWV) to receive payment from ESD.**

**10. REPORTING**

The LWDB shall provide the ESD Contract Manager Quarterly Narrative status reports on all Contract activities, budgets, and expenditures using report forms approved by ESD. These reports must include information on the progress of the project, allowable activities conducted, and outcomes achieved, as well as narrative updates on expenditures. Quarterly reports are due thirty (30) days following the end of a quarter. Quarters end on March 31, June 30, September 30, and December 31.

LWDB shall submit final contract closeout package to ESD within 30 days of the conclusion of this contract. This includes, but is not limited to, all final invoices, to leave adequate time to process prior to the end of SFY25 on July 31<sup>st</sup>, 2025.

**11. INSURANCE**

LWDB shall maintain in full force and effect, Commercial General Liability insurance covering the risks of bodily injury, property damage, and personal injury, and coverage for contractual liability, with a limit of not less than \$1 million per occurrence/\$2 million general aggregate.

LWDB shall acquire insurance from a carrier, or carriers licensed to conduct business in the State of Washington. LWDB's insurance must be primary as to any other insurance or self-insurance programs afforded to or maintained by the State and must include a severability of interests (cross-liability) provision.

In the event of cancellation, non-renewal, revocation, or other termination of any insurance coverage required by this Contract, LWDB must provide written notice of such to ESD within five business days of LWDB's receipt of such notice. Failure to acquire and maintain insurance may, at ESD's sole option, result in Contract termination.

Upon ESD's request, LWDB shall furnish ESD copies of certificates of all required insurance within thirty (30) days.

**12. TERMINATION AND SUSPENSION**

**Non-compliance**

a. **Termination or Suspension for Cause:** In the event ESD determines the LWDB has failed to comply with the conditions of this Contract in a timely manner, ESD has the right to suspend or terminate this Contract. ESD will begin the process by first notifying LWDB in writing of the full nature of the breach, and the need to take corrective action, prior to termination. ESD will then allow the LWDB adequate time to cure its breach. Additionally, if ESD deems it necessary, it may immediately suspend all, or a portion of this contract while it investigates the underlying nature of a breach, and/or while LWDB engages in curing the breach. For ESD to immediately suspend the agreement, ESD must be able to demonstrate how the continuation of the agreement may cause immediate harm to ESD, the State of Washington, or its residents.

**Administrative Terminations:** Each of the below are available only to ESD.

b. **Termination for Funding Reasons:** ESD may terminate or suspend this Contract in the event that funding from federal, state, or other sources becomes no longer available to

ESD or is no longer allocated for the purpose of meeting ESD's obligation hereunder. In the event funding is limited in any way, this Contract is subject to re-negotiation under any new funding limitations and conditions.

- c. **Termination for Convenience:** ESD, upon providing at least twenty days written notice, may terminate or suspend this Contract, in whole or in part for convenience. LWDB shall continue to provide services under this Contract until the actual termination or suspension date stated by ESD. If this Contract is terminated, ESD shall be liable only for final payment for services rendered or expenses incurred prior to the effective date of termination.
- d. **Termination for Withdrawal of Authority:** In the event that ESD's authority to perform any of its duties is withdrawn, reduced, or limited in any way after the commencement of this Contract, ESD may terminate this Contract by seven (7) calendar days or another appropriate time period by written notice to LWDB. If the authority is withdrawn before ESD can provide a full seven-day notice, ESD will only be required to give the amount of notice available. No penalty shall accrue to ESD in the event this Section is exercised. None of ESD's administrative terminations shall be construed to permit ESD to terminate this Contract in order to acquire similar Services from a different third party.

**LWDB Election:** LWDB, while not under any current breach or cure process, may elect to cancel this agreement, providing that all money and billings are up to date and accepted by ESD. Such a termination will be handled through an amendment whereby the parties will establish a new end date for the term.

### **13. AMENDMENTS**

The parties are allowed to amend this Contract. Amendments are binding only when made in writing and mutually signed by an authorized signatory. Under no circumstances does ESD's acting contract manager have the authorization to sign an amendment.

### **14. ASSIGNABILITY**

Neither party may assign or delegate any rights or services arising hereunder.

### **15. ATTORNEY FEES AND COSTS**

If any litigation is brought to enforce this Contract or any litigation arises out of any contract term, clause or provision, each party shall be responsible for its expenses, costs and attorney fees.

### **16. COMPLIANCE WITH APPLICABLE LAW**

LWDB must comply with all applicable federal, state, and local laws and regulations, including but not limited to, civil rights, employment, nondiscrimination, taxes, and disability requirements.

Noncompliance may be deemed as material grounds for default and termination without showing a direct effect on the work being performed under this Contract.

LWDB is expressly responsible for making sure that it is properly licensed with all state or federal agencies and is fully able to maintain employees and conduct the required business within the State of Washington.

### **17. CONFLICT OF INTEREST**

LWDB shall take every reasonable course of action in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct.

LWDBs actions under this Contract will be undertaken impartially, free from personal, financial, or political gain. LWDB, its executive staff and employees, in fulfilling this Contract, will avoid situations that give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.

A conflict of interest arises when any of the following have a financial interest or other interest in the firm or organization selected for the award.

- a. Individual.
- b. Member of the immediate family.
- c. Employing organization.
- d. Future employing organization.

An LWDB cannot be involved with decision making if there is a direct financial benefit to themselves or their immediate family. Membership on boards, committees, LWDBs, or commissions does not by itself violate these conflict of interest provisions.

## **18. CONTRACT MANAGEMENT**

Each respective Contract Manager listed on page one is the designated person for the general management of this Contract, including receiving all communications and notices related to the contract. All correspondence and notices from either party will be deemed as being properly sent to the other party if made by emailing said written communication to the other party's identified contract manager.

Each party is required to notify the other manager in writing within three business days of any changes to that party's contract manager's information. Contract Managers may be changed through administrative notice to the other party, and do not require a full amendment.

## **19. DISPUTES**

Except as otherwise provided in this Contract, when a dispute arises and cannot be resolved by direct negotiation, the parties agree to participate in non-binding mediation in good faith. The mediator shall be chosen by the Contract of the parties. If the parties cannot agree on a mediator, the parties shall use a mediation service that selects the mediator for the parties. Nothing in this Contract shall be construed to limit the parties' choice of a mutually acceptable alternative resolution method such as a disputes hearing, or a Dispute Resolution Board. Either of the parties may also request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

## **20. ELECTRONIC SIGNATURES, COUNTERPARTS, AND DELIVERY**

The parties agree that this contract may be executed in multiple counterparts, each of which is deemed an original and all of which constitute one Contract; and that electronic signature, or e-signature, of this contract, shall be deemed as having the same effect as execution of an original ink signature; and that E-mail, photocopy, or facsimile delivery of a signed copy of this contract shall be deemed as the same as delivery of an original.

## **21. GOVERNANCE**

This Contract shall be construed and interpreted in accordance with the laws of the State of Washington and the venue hereunder will be in the Superior Court for Thurston County.

In the event of an inconsistency in this Contract, unless otherwise provided, the inconsistency is resolved by giving precedence in the following order:

- a. Applicable Federal and Washington State Statutes and Regulations.
- b. All terms and conditions herein.
- c. Any attachments in their descending alphabetical order.
- d. Any other material incorporated herein by written reference.

**22. INDEMNIFICATION**

Each party is responsible for its own acts and/or omissions and those of its officers, employees and agents.

To the extent permitted by law, ESD shall indemnify and hold harmless the LWDB from all claims, costs, damages, or expenses arising from this Contract and based upon the negligence or non-compliance of the Department and its officers, employees, and agents. Likewise, the LWDB shall indemnify and hold harmless the Department from all claims, costs, damages, or expenses arising from this Contract and based upon the negligence or non-compliance of the LWDB and its officers, employees, agents, and subcontractors.

**23. INDEPENDENT CAPACITY**

The parties create an independent contractor relationship under this Contract. The LWDB and its employees or agents performing under this contract are not employees or agents of ESD. The LWDB may not hold itself out as, nor claim to be, an officer or employee of ESD or the State of Washington by reason of this Contract, nor may the LWDB make any claim of right, privilege or benefit which would accrue to an employee of the State of Washington.

**24. INTELLECTUAL PROPERTY RIGHTS**

For Materials created using funds from this Agreement, LWDB hereby grants to ESD and the State of Washington, a nonexclusive, royalty-free, irrevocable license (with rights to sublicense others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. LWDB warrants and represents that it has all rights and permissions, including intellectual property rights, moral rights, and rights of publicity, necessary to grant such a license to ESD.

**25. LIMITATION OF LIABILITY**

Neither party will be liable to the other party unless damage is proximately caused by such party's respective fault or negligence. Neither the LWDB nor ESD will be liable for damages arising from causes beyond reasonable control and without the fault or negligence of the party. Such causes may include, but are not restricted to, acts of God or acts of a governmental body other than the ESD acting in either its sovereign or contractual capacity.

**26. RECORD RETENTION AND ACCESS**

**Retention**

LWDB shall maintain all records and accounts connected to this agreement for a period of no less than three years after the conclusion of this Agreement. LWDB shall retain the records and accounts in such a way as to facilitate any audits or examinations conducted in accordance with this Contract or under applicable laws. LWDB shall also require that Subcontractors maintain records that are auditable in accordance with Generally Accepted Accounting Principles.



**Access:**

To the extent permitted by law, at any time during normal business hours and at the discretion of ESD, the Office of the State Auditor, Department of Labor (DOL), the Comptroller General of the United States or any of their duly authorized representatives, and any other persons duly authorized by ESD, LWDB will make its records available for inspection. To the extent permitted by law, these duly authorized organizations have the authority to audit, examine, and make excerpts or transcripts from records including all contracts, invoices, papers, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by the Contract.

LWDB and its subcontractors must adhere to applicable federal Office of Management and Budget Circulars and other applicable federal and state regulations, including but not limited to, OMB 2 CFR 200.

**27. SEVERABILITY**

If any term or condition of this Contract is held invalid, the remainder of the Contract remains valid and in full force and effect.

**28. SUBCONTRACTORS**

The LWDB may subcontract work under this Contract.

LWDB must assure that subcontractors meet all the terms and conditions of this agreement to the same extent as required against the LWDB.

LWDB acknowledges that such approval for any subcontractor does not reduce or release LWDB of its liability for any breach of the LWDB's or subcontractor's duties. The LWDB shall remain responsible and liable to ESD for the performance of any and all subcontractors to the same extent that LWDB would be responsible and liable to ESD had LWDB performed such services.

**29. SURVIVORSHIP**

Notwithstanding the expiration of the initial term of this Contract, the terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation, or termination of this Contract shall so survive. This shall minimally include, without limitation, all matters concerning the permissible use and safeguarding of confidential information and matters pertaining to record preservation and subsequent disposition.

**30. USE AND DISCLOSURE OF CONFIDENTIAL INFORMATION**

The Parties do not intend for the LWDB to receive any confidential information from ESD pursuant to this agreement. If any of ESD's confidential information is to be shared with LWDB, both parties agree to enter into a data sharing agreement for that purpose.

For any confidential information that LWDB obtains from the general public through its work and services, LWDB shall follow all state and federal confidentiality requirements.

ESD Confidential information containing Personal Identifying Information (PII) may be accessed by LWDB through an internet portal used by the LWDB for updating related information to ESD. Because the LWDB can access this PII information, LCDB shall protect and safeguard the same against any unauthorized disclosure, use, or loss. This minimally includes the following:

While LWDB may transfer information to ESD through the portal, LWDB may not download or transfer any Confidential information from the portal to any other electronic device, or to hard paper printouts, without the expressed written consent of ESD.

LWDB may only unauthorize the use of the portal to personnel who have a direct business need to access and/or provide such information.

PERMISSIBLE USE: LWDB may only access and/or use ESD's Confidential information for purposes consistent with the statement of work herein. Any other use or disclosure of confidential information is strictly prohibited unless otherwise approved by ESD in writing.

ADDITIONAL DATA SHARING AGREEMENT: At the discretion of ESD, LWDB may be required to enter into additional Data Sharing Agreements with ESD for the allowance and safeguarding of any related confidential information.

**31. USE OF NAME PROHIBITED**

LWDB shall not in any way contract on behalf of or in the name of ESD.

**32. WAIVER**

Any omission by either party to exercise its rights under this Contract does not preclude that party from subsequent exercising of such rights and does not constitute a waiver of any rights. A waiver of rights must be stated in a writing signed by an authorized representative with signature authority on behalf of the party.

**33. INFRASTRUCTURE FUNDNG AGREEMENTS AND MEMORANDUM OF UNDERSTANDING**

Per WorkSource System Policy 1013, Revision 4, One-Stop Memorandum of Understanding (MOU) and WorkSource System Policy 1024, Revision 2, Infrastructure Funding Agreements (IFA), State EcSA programs, if providing direct services through the one stop center(s) (AJCs), must sign the MOU and pay their proportionate share of IFA costs

## **EXHIBIT A: STATEMENT OF WORK**

### **FY25 State Economic Security for All (EcSA) – Kitsap County**

Kitsap County, hereinafter called "Contractor" or "Grantee," will work with local partners to continue the Economic Security for All – Kitsap County model to streamline access to existing services and benefits to help more low-income families move out of poverty. The EcSA – Kitsap County model includes completion of all activities and all outcomes and deliverables as described in the Statement of Work matrix below and as outlined in the Budget and Performance Form (Exhibit B).

Contractor is responsible for completion of the work described in the Statement of Work matrix below and for providing the deliverables indicated for all tasks. Contractor will submit Quarterly Narrative and Performance Reports to ESD, using the templates provided by ESD, as outlined below in section 2, Key Deliverables and Reporting Guidelines.

ESD will monitor Contractor to ensure proper use of state funds. All fund use must comply with the applicable state law HB 2230, state regulations and ESD policy guidance [Policy 7000]. Contractor must track time and effort and conduct oversight and monitoring of all state funds awarded by this Agreement. This contract includes three distinct funding streams:

- Providing services for eligible participants that are experiencing poverty (below 200% of FPL, please see definition below)
- Providing services to people demonstrating financial need (above 200% of FPL but below self-sufficiency, please see definition below)
- Increasing business services to support industry recovery and growth

All EcSA participants must be determined eligible based on the guidelines outlined in Policy 7000 and must be enrolled as participants in the State Economic Security for All program of enrollment in the Efforts to Outcomes (ETO) management system. Only participants that have been determined WIOA eligible may be co-enrolled in Federal EcSA and/or other WIOA programs. All participant services received must be documented in ETO or its successor.

All performance targets identified in the deliverables section of the table below are specific to this contract and must be unique from Federal EcSA contract performance.

If LWDB is below 90% of performance for any of the targets or expenditure projections at the end of the second quarter, ESD will recapture funds and reallocate them to other Local Workforce Development Boards that are meeting or exceeding their local performance and spending targets after all of the second quarter spending is processed in February. However, LWDB may seek an exception if desired by providing a written explanation of the reasons for the shortfall and a commitment to meet or exceed performance and spending targets in the following quarter. ESD will work with WWA to determine how best to redistribute funding from areas that are below 90% on any target to areas that are demonstrating performance meeting their planned targets. Accompanying policy guidance [Policy 7000] contains additional detail.

**1. TASKS, TIMELINES, ACTIVITIES, DELIVERABLES, & OUTCOMES**

<b>Deliverables, Timelines, Activities, &amp;Outcomes</b>			
<b>Tasks</b>	<b>Timeline</b>	<b>Activities to accomplish outcome</b>	<b>Anticipated Outcomes / Deliverables</b>
<p><b>1. Partnership</b></p> <p>Work as a coordinated system to help more people move out of poverty, with a particular focus on people of color and people in rural counties, including tribal nations.</p> <p>Coordinate with existing local providers to make benefits easier to access.</p>	<p>Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.</p>	<p>A. Develop a local grant coordination partnership that includes the LWDB, people experiencing poverty, people of color, homelessness programs, and representatives of the Health Care Authority, Community Services Offices, Accountable Communities of Health, Associate Development Organizations and other members to make state and local benefits easier to access and work as a coordinated system to help more people move out of poverty. This may be an existing or new group, but it must include all the listed partners, to comply with state law.</p> <p>B. Include individuals experiencing poverty in all aspects of design, planning, and implementation.</p> <p>C. With partners, provide input and identify examples of federal regulations that prevent better local coordination and identify other needs for additional state and federal funding for continuous improvement of the poverty reduction system in future years.</p> <p>D. Review the Quarterly Outcomes tab of the Budget and Performance Form (Exhibit B) together as a team every quarter, comparing your projected results to your actual results on each item; work together to adapt and problem-solve to ensure success.</p>	<p>I. Progress and activities must be provided to ESD in Quarterly Narrative Reports as outlined in section 2 below.</p> <p>II. Quarterly meeting agendas demonstrating completion of items A and D, to ensure compliance with state law.</p> <p>III. Submission of your area’s input regarding item C, at least once during the grant period.</p>
<p><b>2. Moving people out of poverty</b></p> <p>Work with partners to move people to</p>	<p>Ongoing throughout the contract period of performance, with</p>	<p>A. Utilize the Bundled Services Desk Aid to provide streamlined access to services, or a similar tool that is equally or more robust may be used with permission from ESD.</p> <p>B. Work with partners, including DSHS, to facilitate easier access to all state and local</p>	<p><b>See Exhibit B - Budget and Performance Form for contractual targets on each of the following:</b></p>

<p>self-sufficiency, with a strong focus on people of color and people in rural communities; and recruit:</p> <ol style="list-style-type: none"> <li>1. individuals who are experiencing poverty; and</li> <li>2. individuals demonstrating financial need but below the UW Self-Sufficiency Standard;</li> </ol> <p>who meet WIOA eligibility, excluding requirements to register for Selective Service, and coordinate service delivery to help participants attain self-sufficiency.</p>	<p>meaningful progress reported each quarter.</p>	<p>government services. The team must provide convenient one-stop access to benefits available to encourage participants to apply for and, if eligible, receive Supplemental Nutritional Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) benefits, Medicaid benefits, Workforce Innovation and Opportunity Act (WIOA) supportive services, and other financial and health benefits, as appropriate for each person. Consistent use of the Bundled Services Desk Aid fulfills this item.</p> <p>C. Develop career plans for each EcSA participant, that includes identification of a Self-Sufficiency target using the UW Self-Sufficiency Calculator. Capture individual participant targets and track progress towards attainment of Self-Sufficiency in the Calculator database.</p> <p>D. Based on career plans, connect EcSA participants to subsidized job training and other allowable services as defined in Policy 7000 that lead to employment at or above their customized Self-Sufficiency goal.</p> <p>E. Based on assessment of participants and their household needs, coordinate connection to supportive services and wraparound supports, which may include addressing mentorship, personal stability, and financial stability, to ensure each participant has the supports needed to focus on their career plan and/or subsidized job training.</p> <p>F. Co-enroll WIOA eligible participants in WIOA Adult, Youth, and Dislocated Work programs, as appropriate.</p> <p>G. Provide streamlined access to local partners who can pay for education or training elements of a person experiencing poverty or person with financial need’s individualized career plan using federal Pell grants, the Washington College Grant- Connect or other resources.</p>	<p><b>Attainment of Self-sufficiency</b></p> <p>I. Total number of EcSA participants entering employment at or above their Self-Sufficiency goal, and a breakdown by participants experiencing poverty and participants demonstrating financial need</p> <p><b>Attainment of Employment at or Above 200%FPL</b></p> <p>II. Total number of EcSA participants entering employment at or above 200% of the Federal Poverty Limit, and a breakdown by participants experiencing poverty and participants demonstrating financial need</p> <p><b>Training:</b></p> <p>II. Total number of EcSA participants placed in training for employment in an occupation with average starting wage at or above 200% of the Federal Poverty Limit, and a breakdown by participants experiencing poverty and participants demonstrating financial need</p>
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		<p>H. Provide streamlined access to local partners who can make monthly payments to people experiencing poverty and people who demonstrate financial need while in training, using existing resources such as incentive payments, work study payments, work experience payments, needs-related payments, or other financial aid or workforce development resources, as identified locally and in consultation with technical assistance provided by ESD.</p> <p>I. Provide equitable access to this program, and other state and local services within contractor’s system of influence, for people with disabilities, which may include equipment and technology purchases.</p> <p>J. Provide options for career development, English language learning, and other services for both parents in two-parent families when requested by participants.</p> <p>K. Include an analysis of customer feedback and actions taken to respond, based upon a standardized customer feedback mechanism.</p> <p>L. Track and report spending by Service Category on a quarterly basis on Quarterly Financial Reports provided by ESD including:</p> <ul style="list-style-type: none"> <li>a. Career Services Expenditures</li> <li>b. OST Expenditures</li> <li>c. OJT Expenditures</li> <li>d. WEX Expenditures</li> <li>e. Incentive Payments Expenditures</li> <li>f. Cash Payments/Stipends Expenditures</li> <li>g. Needs Related Payments Expenditures</li> <li>h. Support Services Expenditures –</li> </ul> <p>BROKEN OUT IN FOLLOWING CATAGORIES: child care, housing, transportation, car repair, and other</p>	<p><i>Reported trainings can include training funded by WIOA or other programs, for co-enrolled State EcSA customers, and can include the following services: college or university education, apprenticeship or pre-apprenticeship training, Work/Internship Experience, Transitional Jobs, Occupational Skills Training, and On-the-Job Training.</i></p> <p><b>Enrollments:</b></p> <p>I. Total number of eligible individuals enrolled in EcSA, and a breakdown by participants experiencing poverty and participants demonstrating financial need</p> <p><b>Bundled Services Desk Aid</b></p> <p>I. Demonstrate that the Bundled Services Desk Aid is consistently being used with every EcSA participant, to help ensure compliance with state law.</p> <p>Progress and activities must be provided to ESD on a quarterly basis in Quarterly Narrative and Outcome Reports provided by ESD.</p>
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			<p>All state funded services and outcomes must be documented in ETO.</p> <p>Submit Quarterly Financial Reports to ESD, using reporting template provided by ESD.</p>
<p><b>3. EcSA community of practice and initiative evaluation</b></p> <p>Promote EcSA success and contribute to statewide learning from the EcSA initiative.</p>	<p>Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.</p>	<p>A. Contribute to the statewide Economic Security for All efforts to decrease the number of WA families living in poverty.</p> <p>B. Support coordination, as appropriate, with other statewide efforts focused on coordination of resources for poverty reduction.</p> <p>C. Participate in remote and in-person quarterly meetings to share and discuss successes, challenges, and lessons learned with other EcSA programs.</p> <p>D. Raise awareness of EcSA efforts in the local community to build support for expansion and replication of EcSA successes; participate in statewide efforts to support EcSA expansion and replication.</p> <p>E. Actively partner with the ESD evaluator selected to evaluate EcSA programs to ensure accurate evaluation of your EcSA model.</p> <p>F. Identify UW Self-Sufficiency Calculator Point of Contact (POC) and actively partner with Workforce Development Council of Seattle-King County to ensure accurate calculator data collection.</p>	<p>I. Progress and activities must be provided to ESD in Quarterly Narrative Reports as outlined in #2 below.</p> <p>II. Report types of efforts to raise the profile of EcSA and promote the importance of poverty reduction among your local leaders and community</p>
<p><b>4. EcSA Business Navigators</b></p> <p>Increase local business</p>	<p>Ongoing throughout the contract period of performance,</p>	<p>A. Support placement and retention of EcSA participants as a main focus, as well as WIOA Title 1 participants, and others with barriers to employment, for training and employment opportunities developed through business</p>	<p>I. Quarterly report on the following:</p> <p>I. # of employers engaged</p> <p>II. # of assistance</p>

<p>navigator support to develop business partnerships that lead to training and employment opportunities.</p>	<p>with meaningful progress reported each quarter.</p>	<p>partnerships.</p> <p>B. Help employers successfully recruit and retain talented individuals who may need support with barriers to employment, including but not limited to EcSA participants.</p> <p>C. Serve as a conduit between employers and the many programs available to serve them.</p> <p>D. Help support employers to utilize various tools such as EcSA, Career Connect WA, Job Skills &amp; Customized Training, Impact WA, Commerce sector leads, Shared Work and/or others to refine their approach to hiring entry level workers, develop upskill/backfill strategies and work experience, on-the-job training, and unsubsidized placement opportunities.</p>	<p>provided to help employers adapt to hiring new populations (tied to activity “B”, based on local strategy)</p> <p>III. # of Work Experiences developed</p> <p>IV. # of OJT opportunities developed</p> <p>V. # of EcSA participants connected to training or employment opportunities developed</p> <p>VI. # of WIOA Title I participants connected to training or employment opportunities developed</p> <p>VII. # of unsubsidized placement opportunities supported (tied to activities “C” and “D”)</p>
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**2. DEFINITIONS**

**People Experiencing Poverty**

Below 200%FPL: people with a household income that is at or below 200 percent of the federal poverty level.

**People Who Demonstrate Financial Need**

Above 200%FPL - people with a household income that is above 200% of the federal poverty level but below self-sufficiency who need employment related services to achieve self-sufficiency.

**Business Services**

Services by LWDBs to increase employer engagement in an effort to support industry growth, increase quality employment opportunities for job seekers, and enable persons served by EcSA grants to access careers with wages that allow them to achieve self-sufficiency.



**Steering Committee**

The Poverty Reduction Work Group Steering Committee created in response to a directive of the governor, dated November 6, 2017.

**Self Sufficiency**

Attainment of 100% of individualized household Self-Sufficiency, as established through use of the UW Self-Sufficiency Calculator.

**Federal Poverty Level**

Will be determined using the most recent U.S. Health and Human Services (HHS) Poverty Guidelines, based on participant household size. HHS Poverty Guidelines are updated annually in January.

Current Poverty Guidelines for 2024: <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>



WA State General Funds

**BUDGET PLANNING**

Name of Agreement: FY25 State Economic Security for All - People Demonstrating Financial  
 Name of Contractor:

Contract No. \_\_\_\_\_ K8500  
 Modification No. \_\_\_\_\_  
 Grant No. \_\_\_\_\_ 6643-5813-01

Period of Performance: July 1, 2024 through June 30, 2025

**LINE ITEM BUDGET DETAIL**

	Cost Category	Program Expenses
1	WDC Expenses	\$ 12,886.00
2	Personnel: Salaries & Benefits	\$ 12,886.00
3	Personnel: Travel	
4	Communication	
5	Office Supplies	
6	Equipment	
7	Indirect	
8	Subcontracts	\$ 115,982.00
	<b>TOTAL</b>	<b>\$ 128,868.00</b>

Indirect Rate: \_\_\_\_\_

**SUMMARY OF GRANT NUMBERS, PERIODS OF PERFORMANCE, & AWARD AMOUNTS**

Program Year	Grant Number	Period of Performance	Award Amount
FY25	6643-5813-01	7/1/2024 - 6/30/2025	\$128,868.00

Cost Categories	Narrative Description
2 Personnel: Salaries & Benefits	3 FTEs
3 Personnel: Travel	
4 Communications	
5 Office Supplies	
6 Equipment	
7 Indirects	
8 Subcontracts	operating costs and participants costs

**PLANNED EXPENDITURES BY QUARTER**

All Expenditures	2024	2024	2025	2025
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun
Expenditures by Quarter FY25	\$ 32,217.00	\$ 32,217.00	\$ 32,217.00	\$ 32,217.00
Cumulative Total by Quarter	\$ 32,217.00	\$ 64,434.00	\$ 96,651.00	\$ 128,868.00

\* Quarterly Expenditures must demonstrate full expenditure of funds by June 30, 2025




<b>CERTIFICATE OF LIABILITY INSURANCE</b>		<b>Issue Date 1/21/2020</b>
<b>ISSUED BY:</b> State of Washington Department of Enterprise Services Office of Risk Management PO Box 41466 Olympia, WA 98504-1466	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE STATE OF WASHINGTON SELF INSURANCE LIABILITY PROGRAM.	
		COVERAGE AFFORDED BY <b>State of Washington Self Insurance Liability Program</b>
<b>INSURED:</b>  State of Washington Employment Security Department ATTN: Carole Mathews 212 Maple Park Avenue SE Olympia, WA 98503	THE STATE OF WASHINGTON, INCLUDING ALL ITS AGENCIES AND DEPARTMENTS, IS SELF-INSURED FOR TORT LIABILITY CLAIMS. ALL CLAIMS MUST BE FILED WITH THE STATE OFFICE OF RISK MANAGEMENT FOR PROCESSING IN ACCORD WITH STATUTORY REQUIREMENTS.	

**COVERAGES**

THIS IS TO CERTIFY COVERAGE DESCRIBED BELOW IS PROVIDED TO THE INSURED NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE SELF-INSURANCE LIABILITY PROGRAM IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH PROGRAM.

TYPE OF COVERAGE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS
<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> OCCURRENCE COVERAGE	Self-Insured	Continuous	Continuous	BODILY INJURY, PROPERTY DAMAGE & PERSONAL INJURY COMBINED EACH OCCURRENCE \$5,000,000
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY & PROPERTY DAMAGE COMBINED EACH ACCIDENT \$5,000,000
<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b>	L & I	Continuous	Continuous	WC – STATUTORY
<b>OTHER</b>				

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS:** Coverage applies as respects tort liability claims against the State of Washington as covered by the Tort Claims Act (RCW 4.92 et seq.) The Certificate Holder is named as additional insured, but only as respects the negligence of the State of Washington.

<b>CERTIFICATE HOLDER:</b>	<b>CANCELLATION</b>
EVIDENCE OF INSURANCE          <b>CERTIFICATE NUMBER CRT 2020-00465</b>	SHOULD THE SELF INSURANCE LIABILITY PROGRAM BE CANCELLED, THE STATE OF WASHINGTON WILL ENDEAVOR TO MAIL 45 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL NOT IMPOSE ANY OBLIGATION OR LIABILITY UPON THE STATE OF WASHINGTON, ITS OFFICIALS, EMPLOYEES, AGENTS OR REPRESENTATIVES.  AUTHORIZED REPRESENTATIVE:   Jason Siems, State Risk Manager



# DEPARTMENT OF EMPLOYMENT SECURITY WASHINGTON

Unique Entity ID <b>DZK5KDLUNMS3</b>	CAGE / NCAGE <b>3X3Q3</b>	Purpose of Registration <b>All Awards</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Mar 14, 2024</b>	
Physical Address <b>212 Maple Park AVE SE Olympia, Washington 98501-2347 United States</b>	Mailing Address <b>PO Box 9046 Olympia, Washington 98507-9046 United States</b>	

### Business Information

Doing Business as <b>(blank)</b>	Division Name <b>(blank)</b>	Division Number <b>(blank)</b>
Congressional District <b>Washington 10</b>	State / Country of Incorporation <b>(blank) / (blank)</b>	URL <b>(blank)</b>

### Registration Dates

Activation Date <b>Apr 3, 2023</b>	Submission Date <b>Mar 15, 2023</b>	Initial Registration Date <b>Jul 6, 2004</b>
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### Entity Dates

Entity Start Date <b>Mar 1, 1937</b>	Fiscal Year End Close Date <b>Jun 30</b>
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### Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
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### Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
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### Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

### Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

### Exclusion Summary

Active Exclusions Records?

No

### SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

### Entity Types

Business Types		
Entity Structure <b>U.S. Government Entity</b>	Entity Type <b>US State Government</b>	Organization Factors <b>(blank)</b>

Profit Structure  
(blank)

**Socio-Economic Types**

Check the registrant's Reqs & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

**Government Types**

**U.S. State Government**

**Financial Information**

Accepts Credit Card Payments  
**No**

Debt Subject To Offset  
**No**

EFT Indicator  
**0000**

CAGE Code  
**3X3Q3**

EFT Indicator  
**5400**

CAGE Code  
**8EZL0**

**Points of Contact**

**Electronic Business**

☒  
**Sophal Espiritu**

**212 Maple Park AVE SE  
Olympia, Washington 98501  
United States**

Sophia Espiritu

212 Maple Park AVE SE  
Olympia, Washington 98501  
United States

**Government Business**

☒  
**Sophal Espiritu**

**212 Maple Park AVE SE  
Olympia, Washington 98501  
United States**

Sophia Espiritu

212 Maple Park AVE SE  
Olympia, Washington 98501  
United States

**Service Classifications**

**NAICS Codes**

Primary  
**Yes**

NAICS Codes  
**921110**

NAICS Title  
**Executive Offices**

**Disaster Response**

Yes, this entity appears in the disaster response registry.

No, this entity does not require bonding to bid on contracts.

Bonding Levels	Dollars
	<b>(blank)</b>

States  
**Washington**

Counties  
**(blank)**

Metropolitan Statistical Areas  
**(blank)**