



CONTRACT # K8487
Between
WASHINGTON STATE EMPLOYMENT SECURITY DEPARTMENT
And
KITSAP COUNTY

CONTRACT INFORMATION				
Subrecipient / Contractor Agreement: <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor	Contract start date July 1, 2024	Contract end date June 30, 2025	Contract amount \$104,111.00	Authorization 20 CFR 682
Purpose To establish the terms, conditions, requirements, and responsibilities of LWDBs to support the Federal EcSA program using PY24 Statewide Activities Funds.				
PARTIES				
Kitsap County			UEI Number: LD6MNJ62JQD1	
Address 614 Division Street, MS 23 ,Port Orchard, WA 98366		Business registration or UBI 182002345	Statewide Vendor Number SWV0008949-16	
Contract Manager Alissa Durkin	Telephone: (253) 370-1136	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 Ross Gearllach	CM Phone (360) 480-9561	CM email ross.gearllach@esd.wa.gov		
ATTACHMENTS: This Contract includes the following attachment(s) and document(s) incorporated herein				
Attachment A: Statement of Work. Attachment B: Budget and Performance Sheet. Attachment C1 & C2: Certification Regarding Lobbying and Debarment				
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.				
Kitsap County Commissioner: Katherine T. Walters - Chair <i>Katherine T. Walters</i>	Date 9/9/24	Employment Security Department Danielle Cruver - Chief Financial Officer Signed by: <i>Danielle Cruver</i>	Date 9/24/2024	
Kitsap County Commissioner: Christine Flores <i>Christine Flores</i>	Date 9/9/24	02FD1908E9A447F... Kitsap County Clerk of the Board <i>Dana Daniels</i>	Date: 9/9/24	
Kitsap County Commissioner: Charlotte Garrido <i>Charlotte Garrido</i>	Date 9/9/24	<i>Dana Daniels</i>		

Note: Additional signatures required on Exhibit C-1 and C-2.



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, building on targets established in existing local EcSA WIOA funded contracts 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 Income Adequacy
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 their individualized income adequacy goal, as established by the UW self-sufficiency calculator.
3. 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. Below 200%: people with a household income that is at or below 200 percent of the federal poverty level.
2. Above 200%: 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: to keep the Federal EcSA program in alignment with the codification into law of the State EcSA program, as of 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.

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

An area may use up to 15% of their allocation for the Federal EcSA program to serve individuals who are over 200% of the FPL but below their self-sufficiency standard. The total number of individuals enrolled under this standard cannot exceed 15% of total enrollments, and spending on them cannot exceed 15% of total participant spending. Areas will be required to report their total number of individuals who meet this standard on a quarterly basis, but any such enrollments will be considered part of the total targets, and no specific performance is required to serve this population. Additionally, no area is required to use Federal EcSA funds to serve individuals over 200% of the FPL.

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.

The purpose of this Contract is to identify the PY24 Federal Economic Security for All (EcSA) terms, conditions, deliverables, funding, and other requirements between ESD and the LWDB.

3. **AUTHORIZATION**

This Contract is authorized in accordance with 20 CFR 682 - Statewide Activities under WIOA, 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, regardless of date of execution, starts on July 1, 2024 and ends June 30, 2025, unless terminated sooner as provided herein. Parties may agree to extend the term for additional periods per the use of a mutually executed amendment. 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**.

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 **\$104,111.00**. The allocation of this compensation is set out on the **Budget and Performance Form, Exhibit B**.

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 ESD's Contract Manager at:

Employment Security Department
esdcpworkforceinitiatives@esd.wa.gov

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 45 days of the conclusion of this contract.

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.

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. DEBARMENT AND SUSPENSION

Subrecipient's execution of this agreement verifies that Subrecipient has not been debarred or suspended from participation in Federal Assistance Programs under Executive Order 12549 "Debarment and Suspension" codified at 29 CFR part 98.

Subrecipient has an ongoing affirmative duty to report to ESD if it ever falls out of compliance with Executive Order 12549 "Debarment and Suspension" codified at 29 CFR part 98

Subrecipient may not subcontract with any entities that violate this provision.

19. 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.

20. 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.

21. 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.

22. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

ESD is required to comply with the Federal Funding Accountability and Transparency Act (FFATA) for purposes of this agreement. Subrecipient shall comply with all requirements of the FFATA, and shall provide ESD with all requested information, and the execution of all necessary documents, for compliance with this Act.

23. 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.

24. 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.

25. 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.

26. INTELLECTUAL PROPERTY RIGHTS

Unless otherwise provided, all Materials produced under this Agreement shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by ESD. ESD shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright Laws, Subrecipient hereby irrevocably assigns all right, title, and interest in Materials, including all intellectual property rights, to ESD effective from the moment of creation of such Materials. This includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under this Agreement, but that incorporate preexisting Materials not produced under this Agreement, Subrecipient hereby grants to ESD 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. The Subrecipient warrants and represents that Subrecipient has all rights and permissions, including intellectual property rights, moral rights, and rights of publicity, necessary to grant such a license to ESD.

In cases where such Materials have been purchased with federal funds, the federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government purposes:

27. 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.

28. 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.

29. 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.

30. 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 the 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.

31. 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.

32. 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. If LWD has entered into a separate DSA with ESD, then the terms and conditions of that DSA are incorporated herein and will be controlling for Confidential Information purposes.

33. USE OF NAME PROHIBITED

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

34. 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.

35. 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), Federal EcSA programs, if providing direct services through the one stop center(s) (AJCs), must sign the MOU and pay their proportionate share of IFA cost.

Exhibit A

STATEMENT OF WORK

PY 24 Federal Economic Security for All (EcSA) – Kitsap County (LWDB)

Kitsap County (LWDB), hereinafter called "Contractor" or "Grantee," will work with local partners to continue the Economic Security for All to streamline access to existing services and benefits to help more low-income families move out of poverty. The EcSA 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 federal funds. All fund use must comply with the Workforce Innovation and Opportunity Act (WIOA) and applicable federal regulations. Contractor must track time and effort and conduct oversight and monitoring of all federal funds awarded by this Agreement. All EcSA participants must be determined WIOA eligible and be enrolled as participants in the Economic Security for All program of enrollment in the Efforts to Outcomes (ETO) management system. Participants may be co-enrolled in WIOA Formula programs. All participant services received must be documented in ETO or its successor. Performance targets will be closely monitored for these funds to ensure local performance is on target throughout the contract period. If an area falls below their planned spending or performance targets at the end of the second quarter, ESD may consider funding reallocation to other Local Workforce Development Boards that are meeting or exceeding their local performance and spending targets.

Contractor will receive \$104,111.00 to complete all outcomes and deliverables as described in matrix below by June 30, 2025.

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

Deliverables, Timelines, Activities, &Outcomes			
Tasks	Timeline	Activities to accomplish outcome	Anticipated Outcomes / Deliverables
<p>1. Partnership</p> <p>Work with local partners, including DSHS and housing insecurity providers, to coordinate programs and services to help more people move to self-sufficiency</p>	<p>Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.</p>	<p>A. Develop a local partnership that includes the WDC and WIOA service providers, individuals experiencing poverty, DSHS CSO, housing insecurity providers, and other local service organizations, based on the needs of the community served.</p> <p>B. Include individuals experiencing poverty in all aspects of design, planning, and implementation.</p> <p>C. Review the Quarterly Outcomes tab of the Budget & Performance Form (Exhibit A-1) 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. Partnership and Implementation Plan.</p> <p>II. Progress and activities must be provided to ESD in Quarterly Narrative Reports as outlined in section 2 below.</p>

<p>2. Coordinated recruitment and service delivery</p> <p>Work with partners to recruit individuals below 200% of Federal Poverty Level (FPL) or below self-sufficiency and coordinate service delivery to help participants attain self-sufficiency</p>	<p>Ongoing throughout the contract period of performance, with meaningful progress reported each quarter.</p>	<p>A. Work with partners, including DSHS, to recruit individuals who are meet EcSA eligibility requirements, including SNAP recipients.</p> <p>B. Create a clear value proposition for participants and use this to recruit potential EcSA enrollees.</p> <p>C. Coordinate connection to SNAP benefits for those participants not connected at intake – capture reasons for those who do not enroll in SNAP.</p> <p>D. Develop career plans for each EcSA participant that includes identification of a self-sufficiency target using the Self-Sufficiency Calculator.</p> <p>E. Based on career plans, connect EcSA participants to subsidized job training and other services allowable under WIOA that lead clients to self-sufficiency in accordance with the UW Self-Sufficiency Calculator.</p> <p>F. Based on assessment of participants and their household needs, coordinate connection to supportive services and wraparound supports using the Bundled Services Desk Aid, including 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>G. Co-enroll all participants continuing past the end of the Federal EcSA program into a WIOA Formula program to continue providing training support through completion.</p> <p>H. Co-enroll participants in WIOA Adult, Youth, and Dislocated Work programs, as appropriate.</p>	<p>I. Total number of WIOA eligible individuals below 200% of FPL enrolled in EcSA.</p> <p>II. Total number of WIOA Eligible individuals over 200% of the FPL enrolled in Federal EcSA, if applicable</p> <p>III. Number of EcSA enrolled participants placed in subsidized training for employment in an occupation with average starting wage at or above self-sufficiency.</p> <p>IV. Number of EcSA enrolled participants entering employment at or above 100% of their individualized self-sufficiency goal</p> <p>V. Provide the script or other tools created to achieve item B.</p> <p>VI. ESD Tracking:</p> <ul style="list-style-type: none"> o Participants connected to SNAP benefits o Participants completing subsidized training o Participants continuing subsidized training at grant conclusion (ESD tracked) <p>VII. Progress and activities must be provided to ESD in Quarterly Narrative Reports as outlined in section 2 below.</p> <p>VIII. All WIOA services and outcomes must be documented in</p>
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			ETO.
<p>3. EcSA community of practice and initiative evaluation</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 below 200% of Federal Poverty Level (FPL) and assist families who need assistance achieving self-sufficiency.</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. Host events to 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 third-party evaluator selected to evaluate EcSA programs to ensure accurate evaluation of your EcSA model.</p>	<p>I. Progress and activities must be provided to ESD in Quarterly Narrative Reports as outlined in Section 2 below.</p> <p>II. Number of public awareness events to raise the profile of EcSA and promote the importance of poverty reduction among your local leaders and public.</p>

2. KEY DELIVERABLES AND REPORTING GUIDELINES

Quarterly Narrative Report

Using the Quarterly Narrative Report format provided by ESD, provide a report summarizing work completed during the reporting period. This report should highlight progress towards, or completion of, deliverables and Statement of Work activities. Quarterly reports will contain narrative detail and direct evidence of Statement of Work activities (e.g. meeting minutes, agendas, communications and other media, reports, policies, and other work products). Each report will include quarterly tracking of performance indicators identified in Exhibit A-1 Budget & Performance Form.

Reports are due **thirty days following the end of each quarter**. Quarter end dates include: March 31, June 30, September 30, and December 31. Submit reports to: esdqpworkforceinitiatives@esd.wa.gov

Exhibit B Budget and Performance Form

EXHIBIT B

BUDGET PLANNING

Name of Agreement: PY 24 Federal EcSA Funds
Name of Contractor: 01 Olympic

Contract No. KB487
Modification No. _____
Grant No. _____

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

LINE ITEM BUDGET DETAIL

Cost Category	Program Expenses
1 WDC Expenses	\$ 10,411.00
2 Personnel: Salaries & Benefits	\$ 10,411.00
3 Personnel: Travel	
4 Communication	
5 Office Supplies	
6 Equipment	
7 Indirect	
8 Subcontracts	\$ 93,700.00
TOTAL	\$ 104,111.00

Indirect Rate:

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

Program Year	Grant Number	Period of Performance	Award Amount
FY24	xxxx-xx	7/1/2024 - 6/30/2025	\$104,111

Cost Categories	Narrative Description
Personnel: Salaries & Benefits	Salaries and benefits for LWDB Staff
2 Benefits	
3 Personnel: Travel	
4 Communications	
5 Office Supplies	
6 Equipment	
7 Indirects	
8 Subcontracts	Awarded to subrecipient for staff salaries and benefits, staff travel, office supplies, supportive services and indirect

PLANNED EXPENDITURES BY QUARTER

All Expenditures	2024	2024	2024	2025	2025
	Apr-Jun	Jun-Sept	Oct-Dec	Jan-Mar	Apr-Jun
Expenditures by Quarter	\$ -	\$ -	\$ -	\$ 52,005.50	\$ 52,105.50
Cumulative Total by Quarter	\$ -	\$ -	\$ -	\$ 52,005.50	\$ 104,111.00

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

Exhibit C1 CERTIFICATION REGARDING LOBBYING

APPENDIX A TO TITLE 29, PART 93 - CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned (i.e., the Subrecipient signatory) certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form–LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Subrecipient acknowledges that this certification is a material representation of fact upon which reliance was placed when this transaction was made, that submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., and that any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <i>Katherine T. Walker</i>	TITLE <i>Chair</i>
APPLICANT ORGANIZATION	DATE SUBMITTED <i>9/9/24</i>

**EXHIBIT C2:
Certification Regarding Debarment and Suspension**

APPENDIX A TO TITLE 29, PART 98
CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
Certification for Contracts, Grants, Loans, and Cooperative Agreements

1. The undersigned (i.e., the Subrecipient signatory) certifies, to the best of his or her knowledge and belief, that it and its principals:

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

B. Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

C. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(B) of this certification; and,

D. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation of this proposal (or plan).

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <i>Kathleen T. Walker</i>	TITLE <i>Chair</i>
APPLICANT ORGANIZATION	DATE SUBMITTED <i>9-18-24</i>

CERTIFICATE OF LIABILITY INSURANCE Issue Date 1/21/2020

ISSUED BY: 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 State of Washington Self Insurance Liability Program	

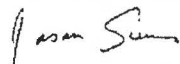
INSURED: State of Washington Employment Security Department ATTN: Carole Mathews 212 Maple Park Avenue SE Olympia, WA 98503	THE STATE OF WASHINGTON, INCLUDING ALL ITS AGENCIES AND DEPARTMENTS, IS SELF-INSURED FOR TORT LIABILITY CLAIMS. ALL CLAIMS MUST BE FILED WITH THE STATE OFFICE OF RISK MANAGEMENT FOR PROCESSING IN ACCORD WITH STATUTORY REQUIREMENTS.
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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
GENERAL LIABILITY <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
AUTOMOBILE LIABILITY <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
WORKERS COMPENSATION AND EMPLOYERS LIABILITY	L & I	Continuous	Continuous	WC - STATUTORY
OTHER				

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.

CERTIFICATE HOLDER:	CANCELLATION
EVIDENCE OF INSURANCE CERTIFICATE NUMBER CRT 2020-00465	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 DZK5KDLUNMS3	CAGE / NCAGE 3X3Q3	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Mar 14, 2024	
Physical Address 212 Maple Park AVE SE Olympia, Washington 98501-2347 United States	Mailing Address PO Box 9046 Olympia, Washington 98507-9046 United States	

Business Information

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

Registration Dates

Activation Date Apr 3, 2023	Submission Date Mar 15, 2023	Initial Registration Date Jul 6, 2004
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Entity Dates

Entity Start Date Mar 1, 1937	Fiscal Year End Close Date Jun 30
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
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Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
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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 USApending.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 U.S. Government Entity	Entity Type US State Government	Organization Factors (blank)
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Profit Structure
(blank)

Socio-Economic Types

Check the registrant's Reps & 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	NAICS Codes	NAICS Title
Yes	921110	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
	(blank)

States Washington	Counties (blank)	Metropolitan Statistical Areas (blank)
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