

Memorandum of Understanding

Workforce Innovation and Opportunity Act (WIOA) WorkSource Snohomish County System Partners

July 1, 2025 – June 30, 2028

I. Purpose

- A. The purpose of this Memorandum of Understanding (MOU) is to establish a cooperative, mutually beneficial partnership among the Future Workforce Alliance (FWA), serving as the Local Workforce Development Board (LWDB); the Chief Local Elected Official (CLEO); Workforce Snohomish (WFS), serving as the fiscal agent and local grant subrecipient; the Workforce Innovation and Opportunity Act (WIOA) mandatory and non-mandatory federal workforce programs (One-Stop Partners), and the additional partners that comprise the local One-Stop System (WorkSource System), Snohomish County. The WIOA one-stop partners and any non-WIOA additional partners are collectively “WorkSource Partners”.
- B. This Agreement confirms the understanding of the WorkSource Partners (encompassing mandatory and non-mandatory partners) regarding the operation and management of the WorkSource One-Stop Career Center in the Snohomish Workforce Development Area IV. Workforce Snohomish provides oversight of WorkSource programming and the direction to the One-Stop Operator (Operator) regarding the operation and management of WorkSource One-Stop Centers (American Job Centers), Affiliate Sites, and Connection Sites in Snohomish County, under the guidance and oversight of the FWA. FWA provides oversight of workforce programming for the Snohomish Workforce Development Area (WDA).
- C. The sharing and allocation of infrastructure costs among WorkSource partners are governed by WIOA sec. 121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 20 CFR part 200. The Infrastructure Funding Agreement (Attachment B) establishes a financial plan, including terms and conditions, to fund the services and operating costs of the region’s WorkSource Center.
- D. The partners agree that joint funding is an essential foundation of an integrated service delivery system and necessary to maintain the Snohomish WDA’s high-performance American Job Center network (known as WorkSource in Washington State).
- E. This MOU sets forth the responsibilities of the WorkSource Partners related to the planning and implementation of workforce services to employers and job seekers under the WIOA of 2014 and the Regional Strategic Workforce Plan (Local Plan), developed in

response to the state's Talent and Prosperity for All Plan, by FWA with support from the WorkSource partners and Operator.

- F. The WorkSource partners agree to work with the FWA, the CLEO, WFS and the Operator to create a seamless, customer-focused service delivery system that aligns service delivery and enhances access to program services.
- G. The Agreement is not intended to define nor describe all the myriad working relationships and partnerships prevalent in the workforce development system.

II. Authorizing Legislation

- A. WIOA sec. 121(c)(1) requires the Local Workforce Development Board (LWDB), with the agreement of the CLEO, to develop and enter into an MOU between the LWDB and the one-stop partners, consistent with WIOA Sec. 121(c)(2), concerning the operation of the one-stop delivery system in a local area. This requirement is further described in the WIOA; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance.

III. Powers and Functions

- A. Consistent with the WIOA, Section 121, and Washington's workforce plan, Talent and Prosperity for All (TAP), and in agreement with the CLEO, the FWA shall exercise such powers, functions, and responsibilities as are necessary for the competitive designation or certification of the Operator and oversight concerning the One-Stop delivery system in the local area. This authority does not entitle the CLEO or FWA to manage or oversee individual partner programs, except as provided by law.
- B. WFS is the managing body of the local WorkSource system. The One-Stop Operator, WFS and WorkSource Partners ensure services are provided at WorkSource as described in the FWA's Local Area Plan as well as local and state policies and all subsequent modifications are implemented and carried out.
- C. Required one-stop partners will make available to the local One-Stop system customer access to their program services and activities as described in Attachment C.
- D. The One-Stop Operator is selected through a competitive process as defined in WIOA Section 121 (d) and Future Workforce Alliance Policy (<https://snohomishcountywa.gov/DocumentCenter/View/81134/150-SnoCo-Future-Workforce-Alliance-Procurement-and-Selection-of-One-Stop-Operator-Policy-Rev>). The One-Stop Operator (OSO) Agreement can be located here: <https://snohomishcountywa.gov/5610/Future-Workforce-Alliance>

IV. MOU Duration, Renewal, and Modification

- A. This agreement shall become effective July 1, 2025, upon approval of the parties hereto and remain in effect until June 30, 2028, unless canceled earlier by the partners.
- B. The MOU is to be a living document, used as a reference document to be consulted as needed to guide WorkSource operations in Snohomish County. While regulations require the MOU to be reviewed at least every three years, the convening of signatories to this MOU will be held annually to review this MOU, and to openly discuss any challenges, concerns, and recommendations needed to keep the partnership moving in a cohesive, collaborative, and effective manner.
- C. Insubstantial changes like new partners joining, additional WorkSource Centers, the addition of short-term or discretionary grants, and the appointment of a new FWA Director/Manager or CEO of Workforce Snohomish do not require an MOU renewal. The new partner signatures will be added to the existing MOU.
- D. Substantial changes such as changes in the election of a newly elected official will require an MOU renewal and requires all parties to review and agree to all elements of the MOU and re-sign the MOU. (20 CFR 678.500 (b) (6), (d), 34 CFR 463.500 (b)(6), (d), and (e), and TEGL 16-16).
- E. Partners that suggest a modification or amendment to any element in the MOU must bring these recommendations forward in a participatory manner with WFS providing at least 60 days for discussion and inclusion of FWA Board of Directors.
- F. Any WorkSource Partner may withdraw from this agreement if funding is either eliminated or reduced such that the partner can no longer continue its participation. Partners may cancel their participation upon (60) days' written notice to WFS MOU Manager who will then notify FWA. Such withdrawal shall be effective after the (60) day written notification to WFS and verification of the reduction or lack of funding. Upon the withdrawal of any partner, the costs and resources associated with the IFA shall be renegotiated for distribution among the remaining partners.
 - 1. WorkSource partners agree to place a high priority on providing resources and funding for WorkSource. In the event funding is either eliminated or significantly reduced for a "non-mandatory" partner, such that the partner can no longer continue their participation, they may cancel or modify their participation upon providing written notice to WFS, with verification of the reduction or lack of funding.
 - 2. If funding is either eliminated or significantly reduced for a "mandatory" partner, there is still an expectation for that partner to fulfill their minimum commitments as stated in the WIOA sec. 121.

3. Reduction of Funding – Should a WorkSource Partner have a significant reduction in funding, the partner may request a modification to their required contributions towards the IFA.
 4. The importance of having a committed partner base, both physically and financially, cannot be overstated. Beyond a WIOA requirement, the residents of Snohomish County can only best be served by WorkSource when all partners place a high priority on the collaborative services and funding that goes towards a collective WorkSource system.
 5. It is also recognized, that if one partner cannot or does not contribute or continue to contribute resources or funding, the impact to other WorkSource partners ability to fill the void is significant and ultimately results in diminished ability to serve the residents of Snohomish County. If it is a “mandatory partner” the ramifications are even more pronounced.
- G. Non-substantive changes to the MOU can be accomplished with an amendment/modification. Amendment/modification of the MOU only requires the parties to review and agree to the elements of the MOU that have changed. (TEGL 16-16).

V. Certification of Authority

- A. Parties, by signature, certify that they possess full legal authority as provided by state and local statutes, charters, or ordinances to enter into this Memorandum of Understanding. Parties included in the Memorandum of Understanding will provide one authorized signature even if the partner represents multiple programs and/or service roles.

VI. Strategic Vision for the System

- A. The WorkSource Partners agree to support the vision and strategic goals set forth by the FWA’s Local Area Plan and Snohomish County Workforce Development Action Plan to the extent consistent with partner missions. The Local Area Plan and Workforce Development Action Plan can be found on the FWA [Website](https://snohomishcountywa.gov/5610/Future-Workforce-Alliance) (<https://snohomishcountywa.gov/5610/Future-Workforce-Alliance>).

Vision: The Future Workforce Alliance envisions Snohomish County as a globally recognized hub for talent that supports our regional economy and creates economic opportunity for all.

Mission: The Future Workforce Alliance catalyzes equitable, inclusive and responsible economic growth through public-private collaborative strategies that build upon a foundation of lifelong learning, creation of quality jobs, innovation, and adaptability. The

Future Workforce Alliance ensures that employers have consistent access to the skilled talent they need, and that youth and adults are supported in attaining rewarding careers.

VII. Values

The WorkSource Partners agree that work in the WorkSource Snohomish County system will be guided by the following values:

1. Access – Meet the needs of customers (individuals and businesses) by ensuring access to programs, services, and activities for all eligible individuals.
2. Accountable – Demonstrate a commitment to high quality customer services including, “customer centric” design, with regular program performance review based on shared data and actions that enhance outcomes.
3. Continuous Improvement – Create a delivery system that utilizes feedback from job seekers and businesses to challenge the status quo and innovates to drive measurable improvements.
4. Integrated – Think and act as an integrated system that shares common goals with services delivered by multiple organizations with the best capabilities for a seamless customer experience.
5. Partnership – Align goals, resources, and initiatives with economic development, business, government, labor, education, and human services partners.
6. Technology –Leverage technology to broaden accessibility of services, and to find solutions for individuals, businesses, and WorkSource Partners.

VIII. Infrastructure Funding Agreement and WorkSource Snohomish County System Operating Budget

- A. The Infrastructure Funding Agreement (IFA) and WorkSource Snohomish County System Operating Budget are maintained as a separate agreement and incorporated by reference as Attachment B.
- B. The IFA is negotiated annually with all WorkSource Snohomish County System mandated Partners. The IFA and budgets are aligned with program years, commencing July 1st of each calendar year, and ending on June 30th of the following calendar year.
- C. Process to Achieve Agreement. WFS staff compiled budgets for the Center based on applicable facility and technology costs, participated in multiple group meetings convened by the FWA, and together with the FWA, worked with WorkSource Partners to come to a consensus regarding the basis for allocating costs. WorkSource Partners provided feedback and recommended changes that centered primarily around technology. A final review of the MOU and IFA was shared with all partners for concurrence, then presented to the FWA Board for approval and the CLEO for agreement.

IX. IFA State Funding Mechanism

- A. If the required WorkSource Partners fail to reach a consensus on the amount that each partner will contribute to the one-stop delivery system's infrastructure costs, the State Funding Mechanism (SFM) process is triggered as a "fail-safe" mechanism, though the application of capped levels of funding under the SFM may restrict the amount available for infrastructure funding in a given local area. The local area will be subject to the SFM for the program year for which consensus was not met and for any subsequent program year that all partners do not reach such an agreement. Due to the complex calculations and the timeframes necessary to complete the SFM process, the FWA must provide the WTECB with an assessment of the status of negotiations no later than March 31st of each year, in accordance with Washington State WorkSource System Policy 1024, Revision 2.
- B. For the full state policy on IFA State Funding Mechanism Policy and Process refer to <https://wpc.wa.gov/policy/state/WorkSource> for Policy 1024 Revision 2.

X. "American Job Center" Identifier

- A. The Department of Labor (DOL) established the "American Job Center" network, a unifying name and brand, that identifies online and in-person workforce development services as part of a single network of publicly funded services (20 CFR 678.900, 34 CFR 361.900, and 34 CFR 463.900).
- B. The Joint WIOA Final Rule at 20 CFR 678.900(c), 34 CFR 361.900(c), and 34 CFR 463.900(c) further require: "as of July 1, 2017, each one-stop delivery system must include the "American Job Center" identifier or "a proud partner of the American Job Center network" on all products, programs, activities, services, electronic resources, facilities, and related property and new materials used in the one-stop delivery system."

XI. Descriptions of Services

- A. The parties to this MOU include the entities responsible for the delivery of programs specified in WIOA which are represented in the Snohomish County (WDA 4) region. The WorkSource System brings together workforce development, education, training, and community services in a seamless customer-focused service delivery network that enhances access to the programs' services and improves long-term employment outcomes for individuals receiving assistance and enhances access of Snohomish County businesses to talent and workforce services.
- B. At a minimum, WorkSource partners will make services described in this MOU available, as applicable to their program offerings, consistent with 20 CFR 678.430.
- C. Applicable participant services include (Attachment C Summary of Program Services):
 - 1. Basic Career Services; (20 CFR 678.430 (a), 34 CFR 361.430 (a) 34 CFR 463.430(a) and TEGL 16-16)
 - a. Outreach and Intake for Accessibility to All
 - i. Including needs of individuals with barriers

- ii. Individuals with disabilities
 - b. Program Eligibility
 - c. Initial Assessment
 - d. Labor Exchange-Job Search and Placement
 - e. Referrals and Coordination to Programs
 - f. Training and Re-Training Information
 - g. Availability of Other Services
 - h. Customer Choice
 - i. Employer Services
 - j. Performance Accountability
 - k. Internet Access
 - l. "Meaningful Assistance" Unemployment Insurance Access
 - m. Translation Services
- 2. Individual Career Services; (20 CFR 678.430 (b), 34 CFR 361.430 (b) 34 CFR 463.430(b), and TEGL 16-16)
 - a. Specialized Assessment
 - b. Development of an Employment Plan
 - c. Group Counseling
 - d. Individual Counseling
 - e. Career Planning
 - f. Pre-vocational services
 - g. Internships and work experiences (including transitional jobs) that are linked to careers
 - h. Financial Literacy
 - i. Out-of-area job search assistance and relation assistance
 - j. Workforce preparation activities (CFR 463.34)
 - k. English language acquisition programs and integrated education and training programs (34 CFR 463.31, 34 CFR 463.35)
 - l. Other Applicable Individualized Services
- 3. Follow-up Career Services shall be consistent with (20 CFR 678.430 (c), 34 CFR 361.430 (c) 34 CFR 463.430(c), and TEGL 16-16) and as appropriate to the program.
- 4. WorkSource partners agree to coordinate Career Services to the maximum extent feasible through:
 - a. Effective communication and information sharing,
 - b. Cooperation with the One-Stop Operator,
 - c. Joint planning and design processes,
 - d. Commitment to a shared vision, common goals, strategies, and performance measures,
 - e. The use of common and/or linked data and data-sharing methods, as appropriate,
 - f. Leveraging resources, including other public agency and non-profit organization services,
 - g. Participation in a continuous improvement process designed to maximize

- outcomes and customer satisfaction, and
- h. Participation in regularly scheduled partner meetings.

5. Training Services: Training services may be provided when WorkSource staff, including partner programs' staff, determines after conducting an interview, an evaluation, or assessment, and career planning, that the individual is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services alone. Training Services may be composed of the following types of activities:

- a. Occupational skills training through Individual Training Accounts;
- b. Adult education and literacy activities, including English language acquisition (ELA) provided in combination with the training services described above;
- c. On-the-job training;
- d. Incumbent Worker Training;
- e. Programs that combine workplace training with related instruction which may include cooperative education;
- f. Training programs operated by the private sector;
- g. Skill upgrading and retraining;
- h. Entrepreneurial training;
- i. Customized training conducted with a commitment by an employer or group of employers to employ an individual(s) upon successful completion of the training; and
- j. Other training services as determined by the Partners.

6. Business Services

1. Business engagement services must be made available to local employers, specifically labor exchange activities and labor market information described in §20 CFR 678.435, 34 CFR 361.430(a)(4)(ii) and (a)(6). Local areas must establish and develop relationships and networks with large and small employers and their intermediaries. Local areas also must develop, convene, or implement industry or sector partnerships.
2. Screening and referring qualified participants to training services to employers,
3. Services to employers, employer associations, or other such organizations, on employment-related issues,
4. Recruitment events and related services for employers including targeted job fairs,
5. Employer consultation services, including but not limited to assistance with:
6. Writing/reviewing job descriptions and employee handbooks,
7. Developing performance evaluation and personnel policies,
8. Creating orientation sessions for new workers,
9. Honing job interview techniques for efficiency and compliance,
10. Analyzing employee turnover,
11. Creating job accommodations and using assistive technologies; or

12. Explaining labor and employment laws to help employers comply with discrimination, wage/hour, and safety/health regulations,
 13. Developing and implementing industry sector strategies (including strategies involving industry partnerships, industry skill panels, and partnerships),
 14. Assistance to area employers in managing reductions in force in coordination with rapid response activities and with strategies for the aversion of layoffs,
 15. The marketing of business services to appropriate area employers, including small and mid-sized employers,
 16. Assistance or referral for assistance in the development of a registered apprenticeship program,
 17. Assisting employers with accessing local, State, and Federal tax credits, and
 18. Assist with disability and communication accommodations.
7. Common Service Responsibility
- a. WorkSource Partners work collectively to ensure the customer, upon arrival, is welcomed by professional staff with fundamental knowledge of partner programs. WorkSource staff includes all partner and volunteer individuals.
 - b. The customer will be provided with information and guidance regarding available and applicable services which will allow them to navigate seamlessly through the available WorkSource services without duplication.
 - c. New and returning customers will receive an assessment that identifies their existing needs and determines the next steps based on their employment goals.
 - d. American veterans and covered spouse(s) of veterans will be prioritized for service delivery.
 - e. Registration of customers will be completed by staff or through the self-serve component of the state MIS database.
 - f. Customers will be provided with a menu of services that they can easily understand and exercise customer choice.
 - g. Designated by the FWA, WFS leads business services through the WorkSource Business Services team and will be provided to support the local system to meet the needs of business in the local area pursuant to (20 CFR 678.435, 34 CFR 361.435, 34 CFR 463.435).

XII. One-Stop Partners

- A. The MOU is more than a document designed to meet minimum requirements, rather it is a framework document designed to govern a very powerful, meaningful, value centric to the residents and businesses of Snohomish County, workforce service delivery system.
- B. One-stop partners of this Memorandum of Understanding shall include entities responsible for the delivery of programs specified in the Workforce Innovation and Opportunity Act of 2014, Section 121(1)(b), which are represented in the local Workforce Development Area. The program becomes a partner when it begins carrying out the program or activity in the workforce development area, therefore if a partner is

not carrying out its program or activities in that area the requirements relating to a required partner are not applicable. (20 CFR 678.415; 34 CFR 361.415; 34 CFR 463.415)

C. The following programs are required one-stop partner programs and must provide required activities and services within the one-stop system (WIOA sec. 121(b)(1)(B), WIOA Subtitle B, C and D, 20 CFR 678.400, 34 CFR 361.400, 34 CFR 463.400 and TEGL 17-16):

1. WIOA Title I:

- a. Youth, Adult, and Dislocated Worker programs, including those funded by WIOA Title I statewide activities funds reserved for Governor's discretionary funding;
- b. Job Corps;
- c. YouthBuild;
- d. National Farmworker Jobs Program;
- e. Native American programs
Note: Native American programs are not required to contribute to infrastructure funding but as required one-stop partners, they are encouraged to contribute. Any agreement contribution or non-contribution to infrastructure funding by Native American programs must be recorded in the signed MOU (WIOA sec. 121(h)(2)(D)(iv)).
- f. National Dislocated Worker Grants (NDWG)
- g. Rapid Response Additional Assistance grants

2. Wagner-Peyser Employment Services Program under WIOA Title III;

3. Senior Community Service Employment Program (SCSEP), authorized under Title V of the Older Americans Act of 1965;

4. Trade Adjustment Assistance (TAA) activities under Title II of the Trade Act of 1974, as amended;

5. Programs authorized under state Unemployment Compensation Laws-Unemployment Insurance (UI), including Re-Employment Services and Eligibility Assessment (RESEA);

6. Veterans' programs including Jobs for Veterans State Grants (JVSG);

7. Re-entry Employment Opportunities (REO) programs under WIOA Section 169;

8. Adult Education and Literacy Act (AEFLA) program under WIOA Title II;

9. Career and technical education postsecondary programs authorized under the Carl D. Perkins Act of 2006 (Perkins IV);

10. Vocational Rehabilitation (VR) program authorized under WIOA Title IV;

11. Housing and Urban Development (HUD) Employment and Training activities;
 12. Community Services Block Grant (CSBG) Employment and Training program; and
 13. Temporary Aid for Needy Families (TANF) program under part A of Title IV of the Social Security Act (42 USC 601 et. Seq.)
- D. Other programs that carry out workforce development services in the local area may be brought in as additional WorkSource partners in the local one-stop system that may include:
1. Social Security Administration (SSA) employment and training program established under sec. 1148 of the Social Security Act (i.e.: Ticket to Work and Self Sufficiency programs);
 2. Small Business Administration (SBA) employment and training programs;
 3. Supplemental Nutrition and Assistance Program (SNAP) employment and training programs authorized under secs. 6(d)(4) and 6(o) of the Food and Nutrition Act of 2008;
 4. Client Assistance Program (CAP), authorized under sec. 112 of the Rehabilitation Act of 1973, as amended by Title IV of WIOA;
 5. National and Community Service Act programs;
 6. Any special or discretionary grant or program using WIOA funds and providing direct services through one-stop centers (comprehensive, affiliate, or specialized); and
 7. Other appropriate Federal, State, or local programs providing direct services through one-stop centers.
- E. The parties to the Memorandum of Understanding is and shall be independent entities of one another. Nothing stated within this Memorandum of Understanding shall be deemed to create a legally enforceable partnership except for federal regulation or statutory requirements currently governing each entity or specifics of the Infrastructure Funding Agreement (IFA).

XIII. Integrated Services Delivery Model

- A. By signing this agreement, WorkSource Partners commit to coming together on a regular basis to build consensus around the specific ways and means which partners will collectively operate under an Integrated Service Delivery Model. Integrated Service Delivery is intended to leverage partner resources to mitigate barriers to employment and develop employer-defined skills and work experience necessary for employment while reducing administrative burdens and duplication of effort.

- B. The parties to this MOU will continue to work toward achieving a fully integrated approach to service delivery. The WorkSource Partners, based on the specific needs of the communities within the region, agree to make the career, support, training, and follow-up services required by WIOA available to job seekers and businesses throughout the region's WorkSource system.
- C. Referral Services – WorkSource Partners agree to:
1. Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the partners' programs represented in the WorkSource Centers,
 2. Develop materials summarizing their program requirements and making them available for partners and customers,
 3. Develop and utilize common intake, eligibility determination, assessment, and registration forms where appropriate,
 4. Provide substantive referrals to customers who may be eligible for services and benefits under partner programs,
 5. Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
 6. Commit to robust and ongoing communication required for an effective referral process, and
 7. Commit to actively follow up on the results of referrals and assuring that partner resources are being leveraged at an optimal level.

XIV. Snohomish One-Stop System

- A. The One-Stop system will be comprised of at least one Career Development Center. Additional affiliates, specialized, and connection sites as approved by the FWA through a robust certification process as described in One-Stop Assessment and Certification Policy 1016 Revision 1 at <https://wpc.wa.gov/policy/state/WorkSource>.
- B. The Comprehensive WorkSource Center is open during regular business hours with scheduled in-person services.
- C. Affiliates, Specialized, and Connection WorkSource Centers must have a combination of virtual and in-person services available during all hours of operation.

D. Snohomish WorkSource offices may close for an outbreak of illness that impact services to customers, natural disasters, facility interruptions such as electrical power or other utilities, extreme weather, or other causes beyond WorkSource Partners' control.

1. In the event of a facility closure or operating hours interruption, the WorkSource facility leadership must notify WFS, WorkSource Partners, and the public as soon as reasonably possible following the occurrence of an event described in this subsection.

E. Snohomish WorkSource Centers can be located here:

<https://WorkSourcewa.com/microsite/content.aspx?appid=MGSWAOFFLOC&pagetype=simple&seo=officelocator>.

XV. One-Stop Center Assessments and Certification Requirements

- A. The FWA must conduct WorkSource evaluations and certifications no less than once every three years. The certification tool must be completed (for each site to be certified) by a locally determined cross-program committee or team experience working and delivering services in said site and may include the one-stop manager/operator per Policy 1060 Rev. 1.
- B. In support of the pursuit of growth, continuous improvement, and the performance excellence goals of the one-stop delivery system, on at least an annual basis, WorkSource Centers must submit an Annual Progress Report to FWA by September 1 of each year.
- C. WorkSource partners may be called upon by the One Stop Operator or WFS staff to provide input into the Annual Progress Report as well as the Comprehensive Site Certification.

XVI. WorkSource Center Criteria

- A. The FWA, WFS and WorkSource partners are committed to collectively and synergistically provide resources and services essential to meeting customer need including:
 1. A physical location (the Career Development Center) where job seeker and employer customers can access the programs, services, and activities of all required One-Stop Partners, along with any additional WorkSource partners as determined by the FWA as described in 20 CFR 678.305 and 34 CFR 361.305.
 2. The Career Development Center (Comprehensive Center) must have at least one Title I-B staff person physically present during all hours of operation (from each of the Adult, Dislocated Worker, and Youth formula programs). Full time representation for

each of the three formula programs may be accomplished in multiple ways, including one staff person covering the three programs.

3. The Career Development Center must have at least one Title III-Employment Services staff person is physically present during all hours of operation.
 4. The Career Development Center must provide:
 - a. Career services described in 20 CFR 678.430
 - b. Access to training services described in 20 CFR 680.200
 - c. Access to employment and training activities carried out under WIOA Sec. 134 (d)
 - d. Access to programs and activities carried out by one-stop partners described in 20 CFR 678.400 through 410, including Employment Services programs authorized under the Wagner-Peyser Act, as amended by WIOA Title III
 - e. Access to workforce and labor market information.
 5. Customers must have access to these programs, services, and activities during regular business days. With input from WFS and WorkSource partners, the FWA may establish other service hours to accommodate the schedules of individuals (customers) who work on regular business days.
 6. The Career Development Center must be physically and programmatically accessible to individuals with disabilities, per 29 CFR 38 and WIOA Sec. 188.
 7. See state policy 1016, revision 1 section 4 definitions for full details.
- B. Connections Sites are an integral part of our WorkSource system, providing valuable points of entry for rural areas, underserved populations, and other key areas throughout the county. Their services include:
1. Self-service entry points designed to enhance and supplement customer access to information such as connection to job search services, unemployment, online learning, skills development, etc.:
 - a. Must be accessible to the general public during regularly scheduled, posted days and hours.
 - b. Must be physically and programmatically accessible to individuals with disabilities, per 29 CFR 38.
 - c. Must follow branding expectations consistent with WorkSource standards and include the AJC tagline.
 - d. Must be formally recognized by FWA.
 - e. Any service, except self-services, delivered at a connection site must be provided by staff who are permanently assigned to a comprehensive, affiliate, or speciated site.

2. See state policy 1016, revision 1 section 3 Policy (v) Connection Sites for full details.
- C. For more information regarding One-Stop Assessment and Certification Policy 1016 Revision 1 at <https://wpc.wa.gov/policy/state/WorkSource>.

XVII. Accessibility of One-Stop Centers

- A. All persons, including individuals with barriers to employment (which includes individuals with disabilities), will encounter a welcoming environment, multimedia information, and flexible hours in order to learn about the partners' programs and services. Necessary and appropriate access to services will be provided to all persons.
- B. Physical Accessibility: One-stop centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in a convenient, high-traffic, and accessible location, considering the reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.
- C. Virtual Accessibility: Centers will ensure that workers and businesses have access to the same information online as they do in a physical facility. Partners will communicate so the public can readily understand and consume such information. Partners will usually have a website explaining the services available through their One-stop program.
- D. Communication Accessibility: Individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with visual disabilities, and individuals with speech-language impairments.
- E. Access to each WorkSource Partner program and its services as described in 34 CFR 361.305 means:
 1. Option 1: Having a program staff member physically present at the WorkSource Center.
 2. Option 2: Having a staff member from a different partner program physically present at the WorkSource Center and appropriately trained to provide information to customers about programs, services, and activities available through all partner programs; or
 3. Option 3: Making available a direct linkage through technology to a program staff member who can make meaningful information or services.

- a. A 'direct linkage' means providing direct connection at the one-stop center, within a reasonable time, by phone or through real-time Web-based communication to a program staff member who can provide program information or services to the customer.
- b. A 'direct linkage' cannot exclusively be providing a phone number or computer website or providing information, pamphlets, or materials.

XVIII. WorkSource Branding and Media Requirements

- A. The WorkSource brand for One-Stop centers was established in 1998 and a statewide committee of local board staff, WIOA contractors, and ESD communication staff work collaboratively to implement statewide brand standards, strategies, and promotional products for WorkSource to ensure services are recognizable and meaningful to the public.
- B. The committee's scope of work includes:
 1. Protecting and advancing the WorkSource Brand through ongoing support and promotion of the WorkSource Brand Standards.
 2. Creating professional promotional and communication products to achieve system priorities and to increase public awareness and use of the WorkSource system.
 3. Monitoring the appropriate application of WorkSource Brand Standards in all WorkSource communications originating from the WorkSource system.
 4. Completing tasks and projects as defined by the Washington Workforce Association in the group's annual work plan, as well as considering new work which meets the group's criteria for prioritization.
- C. For more information on WorkSource Branding and Media visit or contact the local designee: <https://WorkSourcebrandbasecamp.wa.gov/about/aboutBAM>

XIX. Anti-Discrimination

- A. During the term of this Agreement, all parties, including any subcontractor(s), shall not discriminate on the basis enumerated at RCW 49.60.530(3). In addition, all parties, including any subcontractor(s), shall give written notice of this nondiscrimination requirement to any labor organizations with which the Contractor, or subcontractor, has a collective bargaining or other agreement

XX. Nondiscrimination and Equal Opportunity

- A. Parties to this agreement assure full compliance with the nondiscrimination and equal opportunity provisions of the following laws:
1. Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity, national origin, including limited English proficiency, age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;
 2. Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the bases of race, color, and national origin;
 3. Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination against qualified individuals with disabilities;
 4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
 5. Title IX of the Education Amendments of 1972, as amended, prohibits discrimination on the basis of sex in educational programs.
 6. The parties to this agreement also assure compliance with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the operation of the WIOA Title I financially assisted program or activity, and to all agreements to carry out the WIOA Title I financially assisted program or activity. The parties to this agreement understand that the United States has the right to seek judicial enforcement of this assurance.

XXI. Data Sharing and Confidentiality

- A. WorkSource Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.
- B. WorkSource Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws and well as any executed data sharing agreements. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements, nor does this agreement supersede those requirements.
- C. The WorkSource Partners will work together, based on customer informed consent, to

continually find ways to improve the collection and sharing of data for the purpose of improving services within requirements to maintain confidentiality.

- D. WorkSource Partners agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records. WorkSource Partners will respect and abide by the confidentiality policies and legal requirements of all of the other partners.

XXII. WorkSource Customer Complaints

- A. Each party to this MOU agrees to comply with the WFS Policy 1170 - WFS Customer Complaint Policy that is available on the WFS website.
<https://www.workforcesnohomish.org/impact-and-resources/policies/>

XXIII. Local-Level Dispute Resolution Process

- A. All attempts to resolve disputes, including non-payment of IFA costs, among or between WorkSource system partners within the Snohomish WDA shall begin negotiations between the parties of the dispute. Partners are encouraged to put forth good faith efforts in communication and compromise in order to find solutions to their disagreements in a cooperative and timely manner.
- B. Should parties be unable to resolve the dispute, parties would be directed to follow the Workforce Snohomish Dispute Resolutions Procedure 1010 Revision 1 that is available on the WFS website: <https://www.workforcesnohomish.org/impact-and-resources/policies/>.

XXIV. State-Level Dispute Resolution

- A. If FWA, WFS and WorkSource Partners enter good faith negotiations and reach impasses, the following steps must be followed in order:
 - 1. FWA will send a letter to the Workforce Training and Education Coordinating Board (WTECB), as the Governor's designee, notifying the State of the impasse. The letter must outline the issues and parties involved in detail and provide documentation of actions taken, however, unsuccessful, to resolve the dispute.
 - 2. WTECB must engage with FWA, WFS, Operator, WorkSource Partners, CLEO, and any other parties mutually deemed appropriate in an effort to resolve the dispute within 30 days of receipt of the letter of impasse. Prior to issuing its decision, the WTECB may seek alternatives such as asking for third-party mediation or dispute resolution with appropriate Federal agencies to propose a solution.
 - 3. The WTECB must issue a final written decision to all parties.

4. If the impasse continues in disputes regarding failure to sign the MOU, a report will also be sent to the US Department of Labor as noted in 662.310(b) and to the head of any other Federal agency with responsibility for oversight of the one-stop partner program.

XXV. Indemnification & Hold Harmless

The parties recognize that the partnership consists of various levels of government, and not for-profit, and for-profit entities. To the extent allowable under Washington State law, each state agency party to this Agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No state agency partner assumes any responsibility to any other party, state or non-state, for the consequences of any act or omission of any third party. To the extent allowable under Washington State law, each non-state agency party to this Agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No non-state agency partner assumes any responsibility to any other party, state or non-state, for the consequences of any act or omission of any third party.

XVI. Additional Elements of MOU

- A. Attachment A: MOU Partner Contacts and Chief Local Elected Official Contact.
- B. The following documents are incorporated by reference and available online (www.workforcesnohomish.org):
 1. Infrastructure Funding Agreement (including WorkSource Snohomish County System Operating Budget);
 2. Dispute Resolution Procedure 1010;
 3. Conflict of Interest and Appearance of Fairness Policy 1030;
 4. Customer Complaint Policy 1170;
 5. Services Policy 2090; and
 6. MOU Modification Policy 2100.

XXVI. Memorandum of Understanding Signature Page(s)

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☒ Abide by the terms of the MOU.

☒ Fulfill the financial responsibilities to which my agency has committed in the Infrastructure Funding Agreement (IFA).



05/05/2025

Signature

Date

Joy Emory

President & CEO

Printed Name

Title

Workforce Snohomish

Agency/Organization Name

XXVI. Memorandum of Understanding Signature Page(s)

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Janice R. Greene, PhD

Janice R. Greene, PhD (May 19, 2025 19:47 PDT)

05/19/2025

Signature

Date

Janice R. Greene, PhD

Chair FWA

Printed Name

Title

Snohomish County

Agency/Organization Name

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Jessica Barr

05/19/2025

Signature

Date

Jessica Barr

ESD Contract #K8788/North Sound Regional Director

Printed Name

Title

STATE OF WASHINGTON EMPLOYMENT SECURITY

Agency/Organization Name

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Signature

6/2/2025
Date

Dr. Chene Crawford
Printed Name

PRESIDENT
Title

EVCC
Agency/Organization Name

XXVI. Memorandum of Understanding Signature Page(s)

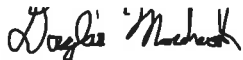
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Douglas Morehead (May 22, 2025 14:06 PDT)

05/22/2025

Signature

Date

Douglas Morehead

DVR Contract Manager

Printed Name

Title

Division of Vocational Rehabilitation

Agency/Organization Name

XXVI. Memorandum of Understanding Signature Page(s)

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Lisa Wheeler

Lisa Wheeler (May 5, 2025 14:36 PDT)

Signature

05/05/2025

Date

Lisa Wheeler

Printed Name

Assistant Director of VR-Workforce Initiatives

Title

Washington State Dept. of Services for the Blind

Agency/Organization Name

XXVI. Memorandum of Understanding Signature Page(s)

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<div>DocuSigned by: <i>Monique Bates</i> B2F195613E8D401...</div> <div>Signature</div>	<div>5/10/2025</div> <div>Date</div>
<div>Monique Bates</div> <div>Printed Name</div>	<div>VP of Operations</div> <div>Title</div>
<div>AARP Foundation</div> <div>Agency/Organization Name</div>	

XXVI. Memorandum of Understanding Signature Page(s)

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Brice Montgomery
Brice Montgomery (May 5, 2025 20:59 PDT)

05/05/2025

Signature

Date

Brice Montgomery

Director

Printed Name

Title

DSHS/ESA/Community Services Division

Agency/Organization Name

XXVI. Memorandum of Understanding Signature Page(s)

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James Mulik
James Mulik (May 7, 2025 15:42 PDT)

Signature

05/07/2025

Date

James Mulik

Printed Name

VP Finance, Grants, and IE

Title

Edmonds College

Agency/Organization Name

XXVI. Memorandum of Understanding Signature Page(s)

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Lynda Ducharme
Lynda Ducharme (May 13, 2025 09:39 PDT)

Signature

05/13/2025

Date

Lynda Ducharme

Printed Name

Regional Administrator

Title

WA State Dept of Labor and Industries

Agency/Organization Name

XXVI. Memorandum of Understanding Signature Page(s)

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05/12/2025

Signature

Date

Van Kuno

Executive Director

Printed Name

Title

WSBCTC - Everett Community College

Agency/Organization Name

XXVI. Memorandum of Understanding Signature Page(s)

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05/06/2025

Signature

Date

Kayci Kuniyuki

Chief Executive Officer

Printed Name

Title

Pacific Associates

Agency/Organization Name

XXVI. Memorandum of Understanding Signature Page(s)

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Cami Eakins

05/12/2025

Signature

Date

Cami Eakins

CEO/President

Printed Name

Title

Career Path Services

Agency/Organization Name

XXVI. Memorandum of Understanding Signature Page(s)

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Seth Klein
Seth Klein (May 8, 2025 08:48 PDT)

Signature

05/08/2025

Date

Seth Klein

Printed Name

Director

Title

TRAC Associates

Agency/Organization Name

XXVI. Memorandum of Understanding Signature Page(s)

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Joseph Alonzo

Joseph Alonzo (May 6, 2025 09:03 PDT)

05/06/2025

Signature

Date

Joseph Alonzo

CEO

Printed Name

Title

Cocoon House

Agency/Organization Name

XXVI. Memorandum of Understanding Signature Page(s)

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Kevin Osborn

05/06/2025

Signature

Date

Kevin Osborn

Interim Executive Director

Printed Name

Title

Seattle Jobs Initiative

Agency/Organization Name

XXVI. Memorandum of Understanding Signature Page(s)

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Kathryn Opina
Kathryn Opina (Jun 2, 2025 10:39 PDT)

06/02/2025

Signature

Date

Kathryn Opina

Interim CEO

Printed Name

Title

Housing Hope

Agency/Organization Name

XXVI. Memorandum of Understanding Signature Page(s)

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Diane Lai

Diane Lai (May 9, 2025 14:47 PDT)

Signature

05/09/2025

Date

Diane Lai

Printed Name

Community Libraries Director

Title

Sno-Isle Library District

Agency/Organization Name

XXVI. Memorandum of Understanding Signature Page(s)

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X



Signature

05/21/2025

Date

Cassie Franklin

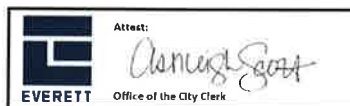
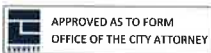
Mayor

Printed Name

Title

Everett Public Library (City of Everett, WA)

Agency/Organization Name



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05/28/2025

Signature

Date

Brian Smith

President/CEO

Printed Name

Title

Volunteers of America Western Washington

Agency/Organization Name

XXVI. Memorandum of Understanding Signature Page(s)

The Partners agree that this MOU and any subsequent modification may be executed in multiple counterparts, each of which is deemed original and all of which constitute only one agreement. The Workforce Snohomish Board of Directors Chair (or designee) shall acquire the signatures of each Partner and provides a complete copy with each Partner's signature to all the other Partners. Electronic signature, or e-signature, of this MOU shall be the same as execution of an original ink signature. E-mail, electronic, or facsimile delivery of a signed copy of this MOU shall be the same as delivery of an original.

I understand that this MOU expires either upon major modification as outlined above, upon termination, or on June 30, 2028, whichever occurs earlier.

By signing my name below, I certify that I have read the entire MOU and have the legal authority to bind my agency to (check all that apply):

☒ Abide by the terms of the MOU.

☐ Fulfill the financial responsibilities to which my agency has committed in the Infrastructure Funding Agreement (IFA).

Rosario Reyes
Rosario Reyes (May 12, 2025 17:53 PDT)

Signature

05/12/2025

Date

Rosario Reyes

Printed Name

Founder & CEO

Title

Latino Educational Training Institute

Agency/Organization Name

Chief Local Elected Official Signature

The Snohomish County Executive, as the Chief Local Elected Official for WIOA purposes, agrees and affirms that the Local Board and the Partners have agreed to all the terms of this Memorandum of Understanding per (WIOA sec. 121(c)(2)(A) and 20 CFR 678.500(b), 34 CFR 361.500(b), and 34 CFR 463.500(b)) by signing below:



Signature

June 12, 2025

Date

Dave Somers

Printed Name

Attachment A: MOU Partner Contacts and Chief Local Elected Official Contact

Snohomish County	Name	Mike Fong
	Address	3000 Rockefeller Ave., M/S 407, Everett, WA 98201-4046
	Email	mike.fong@co.snohomish.wa.us
	Telephone	425-626-5205
Future Workforce Alliance	Name	Samantha Paxton
	Address	3000 Rockefeller Ave., M/S 407, Everett, WA 98201-4046
	Email	samantha.paxton@co.snohomish.wa.us
	Telephone	425.308.1393
Workforce Snohomish	Name	Joy Emory
	Address	808 134th St SW, Suite 105 Everett, WA 98204
	Email	Joy.emory@workforcesnohomish.org
	Telephone	425.921.3482
Employment Security Department	Name	Jessica Barr
	Address	728 134th St. SW Suite 102 Everett, WA 98204
	Email	Jessica.barr@esd.wa.gov
	Telephone	425.308.4422
Housing Hope	Name	Kathryn Opina
	Address	5830 Evergreen Way Everett, WA 98203
	Email	kathrynopina@housinghope.org
	Telephone	425.347.6556
Everett Community College	Name	Dr. Chemene Crawford
	Address	2000 Tower Street Everett, WA 98208
	Email	president@everettcc.edu
	Telephone	425.388.9927
Department of Vocational Rehabilitation	Name	Robert 'Mike' Holman
	Address	840 N. Broadway, Second Floor, Bldg. B #500, Everett, WA 98201
	Email	holmar@dshs.wa.gov
	Telephone	360.339.870.5844

Department of Services for the Blind (DSB)	Name	Lisa Wheeler
	Address	3411 S. Alaska Street Seattle WA 98118
	Email	Lisa.wheeler@dsb.wa.gov
	Telephone	206.300.7187
Title V – AARP Foundation	Name	Monique Bates
	Address	601 E Street NW, Washington DC 20049
	Email	ccrosno@aarp.org etorres@aarp.org
	Telephone	425-366-4457
DSHS-ESA-CSD	Name	Brice Montgomery
	Address	621 8th Ave SE Olympia, WA 98504
	Email	brice.montgomery@dshs.wa.gov
	Telephone	360.485.2858
Edmonds College	Name	James Mulik
	Address	20000 68 th Ave West Lynnwood, WA 98036
	Email	james.mulik@edmonds.edu
	Telephone	425.640.1610
Refugee and Immigrant Services Northwest	Name	Van Dinh-Kuno
	Address	2000 Tower Street Everett, WA 98208
	Email	vkuno@everettcc.edu
	Telephone	425.422.3372
Sno Isle Libraries	Name	Diane Lai
	Address	7312 35 th Ave NE Marysville, WA 98271
	Email	DLai@sno-isle.org
	Telephone	350.651.7170
Cocoon House	Name	Joe Alonzo
	Address	3530 Colby Avenue, Everett, WA 98201
	Email	joseph.alonzo@cocoonhouse.org
	Telephone	425.259.5802
Everett Public Library	Name	Cassie Franklin
	Address	2702 Hoyt Avenue, Everett, WA 98201
	Email	ACooley@everettwa.gov

	Telephone	425-257-8022
Seattle Jobs Initiative	Name	Kevin Osborn
	Address	1200 12 th Ave., S. , Seattle, WA 98144
	Email	kosborn@seattlejobsinit.com
	Telephone	253-237-3744
Washington Department of Labor and Industries (L&I)	Name	Lynda Ducharme
	Address	950 Broadway, Suite 200, Tacoma, WA 98402
	Email	Lynda.ducharme@lni.wa.gov
	Telephone	253-596-3833
Latino Educational Training Institute	Name	Rosario Reyes
	Address	6605 202 nd Street SW Foyer Lynnwood, WA 98036
	Email	rosario@lasamericasplaza.com
	Telephone	425.775.2688
Pacific Associates	Name	Kayci Kuniyuki
	Address	1833 N. 105 th St., Seattle, WA 98133
	Email	kkuniyuki@pacassoc.com
	Telephone	323.706.6853
TRAC Associates	Name	Seth Klein
	Address	1511 – 3 rd Ave #701, Seattle, WA 98101
	Email	seth@tracassoc.com
	Telephone	206.443.9999
Career Path Services	Name	Cami Eakins
	Address	816 W. Francis Ave #1028, Spokane, WA 99205
	Email	ceakins@careerpathservices.org
	Telephone	509-979-9883
Volunteers of America	Name	Brian Smith
	Address	2802 Broadway, Everett, WA 98203
	Email	bsmith@voaww.org
	Telephone	425-231-1240

Attachment B: Infrastructure Funding Agreement

Attachment C: WorkSource Snohomish County System Partners and Programs

WorkSource Snohomish County System Partners provide services to job seekers and employers through the One-Stop Center, Affiliate Site, Specialized Site, Connection Sites, or other locations. At a minimum, Partners will provide on-going and collaborative services consistent with and coordinated via the System. Additional services may be provided on a case-by-case basis and with the approval of the Board.

The WorkSource Snohomish County System Partners and programs include those in the following table.

Partner Name	Partner Program	Type of Services Provided								Location					
		Basic Career (See section XI. C1.)	Individualized Career (See section XI. C2.)	Referral Services (See section IV.E.)	Training (See section XI. C5.)	Business (See section XI. C6)	Youth Services (See section IV.D.)	Follow-up (See section XI. C3)	Other Partner Services	Comprehensive One-Stop Center			Connection Site	Not at a WorkSource Snohomish Site	Not Available in Snohomish County
Employment Security Department	Wagner Peyser (WIOA Title III)	X		X		X				X					
	JVSG	X	X	X		X				X					
	Trade Adjustment Assistance	X	X	X	X			X		X					
	Unemployment Insurance	X		X						X					
	Work First (TANF Employment Services under DSHS contract)	X	X	X						X					
Housing Hope	Connection site only	X		X									X		
Refugee and Immigrant Services NW	WIOA Title I Youth	X	X	X	X			X	X	X					
Cocoon House	WIOA Title I Youth	X	X	X	X	X	X	X		X					
Seattle Jobs Initiative (SJI)	WIOA Title I Youth	X	X	X	X	X	X	X		X					
Department of Social and Health	TANF (see WorkFirst under Employment Security Department)	X		X					X	X					

Partner Name	Partner Program	Type of Services Provided								Location						
		Basic Career (See section XI. C1.)	Individualized Career (See section XI. C2.)	Referral Services (See section IV.E.)	Training (See section XI. C5.)	Business (See section XI. C6)	Youth Services (See section IV.D.)	Follow-up (See section XI. C3)	Other Partner Services	Comprehensive One-Stop Center				Connection Site	Not at a WorkSource Snohomish Site	Not Available in Snohomish County
Services (DSHS) /CSD	SNAP	X		X					X	X						
DSHS Division of Vocational Rehabilitation Services (DVR)	WIOA Title IV	X		X					X	X						
Dept of Services for the Blind	WIOA Title IV	X		X	X	X			X							
AARP Foundation	Senior Community Service Employment (WIOA Title V)			X	X				X						X	
Edmonds College	Adult Education and Literacy (WIOA Title II)	X		X					X	X			X			
	Carl Perkins (Post Secondary)								X	X			X			
	Post Secondary Education								X	X			X			
	Worker Re-training Program								X	X			X			
Everett Community College	Adult Education and Literacy (WIOA Title II)	X		X					X						X	
	Carl Perkins (Post Secondary)								X						X	
	Post Secondary Education								X						X	
	Worker Re-training Program								X						X	
Labor & Industries	Injured Worker Programs	X	X	X		X		X	X	X						
Workforce Snohomish	Refugee Career Pathways	X		X					X							
	Business Engagement Team (Business Services)			X		X										
WIOA Federal Grantees																
	Migrant Seasonal Farm Workers (provided by ESD)	X		X						X						
	Native American Grantees															X
	Youthbuild															X
Other Federal Grantees	Community Services Block Grant Employment and Training															X

Partner Name	Partner Program	Type of Services Provided								Location					
		Basic Career (See section XI. C1.)	Individualized Career (See section XI. C2.)	Referral Services (See section IV.E.)	Training (See section XI. C5.)	Business (See section XI. C6)	Youth Services (See section IV.D.)	Follow-up (See section XI. C3)	Other Partner Services	Comprehensive One-Stop Center			Connection Site	Not at a WorkSource Snohomish Site	Not Available in Snohomish County
	Snohomish County and Public Housing Authority - HUD Employment and Training Programs														X
	Department of Justice Second Chance Act														X
Volunteers of America WW	Connection Site only	X		X					X				X		
Latino Education and Training Institute (LETI)	Connection Site only	X		X					X				X		
TRAC Associates	WIOA Title I related services	X	X	X	X			X		X					
Pacific Associates	WIOA Title I related services	X	X	X	X			X		X					
Career Path Services	WIOA Title I Adult and WIOA Title I Dislocated Worker	X	X	X	X	X		X		X					
Sno-Isle Libraries	Connection site only			X									X		
Everett Public Library	Connection site only			X									X		

INFRASTRUCTURE FUNDING AGREEMENT

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

WORKSOURCE SNOHOMISH COUNTY SYSTEM PARTNERS

JULY 1, 2025 THROUGH JUNE 30, 2026

This Infrastructure Funding Agreement (IFA), is made and entered into by the partner(s), hereinafter collectively referred to as "Partners."

I. Purpose

The purpose of this IFA is to establish the terms and conditions under which the Partnership will share infrastructure resources in performance of WorkSource Snohomish County System services at the Everett Station Comprehensive One-Stop Center (One-Stop).

Through this IFA, the Partners have identified those costs related to the infrastructure of the WorkSource Snohomish County System facilities that are mutually beneficial and agreed upon as shared costs and included, in the WorkSource Snohomish County System Operating Budgets, Exhibits A and B.

II. Definitions

A. Cost Allocation

As defined in 2 CFR 200.1, "allocation" is the process of assigning a cost, or a group of costs, to one or more cost objective(s), in reasonable proportion to the benefit provided or other equitable relationship. Descriptions of the legally allowable operational costs associated with the maintenance of the WorkSource Snohomish County System are found in WIOA sec. 121(h)(4), sec. 121(i)(1) et seq., and sec. 134(c)(2); see also 20 CFR 678.700 et seq. and "Operational Costs" below.

1. **Cost Allocation Base** is the basis upon which the cost allocation method is applied. An allocation method uses one or more bases to assign costs. For this IFA, the cost allocation base will be the Partner's dedicated space.
 - Once the dedicated space allocation has been determined for all Title 1 and State-required programs, in order to allocate costs between those programs the IFA Management team will utilize a ratio of program metrics relative to the total for all Title 1 and State-required programs.
2. **Cost Allocation Method** for the purposes of this agreement is the calculation that allocates costs of the maintenance of the WorkSource Snohomish County System, including infrastructure costs of One-Stop, Specialized and Affiliate facilities, among respective Partners. These costs are shared among Partners

based on each Partner's proportionate use of and relative benefit. At the One-Stop site, the costs for infrastructure and other shared costs are allocated among all mandatory Partners by program.

The allocation method must be both efficient and consistently applied over time. The contribution of each Partner must adhere to a given program's authorizing statute and may not exceed the statute or program's amount available for administrative costs. Federal Cost Principles, 2 CFR Part 200 Subpart E, require costs to be allowable, reasonable, allocable, and necessary.

3. **Cost Allocation Plan** is the written documentation of the Infrastructure Funding Agreement cost allocation methodology noted above and agreed to by the Partners. The Infrastructure Funding Agreement One Stop Cost Allocation Plan is attached to this IFA as Exhibit B, One-Stop Cost Allocation Plan.

B. Partner

A Partner for the purposes of this agreement is any participant in the local one-stop delivery system that has signed the Memorandum of Understanding and that is subject to the terms and conditions of this IFA. There are two types of Partners:

1. **Mandatory Partners** are those entities that are legally mandated to contribute financially to the costs of the one-stop center (20 CFR 678.400 ; Section 121(b)(1)(a) of WIOA).
2. **Non-Mandatory Partners** are those entities that opt to participate in the one-stop center and by virtue of that decision, contribute financially to the costs of the center.

C. Partner Dedicated Space

A single Partner's dedicated space is the square footage of that Partner's personnel and operations within the shared facility.

D. Total Dedicated Space

The total dedicated space is the addition of each Partners' individual dedicated spaces. Note that shared operations and services are not included in this definition.

E. Shared Operations and Services

Shared operations and services are those costs that are shared by/available to all staff and facility customers. Examples include:

- Shared space such as common break rooms, meeting rooms, resource rooms, classrooms, hallways, restrooms, vacant office space, and greeting space.
- Shared operations cost such as the portion of the costs of Workforce Snohomish staff who perform general WorkSource Snohomish County

systems support functions that are not otherwise paid with WIOA Title I funds.

- Shared services of initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other Partners, and business services ([WIOA sec. 121\(i\)\(2\)](#), [20 CFR 678.760](#)). Shared services could also include the personnel expenses of a welcome desk or greeter directing job seekers and businesses to the services or staff that are available in that facility.
- Infrastructure costs are non-personnel costs that are necessary for the general operation of a WorkSource Snohomish County System facility, including: facility rental; utilities and maintenance; equipment (including assessment-related products and assistive technology for individuals with disabilities); and technology to facilitate access to the facilities, including technology used for the facility's planning and outreach activities. Infrastructure costs for One-Stop facilities are the responsibility of all One-Stop Partners, whether they are physically located in the One-Stop facility or not.

F. Cash Contribution

Cash contributions are cash funds provided to Workforce Snohomish, the local workforce development board, or its designee by Partners, either directly or by interagency transfer ([20 CFR 678.720\(c\)\(1\)](#)).

G. Non-cash Contribution

Non-cash contributions include expenditures incurred by Partners on behalf of a facility as well as goods or services contributed by a Partner and used by the facility. Non-cash contributions must be allocable and they must meet all criteria stated in [2 CFR 200.306](#) to ensure they are fairly evaluated and meet each Partner's proportionate share. ([20 CFR 678.720\(c\)](#)).

H. Third-Party In-Kind Contributions

Third-party in-kind contributions are contributions of space, equipment, technology, and other non-personnel services and items by a Non-Mandatory Partner. These contributions may either be made on behalf of (and allocable to) a specific Partner's share of operations and services and/or the general operation of the WorkSource Snohomish County System. As with non-cash contributions, third-party in-kind contributions must meet all criteria stated in [2 CFR 200.306](#).

I. Relative Benefit

For the purpose of developing this IFA, the Partners presume that each Partner receives relative benefit from its role within and use of the system. Costs are allocable to a Partner based on the proportion of the benefits that the Partner receives. It is presumed that Partners will size their dedicated space based upon the relative benefits both they and the public receive from their presence in the One

Stop Center. Since this benefit cannot be measured directly in an efficient and effective way, then it is appropriate to pool the costs. Therefore, consistent with TEGL 17-16, an exact or absolute “measurement of benefit” will not be conducted.

J. System Operating Budget

The WorkSource Snohomish County System Operating Budget, as defined in Section 4 of TEGL 17-16, “Infrastructure Funding of the One-Stop Delivery System,” consists of all the infrastructure and other costs required to run a facility in Snohomish County as well as the value of the staff who provide Career Services in the system. The System Operating Budget captures that portion of resources that each Partner contributes to the operation of the WorkSource Snohomish County System, and is different than the full operating budget for Workforce Snohomish or any of the Partner agencies.

K. Major Modification

Major modifications to this IFA are changes such as increases or decreases to the total infrastructure budget—not the individual Partner budget—of more than 15%. Major modifications may include any other deviation from this IFA that alters the inherent integrity of the agreement. Major modifications mean that all Mandatory Partners must convene to review, reach consensus on, and approve an amendment to the IFA.

L. Minor Modification

Minor modifications to this IFA are changes such as the increase or decrease to the total infrastructure budget—not the individual Partner budget—of 15% or less. Minor modifications may include any other deviation to this IFA that does not alter the inherent integrity of the agreement. Minor modifications do not require signatures from Partners.

III. Period of Performance

This IFA shall commence on July 1, 2025 and shall end June 30, 2026, unless terminated sooner as provided for herein.

IV. IFA Management

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

Name: Jack Chapman, Senior Director
Address: 808 134th Street SW, Suite 105, Everett, WA 98204
Phone: (425) 921-3465

E-mail: jack.chapman@workforcesnohomish.org

V. Fiscal Management

The Fiscal Manager is responsible for the billing and payment of shared costs. Workforce Snohomish has been identified as the Fiscal Manager. The Fiscal Manager contact person is:

Name: Lisa Severtsen, Vice President of Finance
Address: 808 134th Street SW, Suite 105, Everett, WA 98204
Phone: (425) 921-3470
E-mail: lisa.severtsen@workforcesnohomish.org

VI. Sharing of Partner Costs

The Operating Budget for each site has been developed via consensus with the mandatory and non-mandatory Partners. The costs consist of non-personnel costs, personnel costs, and additional costs.

A. Non-personnel Costs

Non-personnel infrastructure costs necessary for the general operation of a facility, including but not limited to:

1. Facility rent
2. Costs of utilities and maintenance;
3. Equipment (including physical modifications to a facility for access, assessment-related products, and assistive technology for individuals with disabilities);
4. Supplies and Postage;
5. Printing costs, including copier rental, maintenance, and allocable printing costs;
6. Technology to facilitate access to a facility, including technology used for the facility's planning and outreach activities; and
7. Workforce Snohomish may consider common identifier costs as Infrastructure costs. One example of a common identifier is the cost of signage for "American Job Centers (AJC)," ([WIOA sec. 121\(h\)\(4\)](#) and [20 CFR 678.700](#)).
8. Other Costs: Including but not limited to:
 - a. Interpreter Services
 - b. Professional Development
 - c. Development and Reconciliation of this IFA.

B. Personnel Costs

These include all wages, benefits and associated overhead costs of Workforce Snohomish IFA management time (see preceding sections).

C. Career Services Costs

1. Applicable Career Services to include the costs of the provision of career services in WIOA sec. 134(c)(2), as applicable to each program. For the purpose of this IFA, applicable Career Services costs are defined to mean the cost of staff delivering any Career Services including providing access to training and business services.

VII. **Distribution of Costs**

- A. This IFA distributes all costs for managing the One-Stop Center among all of the required and additional One-Stop Partners. The Partners have agreed to a simplified cost allocation for all infrastructure costs as follows:

1. **Cost Allocation Base:** The cost allocation base for this simplified method is dedicated square feet.
2. **Cost Allocation Method:** The method used is the proportion of the Partner's dedicated space divided by the total dedicated space.

$$\frac{\text{Partner's Dedicated Space}}{\text{Total Dedicated Space}} = \%$$

Summing all of the individual Partners' percentages will yield 100%.

Each individual Partner's percentage will be applied to all shared operations and services costs as well as to all infrastructure costs.

3. **Cost Allocation Method Title 1 and State-required contributors:** Upon determining the Title 1 and State-required contributors (SRC) dedicated space allocation in step A(2), Title 1 and SRC costs will be further allocated to Title 1 and SRC programs utilizing a ratio of program metrics relative to the total for all Title 1 and SRC programs.

$$\frac{\text{Title 1 and SRC Program A Metrics}}{\text{Total Title 1 and SRC Program Metrics}} = \%$$

Summing up all of the individual Title 1 and SRC Program percentages will yield 100%.

Each Title 1 and SRC Program's percentage will be applied to all shared operations and services costs as well as to all infrastructure costs.

B. Hoteling Spaces: Hotel spaces—open cubicles available for reservation—are made available to all non-present Mandatory Partner programs who would not otherwise maintain Partner dedicated space within the WorkSource Everett center. This allows these Mandated Partners to use a dedicated space when necessary and allows for a reasonable cost allocation basis using the formula above. Hoteling spaces are paid for and reserved by:

1. WIOA Title II Adult and Family Literacy provided by Edmonds College and Everett Community College;
2. Carl Perkins Postsecondary Education provided by Edmonds College and Everett Community College;
3. WIOA Title IV services provided by the Department of Services for the Blind (DSB).
4. American Association of Retired Persons – Senior Community Service Employment Program (AARP Foundation)

C. Excluded Partners: The following Mandatory Partner programs are excluded from the IFA because they do not currently operate within the WorkSource Snohomish County area:

1. Department of Labor Youth Build;
2. Department of Labor National Farmworker Jobs Program (also referred to as Migrant Farmworkers Program);
3. Department of Housing and Urban Development Employment and Training programs;
4. Department of Health and Human Services Community Service Block Grant Employment and Training program; and
5. Department of Justice Second Chance Act.

Should any of these Partner programs become established in Snohomish County, or, should guidance be provided regarding how to attribute costs to them, Workforce Snohomish will include such Partner programs in future IFAs in conformance with the Uniform Guidance.

D. Agreement: The methodology described above is agreeable to the required Partners. The WorkSource Snohomish County System Operating budget is included in Exhibit A of this IFA. It details the infrastructure, shared costs and career services of all of the sites.

VIII. Billing and Payment

A. Based on budget, the Fiscal Manager identified in Section V will issue monthly invoices to the Partners with fiscal responsibilities.

- B. Semi-annually (twice a year), billing will be updated to reflect any changes in the cost allocation base per partner. These semi-annual billing updates will cover July – December and January – June. These updates will include any adjustments to cover overpayments or underpayments due from/to the Partners, both in the previous billing cycles and moving forward.
- C. Partners to the IFA are expected to submit payment promptly and no later than the first of the month, in advance. Payments may be made by electronic deposit, check, journal voucher, or occasionally using non-cash and third-party in-kind contributions with the approval of Workforce Snohomish and the Partners.

IX. Facility Alteration

Should any of the Partners wish to make physical alterations or modifications to the facility, request for such shall be made to the facility owner, through the leaseholder if appropriate, detailing the requested alteration and/or modification. The IFA Manager and Fiscal Manager in sections IV and V above should be put on the CC line. The request shall be subject to the approval of the facility owner and leaseholder. If approved, the cost of such alterations and/or modifications shall be the sole responsibility of the requesting Partner, unless otherwise agreed. Upon termination, expiration of this IFA, or a Partner's withdrawal from this IFA, the premises shall be returned to its normal condition, solely at the expense of the Partner who made the original alteration/modification, unless other arrangements are agreed to between the Partner and the building owner/leaseholder.

X. Withdrawal, Reduction, Modification, and Amendment

Any Partner may withdraw from this agreement if funding is either eliminated or reduced such that the partner can no longer continue its participation. Partners may cancel their participation upon (60) days written notice to WFS IFA Manager who will then notify FWA. Such withdrawal shall be effective after the (60) day written notification to WFS and verification of the reduction or lack of funding. Upon the withdrawal of any partner, the costs and resources associated with the IFA shall be renegotiated for distribution among the remaining partners.

If a Partner withdraws from, reduces or modifies its participation in this IFA for reasons other than loss of funding, the modification shall be effective only after giving the IFA Manager at least sixty (60) days prior written notice. The Partner shall be responsible for and agrees to pay its share of costs through the effective date. The effective date will be the next billing update, either December 31 or June 30, whichever occurs soonest.

Upon withdrawal, reduction, increase, or addition of a Partner's participation, the costs associated with this IFA shall be reallocated by the IFA Manager among the remaining

Partners. The IFA Manager is responsible for notifying all Partners of a major modification in the participation (see below).

The Partners recognize that amendments may be necessary during the period of this IFA. For Mandatory Partners and when a major modification is anticipated, an amendment will be discussed and agreed upon using a collaborative process among the Partners prior to adoption. Amendments(s) shall be signed by a person authorized to sign for a given Partner. Oral agreements shall not be binding.

Individual Partners whose billings increase by more than 15% will not necessarily reflect a major modification. Major modifications occur when the **total** infrastructure budget for all partners varies by more than 15%. Please refer to the definitions section.

All signatory partners have the right to request a meeting of all partners to review changes and reach consensus on described changes if needed.

XI. Termination

A. This IFA will remain in effect until the end date stated in Section III, unless:

1. Funds are not appropriated or otherwise made available to support continuation of this IFA. Under this circumstance, this IFA shall be cancelled by the Workforce Development Council Board Chair as of the effective date set forth in the termination notice and Partners shall be reimbursed for the reasonable value of any nonrecurring cost incurred prior to the effective date, but not yet recovered under this IFA.
2. WIOA is repealed or superseded by subsequent federal law. Partners shall be notified in writing of the impending change in federal law by IFA Manager. Termination shall be effective upon the date of the change in federal law.
3. Local area designation is changed under WIOA.
4. A Partner breaches any provision of this IFA and such breach is not cured within thirty (30) days after receiving written notice from the Board Chair (or designee) specifying such breach in reasonable detail. In such event, the non-breaching Partners shall have the right to terminate this IFA by giving written notice thereof to the Board, upon which termination will go into effect immediately.

B. The IFA Manager may terminate this IFA, in whole or in part, by providing thirty (30) day written notice.

- C. In the event of termination, the Parties to the IFA must convene within thirty (30) days after announcement of the termination of the IFA to discuss the formation of the successor IFA.

XII. Process to Achieve Agreement

Workforce Snohomish Finance and IT staff will work with ESD staff to compile annual budgets for the Center based on applicable facility and technology costs. The FWA Local Board staff will collaborate with Workforce Snohomish as the fiscal agent of the IFA and will facilitate group and individual meetings as needed, working with WorkSource Partners to reach consensus on the basis for allocating costs. WorkSource Partners may provide feedback and recommended changes. A final review draft of the MOU and IFA shall be shared with all partners for concurrence, and then presented to the Future Workforce Alliance Board for approval, with agreement from the Chief Local Elected Official (CLEO) per WIOA sec 121(c).

All parties will abide by the State Funding Mechanism process if consensus cannot be reached. If FWA/WFS fails to reach a consensus with all of the required WorkSource Partners on the amount that each partner will contribute to the one-stop delivery system's infrastructure costs, the State Funding Mechanism (SFM) process is triggered as a "fail-safe" mechanism, though the application of capped levels of funding under the SFM may restrict the amount available for infrastructure funding in a given local area. The local area will be subject to the SFM for the program year for which consensus was not met and for any subsequent program year that all partners do not reach such an agreement. Due to the complex calculations and the timeframes necessary to complete the SFM process, LWDBs must provide the WTECB with an assessment of their status of negotiations by March 31st of each year.

For the full state policy on IFA State Funding Mechanism Policy and Process refer to <https://wpc.wa.gov/policy/state/worksource> for Policy 1024 Revision 2

XIII. Dispute Resolution Procedure

Partners will convene annually to review the existing IFA and make any modifications required to enter into a new IFA. Decisions will be made by consensus. Consensus will be achieved by meeting with the partners as a group to identify and address any significant issues, and, if necessary, working with individual partners to resolve until agreement can be reached. If agreement cannot be reached, parties would be directed to follow the WorkSource Policy 1040a (procedure 1010) – WorkSource Dispute Resolution Policy that is available on the WFS website: <https://www.workforcesnohomish.org/impact-and-resources/policies/>

In the event that consensus cannot be reached regarding the IFA, all parties will abide by the State Funding Mechanism.

XIV. Indemnification & Hold Harmless

The parties recognize that the Partners represent various levels of government, and not for-profit, and for-profit entities. To the extent allowable under Washington State law, each state agency party to this Agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No state agency partner assumes any responsibility to any other party, state or non-state, for the consequences of any act or omission of any third party. To the extent allowable under Washington State law, each non-state agency party to this Agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No non-state agency partner assumes any responsibility to any other party, state or non-state, for the consequences of any act or omission of any third party.

XV. Severability

If any provision of this IFA is held invalid, void or otherwise unenforceable, such provision shall be enforced to the maximum extent possible, and the remainder of this IFA shall remain in full force and effect.

XVI. Use and Disclosure of Information

Each party to this IFA shall use any private and confidential information, provided or owned by any Partner, solely for the purpose for which the information was disclosed. No party shall disclose any private or confidential information under this IFA unless authorized by law. The misuse or unauthorized release of private and confidential information shall subject the party, its employees or agents to a civil penalty of five thousand dollars (\$5,000) and other applicable sanctions under state and federal law (RCW 50.13.110).

XVII. Assurances

- A. This IFA will be interpreted under Washington State Law or Federal Law as applicable.
- B. Each Partner warrants that it will comply with all federal, state and/or local laws and regulations that apply to this IFA.
- C. It is understood and agreed by the Partners that employees receiving compensation for work performed under this IFA are employees of the Partner agency that compensates, supervises, trains, and provides benefits and other support to that

employee, and that each Partner is solely responsible for compensation to its employees, as well as any associated benefits and taxes.

- D. Areas designated as shared areas within each facility may be used by all Partners. Each Partner will share in the cost of common space as set forth in this agreement. These areas will be maintained by the building owner or leaseholder in good condition and in compliance with the applicable provisions of Americans with Disabilities Act, and the regulations issued thereunder.

XVIII. Nondiscrimination

During the term of this Agreement, all parties, including any subcontractor(s), shall not discriminate on the basis enumerated at RCW 49.60.530(3). In addition, all parties, including any subcontractor(s), shall give written notice of this nondiscrimination requirement to any labor organizations with which the Contractor, or subcontractor, has a collective bargaining or other agreement.

XIX. Additional Elements of IFA

- A. The following documents are incorporated by reference and available online on <https://www.workforcesnohomish.org/policies/>
- Dispute Resolution Procedure 1010;
- B. The following Exhibits are incorporated:
1. Exhibit A., WorkSource Snohomish County System Operating Budget;
 2. Exhibit B., One-Stop Cost Allocation Plan

(The remainder of this page intentionally left blank.)

XX. Electronic Signature, Counterparts, and Delivery

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

Each Partner agrees to all the terms of this Infrastructure Funding Agreement by signing below:



05/02/2025

Signature

Date

Joy Emory

President & CEO

Printed Name and Title

Workforce Snohomish

Agency Name



XX. Electronic Signature, Counterparts, and Delivery

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

Each Partner agrees to all the terms of this Infrastructure Funding Agreement by signing below:

Samantha Paxton
Samantha Paxton (May 2, 2025 15:02 PDT)

05/02/2025

Signature

Date

Samantha Paxton

Workforce Development Manager

Printed Name and Title

Snohomish County

Agency Name



XX. Electronic Signature, Counterparts, and Delivery

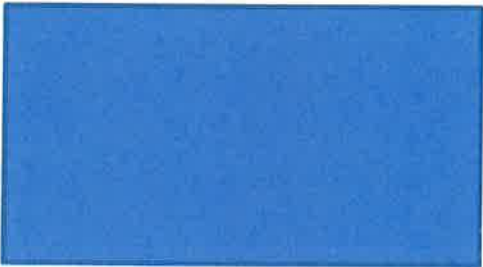
The Partners agree that this IFA may be executed in multiple counterparts, each of which is deemed an original and all of which constitute only one agreement; and that electronic signature, or e-signature, of this IFA shall be the same as execution of an original ink signature. E-mail, electronic, or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

Each Partner agrees to all the terms of this Infrastructure Funding Agreement by signing below:

<i>Jessica Barr</i>	05/29/2025
Signature	Date
Jessica Barr	North Sound Regional Director/K8785
Printed Name and Title	

STATE OF WASHINGTON EMPLOYMENT SECURITY

Agency Name



XX. Electronic Signature, Counterparts, and Delivery

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Each Partner agrees to all the terms of this Infrastructure Funding Agreement by signing below:



Signature

05/30/2025

Date

Dr. Chemene Crawford, President

Printed Name and Title

Everett Community College

Agency Name



XX. Electronic Signature, Counterparts, and Delivery

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Each Partner agrees to all the terms of this Infrastructure Funding Agreement by signing below:

Douglas Morehead
Douglas Morehead (May 7, 2025 15:18 PDT)

05/07/2025

Signature

Date

Douglas Morehead

DVR Contract Manager

Printed Name and Title

Division of Vocational Rehabilitation

Agency Name



XX. Electronic Signature, Counterparts, and Delivery

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Each Partner agrees to all the terms of this Infrastructure Funding Agreement by signing below:

Lisa Wheeler
Lisa Wheeler (May 5, 2025 08:48 PDT)

05/05/2025

Signature

Date

Lisa Wheeler

Assistant Director of VR-Workforce Initiatives

Printed Name and Title

Washington State Dept. of Services for the Blind

Agency Name



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Each Partner agrees to all the terms of this Infrastructure Funding Agreement by signing below:

DocuSigned by: <i>Monique Bates</i> 32F195613F8D401...	5/30/2025
Signature	Date

Monique Bates, VP of Operations

Printed Name and Title

AARP Foundation

Agency Name



XX. Electronic Signature, Counterparts, and Delivery

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Each Partner agrees to all the terms of this Infrastructure Funding Agreement by signing below:



Signature

05/19/2025

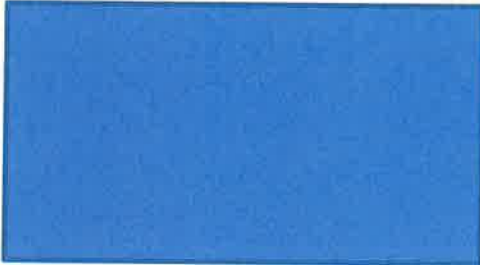
Date

Brice Montgomery, Director

Printed Name and Title

DSHS, Community Services Division

Agency Name



XX. Electronic Signature, Counterparts, and Delivery

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Each Partner agrees to all the terms of this Infrastructure Funding Agreement by signing below:

James Mulik
James Mulik (May 7, 2025 16:33 PDT)

05/07/2025

Signature

Date

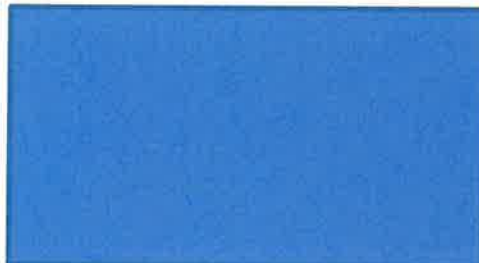
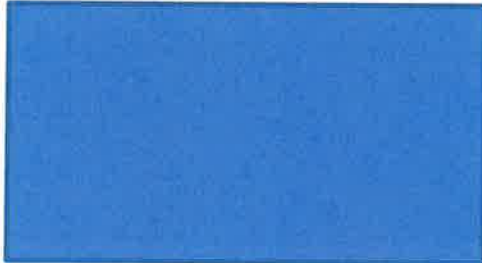
James Mulik

VP Finance, Grants, and IE

Printed Name and Title

Edmonds College

Agency Name



XX. Electronic Signature, Counterparts, and Delivery

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Each Partner agrees to all the terms of this Infrastructure Funding Agreement by signing below:

<u>Lynda Ducharme</u> <small>Lynda Ducharme (May 13, 2025 09:37 PDT)</small>	05/13/2025
Signature	Date
Lynda Ducharme	Regional Administrator
Printed Name and Title	
WA State Dept of Labor and Industries	
Agency Name	



XX. Electronic Signature, Counterparts, and Delivery

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Each Partner agrees to all the terms of this Infrastructure Funding Agreement by signing below:



05/02/2025

Signature

Date

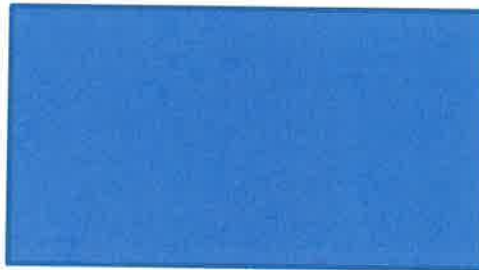
Van Kuno

Executive Director

Printed Name and Title

Refugee & Immigrant Services Northwest

Agency Name



XX. Electronic Signature, Counterparts, and Delivery

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Each Partner agrees to all the terms of this Infrastructure Funding Agreement by signing below:

Cami Eakins

05/12/2025

Signature

Date

Cami Eakins

CEO/President

Printed Name and Title

Career Path Services

Agency Name



XX. Electronic Signature, Counterparts, and Delivery

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Each Partner agrees to all the terms of this Infrastructure Funding Agreement by signing below:

Kayci Kuniyuki

05/09/2025

Signature

Date

Kayci Kuniyuki

Chief Executive Officer

Printed Name and Title

Pacific Associates


Agency Name



XX. Electronic Signature, Counterparts, and Delivery

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

Each Partner agrees to all the terms of this Infrastructure Funding Agreement by signing below:

 <small>Joseph Alonzo (May 5, 2025 09:39 PDT)</small>	05/05/2025
Signature	Date
Joseph Alonzo	CEO
Printed Name and Title	
Cocoon House	
Agency Name	



XX. Electronic Signature, Counterparts, and Delivery

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

Each Partner agrees to all the terms of this Infrastructure Funding Agreement by signing below:

Kevin Osborn

05/02/2025

Signature

Date

Kevin Osborn

Interim Executive Director

Printed Name and Title

Seattle Jobs Initiative

Agency Name



XX. Electronic Signature, Counterparts, and Delivery

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Each Partner agrees to all the terms of this Infrastructure Funding Agreement by signing below:

Seth Klein
Seth Klein (May 6, 2025 13:35 PDT)

05/06/2025

Signature

Date

Seth Klein

Director

Printed Name and Title

TRAC Associates

Agency Name



Chief Local Elected Official Signature

The Snohomish County Executive, as the Chief Local Elected Official for WIOA purposes, agrees and affirms that the Partners of the Infrastructure Funding Agreement have agreed to all the terms of this Infrastructure Funding Agreement per (WIOA sec. 121(c)(2)(A) and 20 CFR 678.500(b), 34 CFR 361.500(b), and 34 CFR 463.500(b)) by signing below:



June 12, 2025

Signature

Date

Dave Somers, Snohomish County Executive

Printed Name and Title

EXHIBIT A

Workforce Snohomish

WorkSource Snohomish County System Operating Budget

Planned Budget for IFA Annual Shared Costs

Center Costs - July 1, 2025 through June 30, 2026

Non-Personnel Costs	
Building Rent	528,258
Utilities	18,880
Public Computers	18,000
Phones	1,512
Equipment Rental & Leases	4,632
Interpreter Services	1,848
Printing Costs	2,028
Professional Development	5,000
Supplies & Materials	2,772
Communications & Outreach	5,000
TITLE 1 and SRC cost	10,200
Total Non-Personnel Costs	\$598,130
Personnel Costs	
WFS Management	14,796
Total Personnel Costs	\$14,796
TOTAL CASH CONTRIBUTIONS	\$612,925
Career Services Costs	
Career Services (Non-Cash Contribution)	4,860,627
Total Career Services Costs	\$4,860,627
TOTAL SYSTEM OPERATING BUDGET	\$5,473,552

EVERETT WORKSOURCE - ONE STOP COST ALLOCATION PLAN
Planned Budget for Annual

Center Costs - July 1, 2025 through June 30, 2026

	% of Total Space	1.582%	1.582%	7.434%	14.325%	0.125%	3.258%	13.928%	2.088%	4.176%	7.497%	2.088%	3.164%	1.582%	2.079%	0.791%	0.791%	0.791%	31.928%
	Dedicated Space	68.06	68.06	319.85	616.33	5.39	140.16	599.26	89.84	179.69	322.54	89.84	136.12	68.06	89.45	34.03	34.03	34.03	1,373.68
	Shared Space	187.10	187.10	879.26	1,694.31	14.82	385.30	1,647.38	246.98	493.97	886.67	246.98	374.20	187.10	245.90	93.55	93.55	93.55	3,776.27
	Total Space	255.16	255.16	1,199.11	2,310.64	20.21	525.45	2,246.65	336.83	673.66	1,209.21	336.83	510.32	255.16	335.35	127.58	127.58	127.58	5,149.95

Non-Personnel Costs	PARTNER	DSHS	DVR	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD	ESD</
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* = Partners still need to validate Career Cost Services for PY25