



SPOKANE WORKFORCE COUNCIL

Regional Workforce Development Community Compact & One-Stop System Memorandum of Understanding July 2026 - June 2029

Overview

The Spokane WorkSource System, consisting of 20 service delivery, self-service and/or outreach locations (1 comprehensive American Job Center, 14 Connection Sites, and 5 Specialized Sites, as well as a broad network of community partners) collectively committed to supporting the delivery of effective, accessible and high-quality career, talent pipeline and skills acquisition services for all individuals and businesses within Spokane County. To ensure a shared vision and common understanding, the Spokane Workforce Council (SWC) worked with signatory partners to create this Agreement, which is both in-line with federal/state guidelines and is designed to best meet the needs of the local workforce development system. This Agreement is intended to promote the ongoing expansion and engagement of community partnerships in support of regional economic prosperity while meeting the requirements for system partners to provide highly integrated and effective services.

There are two components to this Agreement as well as a separate Memorandum of Understanding (MOU)/Infrastructure Funding Agreement (IFA) for each certified WorkSource location:

- I. **Regional Workforce Development Community Compact:** Describes how a broad network of agencies will coordinate efforts to create opportunities for job seekers and businesses in Spokane County both within the certified service delivery system, as well as ancillary partners who have agreed to support regional workforce development efforts. Signed agreement is valid from July 2026 through June 2029.
- II. **One-Stop System Memorandum of Understanding/Infrastructure Funding Agreement:** Subset of the larger community compact. A federally required document outlining how the Spokane WorkSource System, which constitutes a large portion of the regional workforce development network but is a designation for partners operating within a certified WorkSource service site, will operate and include associated costs. Signed agreement is valid from July 2026 through June 2029.

In addition to this Agreement, each certified WorkSource site will enter into agreement with the SWC via **Certified Site Contributing Partner Agreement** (Memorandum of Understanding/Infrastructure Funding Agreement). This model is designed to reflect the unique needs of each site and allow partners at that site to work together regarding site operation costs. Each agreement will be initially signed by June 2026 and will be updated annually to reflect inconsequential changes to service delivery or costs. This agreement will be signed only by the site partners and SWC.

Note: The SWC board chair, elected officials and all system partners will not re-sign the overall system budget (IFA) during the life of the One-Stop System MOU/IFA (July 2026-June 2029) unless the total overall costs for required partners changes by more than 15% in a given program year. This process is designed to prevent the SWC board chair, elected officials and non-onsite partners from needing to re-sign all IFA agreements as these updates only impact those contributing financially to each specific site. Instead, the 2026-2029 One-Stop System Memorandum of Understanding/Infrastructure Funding Agreement will be considered the overarching agreement while all parties agree inconsequential changes to the costs of operations at each site may occur from year to year without all parties needing to re-sign this master Agreement. Sites may also change designation type, e.g. from Connection Site to Specialized Site, if deemed necessary, without this master Agreement needing to be updated. Signature to this document affirms your agreement to this model.



Section I

Regional Workforce Development Community Compact July 2026 – June 2029



Regional Workforce Development Community Compact July 2026-June 2029

Overview

The Regional Workforce Development Community Compact (Compact) establishes the framework for a collaborative and mutually beneficial relationship among those in Spokane County who wish to partner to continually increase access to and awareness of workforce services while reducing redundancy, increasing cost efficiency, and continuously improving services to our shared customers and community.

Signatories to the Compact commit to supporting the following:

- Think and act as an integrated system of partners that share common goals with services delivered by various organizations with the best capabilities for a seamless customer experience.
- Commit to high quality customer services and shared data (when possible) to enhance employment outcomes.
- Meet the needs of customers by ensuring that all services and activities are physically, technologically and programmatically accessible to those with barriers to employment and utilizing human-centered design/customer feedback principles to the greatest extent possible.
- Create a delivery system that utilizes feedback from employers and job seekers to challenge the status quo and innovate to drive improvements.
- Align goals, resources, and initiatives with economic development, business, labor and education partners.
- Work with counterparts to address broad workforce needs of the regional economy and leverage resources to provide solutions.
- Expand access to job seekers and business services, when possible.
- Generally, avoid working at cross-purposes and look for opportunities to avoid unnecessary duplication.
- Identify new opportunities to serve job seekers and/or businesses.
- Communicate with the SWC/appropriate partners regarding services offered, best practices, and workforce challenges that need to be addressed; and

Agencies interested in becoming part of the Compact may join at any time without impacting this agreement. Rather, existing partners will be notified via email when additional partners join the network, and changes will be reflected in the next Compact update.



**Partners to the Regional Workforce Development Community Compact
July 2026 - June 2029**

American Indian Community Center	CHAS Health	City of Spokane
Career Path Services	Department of Services for the Blind	Department of Social and Health Services Community Services Division
Department of Social and Human Services Department of Vocational Rehabilitation	Employment Security Department	Goodwill of the Inland Northwest
Manzanita House	NEWESD101	Next Generation Zone
Pioneer Services	Senior Community Service Employment Program/AARP	Spokane Colleges
Spokane County	Spokane Public Library	Spokane County Library District
Spokane Workforce Council	Washington State Labor & Industries	YWCA



Section II

One-Stop System Memorandum of Understanding and Infrastructure Funding Agreement

July 2026 – June 2029



One-Stop System Memorandum of Understanding and Infrastructure Funding Agreement July 2026 - June 2029

Overview

This Agreement is designed for required partners, signatories and other parties who have chosen to participate. There are three levels of responsibility to the regional WorkSource System:

- **Lead Responsibility:** Signature of the SWC Chief Executive Officer or appointee indicates the organization's willingness to accept lead responsibility for specific goals identified in this document and in the SWC Local Integrated Workforce Plan, and to identify/utilize resources to achieve these goals. See below for additional information.
- **Authorizing Responsibility:** Signature of the local Chief Elected Officials indicates approval of the MOU/IFA and continued support of the local WorkSource system.
- **Operational/Programmatic Responsibility:** Signature by the WorkSource System partners indicates their commitment to providing services to job seekers and/or businesses at the region's American Job Center (WorkSource Spokane) and certified sites. See below for additional information.

Spokane Workforce Council (SWC) holds the ultimate accountability and responsibility (lead responsibility) for the organization and oversight of the Spokane WorkSource System pursuant to WIOA Section 107(d)(7)(A)(i). The SWC will:

1. Fulfill the requirements of the federal Workforce Innovation and Opportunity Act on behalf of the Local Elected Officials in the Workforce Development Area.
2. Promote and support the integration of workforce development services of WorkSource System partners. The SWC will define the service delivery model through the One Stop Operator (OSO), to include functional teams, front end services intake processes, and referral processes between services and programs.
3. Develop policies to oversee the quality and design of, and certify, the WorkSource System within the Spokane region.
4. Negotiate the MOU/IFA for the region in good faith and be responsible for the regular reconciliation of costs, management of disputes should they arise, and the process for modification/re-signing.
5. Define training priorities and establish skills standards based on employer needs analysis for the Spokane WorkSource System.
6. Ensure customer satisfaction is measured, and continuous quality improvement activities are in place.
7. Lead efforts to ensure that all partners are cross-trained and cognizant of each other's goals so that they can work in a more collaborative fashion.
8. In collaboration with economic development efforts, establish relationships and networks with large and small employers and their intermediaries to develop, convene, or implement industry or sector partnerships.
9. Educate the community about critical workforce issues and resources of the system.

10. Craft and implement the area's Local Integrated Workforce Plan with input from the WorkSource partners and community stakeholders.
11. Procure and award contracts for a One-Stop Operator and WIOA Title I service provider(s) consistent with the requirements of WIOA and the Local Integrated Workforce Plan.
12. Establish and maintain the local Occupations in Demand List.
13. **One-Stop Operator/Site Director** is responsible for the operational functions of the American Job Center (WorkSource Spokane). The One-Stop Operator (OSO) for the WorkSource Spokane system is designated by the Spokane Workforce Council in accordance with the Workforce Innovation and Opportunity Act (WIOA). The OSO is responsible for coordinating the delivery service of required and additional partners within the WorkSource Spokane system to ensure the centers operate as a fully integrated workforce development network serving job seekers, workers, and businesses. The OSO will convene and facilitate regular partner meetings, support alignment of services across programs, promote effective referral processes, and assist in maintaining a seamless and customer-centered experience for individuals and employers accessing WorkSource services. The OSO will monitor day-to-day system operations, identify opportunities for improved coordination, and recommend operational improvements that enhance system effectiveness and partner collaboration.

The OSO operates in a coordination and facilitation capacity and does not have supervisory authority over partner staff or administrative control over partner programs or funding. Each partner agency retains responsibility for the administration, staffing, and performance of its respective programs. The OSO will provide regular reports and updates to the Spokane Workforce Council, or its designated staff, regarding system operations, coordination efforts, and opportunities for system improvement. The OSO will also support the WorkSource Spokane system in meeting state WorkSource standards, including participation in One-Stop certification processes and continuous quality improvement efforts.

In addition, the OSO will support effective communication and information sharing among partners, facilitate cross-program collaboration, and assist in resolving operational challenges that may arise among partners within the WorkSource system. When issues cannot be resolved at the operational level, the OSO will elevate them to the Spokane Workforce Council or appropriate governance structures for resolution. The OSO will perform these responsibilities in alignment with federal WIOA requirements, state WorkSource policies, and the operational priorities established by the Spokane Workforce Council.

Additional information can be found in policy WS814, One-Stop Operator, available on the SWC website: <https://spokaneworkforce.org/policy-library/>.

WorkSource System Partners are responsible for (operational/programmatic responsibility):

1. Supporting the cross-training of staff and providing other professional learning opportunities that promote continuous quality improvement.
2. Supporting the provision of career services through the WorkSource System. This would include being integrated into functional teams if staff are based at WorkSource Spokane, and providing and analyzing data related to customer satisfaction and overall system performance across all services and programs within the center.
3. Familiarizing themselves with how to access the services available, as well as with the available services and benefits offered, for each of the partners' programs represented in the Spokane Local WDA American Job Center network.
4. Providing current materials, summarizing their program requirements and making these materials easily available for partners and customers.
5. Developing and utilizing common intake, eligibility determination, assessment, and registration forms.
6. Working with the One-Stop Operator to develop cross-referral protocols and refer customers within the system and to other providers that may best meet their needs.
7. Participating in applicable comprehensive professional development and ongoing staff training and assessments.
8. Maintaining confidentiality among partners.
9. Regularly evaluating ways to improve the referral process, including the use of customer satisfaction surveys.
10. Committing to robust and ongoing communication is required for an effective referral and service delivery process, even when referrals and services don't work, so that partners can continuously improve the process.
11. Being aware of the goals of WorkSource partners and working together and investing to achieve the mission, vision, purpose, goals and outcomes identified in Local Integrated Workforce Plan and this MOU.
12. Regularly reviewing program and service performance for quality improvement.
13. Partners will make every effort to use SWC approved tracking and communication tools when applicable. All such tools must meet established security requirements and receive approval from the IT Advisory, the Steering Committee, and any relevant partner agencies.
14. Promoting the WorkSource system.
15. Supporting co-location of services where required and voluntary co-location where practical. This includes supporting community-based sites as designated by the SWC or OSO.
16. Providing financial support or in-kind services as negotiated in the Infrastructure Funding Agreement.

Certified WorkSource System Sites

The WorkSource Spokane System is comprised of 20 service delivery, self-service and/or outreach locations as described below.

1. **Comprehensive American Job Center (1):**
 - a. **WorkSource Spokane:** Serves as the region's American Job Center offering

employment and career services for job seekers and business.

Requirements of an American Job Center:

- Is accessible to the general public during regular business days, as well as physically and programmatically accessible to individuals with disabilities.
- Provides a portal site for electronic access.
- Provides onsite access to job seeker basic and individualized career services, support services, training services and follow up services.
- Provides on-site access to business services.
- Has representation of five core mandated partners (WIOA Titles I-IV, TANF) and integration of the Title WIOA III service provider.
- Provides additional related employment and training resources and access to the services of all the required Workforce partner programs.

2. **Certified Connection Sites (14):**

- a. **Goodwill Industries of the Inland Northwest:** Located in downtown Spokane, this site provides job search assistance and access to other services, especially to those with barriers to employment.
- b. **Spokane Public Library (3):** Three branches - Shadle Park, Hillyard, and Central - provide after-hours/weekend services for job seekers, computers for job search, employment and résumé writing assistance and general information to access WorkSource System services.
- c. **Spokane County Library District (10):** Ten branches - Airway Heights, Argonne, Cheney, Deer Park, Fairfield, Medical Lake, Moran Prairie, North Spokane, Otis Orchards, and Spokane Valley - offer access to the more remote parts of our region and provide after-hour and weekend access to job seekers for computer usage as well as one-on-one job search assistance provided by library staff.

Requirements of a Connection Site:

- Accessible to the public during regularly scheduled, posted days and hours.
- Physically and programmatically accessible to individuals with disabilities per WIOA Sec. 188 and 29 CFR Part 38.13(a).
- Follow branding expectations consistent with WorkSource Standards and include the AJC tagline.
- Formally recognized by the SWC as a certified site.
- WIOA Title I and Title III staff may not be permanently home-based at a connection site per Washington State policy.
- Services are delivered by staff of a certified WorkSource site.

Connection sites are defined as self-service entry points to signify they typically do not have AJC-funded staff available to customers. They are designed to enhance and supplement customer access to information. This can be publicly available computer(s) with Internet access and the ability to connect to job search services, unemployment, online learning, skills development, etc.

3. Specialized Sites (5):

- a. **Next Generation Zone:** Offers services specifically designed to serve at-risk low-income youth ages 16-24.
- b. **YWCA:** Provides expertise serving women and children, especially domestic violence survivors, on-site childcare to job seekers, and professional attire and assistance dressing for success for women. Not intended for public access to ensure the safety of customers.
- c. **Military and Family Readiness Center at Fairchild Air Force Base:** Services offered by WorkSource staff available to military members and their families.
- d. **Spokane Colleges (2):**
 - **Spokane Community College:** Located on the college campus, this site is designed to meet the career needs of students.
 - **Spokane Falls Community College:** Located on the college campus, this site is designed to meet the career needs of students.

Requirements of a Specialized Site:

- Specialized sites are access points in addition to the comprehensive one-stop.
- They do not need to provide access to every required partner, however, at a minimum, basic career services per 20 CFR 678.430(a) are accessible.
- They are connected to the comprehensive one-stop and any appropriate affiliate site(s) per 20 CFR 463.300(d)(3) and have processes in place to make referrals to these sites and the programs therein.
- Wagner-Peyser Act employment services cannot stand alone (per 20 CFR 678.315), and an additional partner or partners must be physically present more than a combined 50 percent of the time the site is open.
- They are physically and programmatically accessible to individuals with disabilities, per WIOA Sec.188, 29 CFR 38, and TEGL 16-16 Sec. 9.

Note: WorkSource Spokane, Talent Solutions by WorkSource, and the Next Generation Zone are collectively referred to as the “WorkSource Campus.”

Services Available to WorkSource System Customers

The Workforce Innovation and Opportunity Act (WIOA) provide the basis for integrating the workforce system and American Job Centers and aligning services to better address employer and job seeker needs. WIOA defines a single set of outcome metrics for the federal workforce programs encompassed by the Act. It encourages integrating intake, case management, and reporting systems. It eliminates “sequence of services” in favor of a workforce system that meets the unique needs of individuals seeking services. It encourages local areas to provide more access to “real-world” education and workforce development opportunities through on-the-job training, paid work experiences, incumbent worker training, and customized training and sector and pathway strategies. WorkSource partners embrace integrated service delivery strategies, and will, to the extent possible in their unique settings, utilize staffing patterns, customer flows and interaction, and scheduling that results in functionally integrated human-centered resource coordination at each site.

Available services offered virtually and in-person will vary based on customer need as well as current funding. The following outlines WIOA services available within the Spokane WorkSource system.

Business Services offered by Talent Solutions at WorkSource

- Serve as the point of contact for businesses.
- Develop On-the-Job Training (OJT) opportunities.
- Develop paid work experience opportunities.
- Provide information regarding assistive technology.
- Provide information related to Unemployment Insurance taxes and claims.
- Develop customized training opportunities to meet specific employer and/or industry cluster needs.
- Provide customized recruitment and job applicant screening, assessment and referral services when necessary.
- Work with the SWC to develop, convene or implement industry or sector partnerships.
- Use one-stop center facilities for recruiting and interviewing job applicants.
- Provide employer and industry cluster-driven workshops/information.
- Conduct outreach promoting the WorkSource system.
- Provide information regarding workforce development initiatives and programs.
- Offer industry and targeted job fairs.
- Assist employers with Rapid Response (layoff response) activities.
- Layoff aversion strategies.
- Provide access to labor market information.

Services to Young Adults Offered on the WorkSource Campus/ by Campus Partners

- Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies.
- Paid and unpaid work experiences that have as a component academic and occupational education.
- Occupational skills training.
- Alternative secondary school services or dropout recovery services.
- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
- Adult mentoring.
- Supportive services.
- Financial literacy education.
- Activities that help youth prepare for and transition to postsecondary education and training.
- Entrepreneurial skills training.
- Follow-up services.
- Comprehensive guidance and counseling.
- Services that provide labor market and employment information about in-demand industry sectors or occupations.

- Leadership development opportunities.

Job Seeker Services Offered on the WorkSource Campus/by Campus Partners

- Outreach, intake and orientation to the information, services, programs, tools and resources available through the WorkSource system.
- Initial assessments of skill level(s), aptitudes, abilities and supportive service needs.
- Job placement assistance.
- Access to employment opportunities and labor market information.
- Performance information and program costs for eligible providers of training, education, and workforce services.
- Information on the availability of supportive services and referral to such, as appropriate.
- Information regarding Unemployment Insurance claim filing.
- Determination of potential eligibility for workforce partner services, programs and referrals.
- Information and assistance in applying for financial aid for training and education programs not provided under WIOA.
- Comprehensive and specialized assessments of skills levels and service needs.
- Referral to training services.
- Development of an individual employment development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve their employment goals.
- Individual and group career counseling and planning.
- Literacy activities related to work readiness.
- Case management for customers seeking training services, individual in- and out-of- area job search, referral and placement assistance.
- Work experience, transitional jobs, registered apprenticeships, and internships.
- Post-employment follow-up services and support.
- Occupational skills training through Individual Training Accounts (ITAs).
- On-the-Job Training (OJT).
- Adult education and literacy activities, including English language acquisition provided in combination with the training services described above.
- Incumbent Worker Training (as required).
- Programs that combine workplace training with related instruction which may include cooperative education.
- Skill upgrading and retraining.
- Entrepreneurial training.
- Customized training.
- Other training services as determined by the workforce partner's governing rules.

Referral Process for WorkSource Center Customers

Referrals will be made in one of three ways: on-site, where staff funded by various funding streams are available to provide services; via cross training, where staff have been sufficiently trained on the services of some or all WorkSource partners that they can make

an appropriate referral; or by quick connection via phone or video conferencing to help a job seeker access services not available on-site. Referrals will be made through processes and systems implemented by the One-Stop Operator.

WorkSource System partners agree to adhere to all statutes, regulations, policies, and plans regarding priority of service for job seekers, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, individuals and youth who are basic skills deficient, and English language learners.

Customer Complaints

The WorkSource System must provide immediate and consistent processing of any customer complaint to ensure its resolution. All WorkSource System staff must be able to assist customers interested in filing a complaint per SWC's Customer Complaint Policy WS803 R3.

Increased and Maximized Access

WorkSource System Partners agree that meeting WIOA's mandate for increased access to the region's workforce services, particularly for individuals with barriers to employment, must be a priority. This necessarily includes outreach to the following groups of individuals with barriers to employment:

- Displaced homemakers
- Low-income individuals
- Native Americans, including Indians, Alaska Natives and Native Hawaiians as those terms are defined in WIOA section 3
- Older individuals, age 55 and older
- Individuals with disabilities, including youth with disabilities and individuals with vision loss
- Returning citizens (ex-offenders)
- Homeless individuals
- Youth who are in or have aged out of the foster care system
- English language learners, a group that is often referred to as Limited English Proficiency (LEP), individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farm workers
- Single parents, including single pregnant women
- Long-term unemployed individuals
- Individuals within two years of exhausting lifetime eligibility under Part A of Title IV of the Social Security Act
- Any other groups identified by the Governor of Washington State

In addition to meeting federal requirements for physical accessibility at all WorkSource sites, co-locating services to the greatest extent possible and using appropriate referrals,

the SWC and WorkSource partners have implemented the following strategies to increase access for those with barriers to employment:

- **Geographically Distributed Access Points:** Provide greater access to services at sites throughout the county.
- **Accessibility Subcommittee** Created by the SWC to gather input from a broad spectrum of populations with barriers to employment and to identify physical and programmatic barriers; recommend expansions to improve access for all customers. This group meets on an ad-hoc basis, and coordinates with the Local Equal Opportunity Officer and State Equal Opportunity team as needed.
- **Increased Use of Technology:** Including assistive technology, to remove barriers for workers and allow for seamless, universal and remote access to education, training and other workforce development services. While technology cannot fix all access problems it can be used in many cases to substantially improve accessibility. WorkSource sites currently have virtual options, technology options for those with limited access, wireless internet, and adaptive technology used by job seekers on their own devices. SWC has implemented a Learning Management System for customers to access self-paced, on-line, learning modules to better assist them in job search and job preparation activities. All partners are required to utilize this system and connect job seekers and businesses to the modules as appropriate based on the customer.

Co-Enrollment of Participants

The SWC believes that co-enrollment and co-case management between partners, funding streams, WIOA, and community-based programs is a best practice for optimized customer experience. While the SWC recognizes some operational limitations of co-enrollment, we take an innovative approach by breaking down funding barriers and program silos, and utilizing braided and blended funding approaches as appropriate and allowable. Co-enrollment is an integrated service delivery strategy (see [SWC Policy WS815: Integrated Service Delivery](#)) that leverages more resources to help job seekers reach their career goals and improves the ability for WorkSource partners to work together by providing functional teams that make the best use of the skills of staff providing services at WorkSource sites. This strategy can be especially effective at meeting the needs of populations with barriers to employment. WorkSource partners will use the strategy, as appropriate to:

- Co-enroll eligible Title III participants into Title I Adult and Dislocated Worker funding streams.
- Co-enroll eligible Title I Youth participants into the Title I Adult funding stream.
- Co-enroll qualified TAA and NAFTA-TAA certified workers into the WIOA Title I Dislocated Worker funding stream. Co-enroll qualified WorkFirst participants into the WIOA Title I Adult funding stream.
- Co-enroll Worker Retraining participants into the WIOA Title I Dislocated Worker funding stream.
- Look for opportunities to co-enroll participants of community partner programs

(e.g., CHAS and Pioneer Human Services), into WIOA Title I as appropriate for each individual's needs.

Infrastructure Funding Agreement

The overarching Infrastructure Funding Agreement (IFA) (master infrastructure budget) has been developed in agreement with partners in the Spokane Workforce Development Area. The purpose of the IFA is to establish the terms and conditions under which the partnership will share infrastructure resources in performance of workforce development services at each site. Through this Agreement, the partners have identified those costs related to the infrastructure of the Spokane WorkSource System that are mutually beneficial and agreed upon as shared costs. The budget consists of:

- Non-personnel infrastructure costs necessary for the general operation of the One-Stop Center, including but not limited to:
 - Applicable facility costs such as rent (those contributing to facility costs must continue to pay for such costs in the event of staff turnover or staff working temporarily at another location).
 - Costs of utilities and maintenance.
 - Equipment (including physical modifications to the center for access, assessment-related products, and assistive technology for individuals with disabilities).
 - Technology to facilitate access to the One-Stop Center, including technology used for the center's planning and outreach activities.
- Additional Costs:
 - Applicable Career Services - Includes the costs of the provision of career services in WIOA section 134(c)(2), as applicable to each program. For the purpose of this IFA, applicable career costs are defined to mean the cost of staff delivering any Career Services, including providing access to training and business services.
 - Other Shared Costs - A portion of the cost of employing the Spokane One-Stop Operator and Guest Resource Services.

The SWC commits to contributing its funding to provide support for the following on the Spokane WorkSource Campus:

- Accessibility – Technology and other tools used by individuals with disabilities, such as hardware, software, audio looping, etc.
- WorkSource System Coordination – The remaining cost of the One-Stop Operator, as well as site director Next Generation Zone, and SWC staff to build capacity throughout the WorkSource System, coordinate training and assisting with WorkSource System certification.
- American Job Center/WorkSource System Branding and Outreach – Supports marketing and outreach, including for job fairs and signage.
- Assessments – Supports assessments at the Basic and Individualized level that ensure work readiness, basic skill, soft skill, knowledge and ability, and other assessments available for all customers.
- Professional Development – Supports professional development for campus

trainings, and annual staff assessments at both WorkSource Spokane and the Next Generation Zone

- Learning Management System – Supports professional development for the system (both customers and staff) and ensures shared knowledge across all partners.
- Supplies/Emergency Needs – Supports emergency or unexpected costs which may include the following as funding allows: repairing or replacing damaged equipment or furniture or other supplies, and recognition and publication of staff best practices to ensure common understanding throughout our local system and to promote staff integration throughout the system.

The IFA distributes non-personnel infrastructure costs for the WorkSource Center among all the required and additional partners in the workforce development area based on their participation in the center using staff full-time equivalent space needed (FTE) as the measurement, regardless of hours worked, which equates to the availability of their services in the local area. The non-personnel infrastructure costs for affiliated sites are distributed among the partners located at each site. The basis for allocating costs is as follows:

- WorkSource Spokane: Career, Shared and Other costs are based on FTE as described above, as after a thorough evaluation of costs and services this model was determined to best serve this site.
- Next Generation Zone: Career and Other costs are based on FTE as described above, as after a thorough evaluation of costs and services this model was determined to best serve this site. Shared facility costs are based on FTE for staff space, and shared customer space is based on the percentage of time each program utilizes the individual classrooms available on site.
- Connection and Specialized Site costs are distributed only to those partners at each, and, as only one partner is located at each site, actual costs are used for reporting purposes.
- Each partner program's federal authorizing statute.
- Federal Cost Principles require that costs are reasonable, necessary, and allocable.

In the absence of a common state or federal definition of “use” or “benefit,” as well as the absence of a shared MIS to track use or benefit information, the SWC and its partners were unable to factor use and benefit into the bases for cost sharing. Additionally, both WorkSource Spokane and the Next Generation Zone are fully integrated locations, meaning all customers have access to all Career Services available at each location.

Periodic Reconciliation

The IFA budget is based on planned costs and information available as of the date of signature. **It is the responsibility of partners to notify the SWC of changes to program delivery design, including staffing level changes.** Any staffing level changes will be presumed to be in effect for the entire month for billing purposes. Once a change is noted, an updated IFA will be distributed to the parties involved at each location, but

this MOU will not need to be re-signed. When reconciliation requires a WorkSource partner to pay other partners, payment will be made at least annually.

The partners will be contacted by the SWC within 60 days of the end of each quarter in order to reconcile costs based on actual expenditures. The reconciliation process will include a review of actual costs, including those the Employment Security Department informs the SWC of, as well as actual staffing rates, and for the Next Generation Zone, actual room usage rates.

Per state policy, IFAs are to be agreed upon annually by March 31. However, it is also recognized that the SWC and its partners rarely receive their funding allocations from the state by that date. To the extent possible, the SWC will seek agreement annually by March 31 for IFA in accordance with state policy. Each new site-specific MOU/IFA will commence on July 1st each year. Unless the changes are significant as defined above, this master MOU/IFA will not be re-signed; only the individual site MOU/IFAs will be sent for signature. the MOU will not need to be re-signed by all parties.

Process to Achieve Agreement

Based on feedback during the 2023 MOU/IFA process, as well as through ongoing communication with partners, it was widely noted that signatory agencies are pleased with the MOU/IFA and little change was required during the 2026 process overall. The largest change necessary was increasing other shared costs from \$500 per FTE to \$600 per FTE. This is the first increase to the other shared costs FTE amount since the MOU/IFA inception. Other minor changes were made to align with updated state policies.

To ensure parties, especially those required to contribute financially, remain satisfied with the process and their contribution, and to ensure the system meets the needs of customers, the following occurred leading up to the creation of this Agreement:

- The SWC met with WorkSource Campus partners to best capture information on the current environment and collect feedback regarding any anticipated future costs to be included in the Infrastructure Funding Agreement (IFA).
- The SWC Board of Directors/administrative staff recertified WorkSource sites, a process that included board members and staff meeting with representatives from each site, collecting feedback regarding opportunities and challenges, and engaged in ongoing conversations to ensure enhanced communication and professional development opportunities.
- SWC staff regularly met with all sites and continue to expand partnership opportunities, including those captured in this Agreement.
- SWC staff worked with partners to come to consensus regarding the basis for allocating costs. The SWC identified and applied potential bases for allocation of costs to the partners, facilitating a discussion regarding which base(s) would be acceptable to the partners in 2023, with that model remaining in place for this Agreement, and partners have agreed each year since it continues to meet their needs.
- Agreement shared for review and comment with signatories. Partners were invited to submit comments and were invited to attend one or more question-and-

answer meetings to be held March 17, 20 and 30, 2026.

- Partners agree on Other Shared Costs.
- Discussions with individual agencies/SWC staff available, as needed.
- Final draft for review of the Compact, MOU and IFA shared prior to signature.

Terms

The following terms apply to both the General Memorandum of Understanding and the site-specific Memorandum of Understanding:

Intent

This document is not a lease or sublease agreement and nothing in the document should be construed as such. The leaseholders of each site may require a sublease agreement, and costs will align with the IFA.

Data Sharing

WorkSource System 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. WorkSource System 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. Partners acknowledge that the execution of this Agreement by itself does not function to satisfy all of these requirements.

The partners will work together, based on customer informed consent, to continually find ways to improve the collection and sharing of data within requirements to maintain confidentiality. All one-stop center and partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records. No party shall disclose any private or confidential information under this agreement unless authorized by law, and no language in this agreement supersedes existing data sharing agreements and the requirements thereof.

Confidentiality

Partners agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records. Partners will respect and abide by the confidentiality policies and legal requirements of all the other partners. Partners will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law. Partners will ensure that access to software systems and files under their control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information

is accessible by unauthorized individuals. The appropriate data sharing agreements will be created and required confidentiality, and ethical certifications will be signed by authorized individuals.

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, agents or officers. No state agency partner assumes any responsibility of 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.

Signature, Duration and Amendment

This agreement commences on July 1, 2026 or the day it is signed by all parties, whichever is sooner, and shall remain in effect until June 30, 2029 unless terminated or modified as per SWC Policy WS807: Memorandum of Understanding. Signatories will be notified of any updates to the policy and the related public comment periods.

The IFA incorporated into this agreement is effective for the same dates outlined above; however, this portion of the agreement must be updated annually to address any changes in the cost of operating the system. Each subsequent MOU/IFA will be in effect for one program year.

Generally, amendment or modification of the Agreement only requires the parties to review and agree to the elements of the MOU that changed. Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of this master agreement MOU/IFA. Because this MOU is a “living document” that is likely to undergo changes over the next three years, changes to the attachments to the MOU that do not change the intent of the document will be considered minor revisions. Additionally, Connection or Specialized Sites may be added during the term of this MOU/IFA without the need to re-sign the entire document. Sites added during a program year will not be factored into the budget or IFA during that year and will instead be added in the next full program year or to the next MOU/IFA, whichever is most appropriate, based on agreement. Partners will be notified via email.

Substantial changes, such as the removal of a required partner organization, a change greater than 15% of planned annual costs overall, or a change due to the election of a new Chief Elected Official, will require renewal of the MOU (20 CFR 678.500(b)(6), (d), and (e); 34 CFR 361.500(b)(6), (d), and (e); and 34 CFR 463.500(b)(6), (d), and (e)). Renewal of the MOU requires all parties to review and agree to all elements of the MOU and re-sign the MOU. Oral amendments or modifications shall have no effect. If any provision of this Memorandum of Understanding is held invalid, the remainder of the Memorandum of Understanding shall not be affected.

The parties agree that this contract 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 contract shall be the same as execution of an original ink signature; and that e-mail, electronic, or facsimile delivery of a signed copy of this contract shall be the same as delivery of an original.

Termination

In the event funding identified in support of the Infrastructure Funding Agreement is suspended, terminated or reduced substantially during the term of this Agreement, then a partner may terminate or reduce its participation in this Agreement as allowed per existing lease and sublease agreements. A request to terminate this agreement must be submitted in writing to the SWC Chief Executive Officer, and such a request requires at least ninety (90) days prior written notice. The terminating or reducing partner shall be responsible for and agrees to pay its share of costs through the effective date as outlined in sublease agreements.

Upon termination or reduction of a partner, the costs associated with this IFA shall be reallocated by the SWC among the remaining partners, and the Agreement shall be modified in writing accordingly. The SWC is responsible for notifying all partners of the change in participation.

Assurances

- This Agreement will be interpreted under Washington State Law or Federal Law as applicable.
- Each Partner warrants that it will comply with all Federal, State and/or local laws and regulations that apply to this Agreement.
- It is understood and agreed by the partners that employees receiving compensation for work performed under this Agreement 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.
- If any part of this Agreement is found to be null and void or is otherwise stricken, the rest of the Agreement shall remain in force.

Dispute and Conflict Resolution

The WorkSource System will function by consensus under the direction of the SWC. When consensus cannot be reached, the parties to the dispute will adhere to the SWC Policy #806: Dispute Resolution. MOU Signatories will be notified of any updates to this policy and related comment periods. As per WIOA, if any of the required partners cannot come to agreement regarding the IFA, the region shall implement the State Funding Mechanism.



SPOKANE WORKFORCE COUNCIL

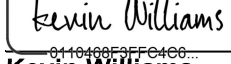
Regional Workforce Development Community Compact & One-Stop System Memorandum of Understanding/ Infrastructure Funding Agreement July 2026 - June 2029

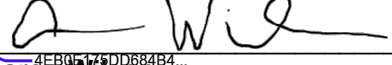
This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The counterparts of this Agreement and all may be executed and delivered by facsimile or other electronic signature by any of the parties to any other party, and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or other electronic means as if the original had been received.

Signatures

Name/Title/Organization/ (Representing)	Signature to this Document Serves as Agreement to the Following:
Signed by: <u>Kimberly Watkins</u> 5/4/2026 D3AF8F0CA158478... Kimberly Watkins SWC Board Chair, Spokane Workforce Council	• Community Compact • One-Stop System MOU/IFA
Signed by: <u>[Signature]</u> 4/27/2026 9AE42FBEBDF84E2... Jessica Clayton Division Executive Programs & Development (Local Workforce Board)	• Community Compact • One-Stop System MOU/IFA
DocuSigned by: <u>[Signature]</u> 5/24/2026 67C58EC8BC644E0 Mayor Lisa Brown City of Spokane (Chief Elected Official)	• Community Compact • One-Stop System MOU/IFA
Signed by: <u>Josh Kerns</u> 5/20/2026 8A3665D2B76B482... Commissioner Josh Kerns Spokane County (Chief Elected Official)	• Community Compact • One-Stop System MOU/IFA
DocuSigned by: <u>Jennifer Morris</u> 4/27/2026 6D52AC1DB5004C6... Jennifer Morris One-Stop Operator, WorkSource Spokane (Additional Partner - WorkSource)	• Community Compact • One-Stop System MOU/IFA

Name/Title/Organization/ (Representing)	Signature to this Document Serves as Agreement to the Following:
Signed by: <i>Arielle Anderson</i> 4/27/2026 Arielle Anderson CHHS Director, City of Spokane (Required Partner - Community Services Block Grant – Employment & Training) DocuSigned by:	- Community Compact - One-Stop System MOU/IFA
<i>Linda Lauch</i> 5/19/2026 Linda Lauch Executive Director, American Indian Community Center (Required Partner - Native American Programs) DocuSigned by:	- Community Compact - One-Stop System MOU/IFA
<i>Lynda Ducharme</i> Lynda Ducharme Early Return to Work and Account Services Manager, Washington State Department of Labor & Industries (Additional Partner – WorkSource Spokane) Signed by:	- Community Compact - One-Stop System MOU/IFA
<i>Anthony Wright</i> 6/12/2026 Anthony Wright CEO, Pioneer Human Services (Required Partner – WIOA Title I) DocuSigned by:	- Community Compact - One-Stop System MOU/IFA
<i>Clark Brekke</i> 4/28/2026 Clark Brekke President and CEO, Goodwill Industries of the Inland Northwest (Required Partner – WIOA Title I; Connection Site) DocuSigned by:	- Community Compact - One-Stop System MOU/IFA
<i>[Signature]</i> 4/27/2026 Patricia Castaneda CEO, Manzanita House Additional Partner – WorkSource Spokane) Signed by:	- Community Compact - One-Stop System MOU/IFA
<i>[Signature]</i> 4/28/2026 Aaron Wilson CEO, CHAS Health (Additional Partner – WorkSource Spokane) Signed by:	- Community Compact - One-Stop System MOU/IFA
<i>Patrick Roewe</i> 4/28/2026 Patrick Roewe Executive Director, Spokane County Library District (Connection Site) Signed by:	- Community Compact - One-Stop System MOU/IFA
<i>Andrew Chanse</i> 4/28/2026 Andrew Chanse Director, Spokane Public Library (Connection Site)	- Community Compact - One-Stop System MOU/IFA

Name/Title/Organization/ (Representing)	Signature to this Document Serves as Agreement to the Following:
Signed by:  5/4/2026 65428D9E6898481... Janine Wynne Chief Executive Officer, YWCA (Connection Site)	• Community Compact • One-Stop System MOU/IFA
Signed by:  4/29/2026 0110488E3FFC4C6... Kevin Williams Division Executive, Spokane Workforce Council (Representing Next Generation Zone as Site Director)	• Community Compact • One-Stop System MOU/IFA
HUD – Employment & Training N/A - not currently available in the region	N/A
Second Chance Act Reentry Employment Opportunities N/A - not currently available in the region	N/A
Job Corps N/A – not currently available in the region	N/A

Name/Title/Organization/ (Representing)	Signature to this Document Serves as Agreement to the Following:
Signed by:  4/27/2026 Arielle Anderson CHHS Director, City of Spokane (Required Partner - Community Services Block Grant – Employment & Training)	• Community Compact • One-Stop System MOU/IFA
Linda Lauch Executive Director, American Indian Community Center (Required Partner - Native American Programs)	• Community Compact • One-Stop System MOU/IFA
 4/27/2026 Lynda Ducharme Early Return to Work and Account Services Manager, Washington State Department of Labor & Industries (Additional Partner – WorkSource Spokane)	• Community Compact • One-Stop System MOU/IFA
Anthony Wright CEO, Pioneer Human Services (Required Partner – WIOA Title I)	• Community Compact • One-Stop System MOU/IFA
DocuSigned by:  4/28/2026 Clark Brekke President and CEO, Goodwill Industries of the Inland Northwest (Required Partner – WIOA Title I; Connection Site)	• Community Compact • One-Stop System MOU/IFA
DocuSigned by:  4/27/2026 Patricia Castaneda CEO, Manzanita House Additional Partner – WorkSource Spokane)	• Community Compact • One-Stop System MOU/IFA
Signed by:  4/28/2026 Aaron Wilson CEO, CHAS Health (Additional Partner – WorkSource Spokane)	• Community Compact • One-Stop System MOU/IFA
Signed by:  4/28/2026 Patrick Roewe Executive Director, Spokane County Library District (Connection Site)	• Community Compact • One-Stop System MOU/IFA
Signed by:  4/28/2026 Andrew Chanse Director, Spokane Public Library (Connection Site)	• Community Compact • One-Stop System MOU/IFA

Infrastructure Funding Agreement (IFA)
WorkSource System Spokane Partner Billing Summary

Summary
Program Year 2026

Infrastructure Funding Agreement Partner Costs Estimated Billing												
Cost Pool	ESD	SWC	CPS	Pioneer	CHAS	Goodwill	NEW ESD 101	CCS	LNI	DVR	DSB	Totals
WorkSource Infrastructure	\$ 280,663	n/a	\$ 118,742	\$ 86,358	\$ 32,384	\$ 8,096	n/a	\$ 10,795	\$ 10,795	\$ 10,795	\$ -	\$ 558,627
NGZ Infrastructure	n/a	\$ 132,756	n/a	n/a	n/a	n/a	\$ 99,594	\$ 2,853	n/a	\$ -	n/a	\$ 235,202
Other Shared Costs	\$ 15,600	\$ 4,800	\$ 6,600	\$ 4,800	\$ 1,800	\$ 600	\$ 6,000	\$ 900	\$ 600	\$ 600	\$ 600	\$ 42,900
Total Estimated Billing	\$ 296,263	\$ 137,556	\$ 125,342	\$ 91,158	\$ 34,184	\$ 8,696	\$ 105,594	\$ 14,548	\$ 11,395	\$ 11,395	\$ 600	\$ 836,729

Infrastructure Funding Agreement (IFA)
WorkSource System Spokane IFA Summary

Summary
Program Year 2026

System Level Contributions by Site										
Cost Pool	WorkSource	Next Generation Zone	SFCC	SCC	Goodwill	SCLD	YWCA	SPL	FAB	Totals
Infrastructure	\$ 558,627	\$ 235,202	\$ 9,738	\$ 16,140	\$ 28,080	\$ 2,292	\$ 56,000	\$ 7,000	\$ 1,250	\$ 914,329
Career + Shared Services	\$ 4,420,000	\$ 1,572,500	\$ 10,164	\$ 30,254	\$ 13,249	\$ 8,060	\$ 86,494	\$ 5,200	\$ 13,750	\$ 6,159,672
Other Shared Costs	\$ 31,800	\$ 11,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,900
Total Estimated Contribution	\$ 5,010,427	\$ 1,818,802	\$ 19,902	\$ 46,394	\$ 41,329	\$ 10,352	\$ 142,494	\$ 12,200	\$ 15,000	\$ 7,116,900

IFA Worksheet
WorkSource Spokane

Planned Allocated Expenses July 2026-June 2027					Planned Allocated & Direct Agency Contribution Expenses July 2026-June 2027		
Total Sq Ft Contract negotiated by ESD \$23sqft 1/1/19-2/28/30 Facilities	Direct staff space and common areas (sf)		Customer shared space (lobby, resource room, classrooms) (sf)		Agency Direct Contributions	Total Allocated and Direct Additional Agency Contributions	
	Total Space & Budgeted Costs						
	20,063	11,140	8,923				
	\$24						
Rent	\$ 481,512	\$ 267,366	\$ 214,146		\$ 481,512		
Total	\$ 481,512	\$ 267,366	\$ 214,146		\$ 481,512		
Annual Cost Per Sq Ft							
Operations							
Shared Equipment (Printer)	\$ 10,000	\$ 5,553	\$ 4,447		\$ 10,000		
Data Destruction	\$ 150	\$ 83	\$ 67		\$ 150		
Printer/Printer Usage	\$ 5,000	\$ 2,776	\$ 2,224		\$ 5,000		
Shared Telephone	\$ 545	\$ 303	\$ 243		\$ 545		
Supplies (Office Expenses)	\$ 10,000	\$ 5,553	\$ 4,447		\$ 10,000		
Postage	\$ 100	\$ 56	\$ 44		\$ 100		
Security Services	\$ 2,600	\$ 1,444	\$ 1,156		\$ 2,600		
Translator Services	\$ 5,000	\$ 2,776	\$ 2,224		\$ 5,000		
Public Use Computers 52 @ \$30/month	\$ 18,720	\$ 10,395	\$ 8,325		\$ 18,720		
Misc Repairs & Maintenance	\$ 25,000	\$ 13,882	\$ 11,118		\$ 25,000		
Total	\$ 77,115	\$ 42,819	\$ 34,296	\$ -	\$ 77,115		
Total Shared Infrastructure Costs			558,627	310,185	0	558,627	
Total	\$ -	\$ 310,185	\$ 248,442	\$ -	\$ -	\$ 558,627	

IFA Other Shared Costs
WorkSource Spokane Portion

July 2026-June
2027

Other shared costs will be used to help fund the one-stop operator contract and guest resource services staff. Partners will be billed twice a year based on an annual contribution rate of \$600 per FTE to be updated each quarter beginning July 1.

\$	31,800
\$	600.00

Per FTE Cost

Costs to be shared by all FTE at WorkSource and Next Generation Zone and all required partners

IFA Career Services Worksheet
WorkSource Spokane

This worksheet identifies career & shared services FTE and costs.
1. FTE's working at Integrated site are carried over from Staff Space Worksheet
Staffing costs are made up of salary and benefits.

P726

ESD Programs (includes Titles I/II & TAMP)	\$	2,210,000
CPS Programs (includes Title I)	\$	933,000
Pioneer Behavioral Health	\$	680,000
CHAS	\$	255,000
Goodwill (includes Title I)	\$	85,000
CCS (includes Title II)	\$	85,000
LNI	\$	85,000
DVR (includes Title IV)	\$	85,000
DSB (includes Title IV)	\$	-
Total	\$	4,420,000

	ESD OPP	ESD JVS6	ESD RESEA	ESD UI Admin	ESD Workfirst/99S	ESD MSFW (WagPay 10%)	ESD Wagner Payroll 90%	ESD BET	ESD Pathway Home 6	CPS WIOA Funded Contracts	CPS EcSA	CPS CRP	WII	Pioneer	CHAS	Goodwill WIOA Adult & CW	Title IV DSB	LNI	CCS	Title IV (DVR)	Totals
All Staff Working at Integrated Site-FTE	2.87	2.50	6.28	1.28	4.50	0.19	6.38	1.00	1.00	7.80	2.00	1.00	0.20	8.00	3.00	1.00	0.00	1.00	1.00	1.00	52.00
Career & Shared Services Staff Totals	2.87	2.50	6.28	1.28	4.50	0.19	6.38	1.00	1.00	7.80	2.00	1.00	0.20	8.00	3.00	1.00	0.00	1.00	1.00	1.00	52.00
Salaries and Benefits for Program Staff Jun2026- Jul 2027	\$ 245,950	\$ 212,500	\$ 533,800	\$ 108,800	\$ 382,500	\$ 16,150	\$ 542,300	\$ 85,000	\$ 85,000	\$ 663,000	\$ 170,000	\$ 85,000	\$ 17,000	\$ 680,000	\$ 255,000	\$ 85,000	\$ -	\$ 85,000	\$ 85,000	\$ 85,000	\$ 4,420,000
Total	\$ 245,950	\$ 212,500	\$ 533,800	\$ 108,800	\$ 382,500	\$ 16,150	\$ 542,300	\$ 85,000	\$ 85,000	\$ 663,000	\$ 170,000	\$ 85,000	\$ 17,000	\$ 680,000	\$ 255,000	\$ 85,000	\$ -	\$ 85,000	\$ 85,000	\$ 85,000	\$ 4,420,000

Average Pay Per FTE Calculated for P726

\$85,000.00

IFA Partner Summary WorkSource Spokane

Program	Notes
Title I - Adult	At Worksource - Supports staff with Career Path Services, Goodwill and Pioneer Human Services- all customers to be enrolled in at Basic level (career services), eligible customers to receive Training services
Title I - Dislocated Worker	At Worksource - Supports staff with Career Path Services, Goodwill and Pioneer Human Services - all eligible customers to be enrolled at Basic level (career services), eligible customers to receive Training services
Title I - Youth	Supports small portion of staff time at Worksource for eligibility determination and system coordination
Title I - EcSA	At Worksource - Supports staff with Career Path Services, Goodwill and Pioneer Human Services - all eligible customers to be enrolled at Basic level (career services), eligible customers to receive Training services
Title II - Adult Literacy	Represented by Community Colleges of Spokane staff at WorkSource
Title III - Wagner-Peyser	At Worksource - Supports staff with Employment Security Department and customers at Basic (career services level) - Individualized level offerings TBD
Title IV - DVR	At Worksource - Staff located at WorkSource (1-2 TBD)
Title V - SSCP	No staff located on WorkSource campus, however, required partners with no staff at WorkSource will be charged an agreed upon FTE of .04678 a month. Also in-kind offerings available and contributing to other shared costs
Jobs for Veterans State Grants (JVSG) Program	N/A
Trade Adjustment Act	Supports Employment Security Department at WorkSource
Unemployment Insurance (and RESEA)	Supports Employment Security Department at WorkSource
YouthBuild	RESEA funds supports Employment Security Department at WorkSource
WIOA Native American Program	Available on WorkSource Campus at Next Generation Zone
WorkFirst	N/A
Carl Perkins Post-Sec	At Worksource
CSBG Employment and Training	Represented by Community Colleges of Spokane staff at WorkSource
MFSW	N/A - Spokane Neighborhood Action Partners has CSBG funding but not CSBG E&T funding
Pathway Home 6	Employment Security Department
Second Chance Act	Employment Security Department
Job Corp	N/A
	N/A

IFA Worksource Spokane Summary

Program Year 2026

Cost Pool	ESD	CPS	Pioneer	CHAS	CCS	LNI	Goodwill	DVR	DSB	Total
Infrastructure	\$ 280,663	\$ 118,742	\$ 86,358	\$ 32,384	\$ 10,795	\$ 10,795	\$ 8,096	\$ 10,795	\$ -	\$ 558,627
Other Shared Costs	\$ 15,600	\$ 6,600	\$ 4,800	\$ 1,800	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 31,800
Total Estimated Billing July 2024 - June 2025	\$ 296,263	\$ 125,342	\$ 91,158	\$ 34,184	\$ 11,395	\$ 11,395	\$ 8,696	\$ 11,395	\$ 600	\$ 590,427

Cost Pool	ESD	CPS	Pioneer	CHAS	CCS	LNI	Goodwill	DVR	DSB	Total
Infrastructure	\$ 280,663	\$ 118,742	\$ 86,358	\$ 32,384	\$ 10,795	\$ 10,795	\$ 8,096	\$ 10,795	\$ -	\$ 558,627
Career + Shared Services	\$ 2,210,000	\$ 935,000	\$ 680,000	\$ 255,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ -	\$ 4,420,000
Other Shared Costs	\$ 15,600	\$ 6,600	\$ 4,800	\$ 1,800	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 31,800
Total Estimated Contribution	\$ 2,506,263	\$ 1,060,342	\$ 771,158	\$ 289,184	\$ 96,395	\$ 96,395	\$ 93,696	\$ 96,395	\$ 600	\$ 5,010,427

IFA Worksheet
Next Generation Zone

This worksheet identifies the costs to operate your facility.
1. Enter the total square feet for your facility for direct space and shared & common area space such as hallways, bathrooms, work spaces, resource room training room, etc.
2. Enter the annual cost for each applicable item (rent, utilities, etc.)

		Planned Allocated & Direct Agency Contribution Expenses July 2026-June 2027					
		Planned Allocated Expenses July 2026-June 2027		Planned Allocated & Direct Agency Contribution Expenses July 2026-June 2027			
		Direct staff					
		space and common areas (sf)	Suite 100 Classroom Space	Suite 110 Classroom Space	Agency Direct Contributions	Total Allocated and Direct Additional Agency Contributions	
Total Sq Ft	9,419	4,227	1,785	3,407			
Facilities	Rent	\$149,202.00	\$66,957.94	\$28,275.36	\$53,968.70	\$149,202.00	
	Improvements		\$0.00	\$0.00	\$0.00	\$0.00	
	Maintenance		\$0.00	\$0.00	\$0.00	\$0.00	
	Utilities		\$0.00	\$0.00	\$0.00	\$0.00	Utilities & most maintenance included in lease
	Janitorial	\$15,000.00	\$6,731.61	\$2,842.66	\$5,425.74	\$15,000.00	
	Security	\$5,000.00	\$2,243.87	\$947.55	\$1,808.58	\$5,000.00	
Total	\$169,202.00	\$75,933.42	\$32,065.57	\$61,203.02	\$0.00	\$169,202.00	
Annual Cost Per Sq Ft		\$17.96					
Operations	Furniture	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Telephone/Internet	\$15,000.00	\$6,731.61	\$2,842.66	\$5,425.74	\$15,000.00	Telephone & Data one company (XO Communications)
	Data		\$0.00	\$0.00	\$0.00	\$0.00	
	Managed Print / IT Maintenance	\$35,000.00	\$15,707.08	\$6,632.87	\$12,660.05	\$35,000.00	
	Shared Equipment		\$0.00	\$0.00	\$0.00	\$20,000.00	
	Equipment Maintenance	\$8,000.00	\$3,590.19	\$1,516.08	\$2,893.73	\$8,000.00	
	Supplies (Office Expenses)	\$5,000.00	\$2,243.87	\$947.55	\$1,808.58	\$15,000.00	
	Postage		\$0.00	\$0.00	\$0.00	\$20,000.00	
	Other (Subscriptions & Other Services)	\$3,000.00	\$1,346.32	\$568.53	\$1,085.15	\$3,000.00	Hartford Insurance
	Total	\$66,000.00	\$29,619.07	\$12,507.70	\$23,873.23	\$35,000.00	
	Annual Cost Per Sq Ft	\$7.01					
Total Infrastructure Costs		\$235,202.00	\$105,552.48	\$44,573.26	\$85,076.25	\$35,000.00	\$270,202.00
Annual Cost Per Sq Ft		\$24.97					

IFA Staff Space Worksheet

Next Generation Zone

Partners on Site (NOTE: Based on state policy, Centers Must have Representation from the Five Core Partners (Titles I through IV and TANF)

	Title 1 Youth WIOA	Open	Open Doors NEW ESD 101/CCS	Open	Title II - CCS	Totals
July 2026 - June 2027						
FTE	8	0	10	0	0.5	18.5
Months in center this fiscal year	12	0	12	12	12	48
Annualized FTE	96.00	0.00	120.00	0.00	6.00	222
Percentage of direct staff & common areas	43.24%	0.00%	54.05%	0.00%	2.70%	100.00%
Facility & Operations Costs						
Direct Staff & Common Areas						
Suite 100	\$ 45,644	\$	57,055	\$	2,853	\$ 105,552
Suite 110	\$ 44,573	\$	-	\$	-	\$ 44,573
	\$ 42,538	\$	42,538	\$	-	\$ 85,076
Total Facility & Operations Costs	\$ 132,756	\$ -	\$ 99,594	\$ -	\$ 2,853	\$ 235,202
						Monthly cost per FTE
						1,059
Total Other Shared Costs Per FTE	\$ 4,800	\$ -	\$ 6,000	\$ -	\$ 300	\$ 11,100
Total Facility & Operations Costs & Other Shared Costs	\$ 137,556	\$ -	\$ 105,594	\$ -	\$ 3,153	\$ 246,302
Suite 100 Use Percentages	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Suite 110 Use Percentages	50.00%	0.00%	50.00%	0.00%	0.00%	100.00%
**Shared Costs per FTE Flat Fee	\$ 600					
*** Flat Fee Voluntary Other Shared Costs (Youthbuild)	\$ 600					
Annual Cost per FTE	\$ 12,714					

IFA Other Shared Cost Worksheet
Next Generation Zone

Costs to be shared by all FTE at WorkSource and Next Generation Zone and all required partners

July 2026-June 2027

Other shared costs will be used to help fund the one-stop operator contract and guest resource services staff. Partners will be billed twice a year based on an annual contribution rate of \$600 per FTE to be updated each quarter beginning July 1.

\$ 11,100

Total = \$600 per FTE for all staff at WorkSource and Next Generation Zone

IFA Career Services Worksheet

Next Generation Zone

This worksheet identifies career & shared services FTE and costs.

	Title 1 Youth WIOA	Open Doors NEW ESD 101/CCS	Title II - CCS	Total
All Staff Working at Integrated Site-FTE	8	10	0.5	18.5
Career & Shared Services Staff Totals	8	10	0.5	18.5
Salaries and Benefits for Program Staff Jul 2026 - Jun 2027	\$ 680,000	\$ 850,000	\$ 42,500	\$ 1,572,500
Total	\$ 680,000	\$ 850,000	\$ 42,500	\$ 1,572,500

Per FTE Calculated for PY26 \$ 85,000

IFA Partner Summary
Next Generation Zone

Program	Notes
Title I - Adult	At Worksource - Supports staff with Career Path Services, Goodwill and Pioneer Human Services - all customers to be enrolled in at Basic level (career services), eligible customers to receive Training services
Title I - Dislocated Worker	At Worksource - Supports staff with Career Path Services, Goodwill and Pioneer Human Services - all eligible customers to be enrolled at Basic level (career services), eligible customers to receive Training services
Title I - Youth	At Next Generation Zone Supports small portion of staff time at Worksource for eligibilty determination and system coordination
Title I - EcSA	At Worksource - Supports staff with Career Path Services, Goodwill and Pioneer Human Services - all eligible customers to be enrolled at Basic level (career services), eligible customers to receive Training services
Title II - Adult Literacy	Represented by Community Colleges of Spokane staff at WorkSource
Title III - Wagner-Peyser	At Worksource - Supports staff with Employment Security Department and customers at Basic (career services level) - Individualized level offerings TBD
Title IV - DVR	At Worksource - Staff located at WorkSource (1-2 TBD)
Title IV - DSB	No staff located on WorkSource campus, however, required partners with no staff at WorkSource will be charged an agreed upon FTE of .04678 a month. Also in-kind offerings available and contributing to other shared costs
Title V - SESCP	N/A
Jobs for Veterans State Grants (IVSG) Program	Supports Employment Security Department at WorkSource
Trade Adjustment Act	Supports Employment Security Department at WorkSource
Unemployment Insurance (and RESEA)	RESEA funds supports Employment Security Department at WorkSource
YouthBuild	Available on WorkSource Campus at Next Generation Zone
WIOA Native American Program	N/A
WorkFirst	At Worksource
CSBG Employment and Training	N/A - Spokane Neighborhood Action Partners has CSBG funding but not CSBG E&T funding
MFSW	Employment Security Department
Pathway Home	Employment Security Department
Second Chance Act	N/A
Open Doors Reengagement Program	NEW ESD 101
Job Corp	N/A

IFA Next Generation Zone Summary

Program Year

2026 (July 1, 2026 - June 30, 2027)

Cost Pool	Title 1 Youth WIOA	Open	Open Doors NEW ESD 101/CCS	Open	Title II - CCS	Totals
Infrastructure	\$ 132,756	\$ -	\$ 99,594	\$ -	\$ 2,853	\$ 235,202
Other Shared Costs	\$ 4,800	\$ -	\$ 6,000	\$ -	\$ 300	\$ 11,100
Total Estimated Billing	\$ 137,556	\$ -	\$ 105,594		\$ 3,153	\$ 246,302

Cost Pool	Title 1 Youth WIOA	Open	Open Doors NEW ESD 101/CCS		Title II - CCS	Totals
Infrastructure	\$ 132,756	\$ -	\$ 99,594	\$ -	\$ 2,853	\$ 235,202
Career + Shared Services	\$ 680,000	\$ -	\$ 850,000	\$ -	\$ 42,500	\$ 1,572,500
Other Shared Costs	\$ 4,800	\$ -	\$ 6,000	\$ -	\$ 300	\$ 11,100
Total Estimated Contribution	\$ 817,556	\$ -	\$ 955,594		\$ 45,653	\$ 1,818,802

IFA Worksheet

Spokane Falls Community College

This worksheet identifies the costs to operate your facility. Entries are made in the gray boxes.

1. Enter the total square feet for your facility

2. Enter the annual square foot cost for each applicable item (rent, utilities, etc.)

3. List the value of any other annual infrastructure your site is use to support WorkSource services, if you are able to do so.

For any costs that are difficult to capture or not applicable, place a 0 in the row.

Value of Space used to support to WorkSource activities		sq ft
Square footage supporting \WorkSource activities		1,345 sq ft
Annual Cost Per Sq Ft	\$	7.24
Total Value of Space used for WorkSource Activities	\$	9,738
Other Annual costs related to WorkSource Activities		
Furniture		
Telephone		
Data		
IT Maintenance		
Shared Equipment		
Equipment Maintenance		
Supplies (Office Expenses)		
Postage		
Other (Subscriptions & Other Services)		
Total	\$	-
Total Annual Infrastructure Costs		\$ 9,738

IFA Staff and Other Costs

Spokane Falls Community College

This worksheet identifies the value of staff at your site that support WorkSource Activities. Entries are made in the gray boxes.

- 1. For each FTE providing WorkSource Services, estimate the % of their spent on those services
- 2. Enter the annual compensation for that FTE (wages and benefits)
- 3. If your site provides an other annual costs to support WorkSource Service, list these under additional costs

	FTE1	FTE2	FTE3	FTE4	Total FTE	(add more columns as needed
Total FTE dedicated to WorkSource Activities Annually	0.05	0.05	0.1		0.2	
Annual Wages + benefits for each FTE	\$ 52,124	\$ 52,124	\$ 49,520		\$ 153,768	
Cost per FTE	\$ 2,606	\$ 2,606	\$ 4,952	\$ -	\$ 10,164	
Additional Costs						
TBD						
TBD						
TBD						
Total Additional Costs dedicated to WorkSource Activities	0					

IFA Budget Summary

Spokane Falls Community College

	Annual Cost
Total Infrastructure Costs	\$ 9,738
Total Career Services Staffing Costs	\$ 10,164
Total Other Costs	\$ -
Total Connection Site Budget for WorkSource Activities	\$ 19,902

IFA Worksheet

Spokane Community Colleges of Spokane

This worksheet identifies the costs to operate your facility. Entries are made in the gray boxes.

1. Enter the total square feet for your facility

2. Enter the annual square foot cost for each applicable item (rent, utilities, etc.)

3. List the value of any other annual infrastructure your site is use to support WorkSource services, if you are able to do so.

For any costs that are difficult to capture or not applicable, place a 0 in the row.

Value of Space used to support to WorkSource activities	sq ft
Squar footage supporting \WorkSource activities	706 sq ft
Annual Cost Per Sq Ft	\$ 16.66
Total Value of Space used for WorkSource Activities	\$ 11,762
Other Annual costs related to WorkSource Activities	
Furniture	
Telephone	
Data	
IT Maintenance	
Shared Equipment	
Equipment Maintenance	
Supplies (Office Expenses)	
Postage	
Other (Subscriptions & Other Services)	
Total	\$ 4,378
Total Annual Infrastructure Costs	\$ 16,140

IFA Staff and Other Costs

Spokane Community Colleges of Spokane

This worksheet identifies the value of staff at your site that support WorkSource Activities. Entries are made in the gray boxes.

1. For each FTE providing WorkSource Services, estimate the % of their spent on those services

2. Enter the annual compensation for that FTE (wages and benefits)

3. If your site provides an other annual costs to support WorkSource Service, list these under additional costs

	FTE1	FTE2	FTE3	FTE4	Total FTE	(add more columns as needed)
Total FTE dedicated to WorkSource Activities Annually	1				1	
Annual Wages + benefits for each FTE	\$ 30,254				\$ 30,254	
Cost per FTE	\$ 30,254	\$ -	\$ -	\$ -	\$ -	\$ 30,254
Additional Costs						
TBD						
TBD						
TBD						
Total Additional Costs dedicated to WorkSource Activities						0

IFA Budget Summary

Spokane Community Colleges of Spokane

	Annual Cost
Total Infrastructure Costs	\$ 16,140
Total Career Services Staffing Costs	\$ 30,254
Total Other Costs	\$ -
Total Connection Site Budget for WorkSource Activities	\$ 46,394

IFA Worksheet

Goodwill Industries of the Inland Northwest

This worksheet identifies the costs to operate your facility. Entries are made in the gray boxes.

1. Enter the total square feet for your facility

2. Enter the annual square foot cost for each applicable item (rent, utilities, etc.)

3. List the value of any other annual infrastructure your site is use to support WorkSource services, if you are able to do so.

Value of Space used to support to WorkSource activities		sq ft
Square footage supporting \WorkSource activities	936 sq ft	
Annual Cost Per Sq Ft	\$ 30.00	
Total Value of Space used for WorkSource Activities		\$ 28,080
Other Annual costs related to WorkSource Activities		
Furniture	\$ -	
Telephone	\$ -	
Data	\$ -	
IT Maintenance	\$ -	
Shared Equipment	\$ -	
Equipment Maintenance	\$ -	
Supplies (Office Expenses)	\$ -	
Postage	\$ -	
Other (Subscriptions & Other Services)	\$ -	
Total	\$ -	
Total Annual Infrastructure Costs		\$ 28,080

IFA Staff and Other Costs

Goodwill Industries of the Inland Northwest

This worksheet identifies the value of staff at your site that support WorkSource Activities. Entries are made in the gray boxes.

1. For each FTE providing WorkSource Services, estimate the % of their spent on those services

2. Enter the annual compensation for that FTE (wages and benefits)

3. If your site provides other annual costs to support WorkSource Service, list these under additional costs

	FTE1	FTE2	FTE3	FTE 4	Total FTE	(add more columns as needed
Total FTE dedicated to WorkSource Activities Annually	0.3				0.3	
Annual Wages + benefits for each FTE	\$ 44,164				\$ 44,164	
Cost per FTE	\$ 13,249	\$ -	\$ -	\$ -	\$ -	\$ 13,249
Additional Costs						
TBD						
TBD						
TBD						
Total Additional Costs dedicated to WorkSource Activities						0

IFA Budget Summary

Goodwill Industries of the Inland Northwest

	Annual Cost
Total Infrastructure Costs	\$ 28,080
Total Career Services Staffing Costs	\$ 13,249
Total Other Costs	\$ -
Total Connection Site Budget for WorkSource Activities	\$ 41,329

IFA Worksheet

SCLD

This worksheet identifies the costs to operate your facility. Entries are made in the gray boxes.

- 1. Enter the total square feet for your facility
- 2. Enter the annual square foot cost for each applicable item (rent, utilities, etc.)
- 3. List the value of any other annual infrastructure your site is use to support WorkSource services, if you are able to do so. For any

Value of Space used to support to WorkSource activities			
Sqar footage supporting \WorkSource activities	100 sq ft		
Annual Cost Per Sq Ft	\$ 14		
Total Value of Space used for WorkSource Activities			
	\$ 1,400		
Other Annual costs related to WorkSource Activities			
Furniture	\$ 166	0.5180%	\$32,000 NS annual cost
Telephone	\$ 26	0.5180%	\$5,000 NS annual cost
Data / Broadband	\$ 119	0.5180%	\$23,000 NS annual cost
IT Maintenance & Support	\$ 404	0.5180%	\$78,000 NS annual cost
Shared Equipment	\$ -	0.5180%	\$6,000 NS annual cost
Equipment Maintenance	\$ 31	0.5180%	\$25,000 NS annual cost
Supplies (Office Expenses)	\$ 130	0.5180%	\$3,000 NS annual cost
Postage	\$ 16	0.5180%	\$16,000 NS annual cost
Other (Subscriptions & Other Services)			
Total	\$ 892		

Total Annual Infrastructure Costs \$ 2,292

IFA Staff and Other Costs

SCLD

Activities. Entries are made in the gray boxes.

- 1. For each FTE providing WorkSource Services, estimate the % of their spent on those services
- 2. Enter the annual compensation for that FTE (wages and benefits)
- 3. If your site provides an other annual costs to support WorkSource Service, list these

	FTE1	FTE2	FTE3	FTE 4	Total FTE	(add more columns as needed
Total FTE dedicated to WorkSource Activities Annually	0.1				0.1	
Annual Wages + benefits for each FTE	\$ 80,600				\$80,600	
Cost per FTE	\$ 8,060	\$ -	\$ -	\$ -	\$ -	\$8,060
Additional Costs						
TBD						
TBD						
TBD						
Total Additional Costs dedicated to WorkSource Activities	0					

IFA Budget Summary

SCLD

	Annual Cost
Total Infrastructure Costs	\$ 2,292
Total Career Services Staffing Costs	\$ 8,060
Total Other Costs	\$ -
Total Connection Site Budget for WorkSource Activities	\$ 10,352

IFA Worksheet
YWCA

This worksheet identifies the costs to operate your facility. Entries are made in the gray boxes.

1. Enter the total square feet for your facility
2. Enter the annual square foot cost for each applicable item (rent, utilities, etc.)
3. List the value of any other annual infrastructure your site is use to support WorkSource services, if you are able to do so.
- For any costs that are difficult to capture or not applicable, place a 0 in the row.

Value of Space used to support to WorkSource activities		sq ft
Squar footage supporting \WorkSource activities		1,000 sq ft
Annual Cost Per Sq Ft		\$ 50
Total Value of Space used for WorkSource Activities		\$ 50,000
Other Annual costs related to WorkSource Activities		
Furniture		
Telephone		\$ 3,000
Data		
IT Maintenance		\$ 500
Shared Equipment		
Equipment Maintenance		
Supplies (Office Expenses)		\$ 2,500
Postage		
Other (Subscriptions & Other Services)		
Total		\$ 6,000
Total Annual Infrastructure Costs		\$ 56,000

IFA Staff and Other Costs

YWCA

This worksheet identifies the value of staff at your site that support WorkSource Activities. Entries are made in the gray boxes.

- 1. For each FTE providing WorkSource Services, estimate the % of their spent on those services
- 2. Enter the annual compensation for that FTE (wages and benefits)
- 3. If your site provides an other annual costs to support WorkSource Service, list these under additional costs

	FTE1	FTE2	FTE3	FTE 4	Total FTE (add more columns as needed
Total FTE dedicated to WorkSource Activities Annually	1.00	1.00			2.00
Annual Wages + benefits for each FTE	\$ 44,500	\$ 41,994			\$ 86,494
Cost per FTE	\$ 44,500	\$ 41,994	\$ -	\$ -	\$ 86,494
Additional Costs					
TBD					
TBD					
TBD					
Total Additional Costs dedicated to WorkSource Activities					0

IFA Budget Summary

YWCA

Total Infrastructure Costs	\$	56,000
Total Career Services Staffing Costs	\$	86,494
Total Other Costs	\$	-
Total Connection Site Budget for WorkSource Activities		\$ 142,494

IFA Worksheet

Spokane Public Library

This worksheet identifies the costs to operate your facility. Entries are made in the gray boxes.

1. Enter the total square feet for your facility

2. Enter the annual square foot cost for each applicable item (rent, utilities, etc.)

3. List the value of any other annual infrastructure your site is use to support WorkSource services, if you are able to do so.

For any costs that are difficult to capture or not applicable, place a 0 in the row.

Value of Space used to support to WorkSource activities	sq ft
Squar footage supporting \WorkSource activities	sq ft
Annual Cost Per Sq Ft	
Total Value of Space used for WorkSource Activities	0
Other Annual costs related to WorkSource Activities	
Furniture	
Telephone	
Data	
IT Maintenance	
Shared Equipment	
Equipment Maintenance	
Supplies (Office Expenses)	
Postage	
Other (Subscriptions & Other Services)	
Total	\$ -
Total Annual Infrastructure Costs	\$ -

IFA Staff and Other Costs

Spokane Public Library

This worksheet identifies the value of staff at your site that support WorkSource Activities. Entries are made in the gray boxes.

- 1. For each FTE providing WorkSource Services, estimate the % of their spent on those services
- 2. Enter the annual compensation for that FTE (wages and benefits)
- 3. If your site provides an other annual costs to support WorkSource Service, list these under additional costs

	FTE1	FTE2	FTE3	FTE 4	Total FTE	(add more columns as needed
Total FTE dedicated to WorkSource Activities Annually					0	
Annual Wages + benefits for each FTE					0	
Cost per FTE	0	0	0	0	0	0
Additional Costs						
TBD						
TBD						
TBD						
Total Additional Costs dedicated to WorkSource Activities		0				

IFA Budget Summary

Spokane Public Library

	Annual Cost
Total Infrastructure Costs *	\$ 7,000
Total Career Services Staffing Costs **	\$ 5,200
Total Other Costs ***	
Total Connection Site Budget for WorkSource Activities	\$ 12,200

*% of replacement for maintaining workforce development access to resources
 **10% of Community Technology Coordinator's time and effort
 ***Supplies, resume paper, thumb drives, etc...

IFA Worksheet

Fairchild Air Force Base

This worksheet identifies the costs to operate your facility. Entries are made in the gray boxes.

1. Enter the total square feet for your facility
2. Enter the annual square foot cost for each applicable item (rent, utilities, etc.)
3. List the value of any other annual infrastructure your site is use to support WorkSource services, if you are able to do so.

For any costs that are difficult to capture or not applicable, place a 0 in the row.

Value of Space used to support to WorkSource activities		sq ft
Sqaur footage supporting \WorkSource activities		50 sq ft
Annual Cost Per Sq Ft		\$25.00
Total Value of Space used for WorkSource Activities		\$1,250.00
Other Annual costs related to WorkSource Activities		
Furniture		
Telephone		
Data		
IT Maintenance		
Shared Equipment		
Equipment Maintenance		
Supplies (Office Expenses)		
Postage		
Other (Subscriptions & Other Services)		
Total		\$ -
Total Annual Infrastructure Costs		\$ 1,250

IFA Staff and Other Costs

Fairchild Air Force Base

Entries are made in the gray boxes.

1. For each FTE providing WorkSource Services, estimate the % of their spent on those services

2. Enter the annual compensation for that FTE (wages and benefits)

3. If your site provides an other annual costs to support WorkSource Service, list these under

	FTE1	FTE2	FTE3	FTE 4	Total FTE	(add more columns as needed
Total FTE dedicated to WorkSource Activities Annually	0.25				0.25	
Annual Wages + benefits for each FTE	\$55,000				\$55,000	
Cost per FTE	\$13,750	0	0	0	0	\$13,750
Additional Costs						
TBD						
TBD						
TBD						
Total Additional Costs dedicated to WorkSource Activities		0				

IFA Budget Summary

Fairchild Air Force Base

Total Infrastructure Costs *	Annual Cost
Total Career Services Staffing Costs **	\$ 1,250
Total Other Costs ***	\$13,750
Total Connection Site Budget for WorkSource Activities	\$ 15,000

Certificate Of Completion

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Andrew Chanse

tneumann@spokanelibrary.org

CommunityTech Director

Spokane Public Library

Security Level: Email, Account Authentication
(None)

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Anthony Wright

jfacer@spokaneworkforce.org

Finance Director

Spokane Workforce Council

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Arielle Anderson

arielleanderson@spokanecity.org

CHHS Director

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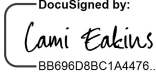
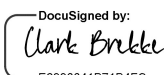
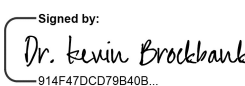
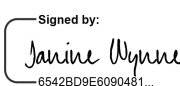
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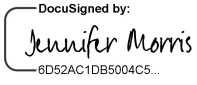
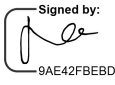
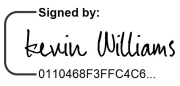
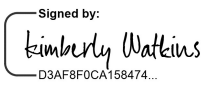
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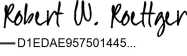
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Dr. Kevin Brockbank Kevin.Brockbank@ccs.spokane.edu Chancellor Security Level: Email, Account Authentication (None)	Signed by:  914F47DCD79B40B... Signature Adoption: Pre-selected Style Using IP Address: 134.39.169.186	Sent: 4/27/2026 4:37:48 PM Viewed: 4/28/2026 9:28:55 AM Signed: 4/28/2026 9:29:32 AM
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Janine Wynne janinew@ywcaspokane.org CEO Security Level: Email, Account Authentication (None)	Signed by:  6542BD9E8090481... Signature Adoption: Pre-selected Style Using IP Address: 50.175.39.166	Sent: 4/27/2026 4:37:48 PM Viewed: 5/4/2026 11:18:51 AM Signed: 5/4/2026 11:19:46 AM
Electronic Record and Signature Disclosure:		

Signer Events	Signature	Timestamp
Accepted: 5/4/2026 11:18:51 AM ID: 84ca0c96-11fa-48c0-ab00-056761ec62c3 Jennifer Morris jen.morris@careerpathservices.org Career Path Services Security Level: Email, Account Authentication (None)	DocuSigned by:  6D52AC1DB5004C5... Signature Adoption: Pre-selected Style Using IP Address: 71.197.180.13	Sent: 4/27/2026 4:37:49 PM Viewed: 4/27/2026 4:57:30 PM Signed: 4/27/2026 4:57:56 PM
Electronic Record and Signature Disclosure: Accepted: 4/27/2026 4:57:30 PM ID: 41748a63-b1cc-4c5b-a0ac-f4261e6032a3 Jessica Clayton jclayton@spokaneworkforce.org Division Executive of Programs and Development Security Level: Email, Account Authentication (None)	Signed by:  9AE42FBE8DF84E2... Signature Adoption: Drawn on Device Using IP Address: 2600:100f:b0ef:6004:8884:ab11:efdd:513d Signed using mobile	Sent: 4/27/2026 4:37:50 PM Viewed: 4/27/2026 5:25:10 PM Signed: 4/27/2026 5:25:27 PM
Electronic Record and Signature Disclosure: Accepted: 4/27/2026 5:25:10 PM ID: 1ec9c77a-b102-4700-b1ae-eeed9274ab2f Josh Kerns jkerns@spokanecounty.org Spokane County Commissioner Security Level: Email, Account Authentication (None)	Signed by:  8A3665D2B76B482... Signature Adoption: Pre-selected Style Using IP Address: 205.143.53.1	Sent: 4/27/2026 4:37:46 PM Resent: 5/4/2026 4:42:18 PM Resent: 5/12/2026 10:33:44 AM Viewed: 5/20/2026 10:29:53 AM Signed: 5/20/2026 10:30:59 AM
Electronic Record and Signature Disclosure: Accepted: 5/20/2026 10:29:53 AM ID: 087eb6e2-10a9-4ae6-b951-f7bbc3cdb054 Kevin Williams klwilliams@spokaneworkforce.org Security Level: Email, Account Authentication (None)	Signed by:  0110468F3FFC4C6... Signature Adoption: Pre-selected Style Using IP Address: 50.152.137.6	Sent: 4/27/2026 4:37:50 PM Viewed: 4/27/2026 5:14:05 PM Signed: 4/29/2026 12:34:28 PM
Electronic Record and Signature Disclosure: Accepted: 4/29/2026 12:28:09 PM ID: 2a03d8a2-c7ed-44f0-8c7e-312a3bb58537 Kimberly Watkins kim.watkins@touchmark.com HR Manager Security Level: Email, Account Authentication (None)	Signed by:  D3AF8F0CA158474... Signature Adoption: Pre-selected Style Using IP Address: 2607:fb91:1e9d:7fe:a8f1:6215:1d14:672e Signed using mobile	Sent: 4/27/2026 4:37:51 PM Resent: 5/4/2026 4:42:20 PM Viewed: 5/4/2026 6:46:54 PM Signed: 5/4/2026 6:49:14 PM
Electronic Record and Signature Disclosure: Accepted: 4/6/2026 12:26:19 PM ID: 630cef57-c5c4-4989-ba90-ba1d50cbd98e		

Signer Events	Signature	Timestamp
Linda Lauch lindal@aiccinc.org Executive Director American Indian Community Center Security Level: Email, Account Authentication (None)	DocuSigned by:  B83CCC1B98FF4CB... Signature Adoption: Pre-selected Style Using IP Address: 50.78.171.85	Sent: 4/27/2026 4:37:56 PM Resent: 5/4/2026 4:42:21 PM Resent: 5/12/2026 10:33:46 AM Viewed: 5/19/2026 11:09:14 AM Signed: 5/19/2026 11:10:54 AM
Electronic Record and Signature Disclosure: Accepted: 5/4/2026 4:46:48 PM ID: 659be7a0-2917-4399-b86e-e1ba00ddb30b		
Lisa Wheeler lisa.wheeler@dsb.wa.gov Security Level: Email, Account Authentication (None)	Signed by:  0717E32348C843D... Signature Adoption: Pre-selected Style Using IP Address: 2601:602:8182:2840:f173:15ad:decba:ca83	Sent: 4/27/2026 4:37:51 PM Viewed: 4/28/2026 9:24:12 AM Signed: 4/28/2026 9:24:22 AM
Electronic Record and Signature Disclosure: Accepted: 4/28/2026 9:24:12 AM ID: 7771451e-37a7-43eb-a3b6-a73d47e3af4d		
Lynda Ducharme jfacer@spokaneworkforce.org Finance Director Spokane Workforce Council Security Level: Email, Account Authentication (None)	Signed by:  6B1F31B0B26F42A... Signature Adoption: Pre-selected Style Using IP Address: 50.152.136.150	Sent: 4/27/2026 4:37:52 PM Resent: 5/4/2026 4:42:21 PM Resent: 5/12/2026 10:33:47 AM Resent: 6/2/2026 3:20:26 PM Viewed: 6/2/2026 3:27:45 PM Signed: 6/2/2026 3:29:03 PM
Electronic Record and Signature Disclosure: Accepted: 4/28/2026 2:23:34 PM ID: d925c926-b3e7-4386-9ed5-7568bbf8c04a		
Monica Bates jfacer@spokaneworkforce.org Finance Director Spokane Workforce Council Security Level: Email, Account Authentication (None)	Signed by:  6B1F31B0B26F42A... Signature Adoption: Pre-selected Style Using IP Address: 50.152.136.150	Sent: 4/27/2026 4:37:47 PM Resent: 5/4/2026 4:42:19 PM Resent: 5/12/2026 10:33:44 AM Resent: 6/2/2026 3:20:25 PM Resent: 6/5/2026 10:55:04 AM Resent: 6/12/2026 9:32:33 AM Viewed: 6/12/2026 9:38:05 AM Signed: 6/12/2026 9:38:30 AM
Electronic Record and Signature Disclosure: Accepted: 6/3/2026 9:25:43 AM ID: 5fd0729d-9fef-4bc8-a454-759bb2dee1db		
Patricia Castaneda pcastaneda@mhspokane.org Executive Director Security Level: Email, Account Authentication (None)	DocuSigned by:  6F7FA398F06A480... Signature Adoption: Drawn on Device Using IP Address: 2603:3023:91d:5300:acec:2181:7bf8:6369	Sent: 4/27/2026 4:37:55 PM Viewed: 4/27/2026 5:18:17 PM Signed: 4/27/2026 5:18:33 PM
Electronic Record and Signature Disclosure: Accepted: 4/27/2026 5:18:17 PM ID: 917f4fce-467e-4e77-88cd-6b4472919842		

Signer Events	Signature	Timestamp
Patrick Roewe sgoddard@sold.org Security Level: Email, Account Authentication (None)	Signed by:  ED44701AED904DC... Signature Adoption: Pre-selected Style Using IP Address: 168.245.214.160	Sent: 4/27/2026 4:37:53 PM Viewed: 4/28/2026 10:07:09 AM Signed: 4/28/2026 10:07:29 AM
Electronic Record and Signature Disclosure: Accepted: 4/28/2026 10:07:09 AM ID: 8485366c-389a-4d39-b6aa-f871389f9859		
Robert W. Roettger rroettger@esd101.net Superintendent Security Level: Email, Account Authentication (None)	Signed by:  D1EDAE957501445... Signature Adoption: Pre-selected Style Using IP Address: 2607:fa78:1049:130:4015:9567:358e:53a4	Sent: 4/27/2026 4:37:53 PM Resent: 5/4/2026 4:42:22 PM Resent: 5/12/2026 10:33:48 AM Resent: 6/5/2026 10:55:05 AM Viewed: 6/5/2026 11:45:49 AM Signed: 6/5/2026 11:46:16 AM
Electronic Record and Signature Disclosure: Accepted: 4/28/2026 10:24:21 AM ID: 87d819b6-6f18-4ef8-a842-7a7f43e43977		
Steve MacDonald smacdonald@spokanecity.org Director, Community and Economic Development City of Spokane Security Level: Email, Account Authentication (None)	DocuSigned by:  67C58EC8BC644F0... Signature Adoption: Uploaded Signature Image Using IP Address: 2607:fb91:aea:8677:d00b:844d:e8a8:be47 Signed using mobile	Sent: 4/27/2026 4:37:52 PM Resent: 5/4/2026 4:42:22 PM Resent: 5/12/2026 10:33:48 AM Resent: 5/22/2026 10:30:54 PM Viewed: 5/24/2026 8:08:04 AM Signed: 5/24/2026 8:09:11 AM
Electronic Record and Signature Disclosure: Accepted: 6/17/2025 2:05:05 PM ID: d65c40bc-8bb0-4003-87cd-5f30df09c575		
Tatjana Roberts tatjana.roberts@esd.wa.gov Security Level: Email, Account Authentication (None)	Signed by:  D0ACF06BACF34AB... Signature Adoption: Pre-selected Style Using IP Address: 147.55.55.12	Sent: 4/27/2026 4:37:54 PM Viewed: 4/28/2026 5:13:03 PM Signed: 4/28/2026 5:19:50 PM
Electronic Record and Signature Disclosure: Accepted: 4/28/2026 5:13:03 PM ID: 98c0f744-3fb9-4077-aab2-61f943de31ea		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Angela Merritt Angela.merritt@dshs.wa.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/29/2026 11:31:12 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/27/2026 4:37:56 PM
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Envelope Updated	Security Checked	4/29/2026 11:39:33 AM
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Envelope Updated	Security Checked	6/2/2026 3:20:24 PM
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Envelope Updated	Security Checked	6/12/2026 9:32:31 AM
Envelope Updated	Security Checked	6/12/2026 9:32:31 AM
Envelope Updated	Security Checked	6/12/2026 9:32:31 AM
Envelope Updated	Security Checked	6/12/2026 9:32:32 AM
Certified Delivered	Security Checked	4/28/2026 5:13:03 PM
Signing Complete	Security Checked	4/28/2026 5:19:50 PM
Completed	Security Checked	6/12/2026 9:38:30 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: amaioriello@spokaneworkforce.org

To advise Spokane Workforce Council of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at amaioriello@spokaneworkforce.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to amaioriello@spokaneworkforce.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

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ii. send us an email to amaioriello@spokaneworkforce.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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