

Office of Economic Development Seattle Jobs Initiative Records, 1995-2002

Overview of the Collection

Creator	Seattle (Wash.). Office of Economic Development
Title	Office of Economic Development Seattle Jobs Initiative Records
Dates	1995-2002 (inclusive) 1995 2002
Quantity	2.2 cubic feet, (3 boxes)
Collection Number	2105-04
Summary	Records of a project to help low-income residents obtain living wage jobs.
Repository	Seattle Municipal Archives Seattle Municipal Archives Office of the City Clerk City of Seattle PO Box 94728 98124-4728 Seattle, WA Telephone: 206-233-7807 Fax: 206-386-9025 archives@seattle.gov
Access Restrictions	Records are open to the public.
Languages	English
Sponsor	Funding for processing this record series was provided through a grant from the National Historical Publications and Records Commission.

Historical Note

The Office of Economic Development (OED) was created in 1972 as part of the Department of Community Development to provide information to businesses expanding or relocating in Seattle. Its main efforts consisted of business development and capital investment, business assistance and advisory services, business liaison, special projects, and research.

In 1992 the City Council reorganized the functions of the Department of Community Development and established the Economic Development Transition Project. This project was assigned responsibility to contract for services to manage the City's business loan programs and to develop and recommend a strategy for the City's economic development programs.

OED was reorganized into the Executive Department in 1993. Its assigned functions included coordination of programs and policies related to the support of a diversified economy, livable wage jobs, access to education, job training and self-employment opportunities, and increased capacity for local neighborhood revitalization. OED administered the City's business loan programs, including loans funded by Urban Development Action Grants, the Neighborhood Business Development Loan Program,

Washington State Development Loan Funds, the Seattle Small Business Lenders Association, and Community Development Block Grants.

The Office negotiated and administered contracts with organizations engaged in the provision of economic development services. Additional functions included the implementation of Community Development Block Grant contracts, as well as administration of federal, state, and local grants such as Central Seattle Neighborhood Special Purpose Grants, Economic Development Administration Planning Grants, the Southeast Opportunity Fund, and the Southeast Good Neighbor Fund. OED provided staff support to the City's Industrial Development Corporation, which issued industrial revenue bonds to provide low-interest financing for private business investment in Seattle. The Office also assumed responsibility for staffing the Mayor's Small Business Task Force and administering certain contracts. The director was appointed by the Mayor and confirmed by City Council.

Seattle Jobs Initiative began in 1995 when Seattle, along with five other cities, was chosen by the Annie E. Casey Foundation (AECF) as a part of its Jobs Initiative program. Mayor Rice created a partnership with AECF and the Office of Economic Development (OED) to create the Seattle Jobs Initiative (SJI), which combined job-skills training and support services with employer involvement to connect low-income individuals with living wage jobs. Launched as a program of OED in 1997, SJI spun off from the City in January 2003, established itself as an independent nonprofit organization and continues to function as a workforce development intermediary.

Content Description

Records of a project that provided job training, support services and placement for low-income residents. Records include subject files, grant files, reports, training files and contractor information.

Use of the Collection

Preferred Citation

[Item and date], Seattle Jobs Initiative Records , Record Series 2105-04. Box [number], Folder [number]. Seattle Municipal Archives.

Administrative Information

Arrangement

Arranged into five subseries: Annie E. Casey Foundation grant files, Reports, Community-Based Organizations, Training files and Subject files.

Detailed Description of the Collection

The following section contains a detailed listing of the materials in the collection.

Annie E. Casey Foundation Grant Files, 1995-2001

Container(s)	Description	Dates
Box/Folder		
1/1	Annie E. Casey Foundation Information	1995
1/2	Annie E. Casey Foundation Seattle Jobs Initiative Planning Grant	1997-1998
1/3	Annie E. Casey Foundation Grant Report Phase I 4th Quarter	1998
1/4	Annie E. Casey Foundation Grant Report Phase II 1st Quarter Deliverables and final Phase I	1998
1/5	Annie E. Casey Foundation Grant Report Phase II 2nd Quarter	1998
1/6	Annie E. Casey Foundation Grant Report Phase II 3rd Quarter	1998-1999
1/7	Annie E. Casey Foundation Grant Report Phase II 4th Quarter	1999
1/8	Annie E. Casey Foundation Grant Phase III Contract Planning	1999
1/9	Annie E. Casey Foundation Grant Report Phase III 1st Quarter	1999
1/10	Annie E. Casey Foundation Grant Report Phase III 2nd Quarter	1999
1/11	Annie E. Casey Foundation Grant Report Phase III 3rd Quarter	2000
1/12	Annie E. Casey Foundation Grant Report Phase III 4th Quarter	2000
1/13	Annie E. Casey Foundation Grant Report Phase IV 1st Quarter	2000
1/14	Annie E. Casey Foundation Grant Report Phase IV 2nd Quarter	2000
1/15	Annie E. Casey Foundation Grant Report Phase IV 3rd Quarter	2001
1/16	Annie E. Casey Foundation Grant Report Phase IV 4th Quarter	2001
1/17	Annie E. Casey Foundation Grant Report Phase V 1st Quarter	2001
1/18	Annie E. Casey Foundation - Showcase Conference	2001

Reports, 1998-2002

Container(s)	Description	Dates
Box/Folder		
1/19	Client Data Summary Reports	1998
1/20	Community Based Organizations Performance - Targets and Actuals	2002
1/21	MIS Reports	1998-1999
1/22	Phase I Progress Report	1998
1/23	Progress Reports	1998
1/24	Progress Report	2002
1/25	Retention Pilot	2002
1/26	Summary Performance by Phase	2000

Community-Based Organizations, 1996-2002

Container(s)	Description	Dates
Box/Folder		
2/1	Asian Counseling and Referral Service	1998-2001
2/2	Center For Career Alternatives	1998-2001
2/3	CAMP	1996-2000
2/4	Downtown Human Service Council	1998
2/5	El Centro de la Raza	1997-1998
2/6	Employment Opportunities Center	1997
2/7	Employment Securities Dept. - Homeless	1997
2/8	First Place	1997-1998

Container(s)	Description	Dates
2/9	Pacific Associates	1997-1998
2/10	Refugee Federation	1998-1999
2/11	South Seattle Community College	1998
2/12	TRAC Associates	1997-2002
2/13	TRAC Associates - Response to RFP	1998
2/14	United Indians of All Tribes Foundation	1997-1998
2/15	Washington Coalition of Citizens With Disabilities	1998
2/16	YWCA	1997-1998

Training Files, 1997-2002

Container(s)	Description	Dates
Box/Folder		
2/17	Dress For Success	2000-2001
2/18	Enhanced Workplace Readiness	1999
2/19	Internships	2001
2/20	Internships	2001
2/21	Internships	2002
2/22	Internship Information	1999-2001
2/23	Office Orientation Booklet	1999
2/24	Temporary Employment	1997
2/25	Training Calendars	1999-2001

Subject Files, 1997-2002

Container(s)	Description	Dates
Box/Folder		
2/26	Baseline Survey	1999
2/27	Seattle Jobs Initiative Board Meetings	2002
2/28	Seattle Jobs Initiative Brochures	undated
2/29	Brownfields Project	1999
2/30	Budget	1998
2/31	Childcare	2001-2002
2/32	Community Network Design Principles	1997
2/33	Conference - High Tech	2000-2001
2/34	Conference - National Urban League	2002
2/35	Contracts	2002
2/36	Contracts - Career Investment fund	2001-2002
2/37	Correspondence - Dianne Hanna, Director	1999-2000
2/38	Correspondence - Dianne Hanna, Director	2001
2/39	Correspondence - Dianne Hanna, Director	2002
2/40	Housing	undated
2/41	Interlocal Agreements	1997-1999
2/42	Job Link	1999-2001
2/43	Memos to Community Based Organizations	1999-2000
2/44	Minority Executive Directors Coalition	1997-2000
3/1	Private Industry Council	1997-1998

Container(s)	Description	Dates
3/2	Public Relations Information	1998
3/3	Relationship With Seattle Housing Authority	1998
3/4	Retention	1999
3/5	Seattle Foundation	1998
3/6	Seattle-King County One Stop Partnership	1997-1998
3/7	Site Assessment	2002
3/8	Workforce Development Council	1999-2000

Names and Subjects

Subject Terms :

Occupational training--Washington (State)--Seattle

Social service--Washington (State)--Seattle

Unemployed--Washington (State)--Seattle

Unemployment--Washington (State)--Seattle

Corporate Names :

Seattle (Wash.). Office of Economic Development

Annie E. Casey Foundation

Seattle Jobs Initiative

Geographical Names :

Seattle (Wash.)

Finding aid prepared by Janet Ness
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