

**MEMORANDUM OF UNDERSTANDING
PURSUANT TO THE WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014
Between and among the
YAVAPAI COUNTY WORKFORCE DEVELOPMENT BOARD
And
ONE STOP PARTNERS PROVIDING FOR THE OPERATION OF THE
YAVAPAI COUNTY LOCAL WORKFORCE DEVELOPMENT AREA ONE STOP SYSTEM**

I. INTRODUCTION

The undersigned include the identified entities that are required partners in the ARIZONA@WORK Yavapai County local One Stop Delivery System. The Partners are entities designated by Section 121(b) (1) (B) of the Workforce Innovation Opportunity Act (WIOA) and 20 CFR §678.400, and who are responsible for administering the programs and activities in the local area.

This Memorandum of Understanding (MOU) is the product of local discussions and negotiations developed and executed between the Yavapai County Workforce Development Board (WDB) and the One Stop Partners, with the agreement of the Chief Elected Official and the One Stop Partners, relating to the operation of the One Stop Delivery System (20 CFR §678.500). Programs authorized under WIOA and included in this MOU are as follows:

CORE PARTNER PROGRAMS

- a. Title I: Adult, Youth, and Dislocated Worker
- b. Title II: Adult Education and Literacy
- c. Title III: Wagner-Peyser
- d. Title IV: Vocational Rehabilitation

REQUIRED PARTNERS

- a. Senior Community Service Employment Program (SCSEP)
- b. Trade Adjustment Assistance (TAA)
- c. Community Development Block Grant (CDBG)
- d. Housing and Urban Development (HUD)
- e. Programs under Unemployment Compensation

The WDB enters into this agreement to ensure that the principles outlined in the MOU are consistent with WIOA Public Law 113-128, the Arizona Workforce Innovation and Opportunity State Plan for PYs 2020-2023, Workforce Arizona Council Policy #5 ARIZONA@WORK Job Center MOU and Infrastructure Costs Policy, and State Administrative Policies.

II. VISION AND GOALS

The purpose of this MOU, according to 20 CFR §678.500, is to describe the relationship between the WDB and the One Stop System Partners under WIOA.

This MOU defines the coordination of resources between partners for appropriate services and activities, ensures that the needs of workers, youth and individuals with barriers to employment, including individuals with disabilities, are provided access to services while providing effective delivery of workforce services that will enable partners to integrate the current service delivery system, resulting in a seamless and comprehensive array of job matching, education, support services, job training and other workforce development services. This MOU contains the duration of the MOU, procedures for amending it, and process for review and conflict resolution.

The Mission Statement of the WDB is: *"To build economic success through workforce development partnerships."*

The Vision of the WDB is: *"To promote the well-being of citizens of Yavapai County by developing and maintaining a quality workforce. Serving as the focal point of local and regional workforce investment initiatives, we support local and regional economic growth by linking workforce development with economic development."*

ARIZONA@WORK Yavapai County and workforce partners focus equally on the needs of job seekers and employers for skilled labor with industry-recognized credentials. This innovative network collaborates to create an accessible and integrated service delivery system to produce a pipeline of skilled workers to meet current and future labor demands.

Focused Workforce Solutions

- Provide information and guidance to job seekers to make informed decisions about training and careers.
- Partner with WIOA mandated partners for service delivery and shared client service without duplication.
- Develop a pipeline of skilled workers based on identified current/projected business needs through a networked system of services.
- Develop educational training and supportive services to meet the needs of job seekers, including those with obstacles to employment.

Local Goals of the WDB

- Enhance existing and/or develop training programs and service delivery systems to better meet industry's short, intermediate and long term needs through eligible training providers.
- Upgrade training for current employees.
- Streamline access to and/or administration of workforce development programs.

- Provide a self-sustaining program of governance management and oversight for regional planning and development system.
- Enhance and expand the Youth programs so that young people will have the education resources and skills they need to succeed in a competitive economy.

Excellent Customer Service

- Streamline processes to ensure seamless customer service while addressing all customer needs.
- Share information among partners to effectively navigate the customer to appropriate services.
- Ensure staff is knowledgeable of resources within the workforce delivery system through comprehensive training and development.
- Provide an exceptional customer experience in a professional environment.

Strong Regional Economies

- Leverage resources to strengthen job and career opportunities in high-growth industries within the local area.
- Customized education and training services to align with current and projected business needs.

Duration of the Agreement

Term: This MOU will commence on July 1, 2020 and remain in effect until June 30, 2024, unless terminated earlier by the repeal of WIOA as provided herein.

Review: The Partners agree to review this MOU every quarter during the first year of implementation, and then bi-annually to ensure accountability, appropriate funding and delivery of services. Modifications will be made as deemed necessary and as agreed upon by the Partners, and/or the WDB.

Withdrawal of a Partner: The Partners understand that integration to the One Stop delivery system is dependent on everyone's good faith efforts to improve and provide seamless services to the community. In the event that it becomes necessary for any of the Partners to cease being a party to this MOU, the said Partner shall notify other parties in writing thirty (30) days in advance of that intention. Termination by one of the Partners to this MOU does not alter the terms or obligations of the other Partners to this MOU.

Conflicts with a Partner: The parties shall first attempt to resolve all disputes informally by holding a meeting of the interested parties with the WDB Executive Director or the Chairman of the WDB as applicable to avoid conflict of interest.

- The Executive Director will attempt to resolve the issues at the lowest possible levels of the organization involved.
- If the informal resolution does not work, the matter will be referred to the WDB for appropriate designation and/or recommendation. The Chair of the WDB may place the matter on the agenda of an executive session of the Executive Committee to mediate and issue a written recommendation.
- If the matter fails to be resolved at the Board level, the matter will be referred to the Yavapai County Board of Supervisors or their designee, which could result in the removal of parties found to not be compliant within the terms of this agreement.

III. SYSTEM DESIGN

Description of Services

Functional alignment is both an opportunity and a tool to effectively streamline customer service delivery, capitalize on the strengths of staff and technology to deliver services, and thereby reduce duplication. ARIZONA@WORK Yavapai County will ensure that the following elements are incorporated into each Job Center in keeping with the State Service Integration Policy and the Local Business Plan. The Executive Committee of the WDB has decided that the One Stop Committee will oversee all Welcome, Career and Skill Development and Business Services.

The One Stop Committee will provide exceptional customer services in a professional environment. Partners will use a single point of contact model for service integration and services will be coordinated and delivered through all components of the system. Customers will be informed about the services available by Partners in the MOU. Customers will also be informed and referred, if appropriate, of services available through the MOU Partners. Customers will experience orientation for programs and labor market information, recruitment and referral, such as assessing and identifying skills, conducting intakes, orientations, referrals to One Stop Partners, recruit and make job referrals, labor market information, system navigation and Unemployment Insurance (UI) benefits information.

The One Stop Committee will also provide information and guidance to job seekers to make informed decisions about training and careers. Customers will receive individualized services needed to gain the skills to enter the workforce in a manner that leads to employment addressing interests, skills, abilities, knowledge and self-sufficiency. These may include services and activities such as identifying skills, developing employment plans, short-term prevocational services, tuition and fees for educational gains, entrepreneurial training, academic counseling, career counseling, work based learning, preparation for Secondary/High School Equivalency, skills upgrade, English Language Acquisition, Financial Literacy, Industry-recognized credentials, case management, and support services to obtain/maintain employment.

The One Stop Committee will continue to develop a pool of skilled workers based on identified current/projected business needs. Customers will include job seekers and business industries. All customers are welcome to access the services needed to attain employment and make connections with business partners. Services may include skill assessments/attainments,

referrals to Partners, employment development screening and referral, employment plans, active case management, employer relationship development, job search assistance, labor market information, UI information, and job training opportunities. The One Stop Committee will also be involved with the Business Services function to build relationships with employers through regional initiatives such as outreach, recruitment and referral for job openings, job candidate qualification review, workforce trends, services based on industry needs, job development and referrals to community services.

Partner Responsibilities

Partners who are physically co-located within the ARIZONA@WORK Yavapai County Job Centers must provide their services within the following parameters and abide by the One Stop Partner Agreement and Local Workforce Development Plan:

Affiliate Sites:

- a. Basic Career Services: Partners must make their basic services available and seamless as directed by the One Stop Operator.
- b. Integration of Services: Partners must make integration of Partner services available through the Job Center for benefit to customers as they are carried out under their program direction or authorizing law.
- c. Competence: Partners must ensure that their staff members are adequately trained on their respective program rules and regulations and capable of effectively delivering program services and activities within a seamless service delivery environment.
- d. Training: Partners must participate in Center cross-training as determined by the One Stop Operator.

Co-Located Comprehensive Centers:

Comprehensive Centers will provide all of the above (a – d) as well as indicated below:

- e. Coverage: Partners must ensure that there is adequate staff coverage at all times by coordinating leave requests with the One Stop Operator. Additionally, assistance with front desk coverage may be needed.
- f. All WIOA Partners will pay a fair share of WDB operating costs.
- g. Co-Managers: Leadership will be provided by multiple functions at each Job Center.
- h. Supervision: Partners must maintain direct supervision over their respective staff that supports their programs.
- i. Space/Supplies: Adequate space will be provided for all Partners at Comprehensive One Stop Centers. Each Partner shall stock sufficient paper and related supplies to provide for anticipated needs at all times. The equipment supplies used, such as paper, toner and maintenance costs, are the responsibility of each program. Each Partner will be responsible for providing their staff with office supplies needed to perform their work duties. Each Partner will contribute a fair share of customer-related supplies as applicable.

IV. SYSTEM ACCESS AND JOB CENTER LOCATIONS

The ARIZONA@WORK Yavapai County One Stop System Partners will ensure that the needs of workers, youth and individuals with barriers to employment, including individuals with disabilities, will have access to all program activities and services provided by the One Stop System. Access to program activities and services will not be exclusively provided by directing customers to a computer website or telephone number, but will be coordinated in making available a direct linkage through technology to program staff that can provide meaningful information or services. As defined in WIOA Section 121 (b), One Stop Partners in each local area shall provide access through the One Stop delivery system to such program or activities carried out by the entity, including making the career services described in Section 134 (c)(2), that are applicable to the program or activities available at the One Stop Centers. Titles I, II, III and IV will abide to providing access to the One Stop delivery system in accordance with WIOA Section 121 (b).

For customers in outlying areas, access to information on WIOA services is also available online at www.azjobconnection.gov. Materials and overview of services are provided in weekly orientations and online at Comprehensive One Stops. One-on-one orientation appointments can also be made to meet the client's schedule. In October 2016, NACOG provided 5 Dell computers to a new library in Paulden, Arizona. Paulden is a remote community located approximately 30 miles from Prescott, and there is no workforce development and employment services from this high-labor population center. Community outreach is also a common goal of the One Stop Partners. Many services can be provided electronically, and/or staff can make accommodations to provide services in the outlying areas.

Yavapai County's workforce system operates under the brand of ARIZONA@WORK Yavapai County, and is a proud partner of the American Job Center Network. The brand was launched in February 2016 and was created to increase public awareness and to break down silos among various workforce partners. Job seekers and employers have web access to information about services and programs provided in the local area.

According to 20 CFR §678.305, a physical Comprehensive One Stop Center is to be established in each designated Local Workforce Development Area, and provide job seeker and employer programs, services and activities of all required One Stop Partners. The Board has established the following Comprehensive Job Centers to serve the Yavapai County Local Workforce Development Area:

ARIZONA@WORK Yavapai County

West County – Hours of Operation: 7 AM to 5 PM Monday – Friday
221 North Marina Street, Suite 201
Prescott, Arizona 86301
(928)778-1422

East County – Hours of Operation: 8 AM to 5 PM Monday – Friday

1500 E. Cherry Street, Suite F
Cottonwood, Arizona 86326
(928)649-6868

Customer Satisfaction

Accountability for customer satisfaction will be accomplished with surveys that will be conducted with job seekers or business industries and will be shared with the WDB on a quarterly basis. The goal is that participants are highly satisfied with the workforce development services.

Performance Accountability

Partners will exchange information on a quarterly basis about performance goals and attainment of those goals. This data will be accumulated by the One Stop Operator and presented to the WDB during its regularly scheduled meetings.

Each Partner will strive to meet negotiated performance levels as described in the current Plan, and provide activity reporting per their respective Titles. The One Stop Operator will report as applicable to the WDB. The One Stop Report, which is developed by the WDB, will be the primary source of shared program activity information for all One Stop Partners in Yavapai County.

Any Partner who fails performance standards will be encouraged to present a Performance Improvement Plan from their respective agencies and strategies on how this measure will improve.

Information Systems

The Partners agree to the establishment of sharing information as outlined in the Performance Accountability section.

Customer service surveys will be conducted monthly and results will be provided to the WDB on a quarterly basis.

Titles I, II, III and IV will use information technology and databases available to their respective agencies to meet performance/activity reporting requirements.

V. SHARED CUSTOMERS AND REFERRAL PROCESS

Arizona workforce system operates under the ARIZONA@WORK brand and is a proud partner of the American Job Center Network.

The brand was launched in February 2016 and was created to increase public awareness and to break down silos among various workforce partners. Job seekers and employers have web access to information about services and programs provided in the local area.

The ARIZONA@WORK Yavapai County One Stop System Partners will collaborate to provide physical and/or electronic access to shared customers for enrolled services to Adults, Dislocated Workers and Youth, either by customer contact or an established relationship with a Partner agency.

All Partners will utilize the NCR One Stop Referral Form, which is in place between programs to leverage best resources. This integrated and seamless provision of specialized services offered by One Stop program and Partner staff ensures that there is more diversity in the types of services offered to individuals with barriers to employment. The referral tool is also utilized as a communication tool and tracking between partners to show if a client has met with a Partner program for resources.

Center staff-assisted services will be continuously promoted and provided as needed, until the customer's goal of employment has been achieved.

Staff Development

The Partners agree to work continuously to ensure collaboration with State and regional efforts to provide service delivery in response to identified client/staff capacity-building needs. Cross-training will be provided on an annual basis amongst all Core Partners. All Partners agree to participate and attend cross-training annually. Partners agree to ensure a high level of professional standards related to staff competencies and protocols, as well as maintaining a professional environment for staff and customers.

Marketing and Outreach

Materials and overview of services are provided in weekly orientations and online at Comprehensive One Stops. One-on-one orientation appointments can also be made to meet the client's schedule. Community outreach is a common goal of the One Stop Partners. Many services can be provided electronically, and/or staff can make accommodations to provide services in the outlying areas.

All ARIZONA@WORK Yavapai County staff are required to expand their jobs beyond what they have traditionally done, moving to a broader set of job functions and skills that are focused on customer interactions and that enable them to effectively link customers to a variety of services. This expanded training and skills development for the staff has specific areas of concentration related to the use of technology to reach individuals in remote areas and provide the same level of service they would receive if they were able to be on site at a One Stop.

The Core Partners agree to adopt and implement collaborative marketing strategies informing job seekers, employed individuals, employers and the community at large about the services available through the local One Stop system.

Confidentiality

The One Stop Partners shall observe and abide by all applicable State and Federal Statutes, rules and regulations regarding the use or disclosure of information including, but not limited to, information concerning applicants for, and recipients of, One Stop services due to confidentiality purposes.

All participant files and related information will be processed and maintained in accordance with applicable federal, state and local confidentiality policies.

The Partners may only share customer information for the benefit, and with the expressed and informed consent, of the participant and, if applicable, the participant's parent or guardian. Information exchanges will be permitted only after the organization/staff possessing the information cites the participant's authorization for the release of information, identifies the organization/staff requesting the information, determines that the organization/staff is authorized to receive the information, confirms that the organization/staff requires the information for official business purposes, and verifies that the other organization/staff will handle/maintain the information as confidential in nature.

Each program will utilize their own program procedures for releasing information to other program providers.

VI. SHARING ONE STOP SYSTEM SERVICE/OPERATING COSTS

By July 1, 2020, all Partners to the MOU plan to adopt an infrastructure cost sharing agreement that will reflect each Partner's contribution toward the infrastructure Center costs, and the One Stop Operator. As identified at the Yavapai County Workforce Development Board meeting in August 2020, the Partners agree to contribute a fair share by dividing up the annual Yavapai County WDB Budget of career services, professional services and supplies equally three ways. This will also be identified in the Infrastructure Funding Agreement (IFA).

VII. ADDITIONAL INFORMATION

Indemnification/Hold Harmless

Each Party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other Party (as "Indemnitee") from and against any claims, losses, liability, costs or expenses (including reasonable attorney fees) (hereinafter collectively referred to as "Claims") arising out of, or resulting from, any acts or omissions which arise from the performance of the obligations by such indemnifying Party pursuant to this MOU, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

Breach of Non-participation by a Partner

In the event of a breach of this MOU by any Party, the non-breaching Parties, or ARIZONA@WORK Yavapai County, may terminate this MOU as to the breaching Partner. If a Partner elects not to participate, that Partner may not be represented on the Board. This MOU may not be terminated until after the Parties have met, conferred and attempted to resolve the issue(s) in dispute. If this MOU is terminated as to any Partner, ARIZONA@WORK Yavapai County will seek a replacement Partner with interests and funding comparable to those of the terminated Partner.

Severability Clause

If any part of the MOU is found to be null and void, or is otherwise stricken, the rest of this MOU will remain in full force and effect. This will be binding upon and inure to the benefit of the Parties hereto and respective successors and assigns where permitted by this Agreement.

Insurance

As applicable, Parties other than the WDB agree to maintain in full force and effect during the term of this MOU, and any extension thereof, commercial general liability insurance, or self-insurance, with limits of not less than \$1,000,000 single limit coverage per occurrence for bodily injury, personal injury and property damage. Upon request from any other Party, a Party must provide an appropriate certificate evidencing such insurance, or self-insurance, to the requesting Party.

Assurance and Non-Discrimination Clause

The Parties to this MOU accept the assurances and certifications identified in this section. Through the signing of this MOU, the Parties agree to the provision contained in each of the United States Department of Labor (USDOL) form documents identified below and incorporated by reference into this MOU:

- Assurances – Non-Construction Programs
- Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Transaction
- Certifications Regarding Lobbying, Debarment, Suspension, Drug-Free Workplace
- Certification of Release of Information
- Nondiscrimination of Equal Opportunity Requirements of WIOA

Specifically, during the performance of this MOU, the Parties shall not discriminate against any person because of race, color, religion, sex, national origin, ancestry, physical or mental disability, medical condition, marital status or sexual orientation.

Nothing herein shall be construed as obligating the Parties to expend funds or be construed as involving the Parties in any contract or other obligation for the future payment of money in excess of appropriations authorized by law and administratively allocated for these purposes. This MOU in no way restricts any of the parties from participating in similar activities or arrangements with other public or private agencies, organizations or individuals.

Disabilities Services

All Parties to this MOU agree to abide by the provisions outlined in WIOA Section 188, “Non-Discrimination”, and in 29 CFR Part 37.7 through Part 37.10. In addition, the Parties will assure that the following is provided, to the extent practicable, in the Yavapai County One Stop System:

- One Stop Center facilities that are programmatically and architecturally accessible
- Program access for individuals with disabilities
- Reasonable accommodations for individuals with disabilities

Entire Agreement

There are no other agreements or understandings, written or oral, between the Parties with respect to the subject matter of this MOU other than as set forth herein. This MOU may not be modified or amended except by a written document executed by all Parties to this MOU.

Data Access

The State-required data management system is the Arizona Job Connection (AJC), which is the primary case management and federal reporting system utilized by the Yavapai County Local Workforce Development Area (LWDA). Adult, Youth and Dislocated Worker program Operators enter all required data for eligibility, data validation and performance reporting according to State guidance. Because the system is integrated, other Partner programs with access to AJC can access the universal information that is created by the individual or staff member. At this time, Employment Service and Trade Adjustment Assistance use the universal information to create program applications and service plans. Because all staff can access this integrated information, team management can occur.

Workforce development supervisors have created tools and provided training to assist line staff and Center supervisors for all programs to employ the reporting features in AJC to manage daily caseload work, troubleshoot performance impacts and ensure quality data entry.

General

Governing Law; Forum; Venue: This MOU is executed and delivered in the State of Arizona, and the substantive laws of the State of Arizona (without reference to choice of law principles) shall govern their interpretation and enforcement. Any action brought to interpret or enforce any provision of this MOU that cannot be administratively resolved, or otherwise related to or arising

from this MOU, must be commenced and maintained in the state or federal courts of the State of Arizona, Yavapai County, and each of the parties, to the extent permitted by law, consents to jurisdiction and venue in such courts for such purposes.

Compliance with Law: Each Party must comply with all federal, state and/or local laws and regulations that apply to this Agreement.

Responsibility for Labor: Each Party is responsible for the wages, benefits, supervision and other support of employees of the Party who perform work under this MOU. Employees of a Partner are not employees of ARIZONA@WORK or any Consortium member, and are not entitled to the benefits of employment by ARIZONA@WORK or any Consortium member.

Contract Cancellation: All Parties acknowledge that this Contract is subject to cancellation by the governmental parties pursuant to the provision of Section 38-511, Arizona Revised Statutes.

No Third Party Beneficiaries: the Parties signing this MOU are the only Parties to the MOU and are the only Parties entitled to enforce its terms. Nothing in this MOU gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this MOU.

Invalidity; Severability: If any provision of this MOU is held invalid, the remainder of the MOU will not be affected.

Authority: The individuals signing this MOU have the authority to commit the Partner organization they represent to the terms of this MOU, and do so by signing.

Nature of Agreement: Notwithstanding the use of the term "Partner", this MOU is not intended to constitute, create, give rise to or otherwise recognize a joint venture, partnership or formal business association or organization of any kind, and the rights and obligations of the Parties are only those expressly set forth in this MOU.

Notices: Any notice, consent or other communication ("Notice") required or permitted under this MOU must be in writing, must be sent to the Party at the address stated below in the Party's signature block or such substitute address as may be sent by a Party to all other Parties, and either:

- 1) Delivered in person;
- 2) Sent via e-mail, return receipt requested;
- 3) Sent via facsimile transmission;
- 4) Deposited with any commercial air courier or express delivery service; or
- 5) Five business days after the Notice is deposited in the United States Mail as above provided.

Any time period stated in a Notice will be computed from the time the Notice is deemed received. Notices sent by e-mail and facsimile transmission must also be sent by regular mail.

This requirement for duplicate Notice is not intended to change the effective date of the Notice sent by e-mail or facsimile transmission.

All notices to NACOG regarding this MOU will be sent to the following address:

Name: Teri Drew, WDB Executive Director
CC: Leah Cickavage, NACOG Operations Manager
PO Box 2451
Prescott AZ 86302
(928)778-1422
Email: tdrew@nacog.org; lcickavage@nacog.org

All notices to Department of Economic Security Employment/Veteran Services/Vocational Rehabilitation regarding this MOU will be sent to the following addresses:

Arizona Department of Economic Security
Name: Alineth Gamero-Hernandez, Deputy Administrator
1789 W. Jefferson St.
Phoenix AZ 85007
(480)216-1146
Email: agamero-hernandez@azdes.gov

Rehabilitation Services Administration
Name: Kristen Mackey, Administrator
1789 W. Jefferson St.
Phoenix AZ 85007
(602)364-2907
Email: kmackey@azdes.gov

All notices to Department of Education Adult Education Services regarding this MOU will be sent to the following address:

Name: Sheryl Hart
Adult Basic Education
1535 W. Jefferson, Bin 26
Phoenix AZ 85007
(602)258-2410
Email: Sheryl.Hart@azed.gov

Execution in Counterpart: This MOU may be executed in counterpart, each of which shall have full force and effect upon execution by all Parties to this MOU.

WHEREFORE this MOU was executed as of the Effective Date by the Parties whose names and signatures appear below:

Yavapai County Workforce Development Board
Executive Director

Signature: _____ Date: ___/___/_____
Teri Drew, Executive Director

Northern Arizona Council of Governments
Title I
Adult, Youth, Dislocated Worker

Signature: _____ Date: ___/___/_____
Leah Cickavage, Operations Manager

Arizona Department of Education
Title II
Adult Basic Education

Signature: _____ Date: ___/___/_____
Sheryl Hart, Deputy Associate Superintendent

Signature: _____ Date: ___/___/_____
Steven Paulson, Chief Procurement Officer

Department of Economic Security
Department of Employment and Rehabilitative Services
Title III

Signature: _____ Date: ___/___/_____
Alineth Gamero-Hernandez, Deputy Administrator

Department of Economic Security
Rehabilitation Services Administration
Title IV

Signature: _____ Date: ___/___/_____
Kristen Mackey, Rehabilitation Services Administrator

Senior Community Service Employment Program (SCSEP)
AARP

Signature: _____ Date: ___/___/_____
Jamescha Jones, AARP Assistant National Director, Field Management

Process and Development Template

Infrastructure Funding Agreement:

Local Workforce Development Area *Yavapai County*

Date Submitted 8/13/2020

1. **The period of time this agreement is effective**

July 1, 2020 to June 30, 2024

2. **Identification of all ARIZONA@WORK Job Center partners, Chief Executive Official(s), and the Local Workforce Development Board (LWDB) participating in the IFA (See Attachment A)**

The identified ARIZONA@WORK Yavapai Job Center partners are NACOG Title I, Yavapai College Title II, DES Title III, DES Title IV, State Unemployment Insurance, Trade Adjustment Assistance, Jobs for Veterans State Grants, TANF E&T, and Yavapai County Local Workforce Development Board (LWDB) .

3. **Steps the LWDB, Chief Elected Official (CEO), and ARIZONA@WORK Job Center partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.**

The LWDB sub-committee, One Stop Committee, has met on May 19, 2020 to discuss and engage on the completion and consensus of the Infrastructure Funding Agreement (IFA). All Core Partners have been represented as well as LWDB board members. The IFA will be reviewed and approved by the Yavapai County Workforce Development Board on August 13, 2020 and then submitted to the state for review by August 31, 2020.

ARIZONA@WORK Infrastructure Funding Agreement Templates and Instructions 2020

4. The process ARIZONA@WORK Job Center partners will use to resolve issues related to infrastructure funding during the MOU duration period when consensus cannot be reached.

Per our Local Workforce Development Plan, if a consensus cannot be reached on any issues related to infrastructure funding during the MOU duration, the issue will be presented to the Executive Committee of the LWDB on how to best find resolution. If a resolution cannot be met, the item will go before the Yavapai County BOS.

5. A description of the periodic modification and review process to ensure equitable benefit among ARIZONA@WORK Job Center partners

All ARIZONA@WORK Yavapai County Job Center partners will comply with the USDOL TEGL 17-16. The One Stop Committee meets quarterly and will have as an agenda item for review and discussion of the IFA and if any modifications are needed for consideration. If there is any modification to take place, these items will go before the LWDB and the Yavapai County BOS as applicable.

IFA Attachments

- A. ARIZONA@WORK Job Center Partners, Chief Executive Official(s), and the Local Workforce Development Board (LWDB) Participating in the IFA
- B. ARIZONA@WORK Operating Budget: Infrastructure Costs
- C. Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs
- D. Signatures of NonCo-located ARIZONA@WORK Job Center Partners Agreeing to Negotiate the Sharing of Infrastructure Costs When Sufficient Data Are Available to Determine Relative Benefit and Proportionate Share

ARIZONA@WORK Infrastructure Funding Agreement Templates and Instructions 2020

E. ARIZONA@WORK Operating Budget: Additional Costs (Applicable Career Services)

F. OPTIONAL:

ARIZONA@WORK Operating Budget: Additional Costs (Shared Operating Costs and Career Services) and Signature of ARIZONA@WORK Job Center Partners Agreeing to Share Identified Operating Costs/Career Services

Attachment A:

Identification of all ARIZONA@WORK Job Center Partners, Chief Elected Official(s), and the Local Workforce Development Board (LWDB) participating in the IFA

Local Workforce Development Board:

Yavapai County Local Workforce Development Board
Anita Payne, Chairman
221 N. Marina St. Ste. 201
Prescott, AZ 86301
928-778-1422
[*Royce.anita.payne@gmail.com*](mailto:Royce.anita.payne@gmail.com)

Chief Elected Official(s):

Yavapai County Board of Supervisors
Chairman
1015 Fair Street
Prescott, AZ 86305
928-771-3257
[*Kim.kapin@yavapai.us*](mailto:Kim.kapin@yavapai.us)

ARIZONA@WORK Infrastructure Funding Agreement Templates and Instructions 2020

Required WIOA and ARIZONA@WORK Job Center Partner	ARIZONA@WORK Job Center Partner Serves Local Area?	Point of Contact Information <i>Name, Title, Address, Telephone, Email</i>
Adult, Dislocated Worker (DW), and Youth Programs under Title I-B of WIOA	X	Yavapai County LWDB, Anita Payne-Chairman, 221 N. Marina St. Ste. 201, Prescott, AZ 86301, Royce.anita.payne@gmail.com
Job Corps under Title I of WIOA	N/A	
YouthBuild under Title I of WIOA	N/A	
Indian and Native American Programs (INAP) under WIOA Title I	N/A	
Migrant and Seasonal Farmworker Programs (MSFW) under Title I of WIOA	N/A	
Adult Education and Family Literacy Act programs under Title II of WIOA	X	Sheryl Hart- Deputy Associate Superintendent, 1535 W. Jefferson, Bin 26 Phoenix, AZ 85007, 602-258-2410, Sheryl.hart@azed.gov
Wagner-Peyser under Title III of WIOA	X	Ali Gamero-Hernandez Deputy Administrator/ State Rapid Response Coordinator Division of Employment and Rehabilitation Services, 1789 West Jefferson, Mail Drop 5111, Phoenix, AZ 85007, (480) 216-1146, agamero-hernandez@azdes.gov
State Unemployment Insurance (UI)	X	Ali Gamero-Hernandez Deputy Administrator/ State Rapid Response Coordinator Division of Employment and Rehabilitation Services, 1789 West Jefferson, Mail Drop 5111, Phoenix, AZ

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		85007, (480) 216-1146, agamero-hernandez@azdes.gov
Trade Adjustment Assistance (TAA) under Title II of Trade Act	X	Ali Gamero-Hernandez Deputy Administrator/ State Rapid Response Coordinator Division of Employment and Rehabilitation Services, 1789 West Jefferson, Mail Drop 5111, Phoenix, AZ 85007, (480) 216-1146, agamero-hernandez@azdes.gov
Jobs for Veterans State Grants (Vets) under Title 38, U.S.C.	X	Ali Gamero-Hernandez Deputy Administrator/ State Rapid Response Coordinator Division of Employment and Rehabilitation Services, 1789 West Jefferson, Mail Drop 5111, Phoenix, AZ 85007, (480) 216-1146, agamero-hernandez@azdes.gov
Vocational Rehabilitation under Title IV of WIOA	X	Alycia Botkin-Supervisor 3262 Bob Dr, Suite 12 Prescott Valley, AZ 86314, 928-759-1648, abotkin@azdes.gov
Senior Community Service Employment Programs (SCSEP) under Title V of Older Americans Act--State of Arizona	N/A	
Senior Community Service Employment Programs (SCSEP)—National Grantees under Title V of Older Americans Act	N/A	
Career and Technical Education programs at the postsecondary level (CTE) under Perkins Career and Technical Education Act	N/A	

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Housing and Urban Development--- Employment and Training Programs	N/A	
Community Services Block Grants (CSBG)—Employment and Training Activities	N/A	
Re-entry Employment Opportunities (REO) under Second Chance Act	N/A	
<i>Additional ARIZONA@WORK Job Center Partners Approved by the Local WDB and CEO(s)---If Any</i>		
<i>Temporary Assistance for Needy Families (TANF) employment & training under part A of title IV of Social Security Act*</i>	X	Ali Gamero-Hernandez Deputy Administrator/ State Rapid Response Coordinator Division of Employment and Rehabilitation Services, 1789 West Jefferson, Mail Drop 5111, Phoenix, AZ 85007, (480) 216-1146, agamero- hernandez@azdes.gov

** Workforce Arizona Council, Policy #3: "The Governor notified the Secretaries of the U.S. Departments of Labor and Health and Human Services in writing that TANF will not be a required partner in Arizona, or within some specific local areas in the State. Local TANF programs may still opt to be an ARIZONA@WORK Job Center partner, or to work in collaboration with the ARIZONA@WORK Job Center."*

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Attachment B1: ARIZONA@WORK Job Center and Affiliate Site Locations	
LWDA: Yavapai County	
ARIZONA@WORK Job Center Locations <i>(Name, Address, Contact Name, Phone Number)</i>	ARIZONA@WORK Affiliate Site Locations <i>(Name, Address, Contact Name, Phone Number)</i>
ARIZONA@WORK Job Center Location #1: 221 N. Marina Street Prescott, AZ 86301 Leah Cickavage, Operations Manager 928-778-1422	Affiliate Site Location #1:
ARIZONA@WORK Job Center Location #2: 1500 E. Cherry Street Cottonwood, AZ 86326 Ali Gamero-Hernandez Deputy Administrator/ State Rapid Response Coordinator Division of Employment and Rehabilitation Services, 1789 West Jefferson, Mail Drop 5111, Phoenix, AZ 85007, (480) 216-1146, agamero-hernandez@azdes.gov	Affiliate Site Location #2:
ARIZONA@WORK Job Center Location #3: 	Affiliate Site Location #3:

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**Attachment B2: ARIZONA@WORK Job Center Partners Co-located in Each
ARIZONA@WORK Job Center Location**

Local Workforce Development Area: Yavapai County

(Place an "X" If the ARIZONA@WORK Job Center Partner is Co-located in the Identified ARIZONA@WORK Job Center Affiliate Site)

ARIZONA@WORK Job Ctr Partner	ARIZONA@ WORK Job Ctr #1	ARIZONA@ WORK Job Ctr #2	ARIZONA@ WORK Job Ctr #3	Affiliate Site #1	Affiliate Site #2	Affiliate Site #3
Adult/DW	X	X				
Youth	X	X				
Job Corps						
Native Amer						
MSFW						
Adult Ed						
Wagner-Peyser	X	X				
Trade						
Veterans	X	X				
SCSEP--State						
SCSEP-National						
Career/Tech Ed						
HUD E&T						
CSBG E&T						
Second Chance						
Youth Build						
Vocational Rehab	X	X				

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Attachment B3: Annual Infrastructure Budget for Each ARIZONA@WORK Job Center and Affiliate Site

ARIZONA@WORK Job Center: Yavapai County 221 N. Marina Prescott, AZ 86301

<i>Cost Category/Line Item</i>	<i>Line Item Cost Detail</i>	<i>Cost</i>
Rent		
Rental of Facilities	\$8,185 monthly	\$98,220 Annually
Subtotal: Rental Costs		\$98,220
Utilities and Maintenance		
Utilities	\$850 av. Monthly	\$ 10,200 annually
Water	\$250 av. Monthly	\$3,000 annually
Sewer Connections	N/A	
High-Speed Internet	\$410 av. Monthly	\$4,920 annually
Telephones (Landlines)	\$60 av. Monthly	\$720.00 Annually
Facility Maintenance Contract	\$652 av. Monthly	\$7,824 annually
Security Contract	N/A	
Subtotal: Utilities and Maintenance Costs		\$26,664
Equipment		
Assessment-related products	<i>Career Scope, TABE assessments</i>	\$1,700 annually
Assistive technology for individuals with disabilities ("Access and Accommodation")	<i>TTY Phone, Screen Reader (purchased)</i>	\$500

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Copiers	<i>Av. Cost \$9,800 X 3, maintenance av. Monthly expense \$ 260</i>	\$29,400
Fax Machines	<i>3 X \$265 (purchased)</i>	\$795 total
Computers	<i>12 staff computers/8 resource room computers/4 laptops for testing and remote areas/2 BAC computers=\$600 per item av. Cost/Learn Lab 6 computers av. \$500 each</i>	\$18,600 total
Other tangible equipment used to serve all center customers (not specific to an individual program partner) <i>Specify Other Tangible Equipment</i>	<i>Pitney Bowes Postage Machine/Maintenance</i>	\$5,812 annual
Subtotal: Equipment Costs		\$56,807
Technology to Facilitate Access to the ARIZONA@WORK Job Center		
Technology used for the center's planning and outreach activities <i>Specify the Technology</i>		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on ARIZONA@WORK Job Center services and/or provides direct service access to the ARIZONA@WORK Job Center <i>Website Address:</i> www.yavapaicountyatwork.com	<i>creation and maintenance of website, technology outreach, social media, etc.</i>	\$12,280 total

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<i>(Does not include data systems or case management systems specific to individual program partners.)</i>		
Subtotal: Technology to Facilitate Access Costs		\$12,280
Supplies to Support the General Operation of the ARIZONA@WORK Job Center (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)		
Supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the ARIZONA@WORK Job Center <i>Specify Supplies to Support General Operation and Not Specific to a Co-located Partner (e.g., Printing; Postage, Office Supplies)</i>	Resource Room paper \$250/quarter Other supplies, pens, ink cartridges, etc. \$250/quarter	\$2,000 Annually
Subtotal: Supplies to Support the General Operation of the ARIZONA@WORK Job Center		\$2,000
Common Identifier Costs (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)		
Creating New Signage		
Updating Templates/Materials	\$1,500 Annually	\$1,500 Annually
Subtotal: Common Identifier		\$1,500.00
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED ARIZONA@WORK Job Center PARTNERS		
Cost Category		
Subtotal: Rental Costs		\$98,220
Subtotal: Utilities and Maintenance Costs		\$26,664
Subtotal: Equipment Costs		\$56,807
Subtotal: Technology to Facilitate Access Costs		\$12,280

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**Attachment B3: Annual Infrastructure Budget for Each ARIZONA@WORK Job Center
and Affiliate Site**

ARIZONA@WORK Job Center: Yavapai County 1500 E. Cherry St. Cottonwood, AZ 86326

<i>Cost Category/Line Item</i>	<i>Line Item Cost Detail</i>	<i>Cost</i>
Rent		
Rental of Facilities	\$24,975	\$24,975 Annually
Subtotal: Rental Costs		\$24,975
Utilities and Maintenance		
Utilities	\$2,742.81 av. Monthly	\$ 32,913.77 annually
Water	\$191.21 av. Monthly	\$2,294.63 annually
Sewer Connections	N/A	
High-Speed Internet	N/A	
Telephones (Landlines)	N/A	
Facility Maintenance Contract	\$3,048 av. Monthly	\$36,583.25 annually
Security Contract	\$3,958.58 av. Monthly	\$47,503.04 annually
Subtotal: Utilities and Maintenance Costs		\$82,748.02
Equipment		
Equipment	\$772.00 av. Monthly	\$9,264 annually
Subtotal: Equipment Costs		\$9,264

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Technology to Facilitate Access to the ARIZONA@WORK Job Center		
Subtotal: Technology to Facilitate Access Costs		\$0
Supplies to Support the General Operation of the ARIZONA@WORK Job Center (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)		
Office Supplies	\$43.67 av. Monthly	\$524.04 annually
Subtotal: Supplies to Support the General Operation of the ARIZONA@WORK Job Center		
Common Identifier Costs (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)		
Subtotal: Common Identifier		\$0
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED ARIZONA@WORK Job Center PARTNERS		
Cost Category		
Subtotal: Rental Costs		\$24,975
Subtotal: Utilities and Maintenance Costs		\$82,748.02
Subtotal: Equipment Costs		\$9,264
Subtotal: Technology to Facilitate Access Costs		\$0
Subtotal: Supplies to Support the General Operation of the Job Center		\$524.04
Subtotal: Common Identifier Costs		\$0
TOTAL INFRASTRUCTURE COSTS FOR THIS LOCATION		\$117,511.06

Attachment B4: Percentage of Co-located ARIZONA@WORK Job Center Partner's

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Occupancy in Each Center

ARIZONA@WORK Job Center Location: Yavapai County **Cottonwood site**
 Total Square Footage of the ARIZONA@WORK Job Center: **2,906 sq. ft.**
 Total Square Footage of Dedicated/Assigned Space For All Co-located
 ARIZONA@WORK Job Center Partners: **2,906 sq.ft.**

<i>Co-located ARIZONA@WORK Job Center Partners</i>	<i>Square Footage of the ARIZONA@WORK Job Center Partner's Dedicated/Assigned Space</i>	<i>ARIZONA@WORK Job Center Partner's Dedicated Space as a % of All Co-located ARIZONA@WORK Job Center Partners' Space</i>
Adult/Dislocated Worker	87 sq. ft.	5%
WIOA Title I Youth	58 sq. ft.	5%
Wagner-Peyser	1,743.60 sq. ft.	60%
Trade		
Veterans		
MSFW		
Adult Education		
Vocational Rehabilitation	871 sq. ft.	30%
Other Co-located Partner:		
Other Co-located Partner:		
Other Co-located Partner:		
<i>Total Percentage of the Designated/Assigned Space of All Co-located ARIZONA@WORK Job Center Partners</i>		100%

Attachment B5: Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located

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Subtotal: Supplies to Support the General Operation of the Job Center	\$2,000
Subtotal: Common Identifier Costs	\$1,500
TOTAL INFRASTRUCTURE COSTS FOR THIS LOCATION	\$197,471

Attachment B4: Percentage of Co-located ARIZONA@WORK Job Center Partner's Occupancy in Each Center

ARIZONA@WORK Job Center Location: Yavapai County Prescott Site
Total Square Footage of the ARIZONA@WORK Job Center: 6805 sq. ft.
Total Square Footage of Dedicated/Assigned Space For All Co-located ARIZONA@WORK Job Center Partners: 6805 sq. ft.

<i>Co-located ARIZONA@WORK Job Center Partners</i>	<i>Square Footage of the ARIZONA@WORK Job Center Partner's Dedicated/Assigned Space</i>	<i>ARIZONA@WORK Job Center Partner's Dedicated Space as a % of All Co-located ARIZONA@WORK Job Center Partners' Space</i>
Adult/Dislocated Worker	3651 sq. ft.	60%
WIOA Title I Youth	1,521 sq. ft.	25%
Wagner-Peyser	609 sq. ft.	10%
Trade		
Veterans		
MSFW		
Adult Education		
Vocational Rehabilitation	304 sq. ft.	5%
Other Co-located Partner:		
Other Co-located Partner:		

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Other Co-located Partner:				
Total Percentage of the Designated/Assigned Space of All Co-located ARIZONA@WORK Job Center Partners			100%	
<p><u>Attachment B5: Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located ARIZONA@WORK Job Center Partner</u></p> <p>ARIZONA@WORK Job Center Location: Yavapai County Prescott Site</p> <p>Total Infrastructure Costs for This ARIZONA@WORK Job Center: \$197,471 (See Attachment B3)</p>				
Co-located ARIZONA@WORK Job Center Partner	ARIZONA@WORK Job Center Partner's Dedicated Space as a % of All Co-located ARIZONA@WORK Job Center Partners' Space	Proportionate Share (% of ARIZONA@WORK Job Center Partner Space X Total Infrastructure Cost = ARIZONA@WORK Job Center Partner Share)	\$ Share to Be Paid In Cash	\$ Share to Be Paid In Non-Cash
A/DW	60%	118,482.60	\$118,482.60	
Youth	25%	49,367.75	\$49,367.75	
Wagner-Peyser	10%	19,747.10	\$19,747.10	
Vocational Rehabilitation	5%	9,873.55	\$9,873.55	

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Total Infrastructure Costs to Be Shared by ARIZONA@WORK Job Center Partners in Cash/Non-Cash (Must Equal the Total Infrastructure Costs for This ARIZONA@WORK Job Center)			\$197,471	

Attachment B6: Percentage of Co-located ARIZONA@WORK Job Center Partner's Occupancy in Each Center
DOUBLE CLICK THIS TABLE TO ACTIVATE A WORKING EXCEL SPREADSHEET TO CALCULATE YOUR COSTS.

ARIZONA@WORK Job Center Location:

Total Square Footage of the ARIZONA@WORK Job Center:

10000 Square Feet

Co-located ARIZONA@WORK Job Center Partners	Job Center or Affiliate (J or A)	Total Center Square Footage	Square Footage of the ARIZONA@WORK Job Center Partner's Dedicated/Assigned Space	ARIZONA@WORK Job Center Partner's Dedicated Space as a % of All Co-located ARIZONA@WORK Job Center Partners' Space	Total Infrastructure Costs for Center	Partner share of common area space (ex. 1000 sf) in center	Partners share of Total Infrastructure Costs
		10000	1000	10.00%	\$100,000.00	\$100.00	\$10,100.00
	WIOA Title I-B Adult/Dislocated Worker						
	WIOA Title I-B Youth						
	Wagner-Peyser						
	TAA						
	Veterans						
	MSFW						
	Adult Education						
	Vocational Rehabilitation						
	Other Co-located Partner						
	Other Co-located Partner						
	Other Co-located Partner						
	Other Co-located Partner						
	Other Co-located Partner						
	Other Co-located Partner						

2. ARIZONA@WORK Operating Budget: Infrastructure Costs (Required)

Requirements and Instructions for the Infrastructure Costs Signature Templates

**ARIZONA@WORK Memorandum of Understanding and Infrastructure Funding Agreement
(Joint Operational Informational Broadcast PB 17-004)**

The IFA must include, "Signatures of the individual with authority to bind the signatories to the IFA, including all ARIZONA@WORK Job Center partners, CEO(s) and Local WDB participating in the IFA."

"WIOA Title I-B, Title III, and Title IV representatives are responsible to negotiate contributions to the infrastructure costs and additional costs, send proposed contributions for appropriate approval, and sign the MOU and IFA. Title II local representatives must negotiate contributions to the infrastructure costs and send the agreement to the Deputy Associate Superintendent/ State Director of Adult Education and the Chief Procurement Officer for signatures."

Attachment C: Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs

All co-located ARIZONA@WORK Job Center partners in any ARIZONA@WORK Job Center location must sign this agreement to share infrastructure costs as set forth in Attachments B1, B2, B3, B4, and B5. They are agreeing to share infrastructure costs only in those Center/s in which they are co-located.

Attachment D: Signatures of Non Co-located ARIZONA@WORK Job Center Partners Agreeing to Negotiate the Sharing of Infrastructure Costs as When Sufficient Data Are Available to Determine Relative Benefit and Proportionate Share

As previously noted, all non co-located ARIZONA@WORK Job Center partners must agree that the IFA will be renegotiated to include their proportionate share of contributions when data systems are in place and data is available to accurately allocate relative benefit.

Attachment C: Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs

By signing below, all parties agree to the terms prescribed in the Infrastructure Funding Agreement

(Chief Elected Official)

Printed Name and Title

Signature and Date

(LWDB Chairperson)

Printed Name and Title

Signature and Date

(Co-located Partner Entity)

Printed Name and Title

Signature and Date

(Co-located Partner Entity)

Printed Name and Title

Signature and Date

Attachment D:

Signatures of Non-Co-located ARIZONA@WORK Job Center Partners Agreeing to Negotiate the Sharing of Infrastructure Costs as When Sufficient Data Are Available to Determine Relative Benefit and Proportionate Share

By signing below, all parties agree that when data are available to determine the benefit of ARIZONA@WORK Job Centers to non-co-located ARIZONA@WORK Job Center partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

(Non-Co-located Partner Entity)

Printed Name and Title

Signature and Date

(Non-Co-located Partner Entity)

Printed Name and Title

Signature and Date

(Non-Co-located Partner Entity)

Printed Name and Title

Signature and Date

(Non- Co-located Partner Entity)

Printed Name and Title

Signature and Date

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Attachment E1: Career Services Applicable to Each ARIZONA@WORK Job Center Partner							
<i>Basic Career Services</i>	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
T-I Program Eligibility	✓	✓	✓				
Outreach, Intake, Orient	✓	✓	✓	✓	✓	✓	
Initial Assessment	✓	✓	✓	✓	✓	✓	✓
Labor Exch/Job Search	✓	✓	✓		✓	✓	✓
Referrals to Partners	✓	✓	✓	✓	✓	✓	✓
LMI	✓	✓	✓		✓	✓	✓
Performance/Cost Info	✓	✓	✓		✓		
Support Service Info	✓	✓	✓		✓	✓	✓
UI Info/Assistance	✓	✓	✓		✓		
Financial Aid Info	✓	✓	✓	✓	✓	✓	✓
<i>Basic Career Services</i>	Tech Ed	SCSEP	Job Corps	Native Am	MSF	YouthBuild	TAA
T-I Program Eligibility							
Outreach, Intake, Orient					✓		✓
Initial Assessment							✓
Labor Exch/Job Search					✓		✓
Referrals to Partners					✓		✓
LMI							✓
Performance/Cost Info							
Support Service Info					✓		✓
UI Info/Assistance					✓		✓
Financial Aid Info							✓

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<i>Basic Career Services</i>	Comm Act	Housing	UI	Native Am	Other Part	Other Part	Other Part
T-I Program Eligibility							
Outreach, Intake, Orient							
Initial Assessment							
Labor Exch/Job Search							
Referrals to Partners							
LMI							
Performance/Cost Info							
Support Service Info							
UI Info/Assistance			✓				
Financial Aid Info							

<i>Individ Career Services</i>	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Comp Assessment	✓	✓	✓			✓	
Employment Plan	✓	✓	✓		✓	✓	✓
Career Plan/Counsel	✓	✓	✓		✓	✓	✓
Short-Term Prevoc	✓	✓	✓			✓	
Internships/Wk Exper	✓	✓	✓			✓	✓
Out-of-Area Job Search	✓	✓	✓				
Financial Literacy	✓	✓	✓				✓
ELA/Integ Education	✓	✓	✓	✓			
Workforce Preparation	✓	✓	✓	✓			✓

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<i>Individ Career Services</i>	Tech Ed	SCSEP	Job Corps	Native Am	MSF	YouthBuild	TAA
Comp Assessment					✓		✓
Employment Plan							✓
Career Plan/Counsel							✓
Short-Term Prevoc							
Internships/Wk Exper							
Out-of-Area Job Search							
Financial Literacy							✓
ELA/Integ Education							
Workforce Preparation							✓
<i>Individ Career Services</i>	Comm Act	Housing	UI	Native Am	Other Part	Other Part	Other Part
Comp Assessment						✓	
IEP						✓	
Career Plan/Counsel						✓	
Short-Term Prevoc						✓	
Internships/Wk Exper						✓	
Out-of-Area Job Search							
Financial Literacy							
ELA/Integ Education							
Workforce Preparation							

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Attachment E2: Consolidated System Budget for the Delivery of Applicable Career Services							
<p><i>The "Consolidated System Budget for the Delivery of Applicable Career Services" is the total actual or reasonably estimated amount of funds budgeted by the required ARIZONA@WORK Job Center partners for the delivery of the career services (that are applicable to their programs) and made available through the ARIZONA@WORK one-stop delivery system. This budget includes all costs, including personnel, related to the administration and delivery of these services.</i></p>							
Applic Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Basic Career Services: T-I Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$112,957.67	\$112,957.67	\$112,957.67	\$13,523	\$375,874	\$377,022.50	\$
Applic Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Basic Career Services: T-I Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$	\$	\$	\$	\$	\$	\$
Applic Career Services	Comm Act	Housing	UI	Native Am	Other Part	Other Part	Other Part
Basic Career Services: T-I Eligib/Initial Assess Outreach, Intake, Orient							

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Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$	\$	\$	\$	\$	\$	\$
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<i>Applic Career Services</i>	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Indiv Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep							
	\$ 18,871.92	\$24,360.68	\$ 18,126.56	\$ 42,530	\$167,378	\$441,397	\$
<i>Applic Career Services</i>	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Indiv Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep							
	\$	\$	\$	\$	\$	\$	\$
<i>Applic Career Services</i>	Comm Act	Housing	UI	Native Am	Other Part	Other Part	Other Part
Indiv Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep							
	\$	\$	\$	\$	\$	\$	\$

Attachment F1: Optional ARIZONA@WORK Job Center Partner Agreement to Share Other Costs and Services

Type of Cost to be Shared: In July 2020, the Yavapai County Workforce Development Board Executive Committee developed a fair share contribution strategy for the ARIZONA@WORK Yavapai County Partners to divide the WDB Budget equally four ways excluding salaries, fringe, professional, indirect costs, and other services.

Description of the Cost to Be Shared and What It Includes: This cost includes the career services determined on the WDB annual budget.

ARIZONA@WORK Job Center Partners Agreeing to Share This Cost

The following ARIZONA@WORK Job Center partners have agreed to share these costs: All ARIZONA@WORK Yavapai County Partners: Title I, Title II, Title III, and Title IV have agreed to fair share costs via the One Stop Committee.

The ARIZONA@WORK Job Center partners that agreed to share these costs will benefit by: Meeting the requirements of fair share contribution to the ARIZONA@WORK Yavapai County system per §678.735 (a).

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Shared Cost Budget for (Identify the Type of Cost) N/A		
Line Item	Budget Detail	Cost
Career Services	\$338,873.00	
Total Budget for This Shared Cost \$ 338,873		\$84,718.25
Agreed Upon Cost Allocation Methodology to Share This Cost		
<p>In July 2020, the Yavapai County Workforce Development Board Executive Committee developed a fair share contribution methodology that the ARIZONA@WORK Yavapai County Partners will divide equally four ways the WDB Budget Career Services.</p>		

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Proportionate Share for ARIZONA@WORK Job Center Partners Agreeing to Share These Costs				
<i>(Identify the Type of Cost) N/A</i>				
<i>Partners Agreeing</i>	<i>Agreed Methodology</i>	<i>Initial Partner Share</i>	<i>Amount in Cash</i>	<i>Amount in Non-Cash</i>
Partner 1: Title I	\$84,718.25/4	\$	\$84,718.25	\$
Partner 2: Title II	\$84,718.25/4	\$	\$84,718.25	\$
Partner 3: Title III	\$84,718.25/4	\$	\$84,718.25	\$
Partner 4: Title IV	\$84,718.25/4		\$84,718.25	
Total Budget for This Shared Cost		\$	\$ 338,873	\$

Attachment F2: Signature of ARIZONA@WORK Job Center Partners Agreeing to Share Identified Operating Costs/Shared Services

Signature Page for ARIZONA@WORK Job Center Partners Agreeing to Share *(Identify the Type of Cost)*

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By signing below, these parties agree to the terms prescribed in the sharing of other costs.

Partner 1:

Printed Name and Title

Signature and Date

Partner 2:

Printed Name and Title

Signature and Date

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Partner 3:

Printed Name and Title

Signature and Date

Partner 4:

Printed Name and Title

Signature and Date