

**AZ @ WORK -- Title 1
Program Budget Summary
PY20 FY21**

Amendment #1

DATE: 7/7/2021

Inc/(Decr)

PROVIDER	TITLE: <u>Dislocated Worker</u>
<i>NACOG-EWD</i>	CONTRACT # _____
<i>221 NORTH MARINA STREET</i>	PROGRAM CONTRACT TERM:
<i>SUITE 201</i>	<u>July 1, 2020- June 30, 2022</u>
<i>PRESCOTT, ARIZONA 86301</i>	AMENDMENT # _____
	TITLE AMOUNT: \$ <u>659,812.00</u> \$ 2,650.00

1.0 ADMINISTRATION	10%		Inc/(Decr)
1.1 Salaries	\$ 19,600.00		
1.2 Fringe at 35%	\$ 6,860.00		
1.3 Capital Purchases	\$ -		
1.4 Other Admin	\$ 37,589.00	\$	265.00
1.5 Indirect Costs 7.3%	\$ 1,932.00		
TOTAL ADMINISTRATION	\$ 65,981.00	\$	265.00

2.0 TRAINING	87%		
2.1 Salaries	\$ 172,941.00	\$	-
2.2 Fringe at 35%	\$ 60,529.00		
2.3 Indirect Costs 7.3%	\$ 17,043.00		
2.4 Capital Purchases	\$ -		
2.5 Other Training	\$ 90,306.00	\$	2,385.00
2.6 On-the-Job Training	\$ 132,117.00		
2.7 OCC/VOC Training	\$ 25,000.00		
2.8 Customized Training	\$ 25,000.00		
2.9 Work Experience	\$ 48,120.00	\$	-
2.10 Summer Youth	\$ -		
2.11 WEX IDC	\$ 3,060.00	\$	-
	\$ -		
	\$ -		
TOTAL TRAINING	\$ 574,116.00	\$	2,385.00

WDB Approval YES / NO

Date: _____

3.0 PARTICIPANT	3%		Inc/(Decr)
3.1 Salaries	\$ -		
3.2 Fringe at 35%	\$ -		
3.3 Capital Purchases	\$ -		
3.4 Other Participant Supp	\$ -		
3.5 Financial Assistance	\$ -		
3.5.1 Needs-Based Pmt	\$ 10,715.00		
3.5.2 Support Services	\$ 9,000.00		
3.6 Employ Generating Ser	\$ -		
3.7 Work Experience	\$ -		
3.8 Exemplary Youth	\$ -		
3.9 Indirect Costs 8.2%	\$ -		
TOTAL PARTICIPANT SUPP	\$ 19,715.00	\$	-
TOTAL ALLOCATION	\$ 659,812.00	\$	2,650.00

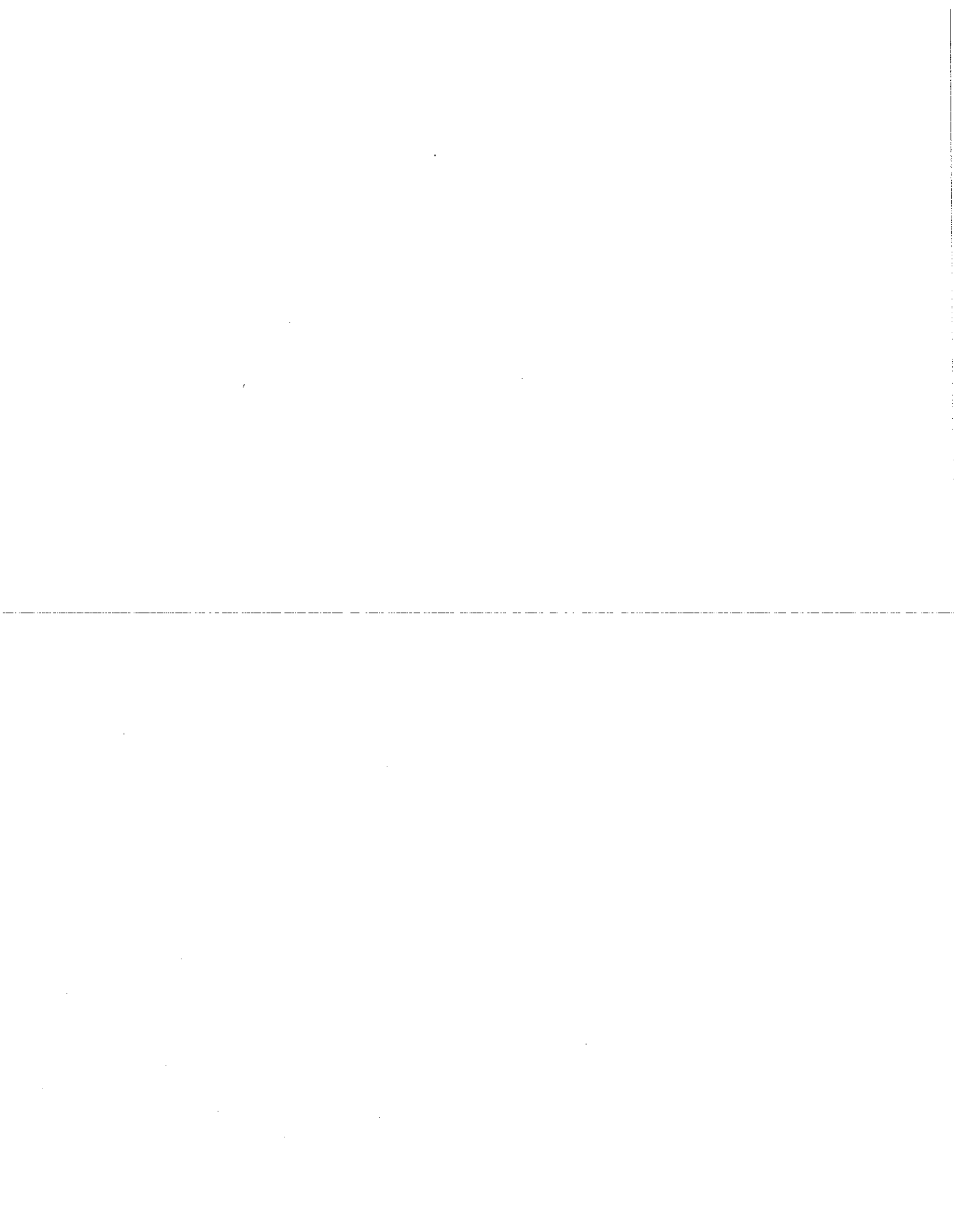
Notes:

- Admin - 10%
- S/F 2%
- IDC - 7.3% moved
- Training - 87%
- S/F 2% moved \$62,913 to admin
- Other Training - no change
- OJT - 38 @ \$3,500 ea
- Occ/Voc - 10 @ 4@,500 ea
- Customized Training - \$5,000 per employer, 3-5 employers
- 10-100 trainees
- Support - 43 @ \$250 ea.
- NBP - 36@\$250 ea.

WIOA Activities Allotments

	PY20/FY21	PY21/FY22	Incr/Decr	Percent
Adult	\$ 611,602.00	\$ 597,403.00	\$ (14,199.00)	-2%
Youth	\$ 558,800.00	\$ 568,484.00	\$ 9,684.00	2%
Dislocated Worker	\$ 657,162.00	\$ 554,600.00	\$ (102,562.00)	-16%
Rapid Response	\$ -	\$ -	\$ 0.00	0%
Total	\$ 1,827,564.00	\$ 1,720,487.00	\$ (107,077.00)	-6%

Note - Custom Training = incumbent training (10 minimum number of trainees average)
 Admin 10%
 OJT up to 75% with COVID
 NBP added to support training



**Yavapai County
Workforce Development Board Budget**

DRAFT

DATE: 7/1/2021

PROVIDER NACOG-EWD 221 NORTH MARINA STREET SUITE 201 PRESCOTT, ARIZONA 86301	TITLE: <u>WDB Budget</u> PROGRAM CONTRACT TERM: <u>July 1, 2021 - June 30, 2022</u>
TOTAL AMOUNT: \$ 123,852.00	

1.0 ADMINISTRATION	
1.1 Salaries	<u>\$ 72,559.00</u>
1.2 Fringe at 35%	<u>\$ 25,396.00</u>
1.3 Indirect Costs 7.5%	<u>\$ 7,347.00</u>
1.4 Professional & Outside	<u>\$ 10,000.00</u>
1.5 Travel	<u>\$ 5,000.00</u>
1.6 Other	<u>\$ 3,550.00</u>
1.7 Career Services (Titles I, II, III & IV - \$788,182)	<u>In Kind</u>
TOTAL ADMINISTRATION	<u>\$ 123,852.00</u>

Funded through WIOA Allocated funds

- Title I Partner's Contribution - \$8,533 Salaries, Fringe and Indirect Costs
- Title II Partner's Contribution - \$17,061 Cost Reimbursement
- Title III Partner's Contribution - \$5,008 Cost Reimbursement
- Title IV Partner's Contribution - \$5,009 Cost Reimbursement

- 1.1 & 1.2 Salaries & Fringe increased by 24 hrs/wk X 52 wks - WDB Staff
- 1.3 Indirect Costs - IDC 7.5% .02% increase
- 1.4 Professional & Outside Services - consultants/legal
- 1.5 Board approved travel
- 1.6 Other includes marketing & advertisement, and WDB materials & supplies
- 1.7 Career Services (Considered Core Services) - In-kind from all Title Partners

WAC Policy #1 Local Governance Policy "The LWDB Budget is for all of the activities of the LWDB including the Title I budget amounts to be allocated for youth (Section 133) and adult and dislocated worker (Section 128) career services. The LWDB determines how much of the budget to allocate to required partners for these services and how to procure these services."

§ 678.735 (a) Local WDBs must provide to the Governor appropriate and relevant materials and documents used in the negotiations under the local funding mechanism, including but not limited to: The local WIOA plan, the cost allocation method or methods proposed by the partners to be used in determining proportionate share, the proposed amounts or budget to fund infrastructure, the amount of total partner funds included, the type of funds or non-cash contributions, proposed one-stop center budgets, and any agreed upon or proposed MOUs.

WDB Approval YES / NO
Date: _____

Note: WIOA funds are restricted to rules as stated in current MOU (IFA) and according to the NPRM and final rules of the ACT. Board members who are WIOA Partners are responsible for making sure this budget is met according to these rules.



**AZ @ WORK -- Title I
Program Budget Summary
PY21 FY22**

DRAFT

DATE: 7/1/2021

**Decrease
-2%**

PROVIDER <i>NACOG-EWD 221 NORTH MARINA STREET SUITE 201 PRESCOTT, ARIZONA 86301</i>	TITLE: <u>Adult</u> CONTRACT # <u>DI21-002290</u> PROGRAM CONTRACT TERM: <u>July 1, 2021 - June 30, 2022</u> AMENDMENT #1 TITLE AMOUNT: \$ 597,403.00 (\$14,199.00)
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1.0 ADMINISTRATION	10%	Inc/(Decr)	
1.1 Salaries	\$ 15,404.00	\$ 302.00	
1.2 Fringe at 35%	\$ 5,391.00	\$ 106.00	
1.3 Capital Purchases	\$ -		
1.4 Other Admin	\$ 37,385.00	\$ (1,900.00)	
1.5 Indirect Costs 7.5%	\$ 1,560.00	\$ 72.00	
TOTAL ADMINISTRATION	\$ 59,740.00	(\$1,420.00)	

2.0 TRAINING	88%	Inc/(Decr)	
2.1 Salaries	\$ 133,132.00	\$ 2,610.00	
2.2 Fringe at 35%	\$ 46,596.00	\$ 913.00	
2.3 Indirect Costs 7.5%	\$ 13,480.00	\$ 617.00	
2.4 Capital Purchases	\$ -		
2.5 Other Training	\$ 51,724.00	\$ (9,436.00)	
2.6 On-the-Job Training	\$ 152,793.00	\$ (3,918.00)	
2.7 OCC/VOC Training	\$ 48,532.00	\$ (1,244.00)	
2.8 Customized Training	\$ 16,687.00	\$ (428.00)	
2.9 Work Experience	\$ 58,500.00	\$ (1,500.00)	
2.10 Summer Youth	\$ -		
2.11 WEX IDC 7.5%	\$ 4,271.00	\$ (109.00)	
TOTAL TRAINING	\$ 525,715.00	(\$12,495.00)	

3.0 PARTICIPANT	2%	Inc/(Decr)	
3.1 Salaries	\$ -		
3.2 Fringe at 35%	\$ -		
3.3 Capital Purchases	\$ -		
3.4 Other Participant Support	\$ -		
3.5 Financial Assistance	\$ -		
3.5.1 Needs-Based Pmt	\$ 4,448.00	(\$284.00)	
3.5.2 Support Services	\$ 7,500.00	\$ -	
3.6 Employ Generating Serv	\$ -		
3.7 Work Experience	\$ -		
3.8 Exemplary Youth	\$ -		
3.9 Indirect Costs 7.5%	\$ -		
TOTAL PARTICIPANT SUPPORT	\$ 11,948.00	(\$284.00)	

TOTAL ALLOCATION \$ 597,403.00 (\$14,199.00)

Notes:
Admin 10% -
S/F 2% COLA
Other - Rent/IT/Phones/Outreach/Materials/Supplies
IDC 7.5% .02% increase
Training 88% -
S/F 2% COLA
IDC 7.5% .02% increase
OJT - 43 @ \$3,500 ea.
Occ/Voc - 16 @ \$3,000 ea.
Custom training - 3 employers @ \$5,000 ea.
WEX - 16 @ \$3,500 ea. (\$12.15/hr)
Support 2% -
NBP - \$20 @ \$220 ea.
SS - 30 @ \$250 ea.

WDB Approval YES / NO

Date: _____



**AZ @ Work -- Title 1
Program Budget Summary
PY21 FY22**

DRAFT

DATE: 7/1/2021

PROVIDER	TITLE: <u>Youth</u>	Increase
<i>NACOG-EWD</i>	CONTRACT # <u>DI21-002290</u>	2%
<i>221 NORTH MARINA STREET</i>	PROGRAM CONTRACT TERM:	
<i>SUITE 201</i>	<u>July 1, 2021 - June 30, 2022</u>	
<i>PRESCOTT, ARIZONA 86301</i>	AMENDMENT #1	
	TITLE AMOUNT: \$ <u>568,484.00</u>	\$ 9,684.00

1.0 ADMINISTRATION	10%		Inc/(Deer)
1.1 Salaries	\$ 14,529.00		\$ 285.00
1.2 Fringe at 35%	\$ 5,085.00		\$ 100.00
1.3 Capital Purchases	\$ -		\$ -
1.4 Other Admin	\$ 35,763.00		\$ 596.00
1.5 Indirect Costs 7.5%	\$ 1,471.00		\$ 67.00
TOTAL ADMINISTRATION	\$ 56,848.00		\$ 1,048.00

2.0 TRAINING	88%		
2.1 Salaries	\$ 127,224.00		\$ 2,495.00
2.2 Fringe at 35%	\$ 44,528.00		\$ 873.00
2.3 Indirect Costs 7.5%	\$ 12,881.00		\$ 589.00
2.4 Capital Purchases	\$ -		
2.5 Other Training	\$ 83,093.00		\$ 11.00
2.6 On-the-Job Training	\$ 50,282.00		\$ 886.00
2.7 OCC/VOC Training	\$ 23,530.00		\$ 461.00
2.8 Customized Training	\$ -		
2.9 Work Experience	\$ 78,659.00		\$ 1,542.00
2.10 Summer Youth	\$ 69,270.00		\$ 1,358.00
2.11 WEX IDC	\$ 10,799.00		\$ 212.00
	\$ -		
	\$ -		
TOTAL TRAINING	\$ 500,266.00		\$ 8,427.00

3.0 PARTICIPANT	2%		Inc/(Deer)
3.1 Salaries	\$ -		
3.2 Fringe at 35%	\$ -		
3.3 Capital Purchases	\$ -		
3.4 Other Participant Support	\$ -		
3.5 Financial Assistance	\$ -		
3.5.1 Needs-Based Pmt	\$ 4,370.00		\$ 209.00
3.5.2 Support Services	\$ 7,000.00		
3.6 Employ Generating Serv	\$ -		
3.7 Work Experience	\$ -		
3.8 Exemplary Youth	\$ -		
3.9 Indirect Costs 7.5%	\$ -		\$ 209.00
TOTAL PARTICIPANT SUPPORT	\$ 11,370.00		

TOTAL ALLOCATION \$ 568,484.00 \$ **9,684.00**

Notes:
Admin 10% -
 S/F 2% COLA
 Other - Rent/IT/Phones/Outreach/Materials/Supplies
 IDC 7.5% .02% increase
Training 88% -
 S/F 2% COLA
 IDC 7.5% .02% increase
 OJT - 14 @ \$3,500 ea.
 Occ/Voc - 8 @ \$3,000 ea.
 WEX - 22 @ \$3,500 ea. (\$12.15/hr)
 SY - 18 @ \$3,800 ea.
Support 2% -
 NBP - 17 @ \$250 ea.
 SS - 28 @ \$250 ea.

WDB Approval YES / NO
Date: _____



**AZ @ WORK -- Title 1
Program Budget Summary
PY21 FY22**

DRAFT

DATE: 7/1/2021

**Decrease
-16%**

PROVIDER <i>NACOG-EWD 221 NORTH MARINA STREET SUITE 201 PRESCOTT, ARIZONA 86301</i>	TITLE: <u>Dislocated Worker</u> CONTRACT #DI21-002290 PROGRAM CONTRACT TERM: July 1, 2021- June 30, 2022 AMENDMENT #1 TITLE AMOUNT: \$ 554,600.00
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(\$102,562.00)

1.0 ADMINISTRATION	10%		Inc/(Decr)
1.1 Salaries	\$ 19,992.00		\$ 392.00
1.2 Fringe at 35%	\$ 6,997.00		\$ 137.00
1.3 Capital Purchases	\$ -		
1.4 Other Admin	\$ 26,447.00		\$ (10,877.00)
1.5 Indirect Costs 7.5%	\$ 2,024.00		\$ 92.00
TOTAL ADMINISTRATION	\$ 55,460.00		(\$10,256.00)

2.0 TRAINING	87%		Inc/(Decr)
2.1 Salaries	\$ 176,400.00		\$ 3,459.00
2.2 Fringe at 35%	\$ 61,740.00		\$ 1,211.00
2.3 Indirect Costs 7.5%	\$ 17,861.00		\$ 818.00
2.4 Capital Purchases	\$ -		
2.5 Other Training	\$ 31,698.00		\$ (56,223.00)
2.6 On-the-Job Training	\$ 110,318.00		\$ (21,799.00)
2.7 OCC/VOC Training	\$ 20,875.00		\$ (4,125.00)
2.8 Customized Training	\$ 20,875.00		\$ (4,125.00)
2.9 Work Experience	\$ 40,180.00		\$ (7,940.00)
2.10 Summer Youth	\$ -		
2.11 WEX IDC	\$ 2,555.00		\$ (505.00)
	\$ -		
	\$ -		
TOTAL TRAINING	\$ 482,502.00		(\$89,229.00)

3.0 PARTICIPANT	3%		Inc/(Decr)
3.1 Salaries	\$ -		
3.2 Fringe at 35%	\$ -		
3.3 Capital Purchases	\$ -		
3.4 Other Participant Support	\$ -		
3.5 Financial Assistance	\$ -		
3.5.1 Needs-Based Pmt	\$ 8,638.00		-\$2,077.00
3.5.2 Support Services	\$ 8,000.00		-\$1,000.00
3.6 Employ Generating Serv	\$ -		
3.7 Work Experience	\$ -		
3.8 Exemplary Youth	\$ -		
3.9 Indirect Costs 7.5%	\$ -		
TOTAL PARTICIPANT SUPPORT	\$ 16,638.00		(\$3,077.00)

TOTAL ALLOCATION \$ 554,600.00 (\$102,562.00)

Notes:
Admin 10% -
 S/F 2% COLA
 Other - Rent/IT/Phones/Outreach/Materials/Supplies
 IDC 7.5% .02% increase
Training 87% -
 S/F 2% COLA
 IDC 7.5% .02% increase
 OJT - 31 @ \$3,500 ea.
 Occ/Voc - 7 @ \$3,000 ea.
 Custom Training - 4 employers @ \$5,000 ea.
 WEX - 11 @ \$3,500 ea. (\$12.15/hr)
Support 3% -
 NBP - 34 @ \$250 ea.
 SS - 32 @ \$250 ea.

WDB Approval YES / NO
Date: _____



**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 and 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, 2023, 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.
- All Parties are advised to actively participate in Local negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.
- Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the Yavapai County Workforce Development Board Executive Director.
- The Yavapai County Workforce Development Board Executive Director shall place the dispute on the agenda of a special meeting of the WDB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a 2/3 majority consent of the Executive Committee members present.
- The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
- The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure.
- The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
- Yavapai County WDB Executive Director will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

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 will coordinate any updates on scheduling with the One Stop Operator. Additionally, assistance with front desk coverage may be needed.
- f. All WIOA Partners will pay an allocable 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 an allocable 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 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.

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 Representative

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 **representative**. If a Partner representative 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 representative.

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.

Department of Economic Security Partner leadership develops and provides training as applicable. Workforce development supervisors have created tools and provide troubleshooting to assist line staff to manage daily caseloads, 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
PO Box 2451
Prescott AZ 86302
(928)778-1422
Email: tdrew@nacog.org; lcickavage@nacog.org

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

Northern Arizona Council of Governments
WIOA Adult, Youth, Dislocated Worker
Name: Leah Cickavage, Operations Manager
PO Box 2451
Prescott, AZ 86302
928-778-1422
lcickavage@nacog.org

Arizona Department of Economic Security

Wagner Peyser, TAA, JVSG, TANF
Name: Chevera Trillo, Administrator
1789 W. Jefferson St, Mail Drop 5111
Phoenix, AZ 85007

480-487-7806
ctrillo@azdes.gov

Unemployment Insurance
Name: Sandra Canez, Administrator
612-771-3724 (office) 602-532-5538 (fax)
SandraCanez@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

Name: Steven Paulson, Chief Procurement Officer
Arizona Department of Education
1535 W. Jefferson, Bin 26
Phoenix, AZ 85007
(602)258-2410
Email: steven.paulson@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:

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

Signature: _____
Leah Cickavage, Operations Manager

Date: ___/___/_____

Department of Economic Security, Wagner Peyser, TAA, JVSG, TANF
Department of Employment and Rehabilitative Services
Title III

Signature: _____
Chevera Trillo, Administrator

Date: ___/___/_____

Department of Economic Security, Unemployment Insurance

Signature: _____
Sandra Canez, Administrator

Date: ___/___/_____

Department of Economic Security, Rehabilitation Services
Title IV

Signature: _____
Kristen Mackey, Administrator

Date: ___/___/_____

Department of Education, Adult Education
Title II

Signature: _____
Sheryl Hart, Deputy Associate Superintendent

Date: ___/___/_____

Department of Education, Adult Education

Title II

Signature: _____

Date: ___/___/_____

Steven Paulson, Chief Procurement Officer

Yavapai County Workforce Development Board

Signature: _____

Date: ___/___/_____

Anita Payne, Chairman

Yavapai County Board of Supervisors

Signature: _____

Date: ___/___/_____

Craig Brown, Chairman



ARIZONA@WORK Infrastructure Funding Agreement Templates and Instructions

Contents:

Introduction, Background, and Infrastructure Funding Agreements (IFA) Requirements..... page 3

1. Infrastructure Funding Agreement: Process and Development (Required)
Requirements and Instructions for the Process and Development Templates..... page 9
Process and Development Template..... page 12
Attachment A: ARIZONA@WORK Job Center partners, Chief Executive Official(s), and the Local Workforce Development Board (LWDB) participating in the IFA..... page 14

2. ARIZONA@WORK Operating Budget: Infrastructure Costs (Required)
Requirements and Instructions for the Infrastructure Costs Templates..... page 17
Attachment B1: ARIZONA@WORK Job Center and Affiliate Site Locations..... page 24
Attachment B2: ARIZONA@WORK Job Center Partners Co-located/**I**tinérant in each ARIZONA@WORK Job Center and Affiliate Site Locations page 25
Attachment B3: Annual Infrastructure Budget for each ARIZONA@WORK Job Center and Affiliate Site..... page 26
Attachment B4: Percentage of Each Co-located/**I**tinérant ARIZONA@WORK Job Center Partner’s Occupancy in each Center..... page 29

Attachment B5: Initial Proportionate Share of Infrastructure Costs Allocated to each co-located/ itinerant ARIZONA@WORK Job Center Partner	page 30
<i>Instructions for the Infrastructure Costs Signature Template</i>	page 31
Attachment C: Signatures of co-located/ itinerant ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs.....	page 32
Attachment D: Signatures of Non co-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.....	page 33
3. ARIZONA@WORK Operating Budget: Additional Costs---Applicable Career Services (Required)	
<i>Requirements and Instructions for the Applicable Career Services Templates</i>	page 34
Attachment E1: Career Services Applicable to each ARIZONA@WORK Job Center Partner	page 41
Attachment E2: Consolidated System Budget for the Delivery of Applicable Career Services.....	page 44
4. ARIZONA@WORK Operating Budget: Additional Costs---Shared Operating Costs and Shared Services (Optional)	
<i>Requirements and Instructions for Completing the Additional Costs Templates</i>	page 46
Attachment F1: Optional ARIZONA@WORK Job Center Partner Agreement to Share Other System Costs and Services.....	page 55
Attachment F2: Signature of ARIZONA@WORK Partners Agreeing to Share Identified Operating Costs/Shared Services.....	page 58

Introduction, Background, and IEA Requirements

References:

- *WIOA (Public Law 113-128) Section 121*
- *Title 2 Code of Federal Regulations (CFR) Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance)*
- *WIOA Joint Final Rules:
Subpart B—One-Stop Partners and the Responsibilities of Partners
Subpart C—Memorandum of Understanding for the One-Stop Delivery System
Subpart E—One-Stop Operating Costs*
- *Training and Employment Guidance Letter WIOA No. 17-16*
- *Workforce Arizona Council: Job Center Service Delivery System (03-2016)*
- *Workforce Arizona Council: Job Center MOU and Infrastructure Cost (05-2016)*
- *ARIZONA@WORK: WIOA Joint Operational Guidance 2016-1 (Framework for One-Stop System Memorandum of Understanding)*
- *ARIZONA@WORK Joint Operational Informational Broadcast PB 17-004 (Memorandum of Understanding and Infrastructure Funding Agreement)*

Background:

Arizona WIOA Joint Operational Guidance 2016-1 (“Framework for One-Stop System Memorandum of Understanding”) required Local Workforce Development Boards to develop and submit the Memorandum of Understanding by December 2, 2016. The required components included: Vision and Goals; System Design; System Access; Sharing System Services and Customers; and, Sharing One-Stop System Services and Operating Costs.

The requirements for the “Sharing of One-Stop System Services and Operating Costs” component included the following: “Final plan for how the local boards and partners will fund the infrastructure costs of the one-stop centers. If a final plan regarding infrastructure costs is not complete when other sections of the MOU are ready, an interim infrastructure funding agreement may be included instead.”

Since that time, Training and Employment Guidance Letter WIOA No. 17-16 was issued with more details on the sharing of one-stop system costs (i.e., the Infrastructure Funding Agreement) and has extended the deadline for the completion (with signatures) of the IFA for PY 2017-18 by not later than January 1, 2018.

The attached templates and instructions reflect these new IFA requirements. The IFA is a mandatory component of the MOU and not a separate agreement. The IFA may be incorporated within the MOU or attached as an addendum.

Required State Guidelines for Infrastructure Funding Agreements:

WIOA Joint Final Rule 20 CFR 678.705 requires that the state of Arizona develop and issue guidance for use Local Workforce Development Areas (LWDAs) to develop the required IFA. This template (and the instructions) is to fulfill this requirement.

Regulatory Requirements for Cost-Sharing:

1. Infrastructure Costs:

WIOA Joint Final Rule 20 CFR 678.420: “What are the roles and responsibilities of the required one-stop partners?”

Each required partner must:

- (b) *Use a portion of funds made available to the partner’s program, to the extent consistent with the Federal law*

authorizing the partner's program and with Federal cost principles in 2 CFR parts 200 and 2900 (requiring, among other things, that costs are allowable, reasonable, necessary, and allocable), to:

(1) Provide applicable career services; and

(2) Work collaboratively with the State and Local WDBs to establish and maintain the one-stop delivery system. **This includes jointly funding the one-stop infrastructure through partner contributions that are based upon:**

- (i) A reasonable cost allocation methodology by which infrastructure costs are charged to each partner based on proportionate use and relative benefit received;
- (ii) Federal cost principles; and
- (iii) Any local administrative cost requirements in the Federal law authorizing the partner's program."

2. Additional Costs:

- a. Must Include Applicable Career Services
- b. May Include Shared Operating Costs and Shared Services

WIOA Joint Final Rule 20 CFR 678.760: "How do one-stop partners jointly fund other shared costs under the Memorandum of Understanding?"

(a) In addition to jointly funding infrastructure costs, one-stop partners listed in 20 CFR 678.400 through 678.410 **must use a portion of funds made available under their programs' authorizing Federal law (or fairly evaluated in-kind contributions) to pay the additional costs relating to the operation of the one-stop delivery system. These other costs must include applicable career services and may include other costs, including shared services.**

(b) For the purposes of paragraph (a) of this section, shared services' costs may include the costs of shared services that are authorized for and may be commonly provided through the one-stop partner programs to any individual, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other one-stop partners, and business services. Shared operating costs may also include shared costs of the Local WDB's functions."

Required Infrastructure Funding Agreement Elements (WIOA Joint Final Rule 20 CFR 678.755; TEGL 17-16):

“IFAs must include the following elements:

- a) The period of time in which the IFA is effective (which may be a different time period than the duration of the MOU);
- b) Identification of the infrastructure costs budget, which is a component of the one-stop operating budget;
- c) Identification of all one-stop partners, Chief Executive Official(s), and the Local Workforce Development Board (LWDB) participating in the IFA;
- d) A description of the periodic modification and review process to ensure equitable benefit among one-stop partners;
- e) Steps the LWDB, CEO(s), and the one-stop partners used to reach consensus, or the assurance that the LWDA followed the State Funding Mechanism process; and
- f) The process one-stop partners will use to resolve issues related to infrastructure funding during the MOU duration period when consensus cannot be reached;
- g) Signatures of the individual with authority to bind the signatories to the IFA, including all one-stop partners, CEO(s) and Local WDB participating in the IFA.

Content of the ARIZONA@WORK Infrastructure Funding Agreement:

Each LWDA will submit an IFA agreed and signed by the Local Workforce Development Board (LWDB), the Chief Elected Official(s), and all required ARIZONA@WORK Job Center partners. It is to include the following:

1. Infrastructure Funding Agreement: Process and Development (Required)

Attachment A: ARIZONA@WORK Job Center partners, Chief Executive Official(s), and the LWDB participating in the IFA

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

Attachment B1: ARIZONA@WORK Job Center and Affiliate Site Locations

Attachment B2: ARIZONA@WORK Job Center Partners Co-located/**Itinerant** in Each ARIZONA@WORK Job Center and Affiliate Location Site

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

Attachment B4: Percentage of Total FTEs by Co-located/**Itinerant** ARIZONA@WORK Job Center Partners in Each Center

Attachment B5: Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located/**Itinerant** ARIZONA@WORK Job Center Partner

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

Attachment D: Signatures of Non Co-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

3. **ARIZONA@WORK Operating Budget: Additional Costs---Applicable Career Services (Required)**

Attachment E1: Career Services Applicable to Each ARIZONA@WORK Job Center Partner

Attachment E2: Consolidated System Budget for the Delivery of Applicable Career Services

4. **ARIZONA@WORK Operating Budget: Additional Costs---Shared Operating Costs and Shared Services (Optional)**

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

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

1. Infrastructure Funding Agreement Component: Process and Development (Required)

Requirements and Instructions for the Process and Development Template

1. The period of time this agreement is effective:

The effective dates must begin on July 1, 2020 and be effective through not later than June 30, 2023

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

Complete Attachment A using the instructions that follow

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 Local Workforce Development Area followed guidance for the state infrastructure funding mechanisms.

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:

Describe method to resolve any infrastructure issues to by the LWDB and ARIZONA@WORK Job Center partners

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

Identify the "who, when, and how" you will comply with USDOL TEGL 17-16: "All partner contributions, regardless of the source, must be reconciled and adjusted accordingly on a regular basis (i.e., monthly or quarterly) to ensure each partner program is contributing no more than its proportionate share based upon relative benefits received in accordance with the

Uniform Guidance at 2 CFR part 200"

Requirements and Instructions for 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

All required ARIZONA@WORK partners must be identified in Attachment A. The regulatory requirements for which partners to include in this attachment are noted below

WIOA Joint Final Rule:

§ 678.415 "What entity serves as the one-stop partner for a particular program in the local area?"

(a) The entity that carries out the program and activities listed in 20 CFR 678.400 or 20 CFR 678.410, and therefore serves as the one-stop partner, is the grant recipient, administrative entity, or organization responsible for administering the funds of the specified program in the local area. The term "entity" does not include the service providers that contract with, or are sub-recipients of, the local administrative entity. For programs that do not include local administrative entities, the responsible State agency must be the partner. Specific entities for particular programs are identified in paragraphs (b) through (e) of this section. **If a program or activity listed in 20 CFR 678.400 is not carried out in a local area, the requirements relating to a required one-stop partner are not applicable to such program or activity in that local one-stop delivery system."**

Training and Employment Guidance Letter WIOA No. 17-16:

"As required one-stop partners, Native American programs (described in WIOA sec. 166) are strongly encouraged to contribute to infrastructure costs, but they are not required to make such contributions under WIOA. Any agreement regarding the contribution of non-contribution to infrastructure costs by Native American programs must be documented in the MOU (WIOA sec. 121 (n) (2) (D) (iv); see also 81 FR 55911-55912 of the preamble to the Joint WIOA Final Rule). Further, these contributions must be based on the programs' proportionate use and relative benefits received, consistent with the Uniform Guidance. The lack of agreement on infrastructure costs with Native American programs does not trigger the SFM for the local area, and the Native American programs are not subject to the SFM in the event it is triggered.

The Governor may determine that TANF will not be a required partner in the State*, or within some specific local areas in the State. In this instance, the Governor must notify the Secretary of Labor and Secretary of Health and Human Services in writing of this determination (WIOA sec. 121 (b) (1) (C) and 20 CFR 678.405, 34 CFR 361.405, and 34 CFR 463.405). In States, or local areas within a State, where the Governor has determined that TANF is not required to be a partner, local TANF programs may still work in collaboration or partnership with the local one-stop centers to deliver employment and

training services to the TANF population, unless inconsistent with the Governor's direction. In these situations, TANF may be considered an additional partner for purposes of contributing to the costs of operating the one-stop system."

*** Workforce Arizona Council, 03-2016:** *"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 a one-stop partner, or to work in collaboration with the one-stop center."*

Training and Employment Guidance Letter WIOA No. 17-16:

"Partner Programs with Multiple Grant Recipients. Partner programs and additional partners that carry out a program in the local area are required to share infrastructure costs and certain additional costs (20 CFR 678.700(c), 34 CFR 361.700(c), and 34 CFR 463.700(c)). **When two or more grant recipients or contractors of a required partner program carry out a program in a local area, these entities are considered one-stop partners** and must reach out to the Local WDB and carry out the roles and responsibilities of one-stop partners, including negotiating their share of infrastructure costs. For instance, there may be multiple YouthBuild and SCSEP grant recipients along with a few Job Corps contractors in a local area. In this situation, each grant or contract recipient carrying out the program in that local area must contribute towards infrastructure costs, and those contributions must be based on the proportionate use and relative benefits received by those partners from the one-stop centers."

Process and Development Template

Infrastructure Funding Agreement:

Local Workforce Development Area *Yavapai County*

Date Submitted **5/19/2021**

1. The period of time this agreement is effective
July 1, 2020 to June 30, 2023

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 NACCOG 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 (virtually), 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 Yavapai County Workforce Development Board, One Stop Committee and separate partner meetings have occurred since November 2019 to reach consensus on all areas regarding this agreement.

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 cost sharing will be reconciled to actuals by fiscal reporting from respective Titles on a quarterly basis.

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/**Itinerant** ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs
- D. Signatures of Non Co-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
- 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

DRAFT

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

Chief Elected Official(s):

Yavapai County Board of Supervisors

Chairman

1015 Fair Street

Prescott, AZ 86305

928-771-3257

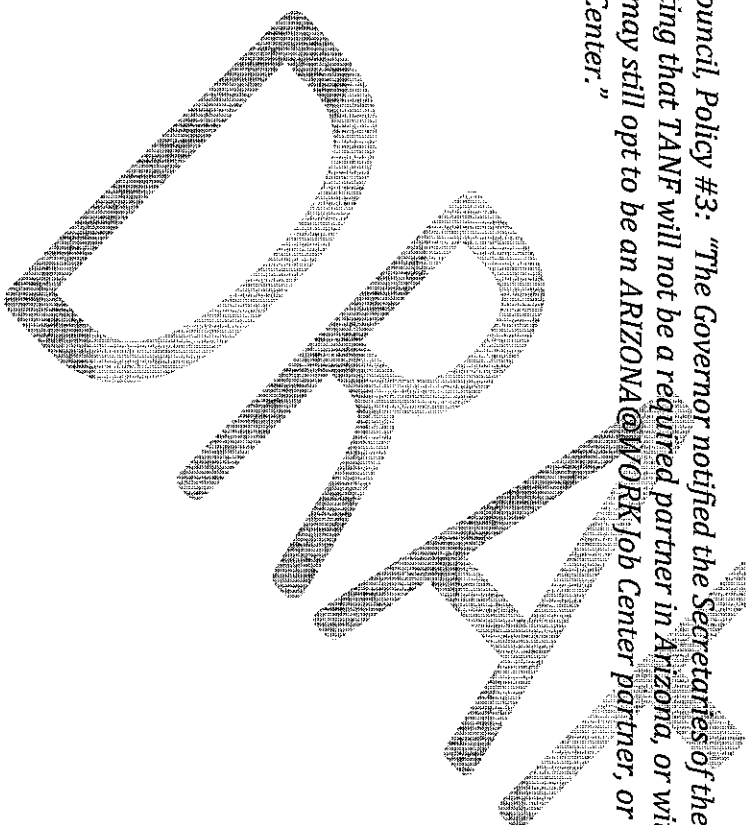
Kim.kapin@yavapai.us

Required WIOA and ARIZONA@WORK Job Center Partner	ARIZONA@WORK Job Center Partner Serves Local Area?	Point of Contact Information Name, Title, Address, Telephone, Email
Adult, Dislocated Worker (DW), and Youth Programs under Title I-B of WIOA	X	Teri Drew, Regional Director 221 N. Marina St. Ste. 201 Prescott, AZ 86301 928-778-1422 tdrew@nacog.org
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	Chevera Trillo, Administrator 1789 W. Jefferson St, Mail Drop 5111 Phoenix, AZ 85007 480-487-7806 ctrillo@azdes.gov
State Unemployment Insurance (UI)	X	Sandra Canez, Administrator 612-771-3724 (office) 602-532-5538 (fax) SandraCanez@azdes.gov
Trade Adjustment Assistance (TAA) under Title II of Trade Act	X	Chevera Trillo, Administrator 1789 W. Jefferson St, Mail Drop 5111 Phoenix, AZ 85007

		480-487-7806 ctrillo@azdes.gov
Jobs for Veterans State Grants (Vets) under Title 38, U.S.C.	X	Chevera Trillo, Administrator 1789 W. Jefferson St, Mail Drop 5111 Phoenix, AZ 85007 480-487-7806 ctrillo@azdes.gov
Vocational Rehabilitation under Title IV of WIOA	X	Kristen Mackey, Administrator 1789 W. Jefferson Street, Mail Drop 5371 Phoenix, AZ 85007 480-665-6736 kmackey@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	
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	
Additional ARIZONA@WORK Job Center Partners Approved by the Local WDB and CEO(s)---If Any		

<p>Temporary Assistance for Needy Families (TANF) employment & training under part A of title IV of Social Security Act*</p>	<p>X</p>	<p>Chevera Trillo, Administrator 1789 W. Jefferson St, Mail Drop 5111 Phoenix, AZ 85007 480-487-7806 ctrillo@azdes.gov</p>

* 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."



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

Requirements and Instructions for the Infrastructure Costs Templates

Training and Employment Guidance Letter WIOA No. 17-16:

"The sharing and allocation of infrastructure costs among one-stop partners are governed by WIOA sec. 121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR part 200 (Uniform Guidance). **All one-stop partner programs must contribute to the infrastructure costs and certain additional costs of the one-stop delivery system based on their proportionate use, as required by 20 CFR 678.700 and 678.760, 34 CFR 361.700 and 361.760, and 34 CFR 463.700 and 463.760. A partner's contribution must be an allowable, reasonable, necessary, and allocable cost to the program, consistent with the Federal Cost Principles set forth in the Uniform Guidance.**

One-stop partners are the entities that carry out the program in a local area. The one-stop delivery system, as identified in 20 CFR 678.300, 34 CFR 361.300, and 34 CFR 463.300, must include comprehensive one-stop centers, and also may include affiliate one-stop centers or specialized one-stop centers. Required partner programs and additional partners that carry out their program in the local area are required to share infrastructure costs and certain additional costs (20 CFR 678.700(c), 678.415, and 678.420(b), 34 CFR 361.700(c), 361.415, and 361.420(b), and 34 CFR 463.700(c), 463.415, and 463.420(b)). **All one-stop partners, whether they are required partners or additional partners, must contribute to infrastructure costs of the one-stop centers based on proportionate use and relative benefits received.** The required one-stop partners must provide access to their programs in the comprehensive centers and contribute to the infrastructure costs of those centers. These partners also make available each partner program's applicable career services at the comprehensive one-stop centers and may contribute to shared services and shared operating costs.

Only those one-stop partners that participate in the affiliate one-stop centers would be required to contribute to the infrastructure costs for those centers, including in one-stop affiliate centers where "access" to programs, services, and activities are made available through a direct linkage or physical presence. When two or more grant recipients or contractors of a required partner program are carrying out the program in a local area, both of these entities must contribute to infrastructure costs, including at an affiliate center, if those partners are participating in that affiliate center. The financial contributions of one-stop partners through a direct linkage will be different than those one-stop partners with a physical presence, regardless of the type of center."

Interim Arizona Policy on ARIZONA@WORK Job Center Partners Sharing Infrastructure Costs:

Required ARIZONA@WORK Job Center partners must share in infrastructure costs consistent with Federal Cost Principles and contributions to infrastructure costs must be necessary, reasonable, and allocable to their program based upon relative benefits received.

ARIZONA@WORK Job Center partners who are physically co-located/*itinerant* in the ARIZONA@WORK Job Centers (either full-time or part-time) are considered to receive a direct benefit that is allocable; therefore, they must contribute their proportionate share towards infrastructure costs.

ARIZONA@WORK Job Center Partners who are not physically co-located/*itinerant* in the ARIZONA@WORK Job Centers may also be receiving benefit from the ARIZONA@WORK system. However, that benefit still has to be clearly allocable by way of reliable data and a cost methodology that demonstrates the ARIZONA@WORK Job Center partner's usage of and benefit from the center and its services.

Currently, there is **not a cross-partner, statewide data tracking system that can provide accurate and reliable data for allocating the benefit received by non co-located ARIZONA@WORK Job Center partners** from the Centers, such as the number of referrals to and from the ARIZONA@WORK Job Centers and/or usage of the ARIZONA@WORK Job Centers. In order to remain in compliance with the Uniform Guidance cost allocation requirements, the requirement to contribute to infrastructure costs at this time only applies to those ARIZONA@WORK Job Center partners who are physically co-located/*itinerant* in the ARIZONA@WORK Job Centers.

Once such data systems are in place and data is available to accurately allocate relative benefit, all required ARIZONA@WORK Job Center partners (whether co-located or not) will share the infrastructure costs. **Until that time, non co-located ARIZONA@WORK Job Center partners must agree that the IFA will be renegotiated when data is available to include their proportionate share of contributions.** (See Attachment D)

The Arizona WIOA State Plan includes a goal and strategy to develop the data needed to permit all ARIZONA@WORK Job Center partners to share in the infrastructure costs in the future: "Goal 4: Strengthen Data Utility and Reporting; Strategy 10: Establish Process of Data Linking Across Core Programs to Ensure Core Programs Are Able to Share Key Data Elements for Shared Clients." Option to Use Existing Resource Sharing Agreement to Meet Infrastructure Cost Sharing Requirements:

Arizona WIOA Joint Operational Guidance 2016-1 ("Framework for One-Stop System Memorandum of Understanding") required the submission of the signed MOU, with existing resource sharing agreements (RSA).

LWDBs and co-located/**itinerant** ARIZONA@WORK Job Center partners may wish to review their current RSA to determine whether these agreements meet the new WIOA infrastructure cost-sharing requirements. If the current RSA meets all WIOA requirements, the RSA may be modified or used in lieu of the completion of Attachments B3, B4, and B5. If the current RSA is used, it must be attached to the submitted IFA. If no RSA exists or the current RSA cannot be easily modified, then the attached templates are required.

In order for any current RSA to be used as the basis for infrastructure cost sharing, the RSA must meet all of the following requirements:

- The RSA is applicable to each ARIZONA@WORK Job Center and Affiliate Sites in the LWDA;
- All ARIZONA@WORK Job Center partners co-located/**itinerant** in the ARIZONA@WORK Job Center or Affiliate Sites currently share infrastructure costs;
- The infrastructure budget includes only WIOA permissible infrastructure cost line items and only non-personnel costs are included;
- The costs allocation methodology used to share infrastructure costs is compliant with Federal Cost Principles set forth in the Uniform Guidance;
- All co-located/**itinerant** ARIZONA@WORK Job Center partners, the LWDB, and the CEO/s have signed the RSA; and,
- The RSA must be effective at least through June 30, 2023

Attachment B1: ARIZONA@WORK Job Center and Affiliate Site Locations

Identify all ARIZONA@WORK Job Center and Affiliate Site Locations in the LWDA using these definitions:

- ARIZONA@WORK Job Center (Comprehensive One-Stop) – A Job Center location where job seekers and employers can access the programs, services, and activities of all required partners with at least one Title I-B staff person physically present (WIOA Joint Final Rule Section 678.305).
- Affiliate Site (Affiliate Job Center) – A Job Center location where job seekers and employers can access the programs, services, and activities of one or more partners. An Affiliate Site is not required to provide access to all partner programs (WIOA Joint Final Rule Section 678.310).
- Specialized Center – A Job Center location associated with either an ARIZONA@WORK Job Center or Affiliate Site that addresses the specific needs of dislocated workers, youth, or key industry sectors, or clusters (WIOA Joint Final Rule Section 678.300[d][3]).

Note: Arizona WIOA Joint Operational Guidance 2016-1 (“Framework for One-Stop System Memorandum of Understanding”) required the identification of these locations under “System Access” and the locations identified in this attachment must align with those identified in the MOU.

Attachment B2: ARIZONA@WORK Job Center Partners Co-located/Itinerant in Each ARIZONA@WORK Job Center and Affiliate Site Location

Identify all required ARIZONA@WORK Job Center partners co-located/itinerant in each ARIZONA@WORK Job Center and Affiliate Site.

ARIZONA@WORK Job Center Partners are co-located/itinerant if they have a physical presence in the ARIZONA@WORK Job Center and have a dedicated space to use on a permanent, part-time, or intermittent basis.

Please Note:

The Unemployment Insurance Partner: Co-location is determined by having a physical presence. Only when a staff member whose salary is paid by the UI program is physically located in the ARIZONA@WORK Job Center is this partner considered a co-located/itinerant partner; a dedicated phone line to a UI call center does not establish co-location.

*The Senior Community Services Employment Program (SCSEP) Partner: When there is SCSEP staff that administers the program physically located in the ARIZONA@WORK Job Center, this partner considered a co-located/**itinerant partner**; an SCSEP participant working at the center does not establish co-location.*

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

Complete the non-personnel budget (with cost category/line item, line item details, and annual cost for each line item) for each Center. (Only include “Supplies to Support the General Operation of the Job Center” and “Common Identifier Costs” that have been agreed by all partners located in that Center.)

Training and Employment Guidance Letter WIOA No. 17-16

“Infrastructure Costs. Infrastructure costs of AICs are defined as **non-personnel costs that are necessary for the general operation of the one-stop center**, including: rental of the facilities; utilities and maintenance; equipment (including assessment-related and assistive technology for individuals with disabilities); and technology to facilitate access to the one-stop center, including technology used for the center’s planning and outreach activities (WIOA sec. 121(h)(4), 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a)). This list is not exhaustive. For example, the costs associated with the development and use of the common identifier (i.e., AIC signage) and supplies, as defined in the Uniform Guidance at 2 CFR 200.94, used to support the general operation of the one-stop center, may be considered allowable infrastructure costs. “

Non-personnel costs. Non-personnel costs are all costs that are not compensation for personal services. For example, technology-related services performed by vendors or contractors are non-personnel costs and may be identified as infrastructure costs if they are necessary for the general operation of the one-stop center. Such costs may include service contracts with vendors or contractors, equipment, and supplies.”

Attachment B4: Percentage of Each Co-located/Itinerant ARIZONA@WORK Job Center Partner’s Occupancy in Each ARIZONA@WORK Job Center****

Arizona has decided that the “percentage of each co-located/**itinerant partner’s occupancy” in each ARIZONA@WORK Job Center will be used as the method for proportionately allocating to all co-located /**itinerant ARIZONA@WORK partners their share of all infrastructure costs at that Center.****

Identify each co-located/**itinerant ARIZONA@WORK Job Center partner’s dedicated/assigned space.** The dedicated/assigned partner space is the space that is used only by each co-located/**itinerant ARIZONA@WORK Job Center partner’s staff in the**

ARIZONA@WORK Job Center. It does not include shared and common space, such as the greeting area, the resource area, meeting and workshop rooms, and restrooms.

Identify the square footage of each ARIZONA@WORK Job Center partner's dedicated/assigned space.

Calculate the percentage of each ARIZONA@WORK Job Center partner's dedicated/assigned space as a percentage of the total dedicated/assigned space used by all co-located/**itinerant** ARIZONA@WORK Job Center partners in that Center.

Attachment B5: Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located/Itinerant** ARIZONA@WORK Job Center Partner**

The initial estimated proportionate share of infrastructure costs allocated to each ARIZONA@WORK Job Center partner is based upon the "percentage of each co-located/**itinerant** ARIZONA@WORK Job Center partner's occupancy" in each ARIZONA@WORK Job Center location. This initial determination must be periodically reconciled against actual costs incurred and any changes in the dedicated/assigned space of each co-located/**itinerant** ARIZONA@WORK Job Center partner and adjusted accordingly.

Co-located/Itinerant** ARIZONA@WORK Job Center partners may provide cash, non-cash, and third-party in-kind contributions to cover their proportionate share of infrastructure costs.** If non-cash or in-kind contributions are used, they cannot include non-infrastructure costs (such as personnel)*.

*(*Note: The WIOA Joint Final Rule Preamble states, "Partners can contribute cash, noncash, or third-party in-kind contributions to the Local WDB to satisfy their share. However, infrastructure costs, unlike other shared operating costs, do not include personnel costs and therefore may not be paid for with in-kind personnel time.")*

The value of non-cash and third-party in-kind contributions must be consistent with 2 CFR 200.306 and reconciled on a regular basis (i.e., monthly or quarterly) to ensure they are fairly evaluated and meet the ARIZONA@WORK Job Center partners' proportionate share.

IFA Submission Requirements for the “ARIZONA@WORK Operating Budget: Infrastructure Costs”

The following attachments must be completed for each ARIZONA@WORK Job Center and Affiliate Site location:

- Attachment B3: Annual Infrastructure Budget for Each ARIZONA@WORK Job Center and Affiliate Site
- Attachment B4: Percentage of Co-located/**Itinerant** ARIZONA@WORK Job Center Partner’s Occupancy in Each Center
- Attachment B5: Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located/**Itinerant** ARIZONA@WORK Job Center Partner

Replicate the templates on pages 26-30 and complete for them for each location.

Attachment B1: ARIZONA@WORK Job Center and Affiliate Site Locations

LWDA: Yavapai County

<p>ARIZONA@WORK Job Center Locations <i>(Name, Address, Contact Name, Phone Number)</i></p> <p>ARIZONA@WORK Job Center Location #1:</p> <p>221 N. Marina Street Prescott, AZ 86301 Leah Cickavage, Operations Manager 928-778-1422 lcickavage@nacog.org</p>	<p>ARIZONA@WORK Affiliate Site Locations <i>(Name, Address, Contact Name, Phone Number)</i></p>
<p>ARIZONA@WORK Job Center Location #2:</p> <p>1500 E. Cherry Street Cottonwood, AZ 86326 Chevera Trillo, Administrator 1789 W. Jefferson St, Mail Drop 5111 Phoenix, AZ 85007 480-487-7806 ctrillo@azdes.gov</p>	<p>Affiliate Site Location #2:</p>

Attachment B2: ARIZONA@WORK Job Center Partners Co-located/Itinerant 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/Itinerant 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					
Youth	X					
Job Corps						
Native Amer						
MSFW						
Adult Ed						
Wagner-Peyser	X (Itinerant)					
Trade						
Veterans	X (Itinerant)					
SCSEP--State						
SCSEP-National						
Career/Tech Ed						
HUD E&T						
CSBG E&T						
Second Chance						
Youth Build						
Vocational Rehab	X (Itinerant)					

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	\$6,548 monthly	\$78,576 Annually
Subtotal: Rental Costs		\$78,576
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	Career Scope, TABE assessments	\$1,700 annually
Assistive technology for individuals with disabilities ("Access and Accommodation")	TTY Phone, Screen Reader (purchased)	\$500
Copiers	Av. Cost \$9,800 X 3, maintenance av. Monthly expense \$ 260	\$29,400
Fax Machines	3 X \$265 (purchased)	\$795 total

Computers	8 resource room computers/4 laptops for testing and remote areas/2 BAC computers/Learn Lab 6 computers	\$18,600 total
Other tangible equipment used to serve all center customers (not specific to an individual program partner)	Pitney Bowes Postage Machine/Maintenance	\$5,812 annual
<i>Specify Other Tangible Equipment</i>		
Subtotal: Equipment Costs		
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		\$12,280 total
Website Address: www.yavapaiatwork.com (Does not include data systems or case management systems specific to individual program partners.)		
Subtotal: Technology to Facilitate Access Costs		
Supplies to Support the General Operation of the ARIZONA@WORK Job Center (Local Option, If Agreed By All Co-located/Itinerant ARIZONA@WORK Job Center Partners)		

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/Itinerant 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/ITINERANT ARIZONA@WORK Job Center PARTNERS		
Cost Category		
Subtotal: Rental Costs		\$78,576
Subtotal: Utilities and Maintenance Costs		\$26,664
Subtotal: Equipment Costs		\$56,807
Subtotal: Technology to Facilitate Access Costs		\$12,280
Subtotal: Supplies to Support the General Operation of the Job Center		
Subtotal: Common Identifier Costs		\$1,500
TOTAL INFRASTRUCTURE COSTS FOR THIS LOCATION		\$175,827

Attachment B4: Percentage of Co-located/Itinerant 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/Itinerant ARIZONA@WORK Job Center Partners: 6805 sq. ft.

Co-located/Itinerant ARIZONA@WORK Job Center Partners	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/Itinerant ARIZONA@WORK Job Center Partners' Space
Adult/Dislocated Worker/Youth	5 FTE Staff	83%
Wagner-Peyser	.5 FTE Staff (Itinerant)	8%
Trade		
Veterans		
MSFW		
Adult Education		
Vocational Rehabilitation	.5 FTE Staff (Itinerant)	8%
Other Co-located Partner:		
Other Co-located Partner:		
Other Co-located Partner:		
Total Percentage of the Designated/Assigned Space of All Co-located/Itinerant ARIZONA@WORK Job Center Partners		100%

Attachment B5: Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located/Itinerant
ARIZONA@WORK Job Center Partner

ARIZONA@WORK Job Center Location: Yavapai County Prescott Site

Total Infrastructure Costs for This ARIZONA@WORK Job Center: \$175,827 (See Attachment B3)

Co-located/<u>Itinerant</u> ARIZONA@WORK Job Center Partner	ARIZONA@WORK Job Center Partner's Dedicated Space as a % of All Co-located/ <u>Itinerant</u> 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/Youth	83%	\$146,522.50	\$146,522.50	
Wagner-Peyser	8% (Itinerant)	\$14,652.25	\$14,652.25	
Vocational Rehabilitation	8% (Itinerant)	\$14,652.25	\$14,652.25	
Total Infrastructure Costs to Be Shared by ARIZONA@WORK Job Center Partners in Cash/Non-Cash			\$175,827	

(Must Equal the Total Infrastructure Costs for This ARIZONA@WORK Job Center)

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 Locat bn:

Total Square Footage of the ARIZONA@WORK Job Center:

10000 Square Feet

Co-located ARIZONA@WORK Job Center Partners	Job Center or Flat (J or A)	Total Center 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
WIOA Title I-B Adult/Dislocated Worker		10000	1000	10.00%	\$100,000.00	\$100.00	\$10,100.00
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							

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/Itinerant ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs

All co-located/**itinerant** 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/**itinerant**.

Attachment D: Signatures of Non Co-located/Itinerant 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/Itinerant 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/Itinerant Partner Entity)

Printed Name and Title

Signature and Date

(Co-located/Itinerant Partner Entity)

Printed Name and Title

Signature and Date

(Co-located/Itinerant Partner Entity)

Printed Name and Title

Signature and Date

Attachment D:

Signatures of Non-Co-located/Itinerant 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)

(Non-Co-located Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

(Non-Co-located Partner Entity)

(Non-Co-located Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

3. ARIZONA@WORK Operating Budget: Additional Costs---Applicable Career Services (Required)

Requirements and Instructions for the Applicable Career Services Templates

WIOA Joint Final Rule:

“20 CFR 678.420 What are the roles and responsibilities of the required one-stop partners?”

Each required partner must: (a) Provide access to its programs or activities through the one-stop delivery system, in addition to any other appropriate locations”

“20 CFR 678.425 What are the applicable career services that must be provided through the one-stop delivery system by required one-stop partners?”

(a) The applicable career services to be delivered by required one-stop partners are those services listed in 20 CF 678.430 that are authorized to be provided under each partner’s program.”

“20 CFR 678.760 How do one-stop partners jointly fund other shared costs under the Memorandum of Understanding?”

(a) In addition to jointly funding infrastructure costs, one-stop partners listed in 20 CFR 678.400 through 20 CFR 678.410 must use a portion of funds made available under their programs’ authorizing Federal law (or fairly evaluated in-kind contributions) to pay the additional costs relating to the operation of the one-stop delivery system. These other costs **must include applicable career services and may include other costs**, including shared services.”

**ARIZONA@WORK Memorandum of Understanding and Infrastructure Funding Agreement
[Joint Operational Informational Broadcast PB 17-004]:**

⑦ Additional costs, “Must include the costs of the provision of career services in WIOA sec. 134(c)(2) applicable to each program consistent with partner’s program authorizing federal statutes and regulations, and allocable costs based on federal cost principles in Uniform Guidance at 2 CFR 200.”

Parameters in Completing the “Consolidated System Budget for Applicable Career Services” Templates

- The required “Consolidated System Budget for the Delivery of Applicable Career Services” is the total 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 both co-located/**Itinerant** and non co-located partners and is a system-wide budget for the LWDA as a whole. The “applicable career services” budget is not tied to a specific ARIZONA@WORK Job Center.
- ARIZONA@WORK Job Center Partners do not negotiate this consolidated budget; it is simply compiled and displayed (using the budget information provided by each ARIZONA@WORK Job Center partner).
- These costs are not necessarily cost-shared. If ARIZONA@WORK Job Center partners decide and agree, the cost for the delivery of these services may be shared under the “Other Shared Costs and Services” component of this agreement.

Steps to Complete the Required “Consolidated System Budget for Applicable Career Services” Templates:

Attachment E1: Career Services Applicable to Each ARIZONA@WORK Job Center Partner (Co-located/**Itinerant** and Non Co-located)

1. Each required ARIZONA@WORK Job Center partner identifies the basic and individualized career services that are applicable to their program. The definitions of basic career services are attached. "Applicable career services" are defined as those authorized by each ARIZONA@WORK Job Center partner's federal legislation.

Not all services of every ARIZONA@WORK Job Center partner will be included in its list of applicable career services. (For example, the basic career service of initial assessment is applicable to the Title II Adult Education and Literacy Program Partner, but classroom instruction for the attainment of High School Equivalency is not defined as a career service in WIOA and will not be included in the list of applicable career services.)

Attachment E2: Consolidated System Budget for the Delivery of Applicable Career Services

2. After identifying the career services applicable to its program, the ARIZONA@WORK Job Center partner then identifies the estimated or actual funds budgeted for the delivery of these services for the current program year.

ARIZONA@WORK Job Center Partners are only required to include the career services that are funded through the federal legislation that makes them a required ARIZONA@WORK Job Center partner in this estimate. (For example, a local community college may have state funds, as well as federal Carl Perkins Career and Technical Education funds for career services; only the federal funds are required to be included in this estimate.)

Unlike Infrastructure Costs, this budget includes all costs (including personnel) related to the administration and delivery of these services.

If ARIZONA@WORK Job Center partners do not have specific dollar amounts available, they may report a reasonable estimate. ARIZONA@WORK Job Center Partners will be deemed in compliance with this requirement as long they provide a reasonable dollar amount and can determine an estimated amount for the required Consolidated Budget for Applicable Career Services.

A separate line item is not required for each of the applicable basic or individualized career services. The estimated or actual funds budgeted for applicable career services are divided into two categories: The total for all applicable basic career services and the total for all applicable individualized career services

3. Once all ARIZONA@WORK Job Center partners have identified the actual or estimated budget for the delivery of their applicable career services within the LWDA, all ARIZONA@WORK Job Center partner budgets will then be totaled and displayed in the "Required Consolidated System Budget for Applicable Career Services".

Definitions of Basic and Individual Career Service to Be Used In Identifying Each ARIZONA@WORK Job Center Partner's "Applicable Career Services"

Basic Career Services (20 CFR §678.430(a) and §678.435)

- **Eligibility for Title I-B Services** – Determination of whether a customer is eligible to receive services from the Adult, Dislocated Worker, or Youth programs.
- **Outreach, Intake, and System Orientation** – Outreach is intended to promote awareness of the availability of the System services to/for individuals and businesses that may need these services. Intake and System orientation is the process of gathering basic information to determine the program(s) appropriate for the customer, and providing the customer with information on the services available to determine if he/she is interested in pursuing those services.
- **Initial Assessment** – The collection and assessment of information on a customer's skill levels, including literacy, numeracy, and English language proficiency; work history; employment barriers; employment goal(s) and occupational knowledge; supportive service needs; and whether referrals to other programs are appropriate or necessary.
- **Labor Exchange Services** – Providing job search and placement services to the customer, including but not limited to, information on in-demand industry sectors and occupations and non-traditional employment, when appropriate; development of a work search plan; placement in workshops; posting jobs on the state job bank; providing job matching and referrals; and advising how to maintain a record of job search. Labor exchange services also include appropriate recruitment and other business services, which may include, but are not limited to, customized screening and referral of qualified customers in training services to businesses; customized recruitment events for businesses and targeted job fairs; such organizations, on employment-related issues; customized recruitment events for businesses and targeted job fairs; human resource consultation services which may include writing/reviewing job descriptions and employee handbooks, developing performance evaluations and personnel policies, creating orientation sessions for new employees, honing job interview techniques for efficiency and compliance, analyzing employee turnover, creating job accommodations and using assistive technologies, and explaining labor law to help businesses comply; and customized labor market information for specific businesses, sectors, industries, or clusters.

- **Referrals to Programs** – Referrals and coordination of activities with other appropriate programs and services that meet specific customer needs, assist them in overcoming barriers to employment, and provide services to gain/retain employment.
- **Labor Market Information** – Staff provides workforce and labor market employment statistics to assist job seeking customers in the development of employment goal(s) and businesses in the development and implementation of sector partnerships and career pathways. The employment statistics include local, regional, and national labor market conditions; career counseling and career exploration services; characteristics of industries, occupations, and the workforce area; business-identified skill needs; short and long-term industry and occupational growth and salary projections; worker supply and demand; and high-growth and high-demand industries.
- **Performance on the Local Workforce System** – The provision of information, in usable and understandable formats and languages, about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to workforce system.
- **Performance and Program Cost of Eligible Providers** – The provision of performance information and program cost information on eligible providers of education, training, and workforce services by program and type of provider.
- **Referrals to Supportive Services** – Staff provides customers with referrals to supportive services that enable the customer to participate in authorized WIOA activities. Based on various partners' programmatic rules and regulations, these supportive services may include, but are not limited to, transportation; child care; dependent care; housing; needs related payments; interpreter services; reasonable accommodation for youth with disabilities; legal aid services; assistance with uniforms or other appropriate work attire; assistance with books, fees, and school supplies; payments and fees for employment and training related applications, tests, and certifications; and tools or instruments. Depending on the program, when appropriate, information may also be provided to customers on how to continue these supportive services after program services are completed.
- **Unemployment Insurance (UI) Information and Assistance** – Staff provides information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation. Meaningful assistance means providing assistance on-site using staff that is well trained in UI compensation claims filing and the rights and responsibilities of claimants or providing assistance by phone or via other technology as long as the assistance is provided by trained and available staff within a reasonable time.
- **Financial Aid Assistance** – Providing assistance in establishing eligibility, accessing, and applying for programs of financial aid for training and education programs not provided under WIOA.

Individualized Career Services (20 CFR §678.430(b))

- **Comprehensive Assessment** – Staff conducts a specialized assessment of a job seeker’s barriers to employment, occupational and employment goal(s), educational and skill levels, and personal circumstance to determine his/her service needs. This may include diagnostic testing and use of other assessment tools, and in-depth interviewing and evaluation.
- **Individual Employment Plan (IEP)/Individualized Plan for Employment (IPE)** – The IEP/IPE identifies the appropriate employment goal(s) chosen by the customer. The initial and comprehensive assessment is used to develop the IEP/IPE in consultation with the customer. The plan outlines the necessary services to be provided to achieve the planned goals; steps and timelines for achieving the goals; and the terms, conditions, and responsibilities associated with the plan
- **Career Planning and Counseling** – One-on-one or intensive career planning and counseling with a professional counselor uses initial and comprehensive assessments and the IEP/IPE, and aims at enhancing job seeking and retention skills and career advancement of customers by: (i) Helping the customer analyze and understand career information, and gain a better understanding of his/herself using career information gained through assessment tools and counseling strategies to more realistically choose or change short and long-term occupational goals; and (2) Preparing service strategies to assist in the achievement of occupational goal(s) and to ensure customers have access to necessary workforce activities and supportive services, which may include, but are not limited to, drug and alcohol abuse counseling, mental health counseling, and referrals to partner programs appropriate to the needs of the customer.
- **Short-term Pre-Vocational Services** – Development of skills customers need to live independently and enter the workforce fully prepared to engage in employment. These services may include academic education and job readiness trainings for development of work readiness skills, including but not limited to, learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, higher-order reasoning, problem-solving skills, work attitudes, and professional conduct.
- **Internships and Work Experience** – Based on partners’ programmatic rules and regulations, the work experience is planned, structured learning experience, in most cases linked to a career, that takes place in a private for-profit, non-profit or public sector workplace. For most partner programs, work experiences may be in the form of internships, work-study, externship, apprenticeship, summer employment for youth, and/or other work placement opportunities.
- **Out of Area Job Search and Relocation Assistance** – Staff provides information on labor exchange activities in other local areas, regions, or states and whether businesses the customer may be interested in offer assistance with relocation.

- **Financial Literacy Services** – Educate and support customers to gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality relevant learning strategies. The learning, where possible, may include, but is not limited to, creating a budget; initiating checking and/or savings accounts at banks; learning how to effectively manage spending, credit, and debt; learning how to protect against identity theft; and benefits advisement. These services may also include opportunities to put financial literacy lessons into practice, based on the needs of the customer.
- **English Language Acquisition and Integrated Education** – Adult Education staff provides an integrated program of services that incorporates English literacy and civics education concurrently and contextually with workforce preparation and training for a specific occupation/sector for the purpose of educational and career advancement of customers. These services allow customers to attain economic self-sufficiency and are designed for partnerships among adult education programs and postsecondary educational institutions, training providers, and/or businesses.
- **Workforce Preparation** – Activities to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education, training, or employment and other employability skills that increase an individual's preparation for the workforce.

Basic Career Services	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							

Individ Career Services	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	✓	✓	✓	✓			✓

ARIZONA@WORK Infrastructure Funding Agreement Templates and Instructions 2020

<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							

Attachment E2: Consolidated System Budget for the Delivery of Applicable Career Services

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.

Applic Career Services	T-I Adult	T-I DW	T-I Youth	T-H 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	\$94,359.60	\$121,803.40	\$ 90,632.80	\$13,523	\$92,296	\$ 343,490	\$
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-1 Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info										
	\$	\$	\$	\$	\$	\$	\$	\$		

<i>Applic Career Services</i>	T-1 Adult	T-1 DW	T-1 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	\$238,430	\$113,073	\$
Applic Career Services 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	\$	\$	\$	\$	\$	\$	\$
Applic Career Services Comm Act		Housing	UI	Native Am	Other Part	Other Part	Other Part
Indiv Career Services:							

ARIZONA@WORK Infrastructure Funding Agreement Templates and Instructions 2020

Comp Assessment/IEP	\$	\$	\$	\$	\$	\$	\$
Career Plan/Counsel							
Short-Term Prevoc							
Internship/Wk Exper							
Financial Literacy							
IET/ELA/WF Prep							

4. ARIZONA@WORK Operating Budget:
Additional Costs---Shared Operating Costs and Shared Services (Optional)

Requirements and Instructions for the "Additional Costs---Other Shared Costs and Shared Services" Templates:

WIOA Joint Final Rule:

"20 CFR 678.760 How do one-stop partners jointly fund other shared costs under the Memorandum of Understanding?"

- (a) In addition to jointly funding infrastructure costs, one-stop partners listed in 20 CFR 678.400 through 678.410 must use a portion of funds made available under their programs' authorizing Federal law (or fairly evaluated in-kind contributions) to pay the additional costs relating to the operation of the ARIZONA@WORK one-stop delivery system. These other costs **must include applicable career services and may include other costs, including shared services.**
- (b) For the purposes of paragraph (a) of this section, **shared services' costs may include** the costs of shared services that are authorized for and may be **commonly provided through the one-stop partner programs to any individual**, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other one-stop partners, and **business services**. Shared operating costs **may also include shared costs of the Local WDB's functions.**
- (c) Contributions to the additional costs related to operation of the ARIZONA@WORK one-stop delivery system may be **cash, non-cash, or third-party in-kind contributions**, consistent with how these are described in 20 CFR 678.720(c).
- (d) The shared costs described in paragraph (a) of this section must be **allocated according to the proportion of benefit received by each of the partners**, consistent with the Federal law authorizing the partner's program, and consistent with all other applicable legal requirements, including Federal cost principles in 2 CFR part 200 (or any corresponding similar regulation or ruling) requiring that costs are allowable, reasonable, necessary, and allocable."

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

Additional costs may include shared operating costs and shared services that are authorized for, and may be commonly provided through, the ARIZONA@WORK Job Center partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other ARIZONA@WORK Job Center partners, and business services.

Personnel costs may include, but are not limited to, allocable salary and fringe benefit costs of partner program staff that work on information technology systems (i.e., common performance and reporting outcomes) for use by the ARIZONA@WORK Job Center as a whole.

The cost of a shared welcome desk or greeter directing employers and customers to the services or staff that are available in ARIZONA@WORK Job Centers is also a personnel expense.

A portion of the costs of LWDB staff who perform functions that are not otherwise paid with WIOA Title I funds and support the general operations of the ARIZONA@WORK Job Centers, such as a LWDB staff person acting as the office manager in an ARIZONA@WORK Job Center.

As with any additional costs paid by partner programs for the operations of the ARIZONA@WORK system, these shared operating costs must be proportionate to the use of the partner program and consistent with the Federal Cost Principles of the Uniform Guidance set forth in 2 CFR part 200."

Considerations and Parameters in Completing the "Other Shared Costs and Shared Services" Template

- ARIZONA@WORK Job Center Partners must agree at the local level for these types of costs to be shared. The "Other Shared Costs and Shared Services" Template is not a required component of a completed, signed, and submitted IFA
- Lack of agreement at the local level for these "Other Shared Costs and Shared Services" will not trigger the State Funding Mechanism
- Unlike infrastructure costs, these costs may include personnel
- Two or more partners may agree to share in one or more these types of costs

- "Other Shared Costs and Shared Services" may include costs that are applicable to and agreed to be shared by only certain ARIZONA@WORK Job Center partners. In those cases, only the applicable partners will need to agree upon the sharing of those identified costs

For example, the potential for sharing the personnel (and other non-infrastructure costs), such as ARIZONA@WORK Job Center receptionists and/or center managers, may be decided to be cost-shared only by the co-located/itinerant ARIZONA@WORK Job Center partners. Other shared costs (such as, but not limited to, staff-cross training and business services) may also be applicable only to certain ARIZONA@WORK Job Center partners and only those applicable ARIZONA@WORK Job Center partners will share in those costs, if agreed.

- As with infrastructure costs, other ARIZONA@WORK system costs must be allocable according to the proportion of benefit received by the ARIZONA@WORK Job Center partners agreeing to share those costs, consistent with the partners' authorizing federal statutes and the Uniform Guidance.

- When any two or more ARIZONA@WORK Job Center partners agree to share "Other Shared Costs and Shared Services", there must be an agreed upon budget for these costs and an agreed upon cost sharing methodology.

Examples of "Other Shared Costs and Shared Services" that May Be Agreed by ARIZONA@WORK Job Center Partners:

- **Initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, and referrals to other ARIZONA@WORK Job Center partners.** This may include costs such as technology and tools that increase integrated service delivery through the sharing of information and service delivery processes.
- **Business services.** This may include costs related to a local or regional system business services team that has one or more partners on the team or has delegated a specific partner to provide business services on behalf of the ARIZONA@WORK system.

- **Cross training of ARIZONA@WORK Job Center partner staff.** This may include any staff cross training on ARIZONA@WORK Job Center partner programs and eligibility, customer service, serving individuals with barriers to employment, and other such training that builds an integrated ARIZONA@WORK one-stop delivery system.

- **Shared personnel costs for ARIZONA@WORK Job Centers by co-located/itinerant partners.** This may include ARIZONA@WORK Job Center receptionists and/or ARIZONA@WORK Job Center managers.

Arizona will use the "percentage of total full-time equivalent (FTE)" staff of co-located/itinerant ARIZONA@WORK partners agreeing to share in these costs as the method for proportionately allocating the costs of ARIZONA@WORK Job Center receptionists and/or ARIZONA Job Center managers.

If the ARIZONA@WORK Job Center manager is also the one-stop operator, this position falls under the permissible "shared costs of the local WDB functions" and the requirements for the sharing this cost follow.

- **"Shared Costs of the Local WDB's functions"**

ARIZONA@WORK Policy on the Opportunity for Partners to Share the Costs of the Local WDB Functions

WIOA Joint Final Rule § 679.370 defines the functions of the Local Workforce Development Board. These functions include:

1. Responsibility for the effective operation of Title I-B Adult, Dislocated Worker, and Youth Programs, including the selection of providers
2. Responsibility for the development and oversight of the ARIZONA@WORK one-stop delivery system in the local area, including the selection of the one-stop operator

Local WDBs have responsibilities both as a system partner (i.e., the administrative entity for the Title I-B programs) and in working with partners to develop the local ARIZONA@WORK one-stop delivery system, including the operation of the ARIZONA@WORK Job Centers.

It is the ARIZONA@WORK policy that the permissible sharing of Local WDB costs by partners is limited to the costs directly related to the coordination and operation of the ARIZONA@WORK system and centers. It does not include the operational costs of administering and operating Title I-B programs or fulfilling other WDB-specific functions, such as the development of local/regional plans.

As with other permissible shared costs these costs must be agreed to be shared at the local level and must be allocable according to the proportion of benefit received by the ARIZONA@WORK Job Center partners agreeing to share those costs, consistent with the ARIZONA@WORK Job Center partners' authorizing federal statutes and the Uniform Guidance.

Shared ARIZONA@WORK system coordination and ARIZONA@WORK Job Center management costs may include:

- **Local WDB staff members who have a responsibility for developing and coordinating ARIZONA@WORK Job Center partnerships throughout the system.** (If the staff has additional duties, only the proportion directly related to ARIZONA@WORK system partnership activities may be cost shared.)
- **The One-Stop Operator when fulfilling the required role to "coordinate the service delivery of required ARIZONA@WORK Job Center partners", including the possible role of ARIZONA@WORK Job Center management**

The One-Stop Operator potentially has multiple roles as defined in WIOA Joint Final Rule:

"20 CFR 678.620: What is the one-stop operator's role?"

"(a) At a minimum, the one-stop operator must coordinate the service delivery of required one-stop partners and service providers. Local WDBs may establish additional roles of one-stop operator, including, but not limited to: coordinating service providers across the ARIZONA@WORK one-stop delivery system, being the primary provider of services within the center, providing some of the services within the center, or coordinating service delivery in a multi-center area, which may include affiliated sites. The competition for a one-stop operator must clearly articulate the role of the one-stop operator."

The LWDB's competition for the one-stop operator may include these roles:

1. ARIZONA@WORK system coordination (required)
2. ARIZONA@WORK Job Center management (optional)
3. Provider of Title I-B Adult, Dislocated Worker, and/or Youth Services (optional)

The one-stop operator's role in ARIZONA@WORK system coordination may be cost-shared by ARIZONA@WORK Job Center partners. The one-stop operator's role in ARIZONA@WORK Job Center management, if included in the procurement, may be cost-shared by ARIZONA@WORK Job Center partners co-located/**itinerant** in that center. The role of Title I-B service provider may not be cost shared.

Steps to determining one-stop system coordination and center management costs:

1. For LWDB staff:

- Identify any LWDB staff with a responsibility for developing and coordinating ARIZONA@WORK system partnerships.
- If the staff member has additional duties, identify the proportion directly related to ARIZONA@WORK system partnership activities.
- Determine the staff salary and benefit costs for the proportion directly related to ARIZONA@WORK system partnership activities.

2. For the One-Stop Operator:

- Review the procurement, the contract, the statement of work, and the budget for the one-stop operator.
- Determine the proportion of the budget allocated to (a) ARIZONA@WORK system coordination, (b) ARIZONA@WORK Job Center management, and/or (c) Title I- B service delivery.

Methodology to share ARIZONA@WORK system coordination costs

1. Identify the ARIZONA@WORK Job Center partners potentially agreeing to share in these ARIZONA@WORK system coordination costs
2. Calculate the agreeing-partners proportionate share of system coordination costs (LWDB staff and/or the one-stop operator)
Arizona will use the "percentage of total full-time equivalent (FTE)" staff of co-located/itinerant and non co-located ARIZONA@WORK Job Center partners agreeing to share in these costs as the method for proportionately allocating these ARIZONA@WORK system coordination costs
3. Seek ARIZONA@WORK Job Center partner agreement to share in those costs

Methodology to share ARIZONA@WORK Job Center management costs:

1. Identify the co-located/**itinerant** ARIZONA@WORK Job Center partners potentially agreeing to share in these center management costs
2. Calculate the proportionate share of center management costs to co-located/**itinerant** ARIZONA@WORK Job Center partners agreeing to share in these costs
Arizona will use the "percentage of total full-time equivalent (FTE)" staff of co-located/itinerant ARIZONA@WORK Job Center partners agreeing to share in these costs as the method for proportionately allocating center management costs
3. Seek ARIZONA@WORK Job Center partner agreement to share in those costs

Instructions for Completing the "Other Shared Costs and Shared Services" Template:

1. Complete the "Other Shared Costs and Shared Services" Template only if two or more ARIZONA@WORK Job Center partners have agreed to share in a specific type of shared cost and/or service.
2. Complete an individual "Other Shared Costs and Shared Services" Template (Attachment F1) for each type of cost and/or service that has been agreed to be shared by two or more ARIZONA@WORK Job Center partners.
3. Identify the type of other costs to be shared and provide a very brief description of what that cost includes
4. Identify the ARIZONA@WORK Job Center partners that have agreed to share in the this type of cost and how they will benefit from the sharing of this cost
5. Complete the operating budget for each type of shared cost and/or service that has been agreed to be shared
6. Describe the agreed-upon cost allocation methodology to allocate these costs to the ARIZONA@WORK Job Center partners who have agreed to share this type of cost*
7. Using the agreed-upon cost allocation methodology, identify the initial proportionate share of the costs to be contributed by each ARIZONA@WORK Job Center partner participating in the sharing of this cost
8. Indicate how much of each ARIZONA@WORK Job Center partner's allocated cost will be contributed through cash and/or noncash
9. Have ARIZONA@WORK Job Center partners participating in this specific shared cost sign the agreement to share those costs (Attachment F2)

*** If the cost to be shared is the LWDB's ARIZONA@WORK system coordination function, the One-Stop Operator's ARIZONA@WORK system coordination and ARIZONA@WORK Job Center management functions, and/or the cost of the ARIZONA@WORK Job Center manager or receptionist:**

The cost allocation methodology for the sharing of these costs will be the "proportionate percentage of Full-Time Equivalents (FTEs) and should be used to in the "Agreed Upon Cost Allocation Methodology to Share This Cost" in the "Other Shared Costs and Shared Services" Template (Attachment F1)

An "FTE (full-time equivalent)" is the hours worked by one employee on a full-time basis. The concept is used to convert the hours worked by several part-time employees into the hours worked by full-time employees. On an annual basis, an FTE is considered to be 2,080 hours, which is calculated as 8 hours per day or 40 hours per workweek. (For example: One employee who works 20 hours per week is expressed as .5 FTE.)

"Proportionate percentage of total FTEs" is the percentage of each ARIZONA@WORK Job Center partner's staff of the total of all FTEs.

If two or more ARIZONA@WORK Job Center partners agree to share the costs of the LWDB's ARIZONA@WORK system coordination function and/or the One-Stop Operator's ARIZONA@WORK system coordination role:

Arizona will use the "percentage of total full-time equivalent (FTE)" staff of co-located/itinerant and non co-located ARIZONA@WORK Job Center partners agreeing to share in these costs as the method for proportionately allocating these system coordination costs

(For example: If the total number of all FTEs of all co-located/itinerant and non co-located ARIZONA@WORK Job Center partners agreeing to share this cost is 50 and one partner has 10 FTEs, that ARIZONA@WORK Job Center partner has 10% of the system's FTEs and will share in 20% of these ARIZONA@WORK system coordination costs.)

If two or more partners agree to share the costs of the One-Stop Operator's ARIZONA@WORK Job Center management function and/or the costs of the ARIZONA@WORK Job Center manager or receptionist:

Arizona will use the "percentage of total full-time equivalent (FTE)" staff of co-located/itinerant ARIZONA@WORK Job Center partners agreeing to share in these costs as the method for proportionately allocating center management costs.

(For example: If the total number of all FTEs of all ARIZONA@WORK Job Center partners co-located/itinerant in the Center and agreeing to share this cost is 20 and one partner has 5 FTEs, that partner has 25% of the Center's FTEs and will share in 25% of these Center personnel costs.)

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

Type of Cost to be Shared: The One Stop Partners developed a fair share contribution strategy for the ARIZONA@WORK Yavapai County Partners to divide the WDB Budget based upon FTE percentage for Titles I, III, IV and (separate addendum for Title II) excluding in-kind career services, salaries, fringe and indirect costs. The separate Title II addendum was agreed upon to capture services such as orientations/TABE testing, tracking, and funding for the benefit of Title II students and WIOA clients.

Description of the Cost to Be Shared and What It Includes: This cost includes the career services and professional 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 this methodology.

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.

Shared Cost Budget for <i>(Identify the Type of Cost) N/A</i>		
<i>Line Item</i>	<i>Budget Detail</i>	<i>Cost</i>
Professional Services	Facilitators, partner development	\$10,000
Travel	Travel expenses	\$5,000
Career Services	Title I B Career Services (in-kind)	\$338,873
Other	Supplies	\$3,550
Total Budget for This Shared Cost \$ 357,423		
Agreed Upon Cost Allocation Methodology to Share This Cost		

The One Stop Partners developed a fair share contribution strategy for the ARIZONA@WORK Yavapai County Partners to divide the WDB annual Budget based upon FTE percentage for Titles I, III, IV and (separate addendum for Title II) excluding in-kind career services, salaries, fringe and indirect costs. The separate Title II addendum was agreed upon to capture services such as orientations/TABE testing, tracking, and funding for the benefit of Title II students and WIOA clients

Proportionate Share for ARIZONA@WORK Job Center Partners Agreeing to Share These Costs					
<i>(Identify the Type of Cost) N/A</i>					
Partners Agreeing	Agreed Methodology	Initial Partner Share	Amount in Cash	Amount in Non-Cash	
Partner 1: Title I	\$18,550	46%	\$8,533	\$338,873 in-kind contribution to the Career Services	
Partner 2: Title II	\$18,550	(\$17,061 per addendum attached)	(\$17,061 per addendum attached)		
Partner 3: Title III	\$18,550	27%	\$5,008		
Partner 4: Title IV	\$18,550	27%	\$5,009		
Total Budget for This Shared Cost		\$18,550	\$18,550		\$ 18,550

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)*

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

Partner 3:

Printed Name and Title

Signature and Date

Partner 4:

Printed Name and Title

Signature and Date

