

# **(Local Area name) NCWORKS Career Center Partner Infrastructure Funding Agreement (IFA)**

## **I. Purpose**

This Partner Infrastructure Funding Agreement (IFA) is entered by and between the (*workforce board name*) \_\_\_\_\_ and (*Local Area name*) NCWorks Partners. This IFA provides information on the shared infrastructure cost and/or in-kind arrangements. All partners to this IFA recognize that infrastructure and other additional costs are applicable to all required partners, as outlined in Section 121(b)(1)(B) of WIOA, whether they are physically located in the NCWorks Career Center or not. Each partner's contribution to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received.

The sharing and allocations of infrastructure costs among NCWorks partners are governed by the Workforce Innovation and Opportunity Act (WIOA) Sec. 121(b), 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).

Infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the NCWorks Career Center, including: rental of the facilities, utilities and maintenance, equipment (including assessment related and assistive technology for individuals with disabilities), technology to facilitate access to the center, as well as many other infrastructure costs such as signage and supplies. NCWorks Career Center must share in additional costs which must include applicable career services and may include shared operating costs and shared services that are necessary for the general operation of the Career Center.

## **II. \_\_\_\_\_ (*Local Area*) NCWorks System Infrastructure Budget**

*(Insert system budget amount here and attach the Career Center budget as appendix)*

## **III. Cost Allocation Methodology**

There is a two-tiered approach for determining infrastructure and additional cost for required WIOA Career Center partners using the Local Funding Mechanism (LFM). For Temporary Assistance for Needy Families (TANF), Community Services Block Grant (CSBG) and Senior Community Service Employment (SCSEP) programs, the LFM method uses a funding percentage cap of 1.5% to determine the agency's proportionate share of infrastructure and additional costs. The 1.5% is then distributed to workforce boards based on workforce service criteria outlined by each agency. Title IV, Vocational Rehabilitation (VR) and Carl D. Perkins Career and Technical Education, Title II Adult Education and Family Literacy Act (AEFLA) proportionate share is based on the number of VR and adult ed. clients that received services in the previous program year and documented in NC Works.

The LFM is used to negotiate appropriate contributions from each required partner that will be allocated to the \_\_\_\_\_- workforce board as outlined below. The two-tiered approach methodology does not include Division of Workforce Solutions (DWS) administered programs or Workforce Development Board (WDB) administered programs. For all other required partners with state agencies, infrastructure contributions will be transferred to DWS as a lump sum based on the LFM for the said agency. Once DWS receives funding from the State agency, DWS will

distribute funding to the local area via the funding methodology set up for each State agency as outlined in the table below.

For required partners without a State agency, but which are federally funded, the LFM is used as well; however, this negotiation will vary per WDB and should be outlined in the table below. Not all federally funded required partners may administer programs in a WDB's Local Area. In that case, infrastructure cost sharing is not required.

For required partner programs administered by the DWS: Title III Wagner-Peyser Employment Services, Trade Adjustment Assistance (TAA), and Jobs for Veterans State Grants (JVSG), the cost sharing model is based on the grant employees' proportionate use of the NCWorks Career Center. DWS and WDB will pay a cost per employee housed in the center. The cost per employee will be based on the total infrastructure cost of the NCWorks Career Center, where applicable.

*(Please do not delete any partners from the table. If not applicable, please write N/A)*

<b>WIOA Required Partners</b>	<b>Funding Methodology</b>
WIOA Title I: Adult, Dislocated Worker, and Youth formula programs	Proportionate use – cost per employee
WIOA Title I: Job Corps	Local negotiations or N/A
WIOA Title I: YouthBuild	Local negotiation or N/A
WIOA Title I: Native American programs	Local negotiation or N/A
WIOA I: National Farmworker Jobs Program (NFJP)	Local negotiation or N/A
WIOA Title III: Wagner-Peyser Act Employment Service (ES) program	Proportionate use – cost per employee
WIOA Title III: Trade Adjustment Assistance (TAA) activities	Proportionate use – cost per employee
Jobs for Veterans State Grants (JVSG) programs	
Senior Community Service Employment program (SCSEP)	Local negotiations or NA or State-run programs :The Division distributes 1.5% of the federal funding to local workforce boards that support those counties covered by the SCSEP grant awarded to NC DHHS-Div. of Aging and Adult Services proportionally to the number of employment slots that county received in the award.
Unemployment Compensation (UC) programs	Based on Title I Dislocated Worker formula
Reentry Employment Opportunities (REO) programs (Second Chance Act of 2007)	Local negotiation or N/A
WIOA Title II: Adult Education and Family Literacy Act (AEFLA) program	A calculated amount per participant served is allocated based upon the number of AEFLA participants receiving staff assisted services at a WDB within each provider's service area.
Carl D. Perkins Career and Technical Education programs	A calculated amount per participant served is allocated based upon the number of CTE participants receiving staff assisted services at a WDB within each provider's service area.
WIOA Title IV: Vocational Rehabilitation (VR) Services program	Based on the number of VR clients with IPEs that received NCWorks service in the previous program year. Differences are reconciled in following program year.
Department of Housing and Urban Development Employment and Training programs	Local negotiation or N/A

Services for the Blind	Based on the number of VR clients with IPEs that received NCWorks service in the previous program year. Differences are reconciled in following program year.
Community Services Block Grant (CSBG) programs	CSBG amount is based on 2017 survey of Community Action Agencies, the amount of awarded CSBG identified as being directed to employment screening was calculated. In aggregate, employment services accounted for 20% of the CSBG awards. 20% times the state maximum percent of 1.5% = amount to be awarded for infrastructure cost sharing. The amount for infrastructure cost sharing was allocated to counties/agencies based on each their allocation of CSBG funding.
Temporary Assistance for Needy Families (TANF) program	TANF Amount to distribute is determined by county(ies) coding (method of recording expenditures) to WFCBG for Employment Services in SFY 2016-17. The percentage of funding for each county of the total allocation of the TANF Work First County Block Grant (this funding provides dollars for Employment Services Funded with TANF) is applied to the coded expenditure amount.

For additional partners that are not required partners, funds are paid directly to the Local Area WDB based on the partner's proportionate use of the center as outlined in the table below.

*(Insert table for additional partners as applicable)*

#### IV. IFA Modifications

The partners recognize that modifications to the IFA may be necessary during the program year. Any authorized representative of a partner may make a written request for modification. In order to be valid, any modification to the IFA must be in writing, with a 30-day notice, signed, and sent to \_\_\_\_\_. If \_\_\_\_\_ (*insert board name*) \_\_\_\_\_ requests a modification, notice will be sent to the partner organization contact and address identified in section V. IFAs shall be reviewed by all partners at least **once per** year as part of the WDB's Local Plan MOU update process. (If partners are unable to reach a consensus and resolve issues related to infrastructure funding during the duration of the MOU, partner contribution defaults to the State Funding Mechanism limits).

#### V. Partner Infrastructure Contributions

For required partners that have a State agency, required infrastructure cost will be transferred to DWS. DWS will then distribute the funds to each WDB based on the methodology agreed on between the agency and the NC Director's Council.

Where DWS needs to contribute funds to a WDB, they will issue a funding authorization for the amount owed which will allow the WDB to draw down those funds as they are needed and will work with the DWS planning unit to generate the Notice of Funds Allocation (NFA) for the entire amount owed to that WDB. WDBs can draw the funds down as needed.

Where the WDB needs to contribute funds to DWS, DWS will issue an invoice, which will provide the required documentation and audit trail, to allow the WDB to draw down the funds and write a check to DWS. The local areas that owe DWS will be invoiced the amount owed and tracked for receipt by the DWS finance unit. (Please do not delete any of the partners from the table). If not applicable, please write N/A).

For partners cost sharing funds not distributed by the DWS, \_\_\_\_\_ Development Board will invoice Partner within 30 days of the signed MOU for infrastructure cost sharing effective July 1, 2020.

<b>NCWorks Partner</b>	<b>Infrastructure Total Share \$</b>	<b>Funded</b>	<b>In-kind</b>	<b>Payment</b>	<b>In-kind Description</b>	<b>Partner Contact (Name, Organization, Address, email and phone number)</b>
WIOA Title I: Adult, Dislocated Worker, and Youth formula programs;						
WIOA Title I: Job Corps						
WIOA Title I: YouthBuild						
WIOA Title I: Native American programs						
WIOA Title I: National Farmworker Jobs Program (NFJP)						
WIOA Title III: Wagner-Peyser Act Employment Service (ES) program						
WIOA Title III: Trade Adjustment Assistance (TAA) activities						
Jobs for Veterans State Grants (JVSG) programs						
Senior Community Service Employment program (SCSEP)						
Unemployment Compensation (UC) programs						
Reentry Employment Opportunities (REO) programs (Second Chance Act of 2007)						
WIOA Title II: Adult Education and Family Literacy Act (AEFLA) programs						
Carl D. Perkins Career and Technical Education programs						
WIOA Title IV: Vocational Rehabilitation (VR) Services program						
Department of Housing and Urban Development Employment and Training programs						
Community Services Block Grant (CSBG) programs						
Temporary Assistance for Needy Families (TANF) program						
<i>(other agencies)</i>						

**VI. Term of Agreement**

This Agreement will remain in effect from July 1, 2020 to June 30, 2021. It shall be reviewed by the parties as necessary or at least once per year as part of the WDB's Local Plan update.

**RESCINDED**

**VII. Signatures-** *Note- Please note the status of any missing signatures (i.e., forthcoming, cannot obtain, refused to sign, etc.) and do not leave signature blocks blank.*

Elizabeth Crabill,  
Chief Deputy Secretary

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Printed Name	Signature	Date
Representing: WIOA Title III: Wagner-Peyser Act Employment Service (ES) program Trade Adjustment Assistance (TAA) activities Jobs for Veterans State Grants (JVSG) programs Unemployment Compensation (UC) programs		

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Printed Name	Signature	Date
Representing: WIOA Title I: Adult, Dislocated Worker, and Youth Formula programs		

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Printed Name	Signature	Date
Representing: WIOA Title I: Job Corps programs		

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Printed Name	Signature	Date
Representing: WIOA Title I: YouthBuild program		

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Printed Name	Signature	Date
Representing: WIOA Title I: Native American programs		

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Printed Name	Signature	Date
Representing WIOA Title I: National Farmworker Jobs Program (NFJP)		

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Printed Name	Signature	Date
Representing: Senior Community Service Employment program (SCSEP)		

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Printed Name	Signature	Date
Representing: Reentry Employment Opportunities (REO) programs (Second Chance Act of 2007)		

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Printed Name	Signature	Date
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Representing: WIOA Title II: Adult Education and Family Literacy Act (AEFLA) programs

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Printed Name	Signature	Date
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Representing: Carl D. Perkins Career and Technical Education programs

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Printed Name	Signature	Date
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Representing: WIOA Title IV: Vocational Rehabilitation (VR) Services program

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Printed Name	Signature	Date
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Representing: WIOA Title IV: Services for the Blind

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Printed Name	Signature	Date
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Representing: Department of Housing and Urban Development Employment and Training Programs

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Printed Name	Signature	Date
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Representing: Community Services Block Grant (CSBG) programs

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Representing: Temporary Assistance for Needy Families (TANF) program

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Printed Name	Signature	Date
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(Insert Local Area Name) Workforce Development Board Director

*Other partners (add a signature line for each additional partner included)*

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Printed Name	Signature	Date
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(Partner program name)