

## **Adendum B**

### **INFRASTRUCTURE FUNDING AGREEMENT FY18**

#### **I. INTRODUCTION**

This Infrastructure Funding Agreement (IFA) shall determine how the Local Board and partners will fund the infrastructure costs at the Workforce Centers in Western, AR. The Western Arkansas Workforce Development Board, chief elected officials, and one-stop partners hereby agree to amounts and methods of calculating amounts each partner will contribute for one-stop infrastructure funding as determined herein.

This agreement shall take effect on January 1, 2018 and expire on June 30, 2020.

The One-Stop Operator coordinates the delivery of services with the following partners: ADWS, WAEDA, AARP, Odle Management, ADVA, Fort Smith Adult Education Center, ARS, ATU Ozark Adult Education, Crawford County Adult Education, Career Pathway – Rich Mountain, DSB, Rich Mountain Adult Education. See the MOU for a list of services provided by each partner.

#### **II. COST ALLOCATION METHODOLOGY**

The One Stop Budget (Budget) and IFA for Western Arkansas Workforce Development Area was prepared under the guidelines established in the OMB Circulars/ Common Rule and the One-Stop Comprehensive Financial Management Technical Assistance Guide. The standards contained in the cost principles budgetary structures and generally accepted accounting principles (GAAP) were combined in order to identify the direct and common characteristics of each expenditure category.

The costs in this IFA are infrastructure costs that are shared jointly with the above partners. The one-stop partner program's proportionate share of funding has been calculated in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200.306 based upon a reasonable cost allocation methodology whereby infrastructure costs are charged to each partner in proportion to relative benefits received, and have been determined to be allowable, necessary, and allocable;

The Western Arkansas Workforce Development Board as identified in the Western Arkansas Workforce Development Area MOU, hereby certifies that this plan has been prepared in accordance with these guidelines.

This Plan has identified and equitably distributed Job Center infrastructure costs by cost pools. The infrastructure costs are funded through cash and fairly evaluated in-kind partner contributions and include any funding from philanthropic organizations or other private entities, or through other alternative financing options, to provide a stable and equitable funding stream for ongoing one-stop delivery system operations.

The Budget, attached hereto, was based on historical costs from the previous Fiscal Year expenditures and shall be reconciled against actual costs in the current fiscal year and adjusted accordingly within the first 30 days of the beginning of each next fiscal year. Any overpayment from any partner shall be credited towards that partner's future

share of costs. Any underpayment shall be paid within 30 days of receiving a copy of the reconciled budget showing actual costs AND an invoice for the total amount due.

### III. DIRECT COSTS

Each partner will pay its own direct costs relating to staff costs such as salaries and benefits. All other direct costs including but not limited to, insurance, furniture, equipment, phones, etc. that are incurred by individual partners are the responsibility of the individual partner agency.

### IV. SHARED COSTS

Costs that are common will be allocated based on various allocation methodologies. Shared, or Common costs, are broken down into two categories; *Infrastructure Costs* and *Additional Delivery System Costs*. Infrastructure Costs include, for example, rent, utilities, janitorial, supplies, equipment, copiers, and share internet/phones. These costs are allocated in this Infrastructure Funding Agreement. Additional Delivery System Costs may include salaries and fringe benefits of shared personnel, services provided by tech support, outreach marketing, etc. These costs are allocated in the Infrastructure Funding Agreement.

#### ADDITIONAL COSTS

WIOA sec. 121(i)(1); 20 CFR 678.760(a)-(b), 34 CFR 361.760(a)-(b), 34 CFR 463.760(a)-(b)

- Must include the costs of the provision of career services in WIOA sec. 134©(2) applicable to each program consistent with partner program's authorizing Federal statutes and regulations, and allocable based on Federal costs principals in the Uniform Guidance at 2 CFR part 200.
- May include shared operating costs and shared services that are authorized for, and may be commonly provided through, the one-stop partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other one-stop partners, and business services.

#### INFRASTRUCTURE COSTS

WIOA sec. 121(h)(4); 20 CFR 678.700(a)-(b), 34 CFR 361.700(a)-(b), 34 CFR 463.700(a)-(b)

- Non-personnel costs
- Costs necessary for the general operation of the one-stop center, including but not limited to:
  - Applicable facility costs (such as rent) including costs of utilities and maintenance
  - Equipment (including assessment-related products and assistive technology for individuals with disabilities)
  - Technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities
  - May consider common identifier costs as costs of one-stop infrastructure
  - May consider supplies as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the one-stop center.

## **V. PARTNER PROVISIONS**

The allocation of costs will be revised each time a partner begins or terminates delivery of service in the Job Center or at any time a partner agency substantially changes its leased premises or number of employees present at the Job Center. Accordingly, the Resource Sharing Agreement shall be adjusted to reflect changes in the allocations of Additional Delivery System Costs. All partners must agree on the initial allocation and any subsequent changes to the initial allocations.

All purchases for the Job Center that would be pooled and allocated to all partners, in excess of \$1,000.00 must be approved by the Partner Committee on Cost Allocation. After approval from the Partner Committee on Cost Allocation, the expenditures would be presented to the executive Committee or Full Board for review and approval.

To ensure equitable benefit among the One-Stop partners, this Infrastructure Funding Agreement shall be reviewed quarterly and modified as necessary. The WDB will work with One-Stop partners to achieve consensus and informally mediate any possible conflicts or disagreements among the partners.

Western Arkansas Workforce Development Area IFA  
Budget 7/2017 to 6/2018

Fort Smith		
Partners	Occupied Space	% of Total
AARP	106.49	0.77%
ADVA	153.48	1.11%
ADWS	13060.75	94.69%
ARS	20.8	0.15%
FSAE	52	0.38%
Odle	211.48	1.53%
WAEDA	188.48	1.37%
	13793.48	100.00%

Mena		
Partners	Occupied Space	% of Total
ADWS	2870.1	97.29%
ARS	15.5	0.53%
WAEDA	64.4	2.18%
	2950	100.00%

Partners		FTE <sup>1</sup>		% of Total	
AARP	2	5.26%			
ADVA <sup>2</sup>	0	0.00%			
ADWS	22	57.89%			
ARS	2	5.26%			
ATU/Ork/AE	1	2.63%			
Career Path	1	2.63%			
CCAE	1	2.63%			
DSB	1	2.63%			
FSAE	2	5.26%			
Odle	2	5.26%			
RMAE	1	2.63%			
WAEDA	3	7.89%			
	38	100.00%			

Infrastructure		
Costs	Fort Smith	Quarterly Cost
Rent		\$41,833.46
Janitorial		\$167,333.84
Utilities		
Resource Room/Phones/Internet		\$2,928.00
Maintenance		\$11,712.00
Copier/Computers/Furniture		\$525.00
Total		\$45,266.46

Annual Cost per Partner at Fort Smith Center		
Partners	Annual Cost	Annual Cost per Partner
AARP	\$1,291.87	\$1,861.92
ADVA	\$158,444.82	\$252.33
ADWS	\$90.42	\$130.32
ARS	\$17.66	\$44.15
FSAE	\$44.15	\$179.57
Odle	\$179.57	\$160.04
WAEDA	\$160.04	\$160.04

Infrastructure		
Costs	Mena	Quarterly Cost
Rent		\$5,625.18
Janitorial		\$1,429.40
Utilities		\$746.56
Resource Room/Phones/Internet		\$2,986.24
Maintenance		\$32.34
Copier/Computers/Furniture		\$129.36
Total		\$7,843.48

Annual Cost per Partner at Mena Center		
Partners	Annual Cost	Annual Cost per Partner
ADWS	\$21,891.29	\$118.22
ARS	\$5,601.66	\$30.25
WAEDA	\$2,905.36	\$15.69
	\$125.86	\$0.68
	\$30,524.17	\$164.85

Infrastructure		
Costs	Comprehensive	Quarterly Cost
Rent/Utilities/maintenance	\$500.00	\$2,000.00
OSO Administration*	\$2,000.00	\$8,000.00
Technology	\$350.00	\$1,400.00
Materials & Supplies	\$300.00	\$1,200.00
Marketing & Outreach	\$875.00	\$3,500.00
Equipment & Comm	\$1,500.00	\$6,000.00
Sub-total	\$5,525.00	\$22,100.00
OS Manager Salary/Fringe/Travel		\$5,525.00
Total	\$5,525.00	\$80,000.00

Annual Cost per Partner for One-Stop Operator		
Partners	Annual Cost	Annual Cost per Partner
AARP	\$105.26	\$105.26
ADVA	\$421.05	\$421.05
ADWS	\$73.68	\$73.68
ARS	\$63.16	\$63.16
FSAE	\$184.21	\$184.21
Odle	\$315.79	\$315.79
WAEDA	\$157.89	\$157.89
ATU/Ork/AE	\$157.89	\$157.89
Career Path	\$157.89	\$157.89
CCAE	\$157.89	\$157.89
DSB	\$157.89	\$157.89
RMAE	\$157.89	\$157.89

\* Includes program, facilitation, monitoring & oversight  
One-Stop Assistance Grant (\$80,000.00)

less Grant		Total Cost	
Partners	Annual Cost	Annual Cost	Annual Cost
AARP	\$105.26	\$105.26	\$105.26
ADVA	\$421.05	\$421.05	\$421.05
ADWS	\$73.68	\$73.68	\$73.68
ARS	\$63.16	\$63.16	\$63.16
FSAE	\$184.21	\$184.21	\$184.21
Odle	\$315.79	\$315.79	\$315.79
WAEDA	\$157.89	\$157.89	\$157.89
ATU/Ork/AE	\$157.89	\$157.89	\$157.89
Career Path	\$157.89	\$157.89	\$157.89
CCAE	\$157.89	\$157.89	\$157.89
DSB	\$157.89	\$157.89	\$157.89
RMAE	\$157.89	\$157.89	\$157.89
Total	\$1,163.16	\$1,163.16	\$1,163.16

1 FTE includes baseline of 1 for all required and participating partners for complexity of collaborating these partners into the One-Stop workforce development delivery system  
2 ADVA is included in this document only to the extent of the space they occupy. They are not part of the One-Stop delivery system and have no value from this operation

The undersigned agree to the information in this document to be true reflection of the costs associated with the Arkansas Workforce Centers and One-Stop Operation in the Western Arkansas Workforce Development Area.

Director  
Department of Workforce Services

Director  
Western Arkansas Employment Development Agency

Director  
Arkansas Rehabilitation Services

Director  
Arkansas Department of Veteran Services

Director  
Senior Community Service Employment Program (AARP)

Director  
Department of Services for the Blind

Director  
Job Corp (Ogle Management)

Director  
Crawford County Adult Education

Director  
Fort Smith Adult Education

Director  
Adult Education, ATLU-Ozark

Director  
Adult Education, Rich Mountain

Director  
Career Pathways, Rich Mountain