

Infrastructure Funding Agreement

North Florida Workforce Development Board, Inc. / CareerSource North Florida

I. Purpose

This Infrastructure Funding Agreement (IFA) is entered into by and between the **North Florida Workforce Development Board, Inc.** and **CareerSource North Florida** (CSNF) partners. This IFA provides information on the shared infrastructure cost and/or in-kind arrangements. Upon acceptance, this IFA becomes part of Resource Sharing/Infrastructure Funding section within the Memorandum of Understanding for Workforce Innovation and Opportunity Act (WIOA) One-Stop Career Center System Partners of the American Job Center Network.

The sharing and allocations of infrastructure costs among CSNF partners are governed by Public Law 113-128, 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 American Job Center (AJC), including, but not limited to:

1. Rental of the facilities;
2. Utilities and maintenance;
3. Equipment, including assessment-related products and assistive technology for individuals with disabilities; and,
4. Technology to facilitate access to the AJC, including technology used for the center's planning and outreach activities.

IFAs must include the following elements:

1. This IFA is effective from July 1, 2020, or the date last executed by both parties, whichever is later, through June 30, 2023 and will be automatically renewed for successive one-year terms. This IFA may be terminated at any time by any party upon thirty (30) days written notice.
2. FTE will be utilized as the allocation bases to determine overall Partner contributions. This will be done in an effort:
 - a. To remedy the imbalance of non-physically represented Partners, and
 - b. To comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the one-stop center(s) and relative benefit received.
3. The FTE allocation for infrastructure and shared services budget will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to its use of the one-stop center and relative benefit received, and that complies with [2 CFR part 200](#) (or any corresponding similar regulation or ruling).
4. Identification of all one-stop partners, Chief Local Elected Official(s), and Local Workforce Development Board (LWDB) participating in the IFA.

Partner	Program	FTE %
Chief Local Elected Official: Commissioner Ronnie Moore	Madison County Board of Commissioners	
Executive Director: Diane Head	WIOA Adult, Dislocated Worker, and Youth Programs; Employment Service; Trade Adjustment Assistance (TAA) Activities. Temporary Assistance for Needy Families (TANF) program; Jobs for Veterans State Grants (JVSG) - LVER & DVOP	89.0%
Department of Education	Division of Blind Services	00.8%
Department of Education	Division of Vocational Rehabilitation	02.0%
Madison County School Board	Adult Education	05.8%
National Caucus and Center on Black Aging Inc. (NCBA)	Senior Community Service Employment Program (SCSEP)	00.8%
North Florida College	Career and Technical Education programs- post-secondary level	00.8%
Suwannee River Economic Council (SREC)	Referral and Emergency Services	00.8%

5. The Partners and CSNF conferred regarding the involvement of each partner at the CSNF Centers. The appropriate allocation bases were discussed, and those bases included in this IFA were agreed upon as the most appropriate. CSNF proposed the initial Partner Contribution Amounts as described above and the Partners concurred with their proposal. Finally, the parties discussed the best mechanisms by which to review and reconcile actual expenses in the future and agreed to the term included in the Cost Reconciliation and Allocation Base Update section above.

6. All Parties will actively participate in local IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, then the following Dispute Resolution process must be followed.
 - a. 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 North Florida Workforce Development Board, Inc. Chair (or designee) and all Parties to the MOU regarding the conflict within 10 business days.
 - b. The CSNF Chair (or designee) shall place the dispute on the agenda of a special meeting of CareerSource'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.

- c. 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.
- d. The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties to the MOU.
- e. The CSNF Chair (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

If Partners in a local area have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an impasse is declared and the State Funding Mechanism (SFM) is triggered and the IFA will be appealed through the process established by the governor for this purpose.

7. This IFA may be amended or modified with review and consent of all parties. Amendments and modifications must be issued in writing to all parties and sent certified U. S. Mail. All parties must be given a minimum of 30 days to comment prior to the inclusion of any amendment or modification. Oral amendments or modifications shall have no effect.

II. Infrastructure Budget

The Infrastructure Budget is comprised of the following sections:

1. Total Partner Contribution – By cost category, this section provides total AJC costs by partner programs for each cost category: infrastructure costs, additional costs, shared-direct costs and non-shared direct costs.
2. Total Operating Costs Budget: this section provides total AJC costs by cost category, cost pool, cost item, and location.

Infrastructure Budget CAREERSOURCE NORTH FLORIDA: Madison Comprehensive Center		
Cost Category	Cost Detail	Cost
Rental Costs		
Rent		
Rental of Facilities	Annual (6000 sq. ft) with CAM	\$60,240
Subtotal: Rental Costs		\$60,240
Utilities and Maintenance		
Electric	Annual	\$13,004.28
Gas		
Water	Annual	\$1128
Internet	Annual	\$2623.68
Telephones	Annual	\$7,063.32
Facility Maintenance	Annual	\$562.50
Security	Annual	\$2807.20
Subtotal: Utilities and Maintenance Costs		\$ 27,188.98
Equipment		
Assessment tools/products		
Assistive Technology (Access and Accommodation)		
Copiers	Annual	\$3096.48
Fax Machines		
Computers	Annual	\$500.00
Mobile Devices		
Other tangible equipment utilized to serve career center customers (<i>Specify equipment</i>)		
Subtotal: Equipment Costs		\$ 3,596.48
Technology to Facilitate Access to CAREERSOURCE NORTH FLORIDA		
Technology used for planning and outreach activities (<i>Specify technology</i>)		

Cost of creation/maintenance of the career center that provides direct service access to (Career Center NAME)		
Subtotal: Technology to Facilitate Access Costs		\$0
Supplies to Support the General Operation of the Career Center (Local Option)		
Supplies, as defined in 2 CFR 200.94 .		
<i>Specify Supplies Not Specific to a Co-located Partner (e.g., Printing; Postage, Office Supplies)</i>		
Subtotal: Supplies to Support the General Operation of the Career Center		\$0
Common Identifier Costs (Local Option)		
Signage		
Updating Templates/Materials		
Subtotal: Common Identifier		\$0
Summary of Total Infrastructure Costs to Be Shared by Partners		
Cost Category		Subtotal Cost
Subtotal: Rental Costs		\$60,240
Subtotal: Utilities and Maintenance Costs		\$ 27,188.98
Subtotal: Equipment Costs		\$ 3,596.48
Subtotal: Technology to Facilitate Access Costs		\$0
Subtotal: Supplies to Support the General Operation of the Career Center		\$0
Subtotal: Common Identifier Costs		\$0
Total Infrastructure Costs		\$91,025.46

III. Cost Allocation Methodology

Partner Contributions – By Allocation Base						
North Florida Workforce Development Board, Inc. dba CareerSource North Florida						
Partner Program	Staff/FTE Cost	Customers Served (FTE%)	Square Footage/Office Space Cost	Phones/Internet Connections Cost		Total
WIOA Title I: Adult		19.4	N/A	\$5,209		\$37,349
WIOA Title I: Dislocated Worker		.13.6	N/A	\$3,606		\$26,144
WIOA Title I: Youth		.13.6	N/A	\$3,646		\$26,144
Wagner-Peyser Act Employment Service Program		4.8	N/A	\$1,302		\$9,337
Jobs for Veterans State Grants Programs		3.9	N/A	\$1,042		\$7,470
Senior Community Service Employment Program		3.4	N/A	\$134		\$963
Unemployment Compensation		4.8	N/A	\$57		\$406
Reentry Employment Opportunities Program (RESEA)		3.9	N/A	\$1,042		\$7,470
Temporary Assistance for Needy Families Program (TANF)		11.6	N/A	476		\$3,410
Supplemental Nutrition Assistance Program (SNAP)		7.9	N/A	2604		\$18,674
Vocational Rehabilitation (VR)		1.9	N/A	336		\$2,408
Division of Blind Services (DBS)		.8	N/A	134		\$963
Madison County School District		5.8	N/A	3022		\$21,670
North Florida College		.8	N/A	134		\$963
Suwannee River Economic Council (SREC)		.8	N/A	134		\$963

* Total may not equal 100% due to rounding

Any cost allocation methodology selected must:

1. Be consistent with the federal laws authorizing each partner's program (including any local administrative cost requirements);

2. Comply with federal cost principles in the Uniform Guidance;
3. Include only costs that are allowable, reasonable, necessary, and allocable to each program partner;
4. Be based on the proportionate use and of benefit to each partner.

The types of costs that are allowed are through cash, non-cash and third-party in-kind contributions.

Cash Contributions can be identified as payments towards rent, utilities, assistive technology equipment, signage, and office supplies. It must be those components that support the general operation of the AJC.

Non-Cash Contributions are expenditures acquired by partners on behalf of the AJC, and goods/services such as janitorial services, printing, or even consulting and contracting service can be contributed by a partner program and used by the AJC.

Third-Party In-Kind Contributions are made by a third party and include space, equipment, technology, non-personnel services, or other areas to support the infrastructure costs associated with AJC operations. There are two types of third-party in-kind contributions: 1) General contributions to AJC operations. This type is not made on the behalf of any individual AJC partner. 2) Contributions made specifically on behalf of an AJC partner program.

In-Kind Contributions	SCSEP NCBA *	VR *	Div Blind Svcs	Adult Ed MCSD *	NFCC	CSBG SREC
Infrastructure Costs	\$963	\$2,408	\$963	\$21,670	\$963	\$963
Staff time	\$2,080	\$14,000	\$808	\$42,000	\$720	\$7,000
Staff travel	\$1,388	\$2,777	\$641			\$1,388
Supplies/Equipment provided to CSNF			\$10,000	\$12,000		
Training for CSNF staff	\$67	\$67	\$67		\$80	\$67
Other in-kind					\$2,500	
Total In-Kind	\$4,498	\$19,252	\$12,479	\$75,670	\$4,263	\$9,418
Difference between required costs and in-kind contributions **	-\$3,535	-\$16,844	-\$11,516	-\$54,000	-\$3,300	-\$8,455

* Madison County School District, NCBA are partners to the Infrastructure Agreement by virtue of services provided through the Comprehensive One-Stop Center in Madison

** Note that all partners have exceeded their infrastructure costs requirements based on FTE

IV. Partners

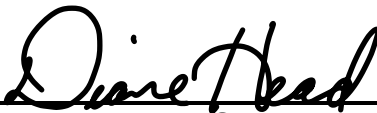
Partners funding the costs of infrastructure according to the IFA are the same as those identified in the partners section of the MOU (Parties to the MOU).

Local Workforce Development Board: Name, Title, Address, Telephone, Email	
Diane Head, Executive Director	
705 E Base St. Madison, FL 32340 (850) 973-1807	
Diane.Head@CareerSourceNorthFlorida.com	
Chief Elected Official(s): List All Chief Local Elected Officials and Name, Title, Address, Telephone, Email	
Ronnie Moore, Commissioner	
Madison County Board of Commissioners PO Box 539 Madison, FL 32341 (850) 973-3179	
District3@madisoncountyfl.com	
Required WIOA & Career Center North Florida Partner	Director / Executive Contact Information (individual with authority to enter into IFA)
WIOA Adult, Dislocated Worker, and Youth Programs; Employment Service; Trade Adjustment Assistance (TAA) Activities. Temporary Assistance for Needy Families (TANF) program; Jobs for Veterans State Grants (JVSG) - LVER & DVOP	Diane Head, Executive Director 705 E Base St. Madison, FL 32340 (850) 973-1807 Diane.Head@CareerSourceNorthFlorida.com
Division of Vocational Rehabilitation	Allison Flanagan, Director Phone: 850-245-3399 325 West Gaines Street Tallahassee, Florida 32399 Allison.Flanagan@vr.fldoe.org
National Caucus and Center on Black Aging Inc. (NCBA) Senior Community Service Employment Programs (SCSEP)	Gwen Morse, Program Manager 6055 Doctor's Park Rd, Milton, FL 32570 (850) 665-9043 gmorse@myncba.com
Additional Partners Approved by the LWDB and CEO(s)	
Madison County School District	Shirley Joseph, Superintendent 210 N. Duval St. Madison, FL 32340 (850) 973-1500 Shirley.joseph@mcsbfl.us

V. Term of Agreement

This agreement will remain in effect from **July 1, 2020 to June 30, 2023** of the program year. Agreements shall be reviewed by the parties as necessary or at least once per year as part of the LWDB's Local Plan update.

VI. Signatures

Diane Head		6/30/20
Printed Name	Signature	Date
Representing: WIOA Title I: Adult, Dislocated Worker and Youth Programs		

Allison Flanagan

/s/ Allison Flanagan

9/22/2020

Printed Name

Signature

Date

Representing: Department of Education, Vocational Rehabilitation

Gwen Morse



8/25/20

Printed Name

Signature

Date

Representing: National Caucus and Center on Black Aging Inc.

Shirley Joseph

Shirley Joseph July 29, 2020

Printed Name

Signature

Date

Representing: Madison County School District, Adult education

Infrastructure Funding Agreement Signatory Page

North Florida Workforce Development Board, Inc. / CareerSource North Florida

We affirm that the Local Workforce Development Board and the Chief Local Elected Official of the local area, in partnership, have developed and now submit this Memorandum of Understanding Signature Page and Infrastructure Funding Agreement in compliance with the provisions of the Workforce Innovation and Opportunity Act and instructions issued by the Governor under the authority of the Act.

Submission Date

Workforce Development Board Chair

Chief Elected Official

Diane Head

Typed or Printed Name

Ronnie Moore

Typed or Printed Name

Executive Director

Typed or Printed Title

Commissioner

Typed or Printed Title



Signature



Signature

6/30/20

Date

6-30-2020

Date