

West Virginia Workforce Development Board

Infrastructure Funding Agreement (IFA) Template

Title of Policy: Supporting Document for One-Stop Infrastructure Funding Agreement Policy

Number: 300-03 (2023)

Effective Date: July 1, 2023

Review by Date: July 1, 2028

Infrastructure Funding Agreement (IFA) Template

Infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the one-stop including, but not limited to:

- Rental of the facilities;
- Utilities and maintenance;
- Equipment, including assessment-related products 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. 20 CFR 678.700.

WIOA requires local workforce development boards and one-stop partners to agree on the funding of infrastructure costs of one-stop centers. Agreement on infrastructure cost funding is part of the MOU for the one-stop delivery system. All one-stop partners, required and additional, that participate at an affiliate one-stop center must contribute to the infrastructure costs of that one-stop center, whether they are physically located in the center or not, based on their proportionate use and relative benefits received.

IFAs must include:

- The period of time in which the IFA is effective (which may be a different time period than the duration of the MOU).
- Identification of the infrastructure and shared services budget which must be quarterly reconciled against actual costs incurred.
- Description of the periodic modification and review process to ensure equitable benefit among one-stop partners.
- Identification of all one-stop partners, chief elected officials (CEOs), and the local board participating in the IFA.
- Steps the local workforce development boards, CEOs, and one-stop partners used to reach consensus or an assurance that the local area followed the guidance for the State funding process.
- A description of the process to be used among partners to resolve issues related to infrastructure funding during the MOU duration period when consensus cannot be reached. 20 CFR 678.755.

Infrastructure and Shared Services Budget

Infrastructure costs are a component of the one-stop operating budget. The operating budget also includes additional costs. Additional costs may include applicable career services, shared operating costs, and shared services.

Additional costs include the costs of providing career services for the following programs:

[Identify one-stop partners or partner programs covered by the IFA. Include all partners in Attachment A.]

Shared services costs may include:

- 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

[Include budget information here. Budget Information must identify infrastructure costs and additional costs. Use Attachment B to keep track of costs.]

Cost Allocation Methodology

Allocation bases must be consistent with WIOA, its implementing regulations, and the Uniform Guidance, including the federal cost principles. Parties should consider the following in selecting a cost allocation base:

- Identify methodologies that most effectively allocate costs based upon proportionate use and relative benefit received by the one-stop partners.
- Additional effort and expense required to achieve a greater degree of accuracy.
- Allocation base used to allocate a particular type of cost must be consistent over time.
- Adherence to WIOA program rules.
- Whether all Parties agree with an allocation base that best fits the organizational structure.

While there are many commonly used allocation bases, local workforce development boards shall use as an allocation basis either direct-staff salaries or square footage. If local workforce development boards would like to use another allocation basis, they must make a request and gain approval from Workforce West Virginia. The chosen cost allocation method must be the same method for each partner.

All Parties agree to the following cost allocation methodology:

[Provide cost allocation methodology by Partner here. Identify cost allocation bases. Use Attachments C-H.]

Cost Reconciliation and Allocation Base Update

The operating budget is reconciled quarterly against actual costs incurred and adjusted accordingly. All Parties agree to use the following process for cost reconciliation and allocation base updates:

[Provide process for cost reconciliation and allocation base update here. Use Attachment I for reconciliation updates.]

Consensus

The partner designee (s) agree to use the following steps to reach consensus and to make a concerted effort to negotiate the IFA along with the remainder of the MOU, including the overall operating budget, for the participating one-stop center:

[Provide steps to use to reach consensus.]

Dispute and Impasse Resolution

The partner designee (s) agrees to actively participate in local IFA negotiations in a good faith effort to reach agreement. The partner designee (s) agrees to first attempt to resolve disputes informally. Should informal resolution efforts fail, the partner designee (s) agrees to use [Provide information on how parties will resolve disputes].

Modification Process

[Provide the modification process.]

Effective Period

The effective date of this IFA is []. This IFA will terminate on [].

Resources

For additional information on infrastructure funding of the one-stop delivery system see [U.S. Employment and Training Administration \(ETA\) Training and Employment Guidance Letter \(TEGL\) WIOA NO. 17-16](#).

One-Stop Operating Cost regulations are located at [20 CFR Part 678 Subpart E](#).

Signatures

By signing this agreement, the individual signatory certifies that he or she is authorized to sign on behalf of the Partner organization and that they bind the organization to the faithful performance of this agreement, in its entirety. The signatory also assures on behalf of the Partner organization that it will comply with practices, policies, and procedures regarding client confidentiality, data, security, Drug Free Workplace Policy, Equal Employment Opportunity Regulations, and all required assurances as outlined in the Workforce Innovation and Opportunity Act.

My signature certifies my understanding of the terms outlined herein and agreement with the IFA. I also certify that I have the legal authority to bind my agency (outlined below) to the terms of the IFA.

Printed Name	Signature	Date
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Partner/Organization Name: _____

Printed Name	Signature	Date
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Partner/Organization Name: _____

Printed Name	Signature	Date
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Partner/Organization Name: _____

[Include additional lines as necessary]

[Local Workforce Development Board Name]

We affirm that the Local Workforce Development Board and the Chief 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

Name

Name

Signature

Signature

Date

Date

ATTACHMENT A: Partners

Partner Program	Partner Organization	Authorization	Signatory Official
Adult, Dislocated Worker, and Youth Programs		WIOA Title I-B	
Adult Education and Family Literacy		WIOA Title II	
Vocational Rehabilitation		Title I of the Rehabilitation Act of 1973, as amended by WIOA Title IV	
Wagner-Peyser		Wagner-Peyser Act, as amended by WIOA Title III	
Career and technical education programs		Carl D. Perkins Career and Technical Education Act, as amended (20 U.S.C. 2301 et seq.)	
Temporary Assistance for Needy Families (TANF)		(42 U.S.C. 601 et seq.)	
Employment and training programs under SNAP		Section 6(d)(4) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(d)(4))	
Trade Adjustment Assistance		Chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)	
Jobs for Veterans State Grants Program		38 U.S.C. 4100 et. seq	
Unemployment Insurance program		State unemployment compensation laws	

Senior Community Service Employment program		Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	
Community Services Block Grant		Community Services Block Grant Act (42 U.S.C. 9901 et seq.)	

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ATTACHMENT B: One-Stop Operating Budget

Cost Category	Cost Pool	Cost Item	One-Stop Center 1	One-Stop Center 2	Total
Career Services					\$
Infrastructure Costs					\$
					\$
					\$
					\$
					\$
					\$
					\$
Totals					\$

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ATTACHMENT C: Annual Infrastructure Budget for Each One-Stop Center

One-Stop Center: _____ (Name/Location)		
<i>Cost Category/Line Item</i>	<i>Line-Item Cost Detail</i>	<i>Cost</i>
Rent		
Rental of Facilities		
Subtotal: Rental Costs		
Utilities and Maintenance		
Electric		
Water		
Subtotal: Utilities and Maintenance Costs		
Equipment		
Assessment-related products		
Copiers		
Subtotal: Equipment Costs		
Technology to Facilitate Access to One-Stop		
Cost of creation/maintenance of a center website		
Subtotal: Tech to Facilitate Access to One-Stop		
Supplies to Support the General Operation of the One-Stop Center		
Supplies, as defined in Uniform Guidance (2 CFR 200.1)		
<i>Supplies for General Operation, not specific to a Co-Located Partner</i>		
Subtotal: Supplies to Support General Operation of One-Stop Center		
Common Identifier Costs		
Creating New Signage		
Subtotal: Common Identifier		
Summary of Total Infrastructure Costs to Be Shared by Co-Located One-Stop Partners		
Cost Category		
Subtotal: Rental Costs		
Subtotal: Utilities and Maintenance Costs		

<i>Subtotal: Equipment Costs</i>		
<i>Subtotal: Technology to Facilitate Access Costs</i>		
<i>Subtotal: Supplies to Support the General Operation</i>		
<i>Subtotal: Common Identifier Costs</i>		
Total Infrastructure Costs for this Location		

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ATTACHMENT D: Percentage of Co-Located One-Stop Partner's FTE in Each One-Stop Center

One-Stop Center Location: _____		
Total Direct Salaries and Fringe Benefits for all One-Stop FTE Staff: \$ _____		
Partner Program	Total Direct Salaries/Fringe Benefits for Partner's FTE Staff	Partner's Total Direct Salaries/Fringe Benefits for FTE Staff as a Percentage of One-Stop Total FTE Staff
Totals		100%

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**ATTACHMENT E: Proportionate Share of Infrastructure Costs Allocated to Each Co-
Located One-Stop Partner (FTE Basis)**

One-Stop Center Location: _____				
Total Infrastructure Costs for this One-Stop Center: \$ _____				
Partner Program	Partner's FTE Staff Salaries as a % of All Co-Located Partner's FTE Staff Salaries	Proportionate Share (% of Partner's FTE Salaries X Total Infrastructure Cost = Partner Share)	\$ Share to be Paid in Cash	\$ Share to be Paid in Non-Cash
<i>Total Infrastructure Costs to be Shared by One-Stop Partners in Cash/Non-Cash (Must Equal the Total Infrastructure Costs for this One-Stop Center)</i>				

ATTACHMENT F: Percentage of Co-Located One-Stop Partner's Occupancy in Each Center

<p align="center">One-Stop Center Location: _____</p> <p align="center">Total Square Footage of One-Stop Center: _____</p> <p align="center">Total Square Footage of Dedicated/Assigned Space for All Co-Located One-Stop Partners: _____ Square Feet</p>		
Partner Program	Assigned Office Space/ Square Footage	Partner's Dedicated Space as a % of All Co-Located One-Stop Partners' Space
Totals		100%

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**ATTACHMENT G: Proportionate Share of Infrastructure Costs Allocated to Each Co-
Located One-Stop Partner (Square Footage Basis)**

One-Stop Center Location: _____				
Total Infrastructure Costs for this One-Stop Center: \$ _____				
Partner Program	Partner's Dedicated Space as % of All Co- Located Partner's Space	Proportionate Share (% of Partner's Space X Total Infrastructure Cost = Partner Share)	\$ Share to be Paid in Cash	\$ Share to be Paid in Non- Cash
<i>Total Infrastructure Costs to be Shared by One-Stop Partners in Cash/Non-Cash (Must Equal the Total Infrastructure Costs for this One-Stop Center)</i>				
<i>Total Infrastructure Costs to be Shared by One-Stop Partners in Cash/Non-Cash (Must Equal the Total Infrastructure Costs for this One-Stop Center)</i>				

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ATTACHMENT H: Infrastructure Funding Proportionate Share Summary

Proportionate Share for One-Stop Center Partners Agreeing to Share Infrastructure Costs				
<i>Partners Agreeing</i>	<i>Agreed Methodology</i>	<i>Initial Partner Share</i>	<i>Amount in Cash</i>	<i>Amount in Non-Cash</i>
Partner 1	(FTE/Square Footage)			
Partner 2				
Partner 3				
Total Budget for Infrastructure Costs:		\$	\$	\$

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ATTACHMENT I: Quarterly Reconciliation Spreadsheet

One-Stop Center: (Name/Address)					
	Start Date	End Date			
Enter the Start and End Dates of This Reconciliation Period:					
Reconciliation Period	Total for One-Stop Center	Partner 1	Partner 2	Partner 3	Total
Budgeted Costs					
Budgeted Costs for this Reconciliation Period Only					
Actual Costs Incurred					
Actual Costs Incurred in this Reconciliation Period Only					
Budgeted FTEs/Sq Footage					
Partner % of Total FTEs/Sq Footage					
Amounts Owed or Credited					
Amount Owed or Credited for this Reconciliation Period					