
**Infrastructure Funding Agreement
 For
 Southeast Missouri Workforce Development Region**

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 2 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. Funding provided by the one-stop partners to cover the operating costs, including infrastructure costs, of the one-stop delivery system must be based on the partner program's proportionate use of the system and relative benefit received.

- I. Listing of Partners and Services physically located in the One Stop Centers:
 - Workforce Development Board of Southeast Missouri (WDBSE): WIOA Adult, Dislocated Worker and Youth Programs (Title I), SNAP/SkillUp Program
 - Office of Workforce Development (OWD): Wagner-Peyser, Trade Adjustment Program, Jobs for Veterans State Grants, Workforce Coordinator, Migrant and Seasonal Farm Worker Programs
 - Division of Employment Security: State Unemployment Compensation Law Activities (Through cross-Trained OWD Staff)
 - Vocational Rehabilitation (VR)

- II. Listing of Partners and Services provide services through Direct Linkage:
 - Vocational Rehabilitation (VR)/Rehabilitative Services for the Blind (RSB)
 - Division of Employment Security: State Unemployment Compensation Law Activities
 - Three Rivers College and Mineral Area Community College: Perkins Career and Technical Education
 - Department of Family Services: Temporary Assistance for Needy Families (through contract with MERS/Goodwill)
 - LifeSkills Connection, Inc: Job Corps (WIOA Title I)
 - UMOS (WIOA 167 MSFW: Migrant and Seasonal Farm Worker Programs (National Farmworker Jobs Program)
 - North St. Francois County R-I School District AEL Program and Cape Girardeau Public School District: Adult Education and Literacy (Title II)
 - MERS Goodwill: Senior Community Service Program (SCSEP)
 - Delta Area Economic Opportunity Corporation (DAEOC): Community Services Block Grant (CSBG) programs

- III. Listing of Partners and Services provide services through Cross-Trained Staff:
 - Division of Employment Security (DES): State Unemployment Compensation Law Activities
 - DES makes services available through the comprehensive one-stop center through cross-trained staff members. The Division will pay for any dedicated telephone lines or computer connections. The Division will provide training on the Unemployment Insurance program to partner agencies. The Division provides funding to OWD which is turn goes to the local areas

in the form of labor exchange services. This agreement ensures that the necessary services are available and delivered to customers to allow them to obtain employment, retain employment, or obtain education and training that leads to employment.

- IV. Listing of Required Partner programs/agencies that do not operate Employment and or Training activities in the Region and are therefore not included in funding calculations:
- Second Chance Act
 - Native American programs
 - Youth Build
 - Housing and Urban Development (HUD)

- V. General Financial Information

The Southeast Region Comprehensive Job Centers are administered by the Southeast Region Workforce Development Board (WDBSE).

It is the WDBSE's intent to charge costs directly to the programs it administers whenever possible. Expenses incurred for the benefit of a specific program will be charged directly to the benefiting program. Infrastructure Costs required for operation of the Comprehensive Job Centers, will be pooled and distributed amongst those partner programs operating within the Southeast Region.

- VI. Operating Costs

Operating costs are costs that are necessary for the general operation of the one-stop center. These costs include both Infrastructure and Additional Costs.

Infrastructure Costs are non-personnel costs and include such items as rental of the facilities, utilities and maintenance, equipment, and technology. The infrastructure costs budget for the one-stop system in the Southeast Region includes the following, agreed upon line items.

- Facility Rent
- Utilities (Power/Water, etc.)
- Technology Costs (Phone, Internet)

One-stop partners must share in additional costs, which may include applicable career services, and may include shared operating costs and shared services that are necessary for the general operation of the one-stop center. Additional costs may include personnel costs (salaries, wages, and fringe benefits). The Additional costs budget for the one-stop system in the Southeast Region includes the following, agreed upon line items.

- Office Supplies

The budgeted operating costs of these items for the 2024/25 program year are shown in the Appendix A spreadsheet, which shows the costs of each of the Comprehensive One-Stop Centers and the one-stop system.

There are two (2) comprehensive one-stop centers with costs being combined and allocated to partner agencies based on the cost allocation method and allocated to the Job Center in which service delivery area the partner agency is located.

Cost allocation methodology:

The methods of cost allocation utilized will be based on Full Time Equivalent (FTE) calculations for each partner. An FTE is calculated as 1 person @ 40hours/week = 1 FTE. Required partners must share costs to operate one-stop centers in proportion to the benefit each partner receives by

participating in the local workforce delivery system. The proportion of each required partner's FTE staffing dedicated to support the operation the one-stop system will be used as the basis for determining each required partner's allocation of the agreed-upon shared costs.

Required partners must commit a minimum of a .2 FTE staff to provide services at the one-stop center through either onsite program or contractor staff, onsite program or contractor staff who are cross-trained to deliver services on behalf of another required partner, or through offsite staff available via on demand technology meeting the requirements of "direct linkage". Direct linkage contact—defined as: direct linkage consists of a referral being created and sent via email and/or fax to the appropriate provider. A copy of the referral will be given to the customer. The customer will be provided a dedicated provider phone number and access to a One Stop Center phone line to contact the provider. The customer will be contacted by the provider within 24 hours for services.

As we begin a new Program Year, effective July 1, 2024, due to the decrease in the current WIOA fund streams statewide, the Southeast Region has found it necessary to increase in partner contributions from the minimum .2 FTE to .3 FTE for this program period (PY24-25.)

These Partners use and derive benefits from the One Stop System and agree to pay a cash contribution based on the agreed upon cost allocation method for the designated (either Kennett or Park Hills) comprehensive job center except for Voc-Rehab which contributes to both comprehensive job centers because of Voc-Rehab Districts overlapping in comprehensive job center service delivery areas.

- Workforce Development Board of Southeast Missouri (WDBSE) Contracted through EDSI: WIOA Adult, Dislocated Worker (DLW), Youth Programs (Title I)
 - A total of 12 FTEs, 3 Youth-covering 13 counties, 4 Adult/DLW/SkillUp-, 1 Lead, 1 OSO, 1 Regional Program Director, 1 Quality Assurance, 1 Business Outreach Specialist.
- Workforce Development Board of Southeast Missouri (WDBSE) : SNAP/SkillUp Program
 - This is covered by WIOA Adult/DLW individuals
- Office of Workforce Development (OWD): Wagner Peyser, Trade Adjustment Program, Jobs for Veterans State Grants, Migrant and Seasonal Farm Worker Program, Unemployment Assistance, Workforce Coordinator
 - A total of 10 FTE's, 5 in Kennett, 5 in Park Hills
- Three Rivers College and Mineral Area Community College: Perkins Career and Technical Education
 - .3 FTEs for each school, services offered through Technology
- Department of Family Services: Temporary Assistance for Needy Families (through contract with MERS/Goodwill)
 - .3 FTEs, services offered through Technology
- LifeSkills Connection, Inc: Job Corps (WIOA Title I)
 - .3 FTEs, services offered through technology
- AEL Program North St. Francois County R-I School District (Unitec CTC) and Cape Career and Technology Center
 - .2 FTEs. AEL Program Services thru North St. Francois County R-I School District (Unitec CTC) through On-Site Staff and Technology
 - .2FTEs Cape Career and Technology Center as well as office space for WIOA Youth in kind contribution
- MERS Goodwill: Senior Community Service Program (SCSEP)
 - .3 FTEs, services offered through technology (Minus "Other Costs, covered by

In-Kind contributions, outlined below)

- Vocational Rehabilitation (VR)
 - .3 FTEs, services offered through a combination of On-Site Staff and Technology.
- Youth Build
 - .3 FTEs, services offered through technology

These Partners use and derive benefits from the One Stop System and agree to provide Non-Cash contributions based on the agreed upon cost allocation method.

- Title IV Rehabilitative Services for the Blind
 - .2 FTEs, services offered through technology
 - RSB will provide an assessment of facility and programmatic accessibility for blind and visually impaired individuals to access services as needed. The assessment would be provided as needed by RSB personnel, estimated at 4 hours in length. Market value would be based on current private rehabilitation contract rates of \$129 per hour, total \$516 per facility.
- DAEOC: Community Services Block Grant (CSBG) programs
 - .2 FTEs, services offered through Technology
 - DAEOC agrees to help market Job Center services through their outreach programs and allow for as-needed use of Training rooms for WIOA Youth and Job Center outreach/services. Use of these facilities equates to comparable valuation for shared infrastructure costs.
- UMOS (WIOA 167 MSFW)
 - .2 FTEs, services offered through technology
 - UMOS agrees to provide bi-lingual workshops for Seasonal and Migrant Farm Workers on a quarterly basis at a fair valuation to cover their “Total Shared Costs all Centers” as shown on the WDBSE Budget Sheet (Appendix A).

All Partners agree to the amounts indicated on the One Stop Operating Budget spreadsheet “Total Shared Costs all Centers” (FTE Budgeted Cost by Partners) and understand that payments and/or in-kind contributions will be based on these budgeted costs beginning July 1, 2024.

VII. Payment and Reconciliation

Funding will be calculated using the Full Time Equivalent (FTE) method (1 person working 40 hours/week = 1 FTE). Total Shared Costs for all of the Comprehensive Job Centers are compared to the total number of FTEs across all centers and costs are allocated to each agency based on the number of FTEs they have in the centers. A minimum level of .2 FTEs (which may be increased based on contribution level to .3 FTEs) when agreed upon as a funding level for all partners, regardless of use of the Job Center through in-place staff or technology access. The reasoning with setting percentage FTE funding level contributions is that each agency, even when no staff is physically present in the Job Center, derives benefits for their programs and clients from referrals to and from the Job Center and other partners there. In addition, Job Center Staff must have the partner program knowledge, capability and time to assist clients with contacting Partner Agencies through technology means when they are located outside the Job Center.

- * Partners who use the Job Center daily and have daily FTEs, will be billed per FTE.
- * Partners who use the Job Center on a regular basis, but not a daily FTE will be billed for a percentage FTEs or FTEs based on average hours used, whichever is greater.
- * Partners who do not use the Job Center on a regular basis but are a required partner will be billed at the rate of .20 or greater FTEs.

This cost sharing agreement will go into effect July 1, 2024. Amounts will be reviewed every year and re-negotiated as required based on actual expenditures from the previous year. Responsibility for payment will be contingent on the availability of funding from every partner. Payment of infrastructure and system costs will be based on the annual budget for the One Stop.

In the case of a dispute, all partners agree to comply with the Southeast Missouri Workforce Development Board's (WDBSE) Conflict Resolution Procedure for Memoranda of Understanding to resolve their differences. However, nothing in this Article of MOU shall require the partners to submit a thirty (30) day cancellation of this entire MOU to conflict resolution or binding arbitration. The WDBSE and all partners shall adhere to the following conflict resolution process for disputes arising out of any provisions of this MOU:

1. The partners will negotiate in good faith with the assistance of a neutral convener to identify the nature of the dispute, and attempt to identify ways in which the dispute can be resolved.
2. If the dispute cannot be resolved among the local partners, the matter will be forwarded to the State of Missouri for resolution.
3. The partners agree to follow this process and continue to work on a local resolution of disputes if at all possible.

On an annual basis, the partners will collaborate to compile actual infrastructure and shared system costs for the prior year, along with data on actual staffing contributions to operation of the One-Stop, and to prepare a report for use by all of the partners that compares these actual and budgeted values. This will be done to support the proper allocation costs in a manner that fully complies with the applicable costs principles, and to assist in preparation of negotiations for the following year.

The partners will be billed by the WDBSE quarterly for the amount owed for both infrastructure and shared system's costs that is to be paid by cash contribution beginning July 1, 2024 and each quarter after that. Each quarterly billing will be for 25% of the annual cost share contribution listed on FTE Budget Cost by Partner. The partner contributions will be reconciled twice a year against actual expenses. A budget reconciliation with all Required Partners will take place annually, at the end of each program year, to compare contributions and expenses and determine if refunds or additional contributions are required. Additionally, budgeted amounts will be adjusted accordingly for the following year.

* If cost share contributions are higher than the actual cost, then the partners will be refunded any amount over 10% of cost. The 10% held will be used for the following year's cost to reduce any unexpected increases or change in partner FTEs. If the 10% is not used the third year, then it shall be refunded to the contributing partners.

* If the cost share contributions are less than the actual cost, then each partner will be required to pay the additional amount up to 10% of their allocated cost.

VIII. Additional Space Utilization Costs

Agencies, Required Partner or others, that wish to utilize space (additional space in the case of Required Partners) in one or more of the Comprehensive Job Centers, may do so, without a requirement to modify the Partner MOU or this IFA. Those agencies will be billed for usage based on the number of calculated FTEs for the time period they are in the Job Centers at the current Average per FTE rate established in the FTE Budget Cost by Partner. These additive funds will be taken into account with Required Partner agencies during the annual budget reconciliation process.

IX. Loss of Funding/Services

Parties to this IFA that lose funding or discontinue services during the time this IFA is in effect will have billing cease at that time. This will be addressed and costs adjusted during the end of year reconciliation process.

X. Certification

This is to certify that all costs included in this plan are allowable and in accordance with the requirements of the federal awards to which they apply and 2 CFR 200 (Uniform Guidance), Cost Principles for State and Local Governments.

All costs included in this plan are properly allocable to federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Notification will be provided regarding any accounting changes that would affect the proposal materially.