

Memorandum of Understanding

The Western Piedmont Workforce Development Board, with the agreement of the Chief Elected Official, shall develop and enter into this Memorandum of Understanding between the Western Piedmont Workforce Development Board and the Western Piedmont NCWorks One-Stop Partners under the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128, concerning the operation of the One-Stop delivery system with the Western Piedmont Local Area (WPLA), to include Alexander, Burke, Caldwell and Catawba Counties.

I. Purpose

The purpose of this Memorandum of Understanding (MOU) is to define the roles and responsibilities of each One-Stop Partner as mutually agreed by the parties for the operation of the One-Stop Delivery System in the Local Workforce Development Board (LWDB) area as required under the Workforce Innovation and Opportunity Act, Section 121(c).

WIOA requires local boards in each local area, with the agreement of the chief local elected officials, to establish a One-Stop Delivery System and conduct oversight of that system.

WIOA Section 121(c) requires that each LWDB area, with the agreement of the Area's Chief Elected Official (CEO), develop and enter into a memorandum of understanding between the local board and the One-Stop Partners, with all the entities that serve as partners in the One-Stop Delivery System that operates in each LWDB's local area. (WIOA Section 121 (b)(1)(A)(iii).

II. Required One-Stop Partners WIOA 121 (b)(1)(B)

- a. Programs authorized under Title I Adult, Dislocated Workers, and Youth
 - *Western Piedmont Workforce Development Board*
 - *Not Applicable: Job Corps, Youth Build, National Farmworkers Jobs Programs and Native American Programs*
- b. Programs authorized under the Wagner-Peyser Act
 - *North Carolina Division of Workforce Solutions (DWS)*
- c. Adult education and literacy activities authorized under title II;
 - *Burke Literacy Council*
 - *Caldwell Community College & Technical Institute (CCC&TI)*
 - *Catawba Valley Community College (CVCC) and Alexander Campus*
 - *Western Piedmont Community College (WPCC)*
- d. Programs authorized under title I of the Rehabilitation Act of 1973
 - *North Carolina Vocational Rehabilitation (VR)*
 - *NC Division of Services for the Blind*
- e. Activities authorized under title V of the Older Americans Act of 1965
 - *Blue Ridge Community Action (BRCA)*
- f. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006
 - *Caldwell Community College & Technical Institute (CCC&TI)*
 - *Catawba Valley Community College (CVCC) and Alexander Campus*
 - *Western Piedmont Community College (WPCC)*
- g. Activities authorized under chapter 2 of title II of the Trade Act of 1974
 - *North Carolina Division of Workforce Solutions (DWS)*
- h. Activities authorized under chapter 41 of title 38, United States Code: Job Counseling, Training, and Placement Service for Veterans
 - *North Carolina Division of Workforce Solutions (DWS)*
- i. Programs authorized under section 212 of the Second Chance Act of 2007 (Reentry Employment Opportunities [REO])
 - *Not applicable in the Western Piedmont Workforce Local Area*

- j. Employment and training activities carried out under the Community Services Block Grant Act
 - *I-CARE, Inc Community Action Partnership*
- k. Employment and training activities carried out by the Department of Housing and Urban Development;
 - *Not applicable in the Western Piedmont Workforce Local Area*
- l. Programs authorized under State unemployment compensation laws
 - *North Carolina Department of Commerce-Division of Employment Security (DES)*
- m. Programs authorized under section 212 of the Second Chance Act of 2007; and
 - *Not applicable in the Western Piedmont Workforce Local Area*
- n. Programs authorized under part A of title IV of the Social Security Act: Temporary Assistance For Needy Families
 - *Alexander County Department of Social Services-Work First*
 - *Burke County Department of Social Services-Work First*
 - *Caldwell County Department of Social Services-Work First*
 - *Catawba County Department of Social Services-Work First*

III. Roles and Responsibilities WIOA Section 121 (b)(1)(A)

Each required partner(s) of the One-Stop Delivery System shall:

- a. Provide access through the One-Stop Delivery System, including making the career services (eligibility determination, outreach, initial assessment, labor exchange service, job search, recruitment, referrals, job listings, training provider information, local area performance, supportive service information, financial aid assistance, career planning, financial literacy, and addressing the needs of those with barriers to employment (**See Attachment D**) that are applicable to the program or activities available at the One-Stop Centers (WPLA NCWorks Career Centers); (**See Attachment A: Services and Processes**)
- b. Use a portion of the funds available for the program and activities to maintain the One-Stop Delivery System, including payment of the infrastructure costs of the One-Stop Centers (WPLA NCWorks Career Centers);
- c. Enter into a local Memorandum of Understanding (shown by signature on this document) with the Western Piedmont Workforce Development Board, relating to the operation of the One-Stop Delivery System in the WPLA;
- d. Participate in the operation of the One-Stop Delivery System, consistent with the terms of this Memorandum of Understanding, the requirements of WIOA, and the requirements of the Federal laws authorizing the program or activities.
- e. Use a common One-Stop Delivery System identifier (in North Carolina this is the NCWorks Career Centers)

IV. Costs of Services

- a. Infrastructure cost budget is in Attachment F, Infrastructure Funding Agreement.
- b. All One-Stop partners are identified in Section I of this MOU.
- c. Any necessary modifications will be done at the State level
- d. The process to reach consensus for the IFA is done at the State level
- e. The WPWDB Local Area will follow TEGl 17-16, Section 10, Steps 1 – 3, in the event consensus cannot be reached among local partners (where applicable) to resolve issues related to infrastructure funding.

V. Funding Definitions

- a. Cash and In-Kind for Ongoing One-Stop Delivery System Operation
 - Staff time career guidance/counseling in the resource area.
 - Staff time to assist with recruitment events and/or job fair
 - Provision of copy paper, pens, pencils, notebooks.....etc
 - Staff assistance to administer job getting workshops
- b. Infrastructure Costs One-Stop Centers
 - The funds provided under this paragraph by each One-Stop Partner shall be provided only from funds available for the costs of administration under the program administered by such partner, and shall be subject to the program's limitations with respect to the portion of funds under such program that may be used for administration. Where applicable, the NCWorks Career Center(s) in the WPLA may provide desk space, and use of equipment such as phone, printer, copier, fax to partner agency staff, through a cost-sharing agreement. This does not include partner staff salaries, benefits, travel, and long distance telephone costs. **(Examples included in Attachment B)**
 - The local Infrastructure Funding Agreement (IFA) **Attachment F**, is a required component of this MOU and not a separate document. (non-personnel cost covered in IFA)
- c. Contribute to resource sharing as the means to sustain integrated service delivery as required by the local One-Stop System offering universal access to employment and training programs. **See Attachment C: Resource Sharing Agreement.**

VI. Methods of Referrals

Refer individuals between the One-Stop Operator and the One-Stop Partners for appropriate services and activities:

- a. Both business and job seeker customers need to access One-Stop System services that provide them with the optimum utilization of available partner and community resources and lead to successful outcomes.
- b. Staff work to connect customers as quickly as possible to partners through referral processes that are impartial and designed to rapidly and efficiently meet the customer's individual needs. These methods of referral include a coordinated and integrated approach to common intake procedures, career services, business services, and data sharing among system partners.
- c. Referrals must include the assurance that individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the One-Stop Delivery System. **(See Attachment D)**

VII. Certification and Continuous Improvement

The Parties herein shall comply with established Certification and Continuous Improvement Criteria established by the State board, in consultation with Chief Elected Officials and local boards. The objective criteria and procedures for use by local boards in assessing at least once every 3 years the effectiveness, physical and programmatic accessibility in accordance with section 188, if applicable, and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and continuous improvement of One-Stop centers and the One-Stop delivery system. (See North Carolina's, [NCWorks Career Center Certification Criteria](#)) The WPWDB Local Area Career Centers received full Certification, May 2018 to successfully fulfill the 3 year assessment requirements.

VIII. Performance and Accountability

Each partner is responsible for ensuring that its legislated programs, services, and activities are provided in the One-Stop Center in accordance with the goals, objectives and performance measures of the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128 and regulations. Each partner agrees to work to support the achievement of WIOA and One-Stop Performance Measures. (See Attachment E: Joint Responsibilities)

IX. Confidentiality of Information

Exchange of information among partners is encouraged and expected. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving, or sharing information. Each partner agrees to collect and share information necessary to track the performance of the One-Stop Center in accordance with provisions of the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128 and accompanying regulations.

X. Monitoring and Oversight

The Chief Elected Official, the Workforce Development Board, the Division of Workforce Solutions, United States Department of Labor, and local area administrative entity have the right to monitor activities under this MOU to ensure performance goals are being maintained, and that the MOU terms and conditions are being fulfilled. The partners shall permit on-site visits and reviews by the above mentioned agencies or their designee.

XI. Disputes

The parties shall first attempt to resolve any disputes informally. Any party shall call a meeting of the partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the local Workforce Development Board who shall place the dispute upon the agenda of a regular or special meeting of the Board's Executive Committee. The executive committee shall attempt to mediate and resolve the dispute. Finally, if the Executive Committee's resolution efforts fail, any party may file a grievance in accordance with agreed upon WIOA grievance procedures.

XII. Duration

This MOU shall remain in effect until terminated by the repeal of the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128, or otherwise by action of law.

Any party may withdraw from this MOU by giving written notice of intent to withdraw at least 60-calendar days in advance of the effective withdrawal date. Notice of withdrawal shall be given to all parties at the addresses shown within this MOU, and to the contact persons so listed, considering any information updates received by the parties.

Should any One-Stop Partners withdraw, this MOU shall remain in effect with respect to the remaining Partners until a new MOU is executed or the end of the current federal program year (July through June).

The Workforce Development Board reserves the right to terminate the participation of any partner upon 60-days notice if the partner's actions are inconsistent with the terms and conditions of this memorandum of understanding.

This memorandum shall be reviewed not less than once every 3-year period to ensure appropriate funding and delivery of services. [WIOA 121]

XIII. Modification and Assignment

This MOU may be modified at any time by written agreement of the parties. Assignment of responsibilities under this MOU by any of the parties shall be effective upon written notice to the other parties. Any assignee shall also commit in writing to the terms of this MOU. Such other provisions, consistent with the requirements of this title, as the parties to the agreement determine to be appropriate.

SERVICES AND PROCESSES
Western Piedmont Local Area NCWorks One-Stop System

Under WIOA, the One-Stop Career Centers are measured by their effectiveness, accessibility, and continuous improvement as it relates to their ability to achieve negotiated performance levels, integrate available services, and meet the workforce development and employment needs of the local employers and job seekers.

All services and processes are integrated with co-enrollment to benefit customers occurring wherever applicable; delivered in-house; and are transparent/seamless to customer.

These shared services are common to all core partner programs in the One-Stop and include:

Intake – Application/Sign-in/Registration with the MIS system, www.ncworks.gov

Connection to Career Services - Appropriate Customer-centered/Customer-driven portfolio of Services/Resources including:

- Outreach, Intake and Orientation
- Initial Assessment
- Labor Exchange Services
- Eligibility for Services
- Referrals to Job-Getting Programs & Services
- Performance and Cost Information
- Information on Unemployment Insurance
- Financial Aid Information
- Follow-up Services

Additionally, One-Stops and partners must provide appropriate services for individuals to obtain or retain employment. These services include, but are not limited to:

- Individual Employment Plan (IEP)
- Career Planning and Counseling
- Comprehensive Assessments
- Short-Term Prevocational Services
- Internships and work experience including transitional jobs and industry partnerships
- Workforce Preparation
- Out-of-Area Job Search
- English Language Acquisition
- Financial Literacy

Connection to Training Services - for dislocated workers and other eligible job seekers who are unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services.

These services include:

- Occupational Skills Training
- On-the-Job Training
- Programs that Combine Workplace Training with Related Instruction
- Training Programs (operated by the private sector)
- Apprenticeship(s)
- Skills Upgrading and Retraining
- Entrepreneurial Training
- Job Readiness Training (provided in combination with another training service)

- Adult Education and Literacy Activities
- Customized Training for Employers Who Commit to Hiring (in partnership with community colleges)

Comprehensive Youth Services - The Workforce Innovation and Opportunity Act substantially enhances youth programming and places greater emphasis on comprehensive, year-round youth services for out-of-school youth.

The youth program elements include:

- Tutoring, Study Skills Training, Instruction, and Evidence Based Drop Out Prevention and Recovery Strategies
- Alternative Secondary School Services, or dropout recovery services, as appropriate
- Paid and Unpaid Work Experiences (including summer employment opportunities)
- Occupational Skills Training
- Education offered concurrently with, and in the same context as workforce preparation activities
- Leadership Development Opportunities
- Supportive Services
- Adult Mentoring
- Follow-up Services
- Comprehensive Guidance and Counseling
- Financial Literacy Education
- Entrepreneurial Skills Training
- Services that provide labor market and employment information
- Activities that help youth prepare for and transition to post-secondary education and training.

Business Engagement – Develop relationships to learn and resolve human capital needs –

- Articulate available services and partner as the One-Stop system, e.g., work-based Learning, On-the-Job Training, placement, succession planning, clinical sites, internships, recruitment events, work opportunity tax credit, bonding, apprenticeships

**One-Stop Delivery System Infrastructure Costs by Item
Western Piedmont Local Area NCWorks Career Centers**

Facilities/Equipment

- Rent
- Utilities
- Insurance
- Computers (including tablets, laptops, and Wi-Fi), copiers, overhead projectors – purchase/lease, maintenance and replacement
- Maintenance and repair of the physical facilities – centers, affiliates and connection sites
- Staff break room related – water, coffee, microwaves, refrigerators (new and when kitchen appliances break down)
- Signage and identifier costs
- Security personnel and/or systems

IT Costs

- IT personnel/contracted services to develop/support/maintain/host the technology based site
- Cost for data storage, email system maintenance, additional web pages for special events; local/regional intranet
- Software/hardware and licensing subscriptions for resource and meeting rooms
- EO Compliance (ADA equipment – interpreters, assistive technology, etc.)

Basic Career Services

- Intake
- Delivery/interpretation of needs assessments and skills appraisals
- Staffing of resource rooms, including delivery of workshops
- Career and aptitude assessment products
- Referral to other partners

Customer Outreach

- Outreach to customers – may be shared communication and/or community outreach personnel
- Advertising for special events and outreach and marketing strategies (e.g., phone book listing)
- One-stop operator costs including printed and digital collateral costs and support for other system-wide costs such as banners for larger, multi-site events

Miscellaneous

- Dues, fees, subscriptions, and licenses for professional association memberships, journals, etc.
- One-stop system personnel and other personnel who carry out the professional development, management or coordination needs of the system or center. Examples: reception, center management, local Board staff, One-Stop Operator, Trainers, etc.

RESOURCE SHARING AGREEMENT
Western Piedmont Local Area NCWorks Career Centers

The Western Piedmont Local Area NCWorks Career Center(s) partners signing the Memorandum of Understanding agree to jointly contribute to integrated service delivery as a local One-Stop system offering universal access to employment and training programs. In order to carry out this commitment, each partner agrees to:

- The Workforce Board appointed Career Center Manager, manages the NCWorks Career Center facility. NCWorks services will be developed and coordinated through the center integrated service delivery (ISD) leadership team;
- Where applicable, the NCWorks Career Center(s) in the WPLA may provide desk space, and use of equipment such as phone, printer, copier, fax to partner agency staff, through a cost-sharing agreement. This does not include partner staff salaries, benefits, travel, and long distance telephone costs.
- Make available to customer's core services applicable to the partner's programs directly from the NCWorks Career Center or at an associated network site;
- Provide staff as available to assist customers in the services provided in the NCWorks Career Center;
- Share materials, supplies, and resources, including those for infrastructure costs;
- Publicly support the mission, goals and development of the NCWorks One-Stop System;
- Acknowledge and respect the policies and procedures of each partner agency;
- Share access to all employment, career planning, and training programs through the integrated service delivery model (i.e., sharing of individual employment plan, with client consent) where requested;
- Share information that will mutually benefit partners and clients about services that are available and/or have been provided, and will maximize electronic sharing of this data when possible, maintaining necessary confidentiality; (i.e., sharing of individual information with client consent);
- Provide cross-training to NCWorks Career Center Staff and Partners to more effectively deliver services in and about the NCWorks One-Stop system;
- Participate in customer feedback and focus group surveys to determine that services are responsive to the needs of the community;
- Participate in a process of program review to ensure continuous improvement in meeting the Western Piedmont Workforce Development Boards specified criteria, as well as the criteria to maintain center certification;
- All non-expendable goods purchased with Western Piedmont Workforce Development Board funds, as part of implementation or daily operations in the One-Stop, are the property of the Western Piedmont Jobs Training Consortium

Strategies To Meet the Needs of Individuals with Barriers to Employment

Currently the Western Piedmont Workforce Development Board, the local area NCWorks Career Centers (One Stops) and One-Stop partners make referrals based on individual assessments to ensure that proper referrals are made and where applicable a team approach is taken to address the needs of individuals with barriers to employment. The NCWorks Career Centers are equipped with assistive technologies and monitoring of the one-stop is conducted on an annual basis by the Division of Workforce Solutions, Equal Opportunity Officer.

Strategies:

- Expand education and training options to help participant's access good jobs and advance in a career pathway.
 - Through individual assessments, correct referrals to appropriate agencies and/or education/training programs will be made, taking into consideration the evaluated barriers.
- Help disadvantaged and unemployed adults and youth earn while they learn through support services and effective employment-based activities.
 - Where applicable workforce partner agencies will provide support services and opportunities for work experience earn as you learn activities (ie, WIOA work experience, Work-First, Internships...etc)
- Align planning and accountability policies across core programs to support more unified approaches to serving low-income, low-skilled individuals.
 - Make sharing of priority of service policies a one-stop partner meeting agenda item at least every quarter during a program year to ensure services are consistent when assisting those with barriers to employment.

NOTE: WIOA Sec 3 (24-25) further defines individuals with barriers to employment as:

(A) Displaced homemakers; (B) Low-income individuals; (C) Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166. (D) Individuals with disabilities, including youth who are individuals with disabilities. (E) Older individuals. (F) Ex-offenders. (G) Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or homeless children and youths (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))). (H) Youth who are in or have aged out of the foster care system. (I) Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers. (J) Eligible migrant and seasonal farmworkers, as defined in section 167(i). (K) Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.). (L) Single parents (including single pregnant women). (M) Long-term unemployed individuals. (N) Such other groups as the Governor involved determines to have barriers to employment.

(25) INDIVIDUAL WITH A DISABILITY.— (A) IN GENERAL.—The term “individual with a disability” means an individual with a disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102). (B) INDIVIDUALS WITH DISABILITIES.—The term “individuals with disabilities” means more than 1 individual with a disability.

JOINT RESPONSIBILITIES AGREEMENT
Western Piedmont Local Area NCWorks Career Centers

- Coordination of the delivery of career services for all NCWorks Career Center customers and activities including but not limited to: greeting customers, staffing the resource area, referral to services, reception duties, employer engagement services;
- Each One-Stop Partner shall provide access to their programs or activities, including making available applicable career services at the One-Stop Center(s), or other appropriate locations. The result of bringing partners together in a single location to jointly administer programs is a blending and braiding of program expertise and resources and more effective leveraging of the system's existing resource to achieve outcomes for businesses and job seekers. (WIOA, section 134(c)(2))
- Active participation in activities and training related to operations of the NCWorks Career Center System. All partners will be committed to Career Center staff development and training. The employer of record of each partner agency will authorize, when possible, NCWorks Career Center staff to participate in appropriate NCWorks training opportunities;
- Coordinated integrated case management system for customers. (ie, Individual Employment Plans) Partners providing case management services (career planning and career counseling) advising participate in joint case management activities;
- Sharing the responsibility to market www.ncworks.gov to expose clients to all job postings and virtual recruitment opportunities; market www.westernpiedmontworks.org to expose both jobseekers and employers to current jobs postings, live recruitment events, and both local and state labor market information;
- Coordinate integrated services to employers/businesses to include the NCWorks System mission, services, and identify workforce needs;
- Participate in information sharing and cross-training to better assess and refer clients as needed;
 - In some cases information such as unemployment data, federally protected substance abuse treatment data...etc.
- Compliance with NCWorks Career Center and individual agency policies and procedures regarding client confidentiality and data security;
- Agreement to use the NCWorks Career Center marketing material as available and applicable; (The NCWorks Career Center logo cannot be used on self-made marketing material without prior approval from the Western Piedmont Workforce Development Director as required by the Division of Workforce Solutions communications team.);
- Agreement to identify the One-Stop facility as the NCWorks Career Center when greeting customers personally and when answering the phone;
- Joint determination for method of service delivery and documentation of career and training services;
- Development or modification of work plans/schedules of staff located at the WPLA NCWorks Career Center(s) to include career center responsibilities.

Western Piedmont NCWORKS Career Center Partner Infrastructure Funding Agreement (IFA)

I. Purpose

This Infrastructure Funding Agreement (IFA) is entered by and between the Western Piedmont Workforce Development Board and Western Piedmont 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. Western Piedmont Local Area NCWorks System Infrastructure Budget

(\$253,906.16)

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), Carl D. Perkins Career and Technical Education, Adult Education and Family Literacy Act (AEFLA) 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) determines proportionate share based on the number of VR and adult ed. clients that received services in the previous program year and documented in NCWorks.

The LFM is used to negotiate appropriate contributions from each required partner that will be allocated to the Western Piedmont Workforce Development 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)

| WIOA Required Partners | Funding Methodology |
|---|---|
| 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 the Western Piedmont Workforce Development Board. If Western Piedmont Workforce Development Board 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, *the Western Piedmont Workforce Development Board* will invoice Partner within 30 days of the signed MOU for infrastructure cost sharing effective July 1, 2019.

| NCWorks Partner | Infrastructure Total Share \$ | Funded | In-kind | Payment | In-kind Description | Partner Contact (Name, Organization, Address, email and phone number) |
|---|-------------------------------|--------|---------|---------|---------------------|---|
| WIOA Title I: Adult, Dislocated Worker, and Youth formula programs; | \$64,047.45 | N/A | N/A | N/A | N/A | Wendy Johnson, Western Piedmont WDB, PO Box 9026, Hickory NC 28603 (1880 2 nd Ave NW) wendy.johnson@wpcog.org , 828-485-4273. |
| WIOA Title I: Job Corps | N/A | N/A | N/A | N/A | N/A | N/A |
| WIOA Title I: YouthBuild | N/A | N/A | N/A | N/A | N/A | N/A |
| WIOA Title I: Native American programs | N/A | N/A | N/A | N/A | N/A | N/A |

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| WIOA Title I: National Farmworker Jobs Program (NFJP) | N/A | N/A | N/A | N/A | N/A | N/A |
| WIOA Title III: Wagner-Peyser Act Employment Service (ES) program. | | | | | | Elizabeth Crabill, Chief Deputy Secretary, NC Dept of Commerce. 301 North Wilmington Street Raleigh, North Carolina 27601-1058 (919) 814-4600 |
| WIOA Title III: Trade Adjustment Assistance (TAA) activities. | \$149,444.04 | N/A | N/A | N/A | N/A | |
| Jobs for Veterans State Grants (JVSG) programs | | | | | | |
| Senior Community Service Employment program (SCSEP) | \$509.50 | N/A | N/A | N/A | N/A | Karen Harchman, Blue Ridge Community Action, Finance Director, 800 North Green St., Morganton NC 28655 (828) 438-6255 |
| Unemployment Compensation (UC) programs | \$21,943.57 | N/A | N/A | N/A | N/A | Elizabeth Crabill, Chief Deputy Secretary, NC Dept of Commerce. 301 North Wilmington Street Raleigh, North Carolina 27601-1058 (919) 814-4600 |
| Reentry Employment Opportunities (REO) programs (Second Chance Act of 2007) | N/A | N/A | N/A | N/A | N/A | |
| WIOA Title II: Education and Family Literacy Act (AEFLA) programs | \$338.00 | N/A | N/A | N/A | N/A | Gilda Rubio-Festa Associate VP, College |

and Career
Readiness,
NC State
Director,
Adult
Education,
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327-7000

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|--|-------------|-----|-----|-----|-----|--|
| Carl D. Perkins Career and Technical Education programs | \$379.00 | N/A | N/A | N/A | N/A | <p>Dr Michael Helmick, WPCC President, 1001 Burkemont Ave, Morganton NC 28655, mhelmick@wpcc.edu (828) 448-3500;</p> <p>Dr. Mark Poarch CCC&TI President, 2855 Hickory Blvd Hudson, NC 28638, mpoarch@cccti.edu, 828-726.2211;</p> <p>Dr. Garrett Hinshaw, CVCC President, 2760 US Hwy 70 SE, Hickory, NC 28602, ghinsaw@cvcc.edu, 828-327-7000</p> |
| WIOA Title IV: Vocational Rehabilitation (VR) Services program | \$10,975.00 | N/A | N/A | N/A | N/A | <p>Pat Bland, Western Regional DirectorVoc Rehab, pat.bland@dhs.nc.gov, 828-433-2230</p> |
| NC Division of Services for the Blind | \$536.00 | N/A | N/A | N/A | N/A | <p>Cynthia Speight, Director, Division of Services for the Blind 309 Ashe Avenue,</p> |

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|--|------------|-----|-----|-----|-----|--|
| | | | | | | Fisher Building, 2601 Mail Service Center, Raleigh, NC 27699-2601, 919-527-6704 |
| Department of Housing and Urban Development Employment and Training programs | N/A | N/A | N/A | N/A | N/A | |
| Community Services Block Grant (CSBG) programs | \$2,286.00 | N/A | N/A | N/A | N/A | Bryan Duncan, I-CARE, Inc. , Bryan.Duncan@icare-inc.org , (704) 872-8141 x8 |
| Temporary Assistance for Needy Families (TANF) program | \$3,957.00 | N/A | N/A | N/A | N/A | Patricia Baker, Alexander DSS , 604 7th St SW, Taylorsville, NC 28681, pbaker@alexandercounty.nc.gov , (828) 632-1080; Interim Kathy Craig, Burke DSS , 700 E Parker Rd, Morganton, NC 28655, dorraine.hernandez@burkenc.org , (828) 764-9600; Will Wakefield, Caldwell DSS , 2345 |

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|-------------------------|--|--|--|--|--|--|
| | | | | | | Morganton Blvd SW, Lenoir, NC 28645, (828) 426-8200, wwakefield@caldwellcountync.org ; Karen Harrington, Catawba DSS, 030 11th Ave Dr SE, Hickory, NC 28602, (828) 695- 5600, KHarrington @CatawbaC ountyNC.go v |
| <i>(other agencies)</i> | | | | | | |

VI. Term of Agreement

This Agreement will remain in effect from July 1, 2019 to June 30, 2020. It shall be reviewed by the parties as necessary or at least once per year as part of the WDB's Local Plan update.

VII. Signatures-