

**ATTACHMENT B**  
**INFRASTRUCTURE FUNDING AGREEMENT**  
**Amendment II**

**I. INTRODUCTION**

This Infrastructure Funding Agreement (IFA) shall determine how the Local Board and partners will fund the infrastructure costs at the North Central Workforce Centers in Batesville, Searcy, and Newport. The North Central 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 IFA shall be effective for the duration of the MOU.

The North Central Workforce Center coordinates the delivery of services with the following partners: North Central Workforce Development Board, Title 1B WIOA, DWS Job Service, Arkansas Rehab, Services for the Blind, and 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 the North Central Workforce Centers 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 North Central Arkansas Workforce Development Board, as identified in the North Central Workforce Center 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 include salaries and fringe benefits of personnel such as receptionists, Job Center manager, Workforce Development Board Administration, 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(c)(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 Infrastructure Funding 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 One-Stop Subcommittee on Cost Allocation. After approval from the Subcommittee on Cost Allocation, the expenditures would be brought before the Funding Committee and One-Stop Consortium/Committee for review and approval before it's presented to the executive Committee or Full Board for 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.

### **CHANGES TO THE SHARED INFRASTRUCTURE COSTS:**

New contracts for the Searcy Workforce Center, which went into effect on July 1, 2018, changed the overall cost share of the center. Janitorial changed from \$27,042.12 to \$11,958.36 and a Lawn Care contract has been added in the amount of \$3,753.45. These changes reduce the overall annual shared infrastructure cost from \$57,631.27 to \$46,366.84.

In addition, it has been determined that Adult Education, Arkansas Rehab, and Services for the Blind do not have a significant presence at the Workforce Center in Newport, which is an affiliate, and therefore do not have to share in the cost of that center.

Amendment I.

Batesville Workforce Center has removed the Job Corps office that was added in PY20. The footage was returned to common space. Effective date December 31, 2020.

Amendment II.

Searcy Workforce Center changes include an increase in square footage for Arkansas Rehab of 496.45, a decrease for ADWS of 464.45, and a decrease for WIOA of 32.00. Effective date October 1, 2021.

North Central Arkansas Workforce Center IFA Signature Page

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**Program Name** ASUB Adult Ed  
**Name, Title** Gina Ramey, Director  
**Organization**

*Gina Ramey* 10-4-21  
Signature Date

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**Program Name** UACCB Adult Education  
**Name, Title** Zach Perrine, Interim Chancellor  
**Organization** UACCB

*Zach Perrine* 10/11/2021  
Signature Date

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**Program Name**  
**Name, Title**  
**Organization**

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Signature Date

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**Program Name**  
**Name, Title** Charisse Childers, Director  
**Organization** ADWS

*Charisse Childers* 11/4/21  
Signature Date

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**Program Name**  
**Name, Title**  
**Organization**

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Signature Date

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**Program Name**  
**Name, Title**  
**Organization**

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Signature Date

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<u>Category</u>	<u>Total Operating Costs</u>	<u>Workforce Innovation and Opportunity Act</u>	<u>Adult Ed and Literacy at UACCB</u>	<u>AR Workforce</u>	<u>AR Rehab</u>	<u>Services for the Blind</u>
<b>Infrastructure Costs - Batesville</b>						
Rent	54,491.28	2,208.98	369.97	51,172.39	369.97	369.97
Janitorial	7,236.00	293.33	49.13	6,795.28	49.13	49.13
Utilities	7,867.21	318.92	53.41	7,388.04	53.41	53.41
Data Lines	15,924.00	645.53	108.12	14,954.12	108.12	108.12
<b>Total</b>	<b>\$85,518.49</b>	<b>\$3,466.76</b>	<b>\$580.63</b>	<b>\$80,309.84</b>	<b>\$580.63</b>	<b>\$580.63</b>
Occupied Space per program:	4,020.90	163.00	27.30	3,776.00	27.30	27.30
Common Space (Total of 6,605 minus Occupied)	2,584.10	104.75	17.54	2,426.71	17.54	17.54

*Amendment 1*

<u>Category</u>	<u>Total Operating Costs</u>	<u>Workforce Innovation and Opportunity Act</u>	<u>Adult, Ed. and Literacy - ASU</u>	<u>DWS</u>	<u>AR Rehab</u>	<u>Services for the Blind</u>
<b>Infrastructure Costs - Searcy</b>						
Rent	11,958.36	716.20	193.97	6,579.00	4,275.22	193.97
Janitorial	11,600.23	694.75	188.16	6,381.97	4,147.19	188.16
Utilities	18,528.00	1,109.66	300.53	10,193.34	6,623.93	300.53
Data Lines	3,753.45	224.80	60.88	2,064.99	1,341.89	60.88
Maintenance/Repairs-Lawn care	526.80	31.55	8.54	289.82	188.34	8.54
Pest Control	<b>\$46,366.84</b>	<b>\$2,776.96</b>	<b>\$752.09</b>	<b>\$25,509.13</b>	<b>\$16,576.57</b>	<b>\$752.09</b>
Total						
Occupied Space:	2,204.00	132.00	35.75	1,212.55	787.95	35.75
Common Space (Total of 6,024 minus Occupied)	3,820.00	228.78	61.96	2,101.61	1,365.68	61.96

Amendment 2

<u>Category</u>	<u>Total Operating Costs</u>	<u>Workforce Innovation and Opportunity Act</u>	<u>Adult Ed and Literacy at ASU Newport</u>	<u>AR Workforce</u>	<u>AR Rehab</u>	<u>Services for the Blind</u>
<b>Infrastructure Costs - Newport</b>						
Rent	26,850.00	1,334.75	-	25,515.25	-	-
Data Lines	15,594.00	775.20	-	14,818.80	-	-
Total	\$42,444.00	\$2,109.95	\$0.00	\$40,334.05	\$0.00	\$0.00
Occupied Space:	2,253.00	112.00	-	2,141.00	-	-
Common Space (Total of 2,685 minus Occupied)	432.00	21.48	-	410.52	-	-

Original