**Revised Section 12 of the MOU Template**

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| **12. Costs and Cost Sharing of Services (Sec. 121(c)(2)(ii) (§678.755 and §678.760) (Governor’s Guidelines, Section 1, Items 1(c), 10-19; Section 2, Section 3)** |
| *Using the Infrastructure Funding Agreement (fillable spreadsheet)*1. *Complete the FTE Calculations tab of the Infrastructure Funding Agreement for each comprehensive one-stop center, as well as for each affiliate or specialized center designated by the local workforce board and at which required partners agree to provide services.*
	1. *For partners whose staff will be cross-trained to provide services of another partner’s program:*
		1. *Identify the FTE commitments being made to provide services on behalf of another required partner at the comprehensive one-stop center or affiliate or specialized center.*
		2. *Enter that FTE commitment into the “FTE Calculations” tab specific to that service location.*
	2. *For partners whose services are being provided by another partner’s cross-trained staff:*
		1. *Identify an FTE commitment that corresponds with the required partner providing the services on your behalf.*
		2. *Enter that FTE commitment into the “FTE Calculations” tab specific to that service location.*
2. *Complete a “Cost Allocation” tab for each service location. Note that infrastructure costs will be completed for each service location, including comprehensive one-stop centers and any affiliated or specialized center designated by the local workforce board. Shared local service delivery costs will be completed only once for the entire local system, encompassing all comprehensive one-stop centers and other service locations in the local area.*
	1. *For each service location, identify the agreed-upon amount that each required partner will contribute toward infrastructure costs to operate that service location. (Infrastructure costs must be negotiated on an annual basis.)*
	2. *For the entire local service delivery system, specify the agreed-upon amount of the shared local system costs that each required partner will contribute. (Shared local system costs must be negotiated on an annual basis.)*
	3. *In the Shared Delivery System Costs section of the spreadsheet, identify the cost of the one-stop operator in the designated line item.*
		1. *If required partners have selected either a single entity or a consortium to perform one-stop operator functions, then enter the cost of the competitively procured one-stop operator in the designated cell of Column B and each partner’s share of the total cost in that row.*
		2. *If required partners have opted not to share the cost of the one-stop operator and instead will provide in-kind personnel to perform the one-stop-operator functions, then enter the total agreed-upon value of the in-kind personnel in the designated line item of Column B, and each partner’s share of the total cost in the row for “less in-kind staffing.”*
		3. *Explain the in-kind staffing contribution in the “Notes” section of the spreadsheet (which must align with Section 12 of the MOU narrative).*
3. *Approve the agreed-upon, annual Infrastructure Funding Agreement through the MOU amendment procedures described in this MOU, Section 13, including signatures.*

*In the space below and following the Governor’s Guidelines – Revision 2 and Supplemental Guidance for PY18, provide the following narrative:*1. *Affirm in the narrative that required partners negotiated infrastructure and shared local service delivery system costs specific to the applicable program year for both comprehensive one-stop centers and any affiliate or specialized centers designated by the local workforce board.*
2. *Clearly identify in the narrative the time period for which the Infrastructure Funding Agreement is effective; e.g., July 1, 2018 through June 30, 2019.*
3. *Specify in the narrative whether the budget submitted represents and interim or final budget agreement.*
4. *Describe in the narrative the agreed-upon method that each partner will contribute as a proportionate share of costs to support the services and operations of the local service delivery system.*
5. *Pending additional State or Federal policy or guidance about affiliate centers, affirm in the narrative that each required partner meets the minimum FTE commitment of .25 FTEs in each comprehensive one-stop center and if agreed upon by all partners each designated affiliate site.*
	1. *If a required partner commits to less than .25 FTEs in any service location, then provide a rationale in the narrative and state the agreed-upon FTE commitment, which will be reviewed at the State level on a case-by-case basis.*
6. *Describe in the narrative whether and which staff will be cross-trained to provide services on behalf of another required partner.*
	1. *For each required partner providing cross-trained staff to deliver services on behalf of another partner, confirm how the contributing partner’s infrastructure cost allocations will be reduced in correlation with the number of FTEs that will be cross-trained to provide another partner’s programs.*
7. *Affirm in the narrative that the local workforce board will ensure that a designated entity will reconcile budgeted to actual shared costs in the Infrastructure Funding Agreement at least semi-annually.*
	1. *Specify the entity designated by the local workforce board responsible for conducting the reconciliation, and*
	2. *Specify how frequently the reconciliation of budgeted to actual costs will occur.*
8. *Complete an “Outcome Report for Annual Budget Negotiations for PY18,” and submit the completed form with a draft Infrastructure Funding Agreement to the individual designated by the Governor by April 15, 2018.*
9. *Submit a signed version of this amended Section 12 of the MOU with an agreed-upon one-stop operating budget to the individual designated by the governor by June 30, 2018.*
10. *Using the table provided below, include the following additional financial information for each required program partner:*
	1. *Each required program partner’s total cash contribution toward its proportionate share of infrastructure and local service delivery system costs for PY 2018; and*
	2. *The dollar amount of a 10% variance from each partner’s total cash contribution in the case that actual costs exceed budgeted costs.*
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|  | **Partner's Total Cash Contribution** | **Dollar Amount of 10% Variance from Total Cash Contribution (if applicable)** |
| **Commerce** | **Title IB - Adult, Youth, & Dis. Workers** |       |       |
| **TAA** |       |       |
| **CSBG** |       |       |
| **IDES** | **Title III - Wagner-Peyser** |       |       |
| **Title III - MSFW** |       |       |
| **Veterans Services** |       |       |
| **UI Comp Programs** |       |       |
| **TRA** |       |       |
| **ICCB** | **Title II - Adult Education** |       |       |
| **Career & Tech Ed - Perkins** |       |       |
| **DHS** | **Title IV - Vocational Rehab** |       |       |
| **TANF - DHS** |       |       |
| **Aging** | **SCSEP** |       |       |
| **DOC** | **Second Chance** |       |       |
| **HUD** |       |       |
| **Title IC - Job Corp** |       |       |
| **Title ID - National Farmworkers** |       |       |
| **Title ID - YouthBuild** |       |       |
| **Other 1** |       |       |
| **Other 2** |       |       |
| **Other 3** |       |       |
| **Other 4** |       |       |