

Process and Development Template

Infrastructure Funding Agreement (IFA):

Local Workforce Development Area - Southeastern Arizona

Date Submitted: September 29, 2017

1. **The period of time this agreement is effective**
July 1, 2017 to June 30, 2020
2. **Identification of all ARIZONA@WORK Job Center partners, Chief Executive Official(s), and the Local Workforce Development Board (LWDB) participating in the IFA (See Attachment A)**
3. **Steps the LWDB, Chief Elected Official (CEO), and ARIZONA@WORK Job Center partners took to reach consensus and/or an assurance that the Local Workforce Development Area followed guidance for the state infrastructure funding mechanism** *Meetings were held with co-located partners and a consensus was reached to utilize the square footage methodology for shared costs. Partners attended the two Technical Assistance Sessions held June 16, 2017 and August 23, 2017 in order to obtain additional guidance to complete the IFA.*
4. **The process ARIZONA@WORK Job Center partners will use to resolve issues related to infrastructure funding during the MOU duration period when consensus cannot be reached** *The LWDB and Arizona@Work Job Center partners will seek guidance from the State of AZ to resolve issues related to infrastructure funding during the MOU duration period when consensus cannot be reached.*
5. **A description of the periodic modification and review process to ensure equitable benefit among ARIZONA@WORK Job Center partners** *All partner contributions, regardless of the source, will be reconciled and adjusted accordingly on a quarterly basis to ensure each partner program is contributing no more than its proportionate*

share based upon relative benefits received in accordance with the Uniformed Guidance at 2 CFR part 200. The Southeastern Arizona Deputy Director will reconcile and adjust partner contributions to ascertain each partner is paying its proportionate share based upon relative benefits on a quarterly basis. Then the reconciliation will be shared with partner programs contacts listed in this agreement.

IFA Attachments

- A. **ARIZONA@WORK Job Center Partners, Chief Executive Official(s), and the LWDB Participating in the IFA**
- B. **ARIZONA@WORK Operating Budget: Infrastructure Costs**
- C. **Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs**
- D. **Signatures of Non-Co-located ARIZONA@WORK Job Center Partners Agreeing to Negotiate the Sharing of Infrastructure Costs When Sufficient Data is Available to Determine Relative Benefit and Proportionate Share**
- E. **ARIZONA@WORK Operating Budget: Additional Costs (Applicable Career Services)**
- F. **OPTIONAL:**
ARIZONA@WORK Operating Budget: Additional Costs (Shared Operating Costs and Shared Services) and Signature of ARIZONA@WORK Job Center Partners Agreeing to Share Identified Operating Costs/Shared Services

Attachment A:

Identification of all ARIZONA@WORK Job Center Partners, Chief Elected Official(s), and the Local Workforce Development Board (LWDB) participating in the IFA

Local Workforce Development Board:

Ron Curtis, LWDB President, American SW Credit Union, 1160 E. Fry Blvd., Sierra Vista, AZ 85635, (520) 452-3088, rcurtis@ascu.org
Emery Silvester, LWDB V-President, AZ Elec Power Co-op, 1001 S Hwy 80, Benson, AZ 85602, (520) 586-5320, esilvester@azqt.coop
Doris Tolbert, LWDB Secretary, AVON Representative, 2101 Crestwood Dr., Sierra Vista, AZ 85635, (520) 249-0146, doristwt@cox.net
George Self, LWDB Treasurer, Cochise College, 2600 E Wilcox Dr., Sierra Vista, AZ 85635, (520) 515-0550, selfg@cochise.edu
Amanda Baillie, Freelance Writer, 3417 Oak Hill St., Sierra Vista, AZ 85650, (520) 225-7832, archaillie@gmail.com
Jack Bauer, AAG Reverse Mortgages, 500 E Fry Blvd, Suite L4, Sierra Vista, AZ 85635, (520) 458-2800, jbauer@aag.com
Matt Bolinger, Botanical Pharm., PO Box 908, 235 5th St., Clifton, AZ 85533, (928) 701-7000, mbolinger@co.greenlee.az.us
Jason Bowling, SSVEC, 311 E Wilcox Dr., Sierra Vista, AZ 85635, (520) 458-4691, jbowlng@ssvec.com
Kathleen Bullock, Above Board Consulting, 2496 S. Ridge Street, Sierra Vista, AZ 85650, (520) 378-4623, Kathleen.bullock@cox.net
Teresa Celestine, DES Workforce Administration, 2600 E. Wilcox Dr., Sierra Vista, AZ 85635, (520) 439-3552, tcelestine@azdes.gov
Michael Crockett, Eastern AZ College, 615 N. Stadium Ave., Thatcher, AZ 85552, (928) 428-8215, Mike.crockett@eac.edu
Evonne Cummins-Martin, STG, Inc., 500 E. Fry Blvd, Suite M12, Sierra Vista, AZ 85635, (520) 226-3355, ext. 4014, Evonne.cummins@stg.com
Bryan Durham, AZ Dept. of Veterans' Svcs., 3839 N Third St, Suite 209, Phoenix, AZ 85012, (602) 234-8418, bdurham@azdvs.gov
Gail Emrick, SE AZ Area Health Education Center, Inc. 1171 W. Target Range Rd., Nogales, AZ 85621, (520) 287-4722, gemrick@seahec.org
Mark Gallego, UA Local Union #469, 3109 N. 24th Street, Phoenix, AZ 85016, (602) 956-9350, ext. 118, MGallego@ualocal469.org
David Howard, Rehabilitation Services Admin, 2600 E Wilcox Dr., Sierra Vista, AZ 85635, (520) 439-3549, dhoward@azdes.gov
Wick Lewis, Mt. Graham Regional Medical Center, 1600 S 20th Ave., Safford, AZ 85546, (928) 651-0325, wick.lewis@mtgraham.org
Susan Morss, Cochise College, 901 N. Colombo Dr., Sierra Vista, AZ 85635, (520) 515-3662, MorssS@cochise.edu
Tim Taylor, DRG Technologies, Inc., 300 East Fourth, Safford, AZ 85546, (928) 348-2503, tim.taylor@drqtech.com
Mary Tieman, Sierra Vista Chamber of Commerce, 21 E. Wilcox Dr., Sierra Vista, AZ 85635, (520) 458-6940, mtiemun@sierravistachamber.org
Michael Vetter, Catholic Community Services, 6049 E. Hwy 90, Sierra Vista, AZ 85635, (520) 458-4203, ext. 104, michaelv@ccs-seaz.org

Chief Elected Official(s):

List All CEOs and Name, Title, Address, Telephone, Email for Each

COCHISE COUNTY:

Ann English, District 2, Chairman, 1415 Melody Lane, Building G, Bisbee, AZ 85603, (520) 432-9200, aenglish@cochise.az.gov
 Patrick Call, District 1, Vice-Chairman, 1415 Melody Lane, Building G, Bisbee, AZ 85603, (520) 432-9200, pcall@cochise.az.gov
 Peggy Judd, District 3, Supervisor, 1415 Melody Lane, Building G, Bisbee, AZ 85603, (520) 432-9200, pjudd@cochise.az.gov

GRAHAM COUNTY:

Paul David, District #1 Supervisor, 921 Thatcher Blvd., Safford, AZ 85546, (928) 428-3250, pdavid@graham.az.gov
 Jim Palmer, District #2 Supervisor, 921 Thatcher Blvd., Safford, AZ 85546, (928) 428-3250, jpalmer@graham.az.gov
 Danny Smith, District #3 Supervisor, 921 Thatcher Blvd., Safford, AZ 85546, (928) 428-3250, dsmith@graham.az.gov

GREENLEE COUNTY:

David Gomez, District 1 Supervisor, Chairman, 253 Fifth St., PO Box 908, Clifton, AZ 85533, (928) 865-2072, dgomez@co.greenlee.az.us
 Ron S. Campbell, District 2 Supervisor, Vice Chairman, 253 Fifth St., PO Box 908, Clifton, AZ 85533, (928) 865-2072, rcampbell@co.greenlee.az.us
 Richard Lunt, District 3 Supervisor, Member, 253 Fifth St., PO Box 908, Clifton, AZ 85533, (928) 865-2072, rlunt@co.greenlee.az.us

Required WIOA and ARIZONA@WORK Job Center Partner	ARIZONA@WORK Job Center Partner Serves Local Area?	Point of Contact Information Name, Title, Address, Telephone, Email
Adult, Dislocated Worker (DW), and Youth Programs under Title I-B of WIOA	X	Ron Curtis, LWDB President, American SW Credit Union, 1160 E. Fry Blvd., Sierra Vista, AZ 85635, (520) 452-3088, rcurtis@ascu.org
Job Corps under Title I of WIOA		
YouthBuild under Title I of WIOA		

ARIZONA@WORK Infrastructure Funding Agreement Templates (Second Draft: 5/29/17)

Indian and Native American Programs (INAP) under WIOA Title I		
Migrant and Seasonal Farmworker Programs (MSFW) under Title I of WIOA		
Adult Education and Family Literacy Act programs under Title II of WIOA	X	Sheryl Hart, Deputy Associate Superintendent, Arizona Department of Education, Adult Education Services, 1535 W. Jefferson St., Bm 26, Phoenix, AZ 85007, (602) 258-2410, Sheryl.Hart@azed.gov
Wagner-Peyser under Title III of WIOA	X	Teresa Celestine, Workforce Supervisor, Workforce Administrator, 2600 E. Wilcox Drive, Room H-106, Sierra Vista, AZ 85635, (520) 439-3552, tcelestine@azdes.gov
State Unemployment Insurance (UI)	X	Teresa Celestine, Workforce Supervisor, Workforce Administrator, 2600 E. Wilcox Drive, Room H-106, Sierra Vista, AZ 85635, (520) 439-3552, tcelestine@azdes.gov
Trade Adjustment Assistance (TAA) under Title II of Trade Act	X	Teresa Celestine, Workforce Supervisor, Workforce Administrator, 2600 E. Wilcox Drive, Room H-106, Sierra Vista, AZ 85635, (520) 439-3552, tcelestine@azdes.gov
Jobs for Veterans State Grants (Vets) under Title 38, U.S.C.	X	Teresa Celestine, Workforce Supervisor, Workforce Administrator, 2600 E. Wilcox Drive, Room H-106, Sierra Vista, AZ 85635, (520) 439-3552, tcelestine@azdes.gov
Vocational Rehabilitation under Title IV of WIOA	X	David Howard, VR Supervisor, Rehabilitation Services Administration, 2600 E. Wilcox Dr., Room H-106, Sierra Vista, AZ 85635, (520) 255-5308, dhoward@azdes.gov

Senior Community Service Employment Programs (SCSEP) under Title V of Older Americans Act--State of Arizona		
Senior Community Service Employment Programs (SCSEP)—National Grantees under Title V of Older Americans Act		
Career and Technical Education programs at the postsecondary level (CTE) under Perkins Career and Technical Education Act	X	
Housing and Urban Development--- Employment and Training Programs		
Community Services Block Grants (CSBG)— Employment and Training Activities		
Re-entry Employment Opportunities (REO) under Second Chance Act		
Additional ARIZONA@WORK Job Center Partners Approved by the LWDB and CEO(s)---If Any		
<i>Temporary Assistance for Needy Families (TANF) employment & training under part A of Title IV of Social Security Act*</i>		

** Workforce Arizona Council, 03-2016: "The Governor notified the Secretaries of the U.S. Departments of Labor and Health and Human Services in writing that TANF will not be a required partner in Arizona, or within some specific local areas in the State. Local TANF programs may still opt to be a one-stop partner, or to work in collaboration with the ARIZONA@WORK Job Center."*

Attachment B1: ARIZONA@WORK Job Center and Affiliate Site Locations

Local Workforce Development Area: Southeastern Arizona

ARIZONA@WORK Job Center Locations <i>(Name, Address, Contact Name, Phone Number)</i>	ARIZONA@WORK Affiliate Site Locations <i>(Name, Address, Contact Name, Phone Number)</i>
ARIZONA@WORK Job Center Location #1: Arizona@Work Southeastern Arizona Cochise County Business and Workforce Development Center 2600 E. Wilcox Drive, Room H-106 Sierra Vista, AZ 85635 Phone: 520/458-9309 Contact Name: Vickie Simmons	Affiliate Site Location #1: Arizona@Work Southeastern Arizona Cochise County Business and Workforce Development Center 515 E. 7th Street Douglas, AZ 85607 Phone: 520/364-8906 Contact Name: Anna Luna
ARIZONA@WORK Job Center Location #2:	Affiliate Site Location #2: Arizona@Work Southeastern Arizona Graham County Business and Workforce Development Center 1910 W. Thatcher Blvd. Safford, AZ 85546 Phone: 928/432-6932 Contact Name: Lisa Lane
ARIZONA@WORK Job Center Location #3:	Affiliate Site Location #3: Arizona@Work Southeastern Arizona Greenlee County Business and Workforce Development Center 558 N. Coronado Blvd. Clifton, AZ 85533 Phone: 928/439-4630 Contact Name: Katrina Rodriguez

Attachment B2: ARIZONA@WORK Job Center Partners Co-located in Each ARIZONA@WORK Job Center Location

Local Workforce Development Area: Southeastern Arizona

(Place an "X" if the ARIZONA@WORK Job Center Partner is Co-located in the Identified ARIZONA@WORK Job Center or Affiliate Site)

ARIZONA@WORK Job Ctr Partner	ARIZONA@WORK Job Ctr #1	ARIZONA@WORK Job Ctr #2	ARIZONA@WORK Job Ctr#3	Affiliate Site #1	Affiliate Site #2	Affiliate Site #3
Adult/DW	X			X	X	X
Youth	X			X	X	X
Job Corps						
Native Amer						
MSFW						
Adult Ed						
Wagner-Peyser	X			X		
Trade						
Veterans	X					
SCSEP--State						
SCSEP-National						
Career/Tech Ed						
HUD E&T						
CSBG E&T						
Second Chance						
YouthBuild						
Other:						

Attachment B3: Annual Infrastructure Budget for Each ARIZONA@WORK Job Center and Affiliate Site		
ARIZONA@WORK Job Center: Arizona@Work-Southeastern Arizona, Cochise County Business and Workforce Development Center, Sierra Vista, AZ		
<i>Cost Category/Line Item</i>	<i>Line Item Cost Detail</i>	<i>Cost</i>
Rent		
Rental of Facilities	2600 Wilcox Drive, Sierra Vista, AZ	\$90,000.00
Subtotal: Rental Costs		\$90,000.00
Utilities and Maintenance		
Electric		
Gas		
Water		
Sewer Connections		
High-Speed Internet		
Telephones (Landlines)	10 landlines Employment Services, 4 landlines Voc. Rehab	\$27.56 monthly rental fee per landline x 14 landlines = \$385.84 per month, \$4,630.08 annually
Facility Maintenance Contract		
Security Contract		
Subtotal: Utilities and Maintenance Costs		\$4,630.08
Equipment		
Assessment-related products		
Assistive technology for individuals with disabilities		

<i>("Access and Accommodation")</i>		
Copiers		
Fax Machines		
Computers		
<p>Other tangible equipment used to serve all center customers (not specific to an individual program partner)</p> <p><i>Specify Other Tangible Equipment</i></p>		
Subtotal: Equipment Costs		
Technology to Facilitate Access to the ARIZONA@WORK Job Center		
<p>Technology used for the center's planning and outreach activities</p> <p><i>Specify the Technology</i></p>		
<p>Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on ARIZONA@WORK Job Center services and/or provides direct service access to the ARIZONA@WORK Job Center</p> <p><i>Website Address:</i> _____</p> <p><i>(Does not include data systems or case management systems specific to individual program partners.)</i></p>		
Subtotal: Technology to Facilitate Access Costs		

Supplies to Support the General Operation of the ARIZONA@WORK Job Center (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)	
Supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the ARIZONA@WORK Job Center <i>Specify Supplies to Support General Operation and Not Specific to a Co-located Partner (e.g., Printing; Postage, Office Supplies)</i>	
Subtotal: Supplies to Support the General Operation of the ARIZONA@WORK Job Center	
Common Identifier Costs (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)	
Creating New Signage	
Updating Templates/Materials	
Subtotal: Common Identifier	
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED ARIZONA@WORK Job Center PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$90,000.00
Subtotal: Utilities and Maintenance Costs	\$ 4,630.08
Subtotal: Equipment Costs	
Subtotal: Technology to Facilitate Access Costs	
Subtotal: Supplies to Support the General Operation of the ARIZONA@WORK Job Center	
Subtotal: Common Identifier Costs	
TOTAL INFRASTRUCTURE COSTS FOR THIS LOCATION	\$94,630.08

Attachment B4: Percentage of Co-located ARIZONA@WORK Job Center Partner's Occupancy in Each Center

ARIZONA@WORK Job Center Location: Arizona@Work-Southeastern Arizona, Cochise County Business and Workforce Development Center, Sierra Vista, AZ

Total Square Footage of the ARIZONA@WORK Job Center: 6,055 Square Feet

Total Square Footage of Dedicated/Assigned Space For All Co-located ARIZONA@WORK Partners: 1,822 Square Feet

<i>Co-located ARIZONA@WORK Job Center Partners</i>	<i>Square Footage of the ARIZONA@WORK Job Center Partner's Dedicated/Assigned Space</i>	<i>ARIZONA@WORK Job Center Partner's Dedicated Space as a % of All Co-located ARIZONA@WORK Job Center Partners' Space</i>
WIOA Title I-B Adult/Dislocated Worker	4,015.10	66.31%
WIOA Title I-B Youth	217.90	3.60%
Wagner-Peyser	793.87	13.11%
Trade		
Veterans	333.49	5.51%
MSFW		
Adult Education		
Vocational Rehabilitation	694.64	11.47%
Other Co-located Partner:		
Other Co-located Partner:		
Other Co-located Partner:		
Total Percentage of the Designated/Assigned Space of All Co-located ARIZONA@WORK Job Center Partners		100%

Attachment B5:

Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located ARIZONA@WORK Job Center Partner

ARIZONA@WORK Job Center Location: Arizona@Work-Southeastern Arizona, Cochise County Business and Workforce Development Center, Sierra Vista, AZ

Total Infrastructure Costs for This ARIZONA@WORK Job Center: \$94,630.08 (See Attachment B3)

Co-located ARIZONA@WORK Job Center Partner	ARIZONA@WORK Job Center Partner's Dedicated Space as a % of All Co-located ARIZONA@WORK Job Center Partners' Space	Proportionate Share (% of ARIZONA@WORK Job Center Partner Space X Total Infrastructure Cost = ARIZONA@WORK Job Center Partner Share)	\$ Share to Be Paid In Cash	\$ Share to Be Paid In Non-Cash
Title I-Adult/Dis. Wk	66.31%	\$60,653.22	\$60,653.22	
Title I-Youth	3.60%	\$2,265.06	\$2,265.06	
Title III-Wagner-Peyser	13.11%	\$14,114.88	\$14,114.88	
Title III-Veterans	5.51%	\$5,949.12	\$ 5,949.12	
Title IV-Voc. Rehab.	11.47%	\$11,647.80	\$11,647.80	
Total Infrastructure Costs to Be Shared by ARIZONA@WORK Job Center Partners in Cash/Non-Cash (Must Equal the Total Infrastructure Costs for This ARIZONA@WORK Job Center			\$94,630.08	

Attachment B3: Annual Infrastructure Budget for Each ARIZONA@WORK Job Center and Affiliate Site		
ARIZONA@WORK Job Center:		(Name/Location)
Or		
Affiliate Site/Specialized Center: Arizona@Work Southeastern Arizona-Cochise County Business and Workforce Development, Douglas, AZ		
<i>Cost Category/Line Item</i>	<i>Line Item Cost Detail</i>	<i>Cost</i>
Rent		
Rental of Facilities	515 E. 7 th Street, Douglas, AZ 85607	\$ 48,000.00
Subtotal: Rental Costs:		\$48,000.00
Utilities and Maintenance		
Electric	Building electric	\$6,000.00
Gas		
Water		
Sewer Connections		
High-Speed Internet		
Telephones (Landlines)	4 landlines for Employment Services	\$27.68 monthly rental fee per landline x 4 landlines = \$110.71 per month, \$1,328.52 annual
Facility Maintenance Contract	Janitorial Contract	\$7,200.00
Security Contract		
Subtotal: Utilities and Maintenance Costs:		\$14,528.52
Equipment		
Assessment-related products		
Assistive technology for individuals with disabilities		

<p><i>("Access and Accommodation")</i></p>		
<p>Copiers</p>		
<p>Fax Machines</p>		
<p>Computers</p>		
<p>Other tangible equipment used to serve all center customers (not specific to an individual program partner)</p> <p><i>Specify Other Tangible Equipment</i></p>		
<p>Subtotal: Equipment Costs</p>		
<p>Technology to Facilitate Access to the ARIZONA@WORK Job Center</p>		
<p>Technology used for the center's planning and outreach activities</p> <p><i>Specify the Technology</i></p>		
<p>Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on ARIZONA@WORK Job Center services and/or provides direct service access to the ARIZONA@WORK Job Center</p> <p><i>Website Address: _____</i></p> <p><i>(Does not include data systems or case management systems specific to individual program partners.)</i></p>		
<p>Subtotal: Technology to Facilitate Access Costs</p>		

Supplies to Support the General Operation of the ARIZONA@WORK Job Center (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)	
Supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the ARIZONA@WORK Job Center <i>Specify Supplies to Support General Operation and Not Specific to a Co-located Partner (e.g., Printing; Postage, Office Supplies)</i>	
Subtotal: Supplies to Support the General Operation of the ARIZONA@WORK Job Center	
Common Identifier Costs (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)	
Creating New Signage	
Updating Templates/Materials	
Subtotal: Common Identifier	
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED ARIZONA@WORK Job Center PARTNERS	
<i>Cost Category</i>	<i>Total Cost</i>
Subtotal: Rental Costs	\$48,000.00
Subtotal: Utilities and Maintenance Costs	\$14,528.52
Subtotal: Equipment Costs	
Subtotal: Technology to Facilitate Access Costs	
Subtotal: Supplies to Support the General Operation of the ARIZONA@WORK Job Center	
Subtotal: Common Identifier Costs	
TOTAL INFRASTRUCTURE COSTS FOR THIS LOCATION	\$62,528.52

Attachment B4: Percentage of Co-located ARIZONA@WORK Job Center Partner's Occupancy in Each Center		
ARIZONA@WORK Job Center Location:		
Or		
Affiliate Site/Specialized Center: <u>Arizona@Work-Southeastern Arizona-Cochise County Business and Workforce Development, Douglas, AZ</u>		
Total Square Footage of the ARIZONA@WORK Job Center: <u>4,079</u> Square Feet		
Total Square Footage of Dedicated/Assigned Space For All Co-located ARIZONA@WORK Partners: <u>742.27</u> Square Feet		
Co-located ARIZONA@WORK Job Center Partners	Square Footage of the ARIZONA@WORK Job Center Partner's Dedicated/Assigned Space	ARIZONA@WORK Job Center Partner's Dedicated Space as a % of All Co-located ARIZONA@WORK Job Center Partners' Space
WIOA Title I-B Adult/Dislocated Worker	3,184.69	79.52%
WIOA Title I-B Youth	152.04	2.28%
Wagner-Peyser	742.27	18.20%
Trade		
Veterans		
MSFW		
Adult Education		
Vocational Rehabilitation		
Other Co-located Partner:		
Other Co-located Partner:		
Other Co-located Partner:		
Total Percentage of the Designated/Assigned Space of All Co-located ARIZONA@WORK Job Center Partners		100%

Attachment B5:

Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located ARIZONA@WORK Job Center Partner

ARIZONA@WORK Job Center Location: _____

Or

Affiliate Site/Specialized Center: Arizona@Work-Southeastern Arizona-Cochise County Business and Workforce Development, Douglas, AZ

Total Infrastructure Costs for This ARIZONA@WORK Job Center: \$94,630.08 (See Attachment B3)

Co-located ARIZONA@WORK Job Center Partner	ARIZONA@WORK Job Center Partner's Dedicated Space as a % of All Co-located ARIZONA@WORK Job Center Partners' Space	Proportionate Share (% of ARIZONA@WORK Job Center Partner Space X Total Infrastructure Cost = ARIZONA@WORK Job Center Partner Share)	\$ Share to Be Paid In Cash	\$ Share to Be Paid In Non-Cash
Title I-Adult/Dis. Wk.	79.52%	\$49,722.68	\$49,722.68	
Title I-Youth	2.28%	\$1,425.65	\$1,425.65	
Title III-Wagner-Peyser	18.20%	\$11,380.19	\$11,380.19	
Total Infrastructure Costs to Be Shared by ARIZONA@WORK Job Center Partners in Cash/Non-Cash (Must Equal the Total Infrastructure Costs for This ARIZONA@WORK Job Center			\$62,528.52	

Attachment C:

Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs

By signing below, all parties agree to the terms prescribed in the Infrastructure Funding Agreement

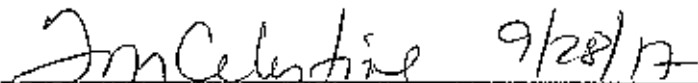
(Chief Elected Official)

*Co-located Partner: Workforce Administration,
AZ Department of Economic Security*

Ann English, Chairman, Supervisor, District 2
Cochise County Board of Supervisors

Teresa Celestine, Workforce Supervisor

Signature and Date

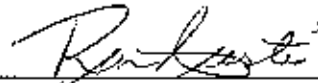
 9/28/17
Signature and Date

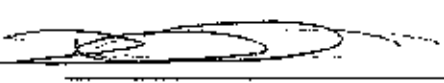
LWDB Chairperson: Southeastern Arizona

*Co-located Partner: Rehabilitation Services
Administration*

Ron Curtis, LWDB President

David Howard, VR Supervisor

 9/28/17
Signature and Date

 9/28/17
Signature and Date


Attachment D:

Signatures of Non-Co-located ARIZONA@WORK Job Center Partners Agreeing to Negotiate the Sharing of Infrastructure Costs as When Sufficient Data Are Available to Determine Relative Benefit and Proportionate Share


By signing below, all parties agree that when data are available to determine the benefit of ARIZONA@WORK Job Centers to non-co-located ARIZONA@WORK Job Center partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

Arizona Department of Education, Adult Education Services

Sheryl Hart, Deputy Associate Superintendent


Signature and Date

Stevan Paulson, Chief Procurement Officer


Signature and Date

(Non-Co-located Partner Entity)

Printed Name and Title

Signature and Date

(Non-Co-located Partner Entity)

Printed Name and Title

Signature and Date

Attachment E1: Career Services Applicable to Each ARIZONA@WORK System Partner

Basic Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
T-I Program Eligibility	✓	✓	✓				
Outreach, Intake, Orient	✓	✓		✓	✓	✓	
Initial Assessment	✓	✓		✓	✓	✓	✓
Labor Exch/Job Search	✓	✓			✓	✓	✓
Referrals to Partners	✓	✓		✓	✓	✓	✓
LMI	✓	✓			✓	✓	✓
Performance/Cost Info	✓	✓			✓		
Support Service Info	✓	✓			✓	✓	✓
UI Info/Assistance	✓	✓			✓		
Financial Aid Info	✓	✓		✓	✓	✓	✓
Basic Career Services	Tech Ed	SCSEP	Job Corps	Native Am	MSF	YouthBuild	TAA
T-I Program Eligibility							
Outreach, Intake, Orient					✓		✓
Initial Assessment							✓
Labor Exch/Job Search					✓		✓
Referrals to Partners					✓		✓
LMI							✓
Performance/Cost Info							✓
Support Service Info					✓		✓
UI Info/Assistance					✓		
Financial Aid Info							✓

<i>Basic Career Services</i>	Comm Act	Housing	UI	Native Am	Veterans	Other Part	Other Part
T-I Program Eligibility							
Outreach, Intake, Orient					✓		
Initial Assessment					✓		
Labor Exch/Job Search					✓		
Referrals to Partners					✓		
LMI					✓		
Performance/Cost Info							
Support Service Info					✓		
UI Info/Assistance			✓				
Financial Aid Info							

<i>Individ Career Services</i>	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Comp Assessment	✓	✓				✓	✓
Employment Plan	✓	✓				✓	✓
Career Plan/Counsel	✓	✓				✓	✓
Short-Term Prevoc	✓	✓				✓	
Internships/Wk Exper	✓	✓				✓	
Out-of-Area Job Search	✓	✓					
Financial Literacy	✓	✓					✓
ELA/Integ Education	✓	✓		✓			
Workforce Preparation	✓	✓		✓			✓

<i>Individ Career Services</i>	Tech Ed	SCSEP	Job Corps	Native Am	MSF	YouthBuild	TAA
Comp Assessment					✓		✓
Employment Plan							✓
Career Plan/Counsel							✓
Short-Term Prevoc							
Internships/Wk Exper							
Out-of-Area Job Search							✓
Financial Literacy							
ELA/Integ Education							
Workforce Preparation							✓
<i>Individ Career Services</i>	Comm Act	Housing	UI	Native Am	Veterans	Other Part	Other Part
Comp Assessment					✓		
IEP					✓		
Career Plan/Counsel					✓		
Short-Term Prevoc					✓		
Internships/Wk Exper					✓		
Out-of-Area Job Search					✓		
Financial Literacy							
ELA/Integ Education							
Workforce Preparation					✓		

Attachment E2: Consolidated System Budget for the Delivery of Applicable Career Services

The "Consolidated System Budget for the Delivery of Applicable Career Services" is the total actual or reasonably estimated amount of funds budgeted by the required ARIZONA@WORK Job Center partners for the delivery of the career services (that are applicable to their programs) and made available through the ARIZONA@WORK one-stop delivery system. This budget includes all costs, including personnel, related to the administration and delivery of these services.

<i>Applic Career Services</i>	T-I Adult	T-I-DW	T-I-Youth	T-II AEL	T-III WP	T-IV VR	TANF
Basic Career Services: T-I Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$154,815	\$51,605	\$ 9,525	\$ 22,178	\$ 159,637	\$ 175,415	\$
<i>Applic Career Services</i>	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Basic Career Services: T-I Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$	\$	\$	\$	\$	\$	\$217
<i>Applic Career Services</i>	Comm Act	Housing	UI	Native Am	Veterans	Other Part	Other Part
Basic Career Services: T-I Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$	\$	\$	\$	\$21,711	\$	\$

Applic Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Indiv Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep	\$126,062	\$42,020	\$ 69,850	\$ 69,753	\$ 186,319	\$ 83,023	\$
Applic Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Indiv Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep	\$	\$	\$	\$	\$	\$	\$217
Applic Career Services	Comm Act	Housing	UI	Native Am	Veterans	Other Part	Other Part
Indiv Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep	\$	\$	\$10,431	\$	\$87,980	\$	\$

Attachment F1: Optional ARIZONA@WORK Job Center Partner Agreement to Share Other Costs and Services

Type of Cost to be Shared:

Salary

Description of the Cost to Be Shared and What it Includes:

Gross Salary – Title I Receptionist

ARIZONA@WORK Job Center Partners Agreeing to Share This Cost

The following ARIZONA@WORK Job Center partners have agreed to share these costs:

Title I – WIOA-Adult/Dislocated Worker
Title I – WIOA - Youth
Title III – Wagner-Peyser
Title III - Veterans
Title IV – Vocational Rehabilitation

The ARIZONA@WORK Job Center partners that agreed to share these costs will benefit by:

All partners agree to share these costs will benefit by hiring one full-time receptionist to greet customers/participants visiting Sierra Vista Job Center of all partners. The receptionist will then “route” the customers/participants to the appropriate partner.

**Shared Cost Budget for
(Identify the Type of Cost)**

<i>Line Item</i>	<i>Budget Detail</i>	<i>Cost</i>
Gross Salary per year	Receptionist-Title I WIOA-Sierra Vista Job Center	23,947.00
Total Budget for This Shared Cost		\$ 23,947.00
Agreed Upon Cost Allocation Methodology to Share This Cost		
<p>Gross Salary/total square footage (SV Job Center) = gross salary per square footage $\\$23,947/6055 = \\3.95491 per square foot (rounded to \$3.95)</p> <p>Total square footage leased (office space + common area space) x gross salary per square footage = yearly cost $1,822$ square feet x $\\$3.95 = \\$7,196.90$</p>		

Proportionate Share for ARIZONA@WORK Job Center Partners Agreeing to Share These Costs

(Identify the Type of Cost)

<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: Title I- Adult/Dislocated Worker	Square Footage	\$	\$15,888.01	\$
Partner 2: Title I-Youth	Square Footage	\$	\$ 862.09	\$
Partner 3: Title III-Wagner Peysner	Square Footage	\$	\$ 3,130.70	\$
Partner 4: Title III - Veterans	Square Footage	\$	\$1,319.48	\$
Partner 5: Title IV-Vocational Rehabilitation	Square Footage	\$	\$2,746.72	\$
Total Budget for This Shared Cost		\$	\$23,947.00	\$

Attachment F2: Signature of ARIZONA@WORK Job Center Partners Agreeing to Share Identified Operating Costs/Shared Services

Signature Page for Partners Agreeing to Share (Identify the Type of Cost)

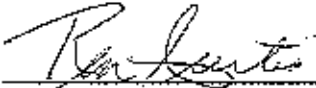
By signing below, these parties agree to the terms prescribed in the sharing of other costs.


Partner 1: Title I - WIOA

Partner 3: Rehabilitation Services Administration

Ron Curtis, LWDA President

David Howard, VR Supervisor

 9/28/17
Signature and Date


 9/28/17
Signature and Date

Partner 2: AZ DES, Workforce Administration

Partner 4:

Teresa Celestine, Workforce Supervisor

See Page 20
Printed Name and Title

 9/28/17
Signature and Date

Signature and Date