

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE MOUNTAIN AREA  
WORKFORCE  
DEVELOPMENT BOARD  
AND  
PARTNERS OF THE  
NCWORKS CAREER CENTER  
TRANSYLVANIA COUNTY**

DEVELOPED TO PROVIDE SERVICES PURSUANT TO  
THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

September 2019

This Memorandum of Understanding (hereinafter referred to as MOU) is developed this 20<sup>th</sup> day of September, 2019 between the North Carolina Mountain Area Workforce Development Board (hereinafter referred to as WDB), the Local Area Chief Elected Official (hereinafter referred to as CEO), and the **NCWorks Career Center Henderson County** partner agencies (hereinafter referred to as the Partners) that have joined efforts to provide an aligned, collaborative and performance driven one-stop workforce delivery system for the citizens of Madison County.

## **PURPOSE OF AGREEMENT**

The purpose of this MOU is to establish the terms and conditions of operation of the NCWorks Career Centers as agreed by the WDB, CEO, and the Partners. By signing this MOU, all parties agree to abide by all the terms, conditions, goals, policies, principles, and regulations of the Workforce Innovation and Opportunity Act, the North Carolina NCWorks Commission and the Mountain Area Workforce Development Board, which have been established to provide for the development, management and operation of the NCWorks Career Centers.

### **I. Required Partners WIOA 121 (b)(1)(B)**

1. Title I Adult, Dislocated Workers, Youth, Job Corps, Native American programs, Migrant and seasonal farmworker programs.
2. Programs authorized under the Wagner-Peyser Act
3. Adult education and literacy activities authorized under Title II;
4. Programs authorized under title I of the Rehabilitation Act of 1973
5. Activities authorized under title V of the Older Americans Act of 1965
6. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006
7. Activities authorized under chapter 2 of title II of the Trade Act of 1974
8. Activities authorized under chapter 41 of title 38, United States Code: Job Counseling, Training, and Placement Service for Veterans
9. Employment and training activities carried out under the Community Services Block Grant Act
10. Employment and training activities carried out by the Department of Housing and Urban Development;
11. Programs authorized under State unemployment compensation laws
12. Programs authorized under section 212 of the Second Chance Act of 2007; and
13. Programs authorized under art A of title IV of the Social Security Act: Temporary Assistance For Needy Families

## **I. Required Partners WIOA 121(b)(1)(B)**

1. Title I Adult and Dislocated Worker programs: Operated by **Asheville-Buncombe Technical Community College**, which provides WIOA Adult and Dislocated Worker staff and training information relating to WIOA. Youth programs: Operated by **Madison County Schools**. Job Corps programs: Operated by **United States Forest Service** which provides job corps program at Schenck Job Corps.
2. Programs authorized under the Wagner-Peyser Act: Operated by the **Department of Commerce - Division of Workforce Solutions**, which provides Title III staff and training information relating to Wagner-Peyser Act programs.
3. Adult education and literacy activities authorized under Title II: Operated by **Blue Ridge Community College**, which provides an instructor for the center's employability lab, available to customers Monday through Thursday from 9:00 am to 1:00 pm, and for a monthly eighteen hour basic computer skills class. Referrals between the Career Center and this Partner are made informally and formally as required.
4. Programs authorized **Vocational Rehabilitation**, which provides a Vocational Rehabilitation Counselor on-site once a week and training information related to Vocational Rehabilitation programs. When not on-site, referrals between the Career Center and this Partner are made informally and formally as required.
5. Activities authorized under title V of the Older Americans Act of 1965: Operated by **State of Franklin Health Council, Inc. and Isothermal Planning and Development Commission**. Referrals between the Career Center and these Partners are made informally and formally as required.
6. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006: Operated by **Blue Ridge Community College**. Referrals between the Career Center and this Partner are made informally and formally as required.
7. Activities authorized under chapter 2 of title II of the Trade Act of 1974: Operated by the **Department of Commerce - Division of Workforce Solutions**, which provides Trade Act staff and training information related to the Trade Act.
8. Activities authorized under chapter 41 of title 38, United States Code: Job Counseling, Training, and Placement Service for Veterans: Operated by **Department of Commerce - Division of Workforce Solutions**, which provides Veterans Services staff and training information related to services for veterans.
9. Employment and training activities carried out under the Community Services Block Grant Act: Operated by **Community Action Opportunities**.
10. Employment and training activities carried out by the Department of Housing and Urban Development: Operated by **Western Carolina Community Action**.

11. Programs authorized under State unemployment compensation laws: Operated by **Department of Commerce - Division of Workforce Solutions**, which provides Title III staff and training information related to the state's unemployment compensation programs (UI, RESEA and EAI).
12. Programs authorized under section 212 of the Second Chance Act of 2007: Operated by **Goodwill Industries**
13. Programs authorized under part A of title IV of the Social Security Act: Temporary Assistance for Needy Families: Operated by **Transylvania County Department of Social Services**. Referrals between the Career Center and this Partner are made informally and formally as required.

## **II. Additional Partners**

1. Employment and training programs administered by the Social Security Administration, including the Ticket to Work and Self-Sufficiency Program established under section 1148 of the Social Security Act. Operated by **Community Action Opportunities**. Referrals between the Career Center and this Partner are made informally and formally as required.
2. Employment and training programs carried out by the Small Business Administration. Operated by **Blue Ridge Community College**. Referrals between the Career Center and this Partner are made informally and formally as required.
3. Programs authorized under section 6(d)(4) of the Food and Nutrition Act of 2008. Operated by **Transylvania County Department of Social Services**. Referrals between the Career Center and these Partners are made informally.
4. Work programs authorized under Section (o) of the Food and Nutrition Act of 2008. Operated by **Transylvania County Department of Social Services**. Referrals between the Career Center and this Partner are made informally and formally as required.
5. Programs carried out under Section 112 of the Rehabilitation Act of 1973. Operated by **NC Division of Vocational Rehabilitation**. Referrals between the Career Center and this partner are made informally and formally as required.
6. Programs authorized under the National and Community Service Act of 1990. Operated by **Green Opportunities**. Referrals between the Career Center and this partner are made informally and formally as required.
7. Other appropriate federal, state, or local programs, including employment, education, and training programs provided by public libraries or in the private sector.

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

Each required partner 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 more) that are applicable to the program or activities available at the one-stop centers;
- 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 one-stop centers. *Currently only the two full-time center partners and Mountain Area WDB contribute to infrastructure costs; as other partners begin cost sharing, it will be so noted as an addendum to this MOU.*
- c.) Enter into a local Memorandum of Understanding (shown by signature on this document) with the local board, relating to the operation of the One-stop system;
- d.) Participate in the operation of the One-stop system consistent with the terms of this Memorandum of Understanding, the requirements of this title, 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 NCWorks)
- f.) Identify strategies to meet the needs of individuals with barriers to employment  
*A large percentage of career center currently customers have barriers to employment, especially for jobs that lead to economic self-sufficiency. The career center works with many community partners to help individuals overcome any barriers to employment they may face. These barriers to employment include lack of available transportation, access to childcare, literacy, basic skills deficiency, criminal background, mental health and substance abuse needs, among many others. Referrals are made to community partners to assist these individuals with overcoming any barriers they may face. The Career Center also regularly partners with the N.C. Division of Vocational Rehabilitation Services (NCDVRS) to provide services to individuals with functional limitations to employment related to physical, mental or emotional concerns. Career Center staff will support customers through referrals to appropriate NCDVRS resources and in partnering with NCDVRS Counselors to provide individualized support to assist customers in maximizing their employability. Currently, the career center provides regularly scheduled Human Resource Development (HRD) classes offered by Asheville Buncombe Technical Community College. These classes assist individuals with short-term pre-vocational training and counseling to help unemployed and underemployed adults successfully enter the work force with additional education. These classes provide employability labs, computer skills, career exploration, job seeking skills and employment skills.*
- g.) [Additional items here; Example: shared service cost for Center greeter)

### **IV. Costs of Services (WIOA Regulations 678.700, USDOL December 27, 2016: Infrastructure Funding Guidance)**

- a.) Cash and In-Kind for Ongoing One-Stop Delivery System Operators
- 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.

*For the NCWorks Career Center Transylvania County, infrastructure cost sharing is as follows:*

*1. **Department of Commerce – Division of Workforce Solutions** operates the center and provides leased space, computer access for center staff, telephone access, fax equipment, copiers, supplies and management of the daily operations of the center.*

*2. **Blue Ridge Community College** provides WIOA Adult and Dislocated Program staff, administers funding for long-term and short-term training programs and provides supplies and marketing materials. A-B Tech also provides a part-time instructor for an employability lab and a monthly basic computer skills class.*

*3. **Mountain Area Workforce Development Board** maintains the center's Wi-Fi connectivity and the service contract for the center's wireless computers, provides funding for marketing materials and center signage and can assist with other miscellaneous infrastructure costs within budgetary allowances.*

c) Periodic modification and review process

There will be an annual review to ensure equitable benefit among one-stop partners and timeline will be every 12 months.

d) Process to reach consensus among one-stop partners

e) Process when consensus cannot be reached

## **V. Funding Definitions**

a) Cash and in-Kind for Ongoing One-Stop Delivery System Operators

Non-cash contributions must be valued consistent with 2 CFR 200.306 and reconciled regularly (i.e., monthly or quarterly). Third-party in-kind contributions are contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations. The value of third-party in-kind contributions must be also consistent with Uniform Guidance at 2 CFR 200.306 and reconciled on a regular basis (e.g., monthly or quarterly) to ensure they are fairly evaluated and meet the partner's proportionate share.

b) Infrastructure Costs One-Stop Centers

Non-personnel costs necessary for the general operation of the one-stop center. 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 o the program's limitations with respect to the portion of funds under such program that may be used for administration (WIOA Regulations 678.720).

c) Non-personnel costs include: Rental of the facilities, Utilities and maintenance; Equipment (including assessment-related products and assistive technology for

individuals with disabilities); and Technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities.

## **VI. Methods of Referrals**

Methods to methods to ensure the needs of workers and youth, and 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.

Partners will utilize methods of referrals of individuals between one-stop operators and one-stop partners for appropriate services and activities.

## **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.

## **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.

## **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.




## AUTHORITY, AGREEMENT, AND SIGNATURE PAGE

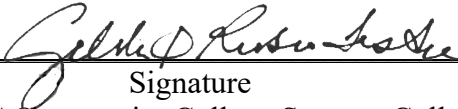
The individuals signing below have the authority to commit the Partner they represent to the terms of this MOU. They also agree that the provisions contained in this MOU are subject to all applicable Federal, State and Local laws, regulations and/or guidelines relating to equal opportunity, nondiscrimination, displacement, privacy rights of participants and maintenance of records and other confidential information relating to NCWorks Career Center Customers.


Norris Gentry  9/30/19  
Printed Name Signature Date  
Mountain Area Workforce Development Consortium, Chief Elected Official

Dr. Abraham Pallas  9/30/19  
Printed Name Signature Date  
Mountain Area Workforce Development Board Chair


Dr. Laura Leatherwood  9/30/19  
Printed Name Signature Date  
President, Asheville-Buncombe Technical Community College  
WIOA Title I: Adult and Dislocated Worker programs  
Adult education and literacy activities authorized under Title II  
Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006


Elizabeth Crabill  
Chief Deputy Secretary 9/30/19  
Printed Name Signature Date  
Chief Deputy Secretary, NC Department of Commerce  
WIOA Title III: Wagner-Peyser Act Employment Service (ES) program  
Trade Adjustment Assistance (TAA) activities  
Jobs for Veterans State Grants (JVSG) programs  
State Unemployment Compensation Laws

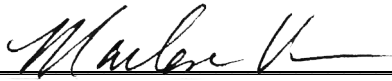
Gilda Rubio-Festa  9/30/19  
Printed Name Signature Date  
Associate Vice President, NC Community College System, College and Career Readiness  
State Director, Adult Education  
Adult education and literacy activities authorized under Title II

Tim Mathis  9/30/19  
Printed Name Signature Date  
Regional Operations Director, NC Department of Commerce  
WIOA Title III: Wagner-Peyser Act Employment Service (ES) program


Trade Adjustment Assistance (TAA) activities  
Jobs for Veterans State Grants (JVSG) programs  
State Unemployment Compensation Laws


Kenneth Barton  (ACTING) 9/30/19  
Printed Name Signature Date  
Director, Schenck Job Corps  
WIOA Title I Job Corps

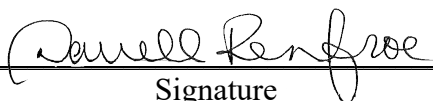
Patricia S. Bland  9/30/19  
Printed Name Signature Date  
Director, NC Vocational Rehabilitation Services  
Programs authorized under Title I of the Rehabilitation Act of 1973

Marlene Vinson  9/30/19  
Printed Name Signature Date  
Director, State of Franklin  
Activities authorized under Title V of the Older Americans Act of 1965

Scott Dadson  9/30/19  
Printed Name Signature Date  
Director, Isothermal Planning and Development Commission  
Activities authorized under Title V of the Older Americans Act of 1965

Vicki Heidinger  9/30/19  
Printed Name Signature Date  
Director, Community Action Opportunities  
Employment and training activities carried out under the Community Services Block Grant Act

Tara McCracken  9/30/19  
Printed Name Signature Date  
Regional Director, Goodwill Industries of Northwest NC  
WIOA Title I: Youth programs  
Reentry Employment Opportunities (REO) programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C 17532) and WIOA sec. 169

Darrell Renfro  9/30/19  
Printed Name Signature Date  
Director, Transylvania County Department of Social Services  
Temporary Assistance for Needy Families (TANF)

# **Mountain Area NCWORKS Career Center Partner Infrastructure Funding Agreement (IFA)**

## **I. Purpose**

This Infrastructure Funding Agreement (IFA) is entered into by and between the Mountain Area Workforce Development Board and Mountain Area NCWorks Partners. This IFA provides information on the shared infrastructure cost and/or in-kind arrangements. All partners to this IFA recognize that infrastructure costs are applicable to all required partners 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 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, supplies, etc.

## **II. Mountain Area NCWorks System Infrastructure Budget**

\$278,241.76

## **III. Cost Allocation Methodology**

There is a two-tiered approach to 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, and 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 Mountain Area Workforce Development Board as outlined below. The two-tiered approach methodology does not include Division of Workforce Solutions (DWS) administered programs on 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 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.,.....

<b>Partner agency</b>	<b>Funding Methodology</b>
WIOA Title I Adult, Dislocated Worker, and Youth formula programs	Proportionate use – cost per employee
WIOA Title I: Job Corps	Local agreement that Schenck Job Corps will refer youth to the NCWorks Career Centers in the Local Area as needed
WIOA Title I: YouthBuild	Local negotiation or N/A
WIOA Title I: Native American programs	<i>Local negotiation or N/A</i>
WIOA Title I: National Farmworker Jobs Program (NFJP)	<i>Local negotiation or N/A</i>
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	Proportionate use – cost per employee
Senior Community Service Employment Program (SCSEP)	Based on Title 1 WIOA Adult formula
Unemployment Compensation (UC) programs	Based on Title 1 Dislocated Worker formula
Reentry Employment Opportunities (REO) programs	<i>Local negotiation or N/A</i>
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 services in the previous program year. Differences are reconciled in the 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 services 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 fo 1.5% = amount to be awarded for infrastructure cost sharing. The amount of 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 was 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) was applied to the coded expenditure amount.

For additional partners that are not required partners, funds are paid directly to the Local Area Workforce Development Board 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, and signed and sent to Nathan Ramsey, Director of Mountain Area Workforce Development Board. If Mountain Area 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 Workforce Development Board's Local Plan MOU update process. If partners are not able to resolve issues related to infrastructure funding during the MOU duration period when consensus cannot be reached, 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 board 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 board to draw down those funds as they are needed will work with DWS planning unit to generate the NFA for the entire amount owed to that WDB. Boards 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, that will allow the board to draw down the funds and write a check to DWS. The local areas that owe DWS will be invoiced that amount and tracked for receipt by our finance unit.

For partners cost sharing funds not distributed by the Division of Workforce Solutions, Mountain Area Workforce Development Board will invoice Partner within 30 days of the signed MOU for infrastructure cost sharing effective July 1, 2019.

<b>NCWorks Partner</b>	<b>Infrastructure Total Share \$</b>	<b>Funded</b>	<b>In-kind</b>	<b>N/A</b>	<b>In-kind Description</b>	<b>Partner Contact (Name, Organization, Address, e-mail and phone number)</b>
Adult, Dislocated Worker, and Youth formula programs;						
Job Corps	\$0				The Mountain Area Workforce Development Board allows certain partner agencies/organizations who use space to provide Workforce Development Services/Programs on an intermittent basis at its NCWorks Career Centers to do so at no cost.*	Kenneth Barton, Director, Schenck Job Corps, 98 Schenck Drive, Brevard, NC 28712 twentland@fs.fed.us (828)862-6100
YouthBuild						
Native American programs	\$0					
National Farmworker Jobs Program (NFJP)	\$0					
Wagner-Peyser Act Employment Service (ES) program	DWS share					
Senior Community Service Employment Program (SCSEP)	\$2,924.00					
Trade Adjustment Assistance (TAA) activities	DWS share					
Unemployment Compensation (UC) programs	\$16,808.06					
Jobs for Veterans State Grants (JVSG) programs	DWS share					
Reentry Employment Opportunities (REO) programs	DWS share					
Adult Education and Family Literacy Act (AEFLA) program	\$205					
Carl Perkins - Career and technical education programs	\$217					
The State Vocational Rehabilitation (VR) Services program	\$8,794					

Employment and training programs (MAWDB share)	\$104,873.43					
Community Services Block Grant (CSBG) programs	\$2,066					
Temporary Assistance for Needy Families (TANF) program	\$4,638					
Division of Services for the Blind (DSB)	\$238					
DWS Balance of Infrastructure Costs x DWS Headcount %	\$161,575.88 (Title III)					
WDB Balance of Infrastructure Costs x WDB Headcount %	\$80,775.82 (Title 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 Workforce Development Board's Local Plan update.



**Mountain Area Workforce Development Board  
PY 2019 Cost Sharing Allocation Summary**

**Total Infrastructure Costs** **\$278,241.76**

**Program Allocations**

<b>Agency</b>	<b>Program</b>	<b>Allocation</b>	
NCCCS	Adult Education & Family Literacy (AEFLA)	\$205.00	
NCCCS	Carl Perkins Career & Technical Education (CTE)	\$217.00	
DHHS	Vocational Rehabilitation (VR)	\$8,794.00	
DHHS	Division of Services for the Blind (DSB)	\$238.00	
DHHS	Senior Community Service Employment Program (SCSEP)	\$2,924.00	
DHHS	Community Service Block Grants (CSBG)	\$2,066.00	
DHHS	Temporary Aid to Needy Families (TANF)	\$4,638.00	
DES	Unemployment Insurance (UI)	\$16,808.06	
	<b>Total Allocations</b>	<b>\$35,890.06</b>	
	<b>Balance of Infrastructure Costs</b>		<b>\$242,351.70</b>

**Headcount/Cost Distribution Percentage**

<b>Agency</b>		<b>Headcount Percentage</b>	<b>Percentage of Cost Paid</b>
DWS	Title 3, JVSG, TAA	66.67%	91.25%
WDB	Title 1	33.33%	8.75%
	<b>Total Headcount</b>	<b>39</b>	

**Allocation of Balance of Infrastructure Costs (Headcount method)<sup>1</sup>**

DWS	Balance of Infrastructure Costs x DWS Headcount %	\$161,575.88
WDB	Balance of Infrastructure Costs x WDB Headcount %	\$80,775.82
	<b>Total</b>	<b>\$242,351.70</b>

Infrastructure Cost Paid by the WDB (Balance of Infrastructure Costs x %age of Cost Paid ) \$21,201.60

Based on Headcount Percentage, the WDB Should Have Paid \$80,775.82

**Due To/(Due From) WDB** **(\$59,574.22)**

Allocated State Level Contribution \$35,890.06

**Net Amount Due To/(Due From) WDB\*** **(\$23,684.16)**

(Figures in black represent amount DWS owes. Figures in red represent what WDB owes)

\*Amounts owed to WDBs by DWS will be made through the WISE NFA process. WDBs will receive an NFA for PY2019 4050 funds. Funds expire June 30, 2020.

Amounts owed to DWS by WDBs will be made through the WISE NFA process. WDB Directors will be contacted by assigned planner to determine which funds will be used to pay for infrastructure costs.

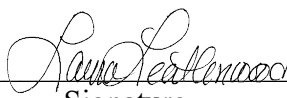
The amount owed may be deobligated from Administrative, Youth, Adult, DW, or a combination of funds. An NFA will be issued for the de-obligated amount.


<sup>1</sup>Total cost that should be covered by each entity based on agreed to methodology

## VII. Signatures


Norris Gentry  9/30/19  
Printed Name Signature Date  
Mountain Area Workforce Development Consortium, Chief Elected Official


Dr. Abraham Pallas  9/30/19  
Printed Name Signature Date  
Mountain Area Workforce Development Board Chair


Dr. Laura Leatherwood  9/30/19  
Printed Name Signature Date  
President, Blue Ridge Community College  
WIOA Title I: Adult and Dislocated Worker programs  
Adult education and literacy activities authorized under Title II a

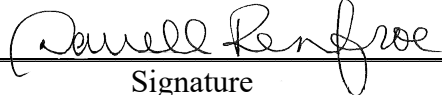
Tara McCracken  9/30/19  
Printed Name Signature Date  
Regional Director, Goodwill of Northwest NC  
WIOA Title I: Youth programs  
Reentry Employment Opportunities (REO) programs authorized under sec. 212 of the Second  
Chance Act of 2007 (42 U.S.C 17532) and WIOA sec. 169


Elizabeth Crabill  
Chief Deputy Secretary 9/30/19  
Printed Name Signature Date  
Chief Deputy Secretary, NC Department of Commerce  
WIOA Title III: Wagner-Peyser Act Employment Service (ES) program  
Trade Adjustment Assistance (TAA) activities  
Jobs for Veterans State Grants (JVSG) programs  
State Unemployment Compensation Laws


Tim Mathis  9/30/19  
Printed Name Signature Date  
Regional Operations Director, NC Department of Commerce  
WIOA Title III: Wagner-Peyser Act Employment Service (ES) program  
Trade Adjustment Assistance (TAA) activities  
Jobs for Veterans State Grants (JVSG) programs  
State Unemployment Compensation Laws


Gilda Rubio-Festa  9/30/19  
Printed Name Signature Date  
Associate Vice President, NC Community College System, College and Career Readiness  
State Director, Adult Education  
Adult education and literacy activities authorized under Title II

Tara McCracken  9/30/19  
Printed Name Signature Date  
Regional Director, Goodwill Industries of Northwest NC  
Reentry Employment Opportunities (REO) programs authorized under sec. 212 of the Second  
Chance Act of 2007 (42 U.S.C 17532) and WIOA sec. 169

Darrell Renfroe  9/30/19  
Printed Name Signature Date  
Director, Transylvania County Department of Social Services  
Temporary Assistance for Needy Families (TANF)

Kenneth Barton  9/30/19  
Printed Name Signature Date  
Director, Schenck Job Corps  
WIOA Title I Job Corps

Patricia S. Bland  9/30/19  
Printed Name Signature Date  
Director, NC Vocational Rehabilitation Services  
Programs authorized under Title I of the Rehabilitation Act of 1973

Marlene Vinson  9/30/19  
Printed Name Signature Date  
Director, State of Franklin  
Activities authorized under Title V of the Older Americans Act of 1965

Scott Dadson  9/30/19  
Printed Name Signature Date  
Director, Isothermal Planning and Development Commission  
Activities authorized under Title V of the Older Americans Act of 1965

Vickie Heidinger



9/30/19

Printed Name

Signature

Date

Director, Community Action Opportunities

Employment and training activities carried out by the Department of Housing and Urban Development

Employment and training activities carried out under the Community Services Block Grant Ac