

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

For the: Harlan

INFRASTRUCTURE COSTS:	Budget	Actual	Year-End Balance
Rent	\$28,033.67	\$0.00	\$28,033.67
Janitorial	\$5,136.99	\$0.00	\$5,136.99
Utilities	\$3,980.28	\$0.00	\$3,980.28
Taxes	\$0.00	\$0.00	\$0.00
Insurance	\$4,665.47	\$0.00	\$4,665.47
Phones/Internet (Resource Rm, Directs, etc)	\$706.82	\$0.00	\$706.82
Security	\$0.00	\$0.00	\$0.00
Maintenance/Repairs	\$2,016.05	\$0.00	\$2,016.05
Pest Control	\$190.37	\$0.00	\$190.37
Equipment (Computers, Copiers/rental)	\$1,595.83	\$0.00	\$1,595.83
Technology (IT Services, Software)	\$675.00	\$0.00	\$675.00
Office Furniture	\$0.00	\$0.00	\$0.00
Common Identifier Costs (signs, website)	\$0.00	\$0.00	\$0.00
General Supplies (copy paper, postage, etc)	\$3,400.18	\$0.00	\$3,400.18
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
CUSTOM 3	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Infrastructure Costs:	\$50,400.66	\$0.00	\$50,400.66

Comments:

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July 1, 2020

DELIVERY SYSTEM COSTS:

Personnel Costs:

Salary/Fringe	Budget	Actual	Year-End Balance
Receptionist	\$4,074.48	\$0.00	\$4,074.48
Administration	\$3,651.53	\$0.00	\$3,651.53
Business Service Personnel	\$26,627.85	\$0.00	\$26,627.85
Managers-One Stop Operator	\$26,637.81	\$0.00	\$26,637.81
Other WIOA Staff	\$0.00	\$0.00	\$0.00
CUSTOM 1 IT Services	\$7,760.92	\$0.00	\$7,760.92
CUSTOM 2 Outreach	\$1,903.99	\$0.00	\$1,903.99
CUSTOM 3	\$0.00	\$0.00	\$0.00
Additional			
Staff Professional Development/Training	\$0.00	\$0.00	\$0.00
Staff Travel	\$0.00	\$0.00	\$0.00

Other Delivery System Costs:

	Budget	Actual	Year-End Balance
Outreach/Marketing	\$0.00	\$0.00	\$0.00
Resource Room Materials	\$0.00	\$0.00	\$0.00
Memberships	\$0.00	\$0.00	\$0.00
Conference Fees	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00
CUSTOM 4	\$0.00	\$0.00	\$0.00
CUSTOM 5	\$0.00	\$0.00	\$0.00
Other (Personnel and Other Delivery Sys Costs)	\$5,437.50	\$0.00	\$5,437.50
Total Delivery System Costs:	\$76,094.08	\$0.00	\$76,094.08

Comments: Career Coach Assessment - Adult, Dislocated Worker, youth (WIOA): EKCEP for HCCAA \$937.50
 College & Career Navigator Services - Office of Adult Education (SKCTC, Skills U) \$1,500.00
 Data & Assessment Specialist TABE, NCRC - Office of Adult Education (SKCTC, Skills U) \$3,000.00

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July 1, 2020

PARTNER CONTRIBUTIONS/OTHER INCOME	Budget	Actual	Year-End Balance
Cash Contributions	\$0.00	\$0.00	\$0.00
Non-Cash Contributions	\$112,547.07	\$0.00	\$112,547.07
Third Party In-Kind Contributions	\$13,947.68	\$0.00	\$13,947.68
Employer Contributions	\$0.00	\$0.00	\$0.00
Governors Reserve Grant	\$0.00	\$0.00	\$0.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Revenues	\$126,494.75	\$0.00	\$126,494.75

Comments:

-- SUMMARY --

	Budget	Actual	Year-End Balance
EXPENDITURES TOTAL	\$126,494.74	\$0.00	\$126,494.74
REVENUE TOTAL	\$126,494.75	\$0.00	\$126,494.75
TOTAL ALLOCATED BUDGET	(\$0.01)	\$0.00	(\$0.01)

Cost Allocation

Friday, October 2, 2020

Summary of All Shared Costs at: **Harlan**

Partner	Space (sq ft)	% Space	FTE	% FTE	Infrastructure Costs	Delivery System Costs	Total
Community Services Block Grant: Harlan CAA	104.67	14.56%	0.5	13.51%	\$7,338.51	\$10,282.98	\$17,621.50
Office of Vocational Rehabilitation	31.8	4.42%	0.2	5.41%	\$2,229.53	\$4,113.19	\$6,342.72
Career Development Office	25.8	3.59%	0.2	5.41%	\$1,808.86	\$4,113.19	\$5,922.06
Office of Adult Education: Southeast Kentucky Community & Technical College	12.6	1.75%	0.2	5.41%	\$883.40	\$4,113.19	\$4,996.59
Adult, Dislocated Worker, Youth (WIOA): Harlan CAA	544	75.67%	2.6	70.27%	\$38,140.36	\$53,471.52	\$91,611.87
Totals	718.87	100.00%	3.70	100.00%	\$50,400.66	\$76,094.08	\$126,494.74

One-Stop Operating Budget & Partner Contributions FY 2020 - 2021										
Kentucky Career Center JobSight, Harlan (Affiliate)										
Cost Category	Cost Pool	Cost Item	Allocation Base	Partner Name	Contribution Type	Total Projected Budget Costs	CDO/OVR Historical Cost Contributions	Other Partner Historical Cost Contributions	New Cost Contributions	
Infrastructure	Total Rent/Janitorial/Utilities					37,150.94				
Infrastructure	Rent/Janitorial/Utilities	Rent	Square Footage	Adult, Dislocated Worker, Youth (WIOA): HCCAA	Non-Cash			28,033.67		
Infrastructure	Rent/Janitorial/Utilities	Janitorial	Square Footage	Adult, Dislocated Worker, Youth (WIOA): HCCAA	Non-Cash			5,136.99		
Infrastructure	Rent/Janitorial/Utilities	Utilities	Square Footage	Adult, Dislocated Worker, Youth (WIOA): HCCAA	Non-Cash			3,980.28		
Infrastructure	Total Taxes									
Infrastructure	Total Insurance					4,665.47				
Infrastructure	Insurance	Insurance	Square Footage	Adult, Dislocated Worker, Youth (WIOA): HCCAA	Non-Cash			4,665.47		
Infrastructure	Total Resource Room Phones/Internet					706.82				
Infrastructure	Resource Room Phones/Internet	TTY Phone Machine	Square Footage	Adult, Dislocated Worker, Youth (WIOA): HCCAA	Non-Cash			499.00		
Infrastructure	Resource Room Phones/Internet	Internet	Square Footage	Adult, Dislocated Worker, Youth (WIOA): HCCAA	Non-Cash			207.82		
Infrastructure	Total Security									
Infrastructure	Total Maintenance & Repairs					2,016.05				
Infrastructure	Maintenance & Repairs	Maintenance & Repairs	Square Footage	Adult, Dislocated Worker, Youth (WIOA): HCCAA	Non-Cash			2,016.05		
Infrastructure	Total Pest Control					190.37				
Infrastructure	Pest Control	Pest Control	Square Footage	Adult, Dislocated Worker, Youth (WIOA): HCCAA	Non-Cash			190.37		
Infrastructure	Total Equipment for Assistive Technology									
Infrastructure	Total Equipment - Copier, Computers, Furniture					1,595.83				
Infrastructure	Equipment - Copier, Computers, Furniture	Phone System	Square Footage	Adult, Dislocated Worker, Youth (WIOA): HCCAA	Non-Cash			1,595.83		
Infrastructure	Total Technology for Outreach Activities					675.00				
Infrastructure	Technology for Outreach Activities	JobSight Regional Website Development, BitSource	Square Footage	Adult, Dislocated Worker, Youth (WIOA): EKCEP for HCCAA	Third Party			675.00		
Infrastructure	Total Common Identifiers: Signs/Website									
Infrastructure	Total General Supplies					3,400.18				
Infrastructure	General Supplies	Copy Paper	Square Footage	Adult, Dislocated Worker, Youth (WIOA): HCCAA	Non-Cash			95.18		
Infrastructure	General Supplies	Janitorial Supplies	Square Footage	Adult, Dislocated Worker, Youth (WIOA): HCCAA	Non-Cash			3,305.00		
Infrastructure	Total Other:									
Addl Delivery System	Total Receptionist					4,074.48				
Addl Delivery System	Receptionist	Receptionist	FTE	Adult, Dislocated Worker, Youth (WIOA): HCCAA (13.22%)	Non-Cash			4,074.48		
Addl Delivery System	Total Office Manager					26,637.81				
Addl Delivery System	Office Manager	WIOA Director	FTE	Adult, Dislocated Worker, Youth (WIOA): HCCAA (0.2 FTE)	Non-Cash			18,324.63		
Addl Delivery System	Office Manager	Executive Director	FTE	Adult, Dislocated Worker, Youth (WIOA): HCCAA (0.05 FTE)	Non-Cash			8,313.18		
Addl Delivery System	Total IT Services					7,760.92				
Addl Delivery System	IT Services	IT Manager	FTE	Adult, Dislocated Worker, Youth (WIOA): HCCAA (13.22%)	Non-Cash			7,760.92		
Addl Delivery System	Total Administration					3,651.53				
Addl Delivery System	Administration	Director of Finance	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for HCCAA (0.1 FTE)	Third-Party			1,940.08		
Addl Delivery System	Administration	Systems Coordinator	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for HCCAA (0.2 FTE)	Third-Party			1,711.45		
Addl Delivery System	Total Outreach					1,903.99				
Addl Delivery System	Outreach	Communications Coordinator	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for HCCAA (0.1 FTE)	Third-Party			885.56		
Addl Delivery System	Outreach	Communications Associate	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for HCCAA (0.15 FTE)	Third-Party			1,018.43		
Addl Delivery System	Total Business Services					26,627.85				
Addl Delivery System	Business Services	Industry Liason	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for HCCAA (0.25 FTE)	Third-Party			3,761.65		
Addl Delivery System	Business Services	Business Services Team Leader	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for HCCAA (0.25 FTE)	Third-Party			3,018.01		
Addl Delivery System	Business Services	Employer Service Representative	FTE	Adult, Dislocated Worker, Youth (WIOA): HCCAA (0.5 FTE)	Non-Cash			19,848.19		
Addl Delivery System	Total Resource Room Materials									
Addl Delivery System	Total Strategic Data Gathering									
Addl Delivery System	Total Other:					5,437.50				
Addl Delivery System	Other:	Career Coach Assessment	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for HCCAA	Third-Party			937.50		
Addl Delivery System	Other:	College & Career Navigator Career Services	FTE	Office of Adult Education (SKCTC, Skills U) (.025 FTE)	Non-Cash			1,500.00		
Addl Delivery System	Other:	Data & Assessment Specialist TABE, NCR	FTE	Office of Adult Education (SKCTC, Skills U) (.05 FTE)	Non-Cash			3,000.00		
						\$ 126,494.75	\$ -	\$ 126,494.75	\$ -	
								Total Contributions	\$	126,494.75

Cost Allocation FY 2020 - 2021									
Kentucky Career Center JobSight, Harlan (Affiliate)									
Partner Name	Space (sq ft)	Space (sq ft) %	FTE	FTE %	New Infrastructure Costs *	Total Infrastructure Costs *	New Delivery System Costs **	Total Delivery System Costs **	Total Cost Allocation
Adult, Dislocated Worker, Youth (WIOA): HARLAN CAA	544.00	75.67%	2.6	70.27%	-	38,140.52	-	53,471.52	91,612.04
Community Services Block Grant: HARLAN CAA	104.67	14.56%	0.5	13.51%	-	7,338.33	-	10,282.98	17,621.32
Career Development Office: CDO	25.80	3.59%	0.2	5.41%	-	1,808.87	-	4,113.19	5,922.06
Office of Vocational Rehabilitation	31.80	4.42%	0.2	5.41%	-	2,229.54	-	4,113.19	6,342.73
Office of Adult Education (SKCTC, Skills U)	12.60	1.75%	0.2	5.41%	-	883.40	-	4,113.19	4,996.60
Total	718.87		3.70		\$ -	\$ 50,400.66	\$ -	\$ 76,094.08	\$ 126,494.75

* Infrastructure Costs are calculated using Space (sq ft) %

** Delivery System Costs are calculated using on FTE %

Infrastructure Funding Agreement Summary FY 2020 - 2021								
Kentucky Career Center JobSight, Harlan (Affiliate)								
Partner Name	Total Cost Allocation	Total Historical Cost Contributions All Partners	Total New Cost Contributions	Total All Contributions Credited to Partners	Estimate of Cash Due Balance	Actual Infrastructure Contribution	Actual Delivery System Contribution	Actual Cash Due Balance
Total Adult, Dislocated Worker, Youth (WIOA): HARLAN CAA	91,612.04	121,994.75	-	121,994.75	(30,382.71)	-	-	91,612.04
a. Adult, Dislocated Worker, Youth (WIOA): HARLAN CAA	91,612.04	108,047.07	-	108,047.07	-	-	-	-
b. Adult, Dislocated Worker, Youth (WIOA): EKCEP for HARLAN CAA	-	13,947.68	-	13,947.68	-	-	-	-
Community Services Block Grant: HARLAN CAA	17,621.32	-	-	-	17,621.32	-	-	17,621.32
Career Development Office: CDO	5,922.06	-	-	-	5,922.06	-	-	5,922.06
Office of Vocational Rehabilitation	6,342.73	-	-	-	6,342.73	-	-	6,342.73
Office of Adult Education (SKCTC, Skills U)	4,996.60	4,500.00	-	4,500.00	496.60	-	-	4,996.60
Total	\$ 126,494.75	\$ 126,494.75	\$ -	\$ 126,494.75	\$ -	\$ -	\$ -	\$ 126,494.75
Additional Contributions:								
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Additional Contributions								
Total Including Additional Contributions	\$ 126,494.75	\$ 126,494.75	\$ -	\$ 126,494.75	\$ -	\$ -	\$ -	\$ 126,494.75

INFRASTRUCTURE FUNDING AGREEMENT FY 2021

I. INTRODUCTION

This Infrastructure Funding Agreement (IFA) shall determine how the Local Workforce Development Board and WIOA partners will fund the infrastructure costs with all the Comprehensive and Affiliate Kentucky Career Centers in the **EKCEP Workforce Development Area**. The **EKCEP** Workforce Development Board, chief local elected officials, and workforce partners hereby agree to amounts and methods of calculating amounts each partner will contribute for workforce system infrastructure funding as determined herein.

This agreement shall take effect on **July 1, 2020** and expire on **June 30, 2021**.

The One Stop Operator coordinates the delivery of workforce services with the partners located in the aforementioned Kentucky Career Centers. See the MOU for a list of co-located partners and the services provided by each partner.

II. COST ALLOCATION METHODOLOGY

The workforce budget (Budget) and IFA for the **EKCEP** Local Workforce Development Area 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 and delivery system costs that are the total costs paid by each partner individually and those costs shared jointly with the partners. Where there are shared costs, the workforce 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 both infrastructure costs and delivery system costs are charged to each partner in proportion to relative benefits received, and have been determined to be allowable, necessary, and allocable;

The **EKCEP** Workforce Development Board as identified in the **EKCEP** Workforce Development Area MOU, hereby certifies that this plan has been prepared in accordance with these guidelines.

This Plan has identified and equitably distributed workforce system infrastructure and delivery system costs by cost pools/items. The infrastructure and delivery system costs can be funded through cash, non-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 workforce delivery system operations

The Budgets, attached hereto, were based on historical costs from the previous Fiscal Year expenditures which shall be reconciled quarterly and at year end 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 deducted from that partner's next FY's share of costs for that equal amount. Any underpayment from any partner shall be added to that partner's next FY's share of costs for that equal amount. Each partner will receive a copy of the reconciled year end budget showing actual costs AND the amounts that will be added/deducted to the next FY's budget.

III. DIRECT COSTS

Costs are broken down into two categories: *Infrastructure Costs* and *Delivery System Costs*. Infrastructure Costs include rent, utilities, janitorial, supplies, equipment, copiers, and internet/phones. Delivery System Costs include personnel-salary/fringe, travel, and outreach. Both cost categories are allocated in the attached budgets as part of this Infrastructure Funding Agreement. All direct costs that are incurred by individual partners are the responsibility of the individual partner agency unless a cost pool/item is agreed by all partners to be shared proportionately based on benefit received.

IV. SHARED COSTS

Shared or *Common* Costs can be an Infrastructure Cost and/or a Delivery System Cost and are allocated (using appropriate methodologies) and agreed upon by all the partners to be shared proportionately based on their fair share of benefit received.

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©(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 workforce partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other 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 workforce system, 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 workforce center infrastructure
- May consider supplies as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the workforce center.

V. PARTNER PROVISIONS

The allocation of costs will be revised each time a partner begins or terminates delivery of service in the workforce system or at any time a partner agency substantially changes its leased premises or number of employees present in the system. Accordingly, the IFA shall be adjusted to reflect changes in the allocations of Delivery System Costs. All partners must agree in writing on the initial allocation and any subsequent changes to the initial allocations.

All purchases for the workforce system that would be pooled and allocated to all partners, must be approved by all partners, One-stop operator, WDB Director, and KY Department of Workforce Investment before it is presented to the Board for approval.

To ensure equitable benefit among the workforce partners, this Infrastructure Funding Agreement shall be reviewed annually and modified as aforementioned. The **EKCEP** Workforce Development Board will work with workforce partners to achieve consensus and mediate any possible conflicts or disagreements among the partners as described in the **EKCEP** Workforce Development Area MOU.

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

For the: Hazard

INFRASTRUCTURE COSTS:	Budget	Actual	Year-End Balance
Rent	\$78,997.92	\$0.00	\$78,997.92
Janitorial	\$0.00	\$0.00	\$0.00
Utilities	\$0.00	\$0.00	\$0.00
Taxes	\$0.00	\$0.00	\$0.00
Insurance	\$2,100.00	\$0.00	\$2,100.00
Phones/Internet (Resource Rm, Directs, etc)	\$8,440.00	\$0.00	\$8,440.00
Security	\$11,719.35	\$0.00	\$11,719.35
Maintenance/Repairs	\$8,500.00	\$0.00	\$8,500.00
Pest Control	\$330.00	\$0.00	\$330.00
Equipment (Computers, Copiers/rental)	\$11,669.63	\$0.00	\$11,669.63
Technology (IT Services, Software)	\$675.00	\$0.00	\$675.00
Office Furniture	\$0.00	\$0.00	\$0.00
Common Identifier Costs (signs, website)	\$0.00	\$0.00	\$0.00
General Supplies (copy paper, postage, etc)	\$950.00	\$0.00	\$950.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
CUSTOM 3	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Infrastructure Costs:	\$123,381.90	\$0.00	\$123,381.90

Comments:

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

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WDB Executive Leadership

July 1, 2020

DELIVERY SYSTEM COSTS:

Personnel Costs:

Salary/Fringe	Budget	Actual	Year-End Balance
Receptionist	\$45,981.00	\$0.00	\$45,981.00
Administration	\$3,651.53	\$0.00	\$3,651.53
Business Service Personnel	\$35,279.66	\$0.00	\$35,279.66
Managers-One Stop Operator	\$83,291.09	\$0.00	\$83,291.09
Other WIOA Staff	\$0.00	\$0.00	\$0.00
CUSTOM 1 IT Services	\$10,039.68	\$0.00	\$10,039.68
CUSTOM 2 Outreach	\$2,047.49	\$0.00	\$2,047.49
CUSTOM 3	\$0.00	\$0.00	\$0.00
Additional			
Staff Professional Development/Training	\$0.00	\$0.00	\$0.00
Staff Travel	\$0.00	\$0.00	\$0.00

Other Delivery System Costs:

	Budget	Actual	Year-End Balance
Outreach/Marketing	\$0.00	\$0.00	\$0.00
Resource Room Materials	\$0.00	\$0.00	\$0.00
Memberships	\$0.00	\$0.00	\$0.00
Conference Fees	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00
CUSTOM 4	\$0.00	\$0.00	\$0.00
CUSTOM 5	\$0.00	\$0.00	\$0.00
Other (Personnel and Other Delivery Sys Costs)	\$130,245.79	\$0.00	\$130,245.79
Total Delivery System Costs:	\$310,536.24	\$0.00	\$310,536.24

Comments: Strategic Partnership Coordinator - Office of Adult Education (HCTC, Skills U) \$38,015.60
 Data & Assessment Specialist - office of Adult Education (HCTC, Skills U) \$22,360.00
 Intake Specialist - Adult, Dislocated Worker, Youth (WIOA): LKLP CAC \$48,247.03
 Staff Training - Adult, Dislocated Worker, Youth (WIOA): LKLP CAC \$500.00
 Staff Training - Carl D. Perkins Post Secondary: HCTC \$3,744.00
 Staff Training - Indian & Native American Program \$381.96
 Career Coach Assessment - Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC \$937.50
 Basic Computer Skills Workshop - Carl D. Perkins Post Secondary: HCTC \$972.62
 Workplace Safety and Job Interview Skills Workshops - SCSEP: KRADD \$711.96
 Resource Services and Job Development Classes - SCSEP: Goodwill \$10,839.12
 Job Development, Enrollment Sessions, Job Search Workshops - Job Corps: Carl D. Perkins Job Corps Center \$3,536.00

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WDB Executive Leadership

July 1, 2020

PARTNER CONTRIBUTIONS/OTHER INCOME	Budget	Actual	Year-End Balance
Cash Contributions	\$0.00	\$0.00	\$0.00
Non-Cash Contributions	\$419,826.96	\$0.00	\$419,826.96
Third Party In-Kind Contributions	\$14,091.18	\$0.00	\$14,091.18
Employer Contributions	\$0.00	\$0.00	\$0.00
Governors Reserve Grant	\$0.00	\$0.00	\$0.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Revenues	\$433,918.14	\$0.00	\$433,918.14

Comments:

-- SUMMARY --

	Budget	Actual	Year-End Balance
EXPENDITURES TOTAL	\$433,918.14	\$0.00	\$433,918.14
REVENUE TOTAL	\$433,918.14	\$0.00	\$433,918.14
TOTAL ALLOCATED BUDGET	\$0.00	\$0.00	\$0.00

Cost Allocation

Friday, October 2, 2020

Summary of All Shared Costs at: **Hazard**

Partner	Space (sq ft)	% Space	FTE	% FTE	Infrastructure Costs	Delivery System Costs	Total
Teleworks USA Teleworks USA	110	2.40%	1	6.90%	\$2,965.26	\$21,416.29	\$24,381.56
Perkins/Post-Secondary Career & Technical Education: Hazard Community & Technical College	108	2.36%	0.6	4.14%	\$2,911.35	\$12,849.78	\$15,761.12
Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	1183	25.85%	4.4	30.34%	\$31,890.06	\$94,231.69	\$126,121.74
Office of Vocational Rehabilitation	424	9.26%	2.1	14.48%	\$11,429.74	\$44,974.21	\$56,403.96
Community Services Block Grant: LKLP CAC	154	3.36%	0.2	1.38%	\$4,151.37	\$4,283.26	\$8,434.63
Office of Adult Education: Hazard Community & Technical College	1082	23.64%	1.6	11.03%	\$29,167.41	\$34,266.07	\$63,433.47
Career Development Office	1396	30.50%	4.2	28.97%	\$37,631.88	\$89,948.43	\$127,580.31
Job Corps: Carl D. Perkins Job Corps Center	120	2.62%	0.4	2.76%	\$3,234.83	\$8,566.52	\$11,801.35
Totals	4577.00	100.00%	14.50	100.00%	\$123,381.90	\$310,536.24	\$433,918.14

One-Stop Operating Budget & Partner Contributions FY 2020 - 2021										
Kentucky Career Center JobSight, Hazard (Comprehensive)										
Cost Category	Cost Pool	Cost Item	Allocation Base	Partner Name	Contribution Type	Total Projected Budget Costs	CDO/OVR Historical Cost Contributions	Other Partner Historical Cost Contributions	New Cost Contributions	
Infrastructure	Total Rent/Janitorial/Utilities					78,997.92				
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	Non-Cash				21,855.96	
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage	Carl D. Perkins Post Secondary: HCTC	Non-Cash				2,400.00	
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage	Office of Vocational Rehabilitation	Non-Cash		11,340.58			
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage	Career Development Office (CDO)	Non-Cash		37,331.42			
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage	Community Services Block Grant: LKLP CAC	Non-Cash				3,669.96	
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage	Job Corps: Carl D. Perkins Job Corps Center	Non-Cash				2,400.00	
Infrastructure	Total Taxes									
Infrastructure	Total Insurance					2,100.00				
Infrastructure	Insurance	Insurance	Square Footage	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	Non-Cash				2,100.00	
Infrastructure	Total Resource Room Phones/Internet					8,440.00				
Infrastructure	Resource Room Phones/Internet	4 Resource Room Phones	Square Footage	Career Development Office (CDO)	Non-Cash		1,440.00			
Infrastructure	Resource Room Phones/Internet	Internet	Square Footage	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	Non-Cash				7,000.00	
Infrastructure	Total Security					11,719.35				
Infrastructure	Security	Security Guard	Square Footage	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	Non-Cash				11,719.35	
Infrastructure	Total Maintenance & Repairs					8,500.00				
Infrastructure	Maintenance & Repairs	Maintenance & Repairs	Square Footage	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC (30.43%)	Non-Cash				8,500.00	
Infrastructure	Total Pest Control					330.00				
Infrastructure	Pest Control	Pest Control	Square Footage	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	Non-Cash				330.00	
Infrastructure	Total Equipment for Assistive Technology									
Infrastructure	Total Equipment - Copier, Computers, Furniture					11,669.63				
Infrastructure	Equipment - Copier, Computers, Furniture	12 Computer and Software	Square Footage	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	Non-Cash				10,544.28	
Infrastructure	Equipment - Copier, Computers, Furniture	Deep Freeze Software	Square Footage	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	Non-Cash				417.60	
Infrastructure	Equipment - Copier, Computers, Furniture	ZOOM Software & Equipment	Square Footage	Career Development Office (CDO)	Non-Cash		707.75			
Infrastructure	Total Technology for Outreach Activities					675.00				
Infrastructure	Technology for Outreach Activities	JobSight Regional Website Development, BitSource	Square Footage	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC	Third Party				675.00	
Infrastructure	Total Common Identifiers: Signs/Website									
Infrastructure	Total General Supplies					950.00				
Infrastructure	General Supplies	Office Supplies	Square Footage	Career Development Office (CDO)	Non-Cash		500.00			
Infrastructure	General Supplies	Office Supplies	Square Footage	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	Non-Cash				450.00	
Infrastructure	Total Other:									
Addl Delivery System	Total Receptionist					45,981.00				
Addl Delivery System	Receptionist	Receptionist	FTE	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC (1.0 FTE)	Non-Cash				45,981.00	
Addl Delivery System	Total Office Manager					83,291.09				
Addl Delivery System	Office Manager	One Stop Operator	FTE	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC (0.4 FTE)	Non-Cash				40,300.00	
Addl Delivery System	Office Manager	Hazard Office Manager	FTE	Career Development Office (CDO) (0.2 FTE)	Non-Cash		19,515.09			
Addl Delivery System	Office Manager	Skills U Director	FTE	Office of Adult Education (HCTC, Skills U) (0.1 FTE)	Non-Cash				6,576.00	
Addl Delivery System	Office Manager	WIOA Director	FTE	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC (0.2 FTE)	Non-Cash				16,900.00	
Addl Delivery System	Total IT Services					10,039.68				
Addl Delivery System	IT Services	IT Manager	FTE	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	Non-Cash				10,039.68	
Addl Delivery System	Total Administration					3,651.53				
Addl Delivery System	Administration	Director of Finance	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC (0.1 FTE)	Third-Party				1,940.08	
Addl Delivery System	Administration	Systems Coordinator	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC (0.2 FTE)	Third-Party				1,711.45	
Addl Delivery System	Total Outreach					2,047.49				
Addl Delivery System	Outreach	Communications Coordinator	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC (0.1 FTE)	Third-Party				885.56	
Addl Delivery System	Outreach	Communications Associate	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC (0.15 FTE)	Third-Party				1,018.43	
Addl Delivery System	Outreach	Career Center Flyers	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC	Third-Party				143.50	
Addl Delivery System	Total Business Services					35,279.66				
Addl Delivery System	Business Services	Industry Liason	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC (0.25 FTE)	Third-Party				3,761.65	
Addl Delivery System	Business Services	Business Services Team Leader	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC (0.25 FTE)	Third-Party				3,018.01	
Addl Delivery System	Business Services	Employer Service Representative	FTE	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC (0.5 FTE)	Non-Cash				28,500.00	
Addl Delivery System	Total Resource Room Materials									
Addl Delivery System	Total Strategic Data Gathering									
Addl Delivery System	Total Other:					130,245.79				
Addl Delivery System	Other:	Strategic Partnership Coordinator	FTE	Office of Adult Education (HCTC, Skills U) (0.54 FTE)	Non-Cash				38,015.60	
Addl Delivery System	Other:	Data & Assessment Specialist	FTE	Office of Adult Education (HCTC, Skills U) (0.43 FTE)	Non-Cash				22,360.00	
Addl Delivery System	Other:	Intake Specialist	FTE	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC (1.0 FTE)	Non-Cash				48,247.03	
Addl Delivery System	Other:	Staff Training	FTE	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	Non-Cash				500.00	
Addl Delivery System	Other:	Staff Training	FTE	Carl D. Perkins Post Secondary: HCTC	Non-Cash				3,744.00	
Addl Delivery System	Other:	Staff Training	FTE	Indian & Native American Program	Non-Cash				381.96	
Addl Delivery System	Other:	Career Coach Assessment	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC	Third-Party				937.50	
Addl Delivery System	Other:	Basic Computer Skills Workshop	FTE	Carl D. Perkins Post Secondary: HCTC	Non-Cash				972.62	
Addl Delivery System	Other:	Workplace Safety/Job Interview Skills Workshops	FTE	SCSEP: KRAAD	Non-Cash				711.96	
Addl Delivery System	Other:	Resource Services/Job Development Classes	FTE	SCSEP: Goodwill	Non-Cash				10,839.12	
Addl Delivery System	Other:	Job Development, Enrollment Sessions, Job Search Workshops	FTE	Job Corps: Carl D. Perkins Job Corps Center	Non-Cash				3,536.00	
						\$ 433,918.14	\$ 70,834.84	\$ 363,083.30	\$ -	
						Total Contributions \$ 433,918.14				

Cost Allocation and Partner Contributions

Cost Allocation FY 2020 - 2021									
Kentucky Career Center JobSight, Hazard (Comprehensive)									
Partner Name	Space (sq ft)	Space (sq ft) %	FTE	FTE %	New Infrastructure Costs *	Total Infrastructure Costs *	New Delivery System Costs **	Total Delivery System Costs **	Total Cost Allocation
Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	1,183	25.85%	4.4	30.34%	-	31,890.06	-	94,231.69	126,121.74
Community Services Block Grant: LKLP CAC	154	3.36%	0.2	1.38%	-	4,151.37	-	4,283.26	8,434.63
Career Development Office: CDO	1,396	30.50%	4.2	28.97%	-	37,631.88	-	89,948.43	127,580.31
Office of Vocational Rehabilitation	424	9.26%	2.1	14.48%	-	11,429.74	-	44,974.21	56,403.96
Carl D. Perkins Post Secondary: HCTC	108	2.36%	0.6	4.14%	-	2,911.35	-	12,849.78	15,761.12
Office of Adult Education (HCTC, Skills U)	1,082	23.64%	1.6	11.03%	-	29,167.41	-	34,266.07	63,433.47
Teleworks USA	110	2.40%	1.0	6.90%	-	2,965.26	-	21,416.29	24,381.56
Job Corps: Carl D. Perkins Job Corps Center	120	2.62%	0.4	2.76%	-	3,234.83	-	8,566.52	11,801.35
Total	4,577		14.50		\$ -	\$ 123,381.90	\$ -	\$ 310,536.24	\$ 433,918.14
					\$ -	\$ 123,381.90	-	310,536.24	\$ 433,918.14

* Infrastructure Costs are calculated using Space (sq ft) %

** Delivery System Costs are calculated using on FTE %

Infrastructure Funding Agreement Summary FY 2020 - 2021								
Kentucky Career Center JobSight, Hazard (Comprehensive)								
Partner Name	Total Cost Allocation	Total Historical Cost Contributions All Partners	Total New Cost Contributions	Total All Contributions Credited to Partners	Estimate of Cash Due Balance	Actual Infrastructure Contribution	Actual Delivery System Contribution	Actual Cash Due Balance
Total Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	126,121.74	267,476.08	-	267,476.08	(141,354.34)	-	-	126,121.74
a. Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	126,121.74	253,384.90	-	253,384.90	-	-	-	-
b. Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC	-	14,091.18	-	14,091.18	-	-	-	-
Community Services Block Grant: LKLP CAC	8,434.63	3,669.96	-	3,669.96	4,764.67	-	-	8,434.63
Career Development Office: CDO	127,580.31	59,494.26	-	59,494.26	68,086.05	-	-	127,580.31
Office of Vocational Rehabilitation	56,403.96	11,340.58	-	11,340.58	45,063.38	-	-	56,403.96
Carl D. Perkins Post Secondary: HCTC	15,761.12	7,116.62	-	7,116.62	8,644.50	-	-	15,761.12
Office of Adult Education (HCTC, Skills U)	63,433.47	66,951.60	-	66,951.60	(3,518.13)	-	-	63,433.47
Teleworks USA	24,381.56	-	-	-	24,381.56	-	-	24,381.56
Job Corps: Carl D. Perkins Job Corps Center	11,801.35	5,936.00	-	5,936.00	5,865.35	-	-	11,801.35
Total	\$ 433,918.14	\$ 421,985.10	\$ -	\$ 421,985.10	\$ 11,933.04	\$ -	\$ -	\$ 433,918.14
Additional Contributions:								
Indian & Native American Program	-	381.96	-	381.96	(381.96)	-	-	-
SCSEP: KRAAD	-	711.96	-	711.96	(711.96)	-	-	-
SCSEP: Goodwill	-	10,839.12	-	10,839.12	(10,839.12)	-	-	-
Total Additional Contributions	-	11,933.04	-	11,933.04	(11,933.04)	-	-	-
Total Including Additional Contributions	\$ 409,536.59	\$ 433,918.14	\$ -	\$ 433,918.14	\$ (24,381.56)	\$ -	\$ -	\$ -

INFRASTRUCTURE FUNDING AGREEMENT FY 2021

I. INTRODUCTION

This Infrastructure Funding Agreement (IFA) shall determine how the Local Workforce Development Board and WIOA partners will fund the infrastructure costs with all the Comprehensive and Affiliate Kentucky Career Centers in the **EKCEP Workforce Development Area**. The **EKCEP** Workforce Development Board, chief local elected officials, and workforce partners hereby agree to amounts and methods of calculating amounts each partner will contribute for workforce system infrastructure funding as determined herein.

This agreement shall take effect on **July 1, 2020** and expire on **June 30, 2021**.

The One Stop Operator coordinates the delivery of workforce services with the partners located in the aforementioned Kentucky Career Centers. See the MOU for a list of co-located partners and the services provided by each partner.

II. COST ALLOCATION METHODOLOGY

The workforce budget (Budget) and IFA for the **EKCEP** Local Workforce Development Area 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 and delivery system costs that are the total costs paid by each partner individually and those costs shared jointly with the partners. Where there are shared costs, the workforce 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 both infrastructure costs and delivery system costs are charged to each partner in proportion to relative benefits received, and have been determined to be allowable, necessary, and allocable;

The **EKCEP** Workforce Development Board as identified in the **EKCEP** Workforce Development Area MOU, hereby certifies that this plan has been prepared in accordance with these guidelines.

This Plan has identified and equitably distributed workforce system infrastructure and delivery system costs by cost pools/items. The infrastructure and delivery system costs can be funded through cash, non-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 workforce delivery system operations

The Budgets, attached hereto, were based on historical costs from the previous Fiscal Year expenditures which shall be reconciled quarterly and at year end 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 deducted from that partner's next FY's share of costs for that equal amount. Any underpayment from any partner shall be added to that partner's next FY's share of costs for that equal amount. Each partner will receive a copy of the reconciled year end budget showing actual costs AND the amounts that will be added/deducted to the next FY's budget.

III. DIRECT COSTS

Costs are broken down into two categories: *Infrastructure Costs* and *Delivery System Costs*. Infrastructure Costs include rent, utilities, janitorial, supplies, equipment, copiers, and internet/phones. Delivery System Costs include personnel-salary/fringe, travel, and outreach. Both cost categories are allocated in the attached budgets as part of this Infrastructure Funding Agreement. All direct costs that are incurred by individual partners are the responsibility of the individual partner agency unless a cost pool/item is agreed by all partners to be shared proportionately based on benefit received.

IV. SHARED COSTS

Shared or *Common* Costs can be an Infrastructure Cost and/or a Delivery System Cost and are allocated (using appropriate methodologies) and agreed upon by all the partners to be shared proportionately based on their fair share of benefit received.

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©(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 workforce partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other 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 workforce system, 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 workforce center infrastructure
- May consider supplies as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the workforce center.

V. PARTNER PROVISIONS

The allocation of costs will be revised each time a partner begins or terminates delivery of service in the workforce system or at any time a partner agency substantially changes its leased premises or number of employees present in the system. Accordingly, the IFA shall be adjusted to reflect changes in the allocations of Delivery System Costs. All partners must agree in writing on the initial allocation and any subsequent changes to the initial allocations.

All purchases for the workforce system that would be pooled and allocated to all partners, must be approved by all partners, One-stop operator, WDB Director, and KY Department of Workforce Investment before it is presented to the Board for approval.

To ensure equitable benefit among the workforce partners, this Infrastructure Funding Agreement shall be reviewed annually and modified as aforementioned. The **EKCEP** Workforce Development Board will work with workforce partners to achieve consensus and mediate any possible conflicts or disagreements among the partners as described in the **EKCEP** Workforce Development Area MOU.

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

For the: Manchester

INFRASTRUCTURE COSTS:	Budget	Actual	Year-End Balance
Rent	\$7,938.39	\$0.00	\$7,938.39
Janitorial	\$3,697.19	\$0.00	\$3,697.19
Utilities	\$2,221.05	\$0.00	\$2,221.05
Taxes	\$0.00	\$0.00	\$0.00
Insurance	\$864.00	\$0.00	\$864.00
Phones/Internet (Resource Rm, Directs, etc)	\$668.00	\$0.00	\$668.00
Security	\$0.00	\$0.00	\$0.00
Maintenance/Repairs	\$440.52	\$0.00	\$440.52
Pest Control	\$48.90	\$0.00	\$48.90
Equipment (Computers, Copiers/rental)	\$7,852.12	\$0.00	\$7,852.12
Technology (IT Services, Software)	\$675.00	\$0.00	\$675.00
Office Furniture	\$0.00	\$0.00	\$0.00
Common Identifier Costs (signs, website)	\$0.00	\$0.00	\$0.00
General Supplies (copy paper, postage, etc)	\$2,723.64	\$0.00	\$2,723.64
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
CUSTOM 3	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Infrastructure Costs:	\$27,128.81	\$0.00	\$27,128.81

Comments:

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

DELIVERY SYSTEM COSTS:

Personnel Costs:

Salary/Fringe	Budget	Actual	Year-End Balance
Receptionist	\$4,624.53	\$0.00	\$4,624.53
Administration	\$3,651.53	\$0.00	\$3,651.53
Business Service Personnel	\$16,462.66	\$0.00	\$16,462.66
Managers-One Stop Operator	\$25,180.60	\$0.00	\$25,180.60
Other WIOA Staff	\$0.00	\$0.00	\$0.00
CUSTOM 1 IT Services	\$4,841.50	\$0.00	\$4,841.50
CUSTOM 2 Outreach	\$2,103.99	\$0.00	\$2,103.99
CUSTOM 3	\$0.00	\$0.00	\$0.00
Additional			
Staff Professional Development/Training	\$0.00	\$0.00	\$0.00
Staff Travel	\$0.00	\$0.00	\$0.00

Other Delivery System Costs:

	Budget	Actual	Year-End Balance
Outreach/Marketing	\$0.00	\$0.00	\$0.00
Resource Room Materials	\$250.00	\$0.00	\$250.00
Memberships	\$0.00	\$0.00	\$0.00
Conference Fees	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00
CUSTOM 4	\$0.00	\$0.00	\$0.00
CUSTOM 5	\$0.00	\$0.00	\$0.00
Other (Personnel and Other Delivery Sys Costs)	\$5,137.50	\$0.00	\$5,137.50
Total Delivery System Costs:	\$62,252.31	\$0.00	\$62,252.31

Comments: Career Coach Assessment - Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA \$937.50
College & Career Navigator Services - Office of Adult Education: (EKU, Skills U) \$1,500.00
Data & Assessment Specialist TABE, NCRC - Office of Adult Education: (EKU, Skills U) \$2,700.00

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

PARTNER CONTRIBUTIONS/OTHER INCOME	Budget	Actual	Year-End Balance
Cash Contributions	\$0.00	\$0.00	\$0.00
Non-Cash Contributions	\$75,433.45	\$0.00	\$75,433.45
Third Party In-Kind Contributions	\$13,947.68	\$0.00	\$13,947.68
Employer Contributions	\$0.00	\$0.00	\$0.00
Governors Reserve Grant	\$0.00	\$0.00	\$0.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Revenues	\$89,381.13	\$0.00	\$89,381.13

Comments:

-- SUMMARY --

	Budget	Actual	Year-End Balance
EXPENDITURES TOTAL	\$89,381.12	\$0.00	\$89,381.12
REVENUE TOTAL	\$89,381.13	\$0.00	\$89,381.13
TOTAL ALLOCATED BUDGET	(\$0.01)	\$0.00	(\$0.01)

Cost Allocation

Friday, October 2, 2020

Summary of All Shared Costs at: **Manchester**

Partner	Space (sq ft)	% Space	FTE	% FTE	Infrastructure Costs	Delivery System Costs	Total
Adult, Dislocated Worker, Youth (WIOA): Daniel Boone CAA	464	52.97%	3.2	60.38%	\$14,369.60	\$37,586.30	\$51,955.90
Office of Vocational Rehabilitation	13	1.48%	0.1	1.89%	\$402.60	\$1,174.57	\$1,577.17
Office of Adult Education: Eastern Kentucky University	70	7.99%	0.2	3.77%	\$2,167.83	\$2,349.14	\$4,516.97
Community Services Block Grant: Daniel Boone CAA	175	19.98%	1	18.87%	\$5,419.57	\$11,745.72	\$17,165.29
Career Development Office	154	17.58%	0.8	15.09%	\$4,769.22	\$9,396.58	\$14,165.80
Totals	876.00	100.00%	5.30	100.00%	\$27,128.81	\$62,252.31	\$89,381.12

Cost Allocation and Partner Contributions

One-Stop Operating Budget & Partner Contributions FY 2020 - 2021										
Kentucky Career Center JobSight, Manchester (Affiliate)										
Cost Category	Cost Pool	Cost Item	Allocation Base	Partner Name	Contribution Type	Total Projected Budget Costs	CDO/OVR Historical Cost Contributions	Other Partner Historical Cost Contributions	New Cost Contributions	
Infrastructure	Total Rent/Janitorial/Utilities					13,856.63				
Infrastructure	Rent/Janitorial/Utilities	Rent	Square Footage	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			7,938.39		
Infrastructure	Rent/Janitorial/Utilities	Janitorial	Square Footage	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			3,697.19		
Infrastructure	Rent/Janitorial/Utilities	Utilities	Square Footage	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			2,221.05		
Infrastructure	Total Taxes									
Infrastructure	Total Insurance					864.00				
Infrastructure	Insurance	Insurance	Square Footage	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			864.00		
Infrastructure	Total Resource Room Phones/Internet					668.00				
Infrastructure	Resource Room Phones/Internet	Resource Room Internet	Square Footage	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			668.00		
Infrastructure	Total Security									
Infrastructure	Total Maintenance & Repairs					440.52				
Infrastructure	Maintenance & Repairs	Maintenance & Repairs	Square Footage	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			440.52		
Infrastructure	Total Pest Control					48.90				
Infrastructure	Pest Control	Pest Control	Square Footage	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			48.90		
Infrastructure	Total Equipment for Assistive Technology									
Infrastructure	Total Equipment - Copier, Computers, Furniture					7,852.12				
Infrastructure	Equipment - Copier, Computers, Furniture	8 Computers for Resource Room	Square Footage	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			6,450.53		
Infrastructure	Equipment - Copier, Computers, Furniture	Phone System	Square Footage	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			1,401.59		
Infrastructure	Total Technology for Outreach Activities					675.00				
Infrastructure	Technology for Outreach Activities	JobSight Regional Website Development, Bitsource	Square Footage	Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA	Third-Party			675.00		
Infrastructure	Total Common Identifiers: Signs/Website									
Infrastructure	Total General Supplies					2,723.64				
Infrastructure	General Supplies	Office & Janitorial Supplies	Square Footage	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			2,723.64		
Infrastructure	Total Other:									
Addl Delivery System	Total Receptionist					4,624.53				
Addl Delivery System	Receptionist	Receptionist	FTE	Adult, Dislocated Worker, Youth (WIOA): DBCAA (9.98%)	Non-Cash			4,624.53		
Addl Delivery System	Total Office Manager					25,180.60				
Addl Delivery System	Office Manager	WIOA Director	FTE	Adult, Dislocated Worker, Youth (WIOA): DBCAA (0.2 FTE)	Non-Cash			25,180.60		
Addl Delivery System	Total IT Services					4,841.50				
Addl Delivery System	IT Services	IT Manager	FTE	Adult, Dislocated Worker, Youth (WIOA): DBCAA (5%)	Non-Cash			4,841.50		
Addl Delivery System	Total Administration					3,651.53				
Addl Delivery System	Administration	Director of Finance	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA (0.1 FTE)	Third-Party			1,940.08		
Addl Delivery System	Administration	Systems Coordinator	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA (0.2 FTE)	Third-Party			1,711.45		
Addl Delivery System	Total Outreach					2,103.99				
Addl Delivery System	Outreach	Communications Coordinator	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA (0.1 FTE)	Third-Party			885.56		
Addl Delivery System	Outreach	Communications Associate	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA (0.15 FTE)	Third-Party			1,018.43		
Addl Delivery System	Outreach	Outreach	FTE	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			200.00		
Addl Delivery System	Total Business Services					16,462.66				
Addl Delivery System	Business Services	Industry Liason	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA (0.25 FTE)	Third-Party			3,761.65		
Addl Delivery System	Business Services	Business Services Team Leader	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA (0.25 FTE)	Third-Party			3,018.01		
Addl Delivery System	Business Services	Employer Service Representative	FTE	Adult, Dislocated Worker, Youth (WIOA): DBCAA (0.10 FTE)	Non-Cash			9,683.00		
Addl Delivery System	Total Resource Room Materials					250.00				
Addl Delivery System	Resource Room Materials	Resource Room Materials	FTE	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			250.00		
Addl Delivery System	Total Strategic Data Gathering									
Addl Delivery System	Total Other:					5,137.50				
Addl Delivery System	Other:	Career Coach Assessment	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA	Third-Party			937.50		
Addl Delivery System	Other:	College & Career Navigator Career Services	FTE	Office of Adult Education (Eku, Skills U) (.025 FTE)	Non-Cash			1,500.00		
Addl Delivery System	Other:	Data & Assessment Specialist TABE, NCRC	FTE	Office of Adult Education (Eku, Skills U) (.045 FTE)	Non-Cash			2,700.00		
						\$ 89,381.13	\$ -	\$ 89,381.13	\$ -	
									Total Contributions	\$ 89,381.13

Cost Allocation and Partner Contributions

Cost Allocation FY 2020 - 2021									
Kentucky Career Center JobSight, Manchester (Affiliate)									
Partner Name	Space (sq ft)	Space (sq ft) %	FTE	FTE %	New Infrastructure Costs *	Total Infrastructure Costs *	New Delivery System Costs **	Total Delivery System Costs **	Total Cost Allocation
Adult, Dislocated Worker, Youth (WIOA): DBCAA	464	52.97%	3.2	60.38%	-	14,369.60	-	37,586.30	51,955.90
Community Services Block Grant: DBCAA	175	19.98%	1.0	18.87%	-	5,419.57	-	11,745.72	17,165.29
Career Development Office: CDO	154	17.58%	0.8	15.09%	-	4,769.22	-	9,396.58	14,165.80
Office of Vocational Rehabilitation	13	1.48%	0.1	1.89%	-	402.60	-	1,174.57	1,577.17
Office of Adult Education (EKU, Skills U)	70	7.99%	0.2	3.77%	-	2,167.83	-	2,349.14	4,516.97
Total	876		5.30		\$ -	\$ 27,128.81	\$ -	\$ 62,252.31	\$ 89,381.13
					\$ -	\$ 27,128.81	\$ -	\$ 62,252.31	\$ 89,381.13

* Infrastructure Costs are calculated using Space (sq ft) %

** Delivery System Costs are calculated using on FTE %

Infrastructure Funding Agreement Summary FY 2020 - 2021								
Kentucky Career Center JobSight, Manchester (Affiliate)								
Partner Name	Total Cost Allocation	Total Historical Cost Contributions All Partners	Total New Cost Contributions	Total All Contributions Credited to Partners	Estimate of Cash Due Balance	Actual Infrastructure Contribution	Actual Delivery System Contribution	Actual Cash Due Balance
Total Adult, Dislocated Worker, Youth (WIOA): DBCAA	51,955.90	85,181.13	-	85,181.13	(33,225.22)	-	-	51,955.90
a. Adult, Dislocated Worker, Youth (WIOA): DBCAA	51,955.90	71,233.45	-	71,233.45	-	-	-	-
b. Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA	-	13,947.68	-	13,947.68	-	-	-	-
Community Services Block Grant: DBCAA	17,165.29	-	-	-	17,165.29	-	-	17,165.29
Career Development Office: CDO	14,165.80	-	-	-	14,165.80	-	-	14,165.80
Office of Vocational Rehabilitation	1,577.17	-	-	-	1,577.17	-	-	1,577.17
Office of Adult Education (EKU, Skills U)	4,516.97	4,200.00	-	4,200.00	316.97	-	-	4,516.97
Total	\$ 89,381.13	\$ 89,381.13	\$ -	\$ 89,381.13	\$ -	\$ -	\$ -	\$ 89,381.13
Additional Contributions:								
Total Additional Contributions	-	-	-	-	-	-	-	-
Total Including Additional Contributions	\$ 89,381.13	\$ 89,381.13	\$ -	\$ 89,381.13	\$ -	\$ -	\$ -	\$ 89,381.13

INFRASTRUCTURE FUNDING AGREEMENT FY 2021

I. INTRODUCTION

This Infrastructure Funding Agreement (IFA) shall determine how the Local Workforce Development Board and WIOA partners will fund the infrastructure costs with all the Comprehensive and Affiliate Kentucky Career Centers in the **EKCEP Workforce Development Area**. The **EKCEP** Workforce Development Board, chief local elected officials, and workforce partners hereby agree to amounts and methods of calculating amounts each partner will contribute for workforce system infrastructure funding as determined herein.

This agreement shall take effect on **July 1, 2020** and expire on **June 30, 2021**.

The One Stop Operator coordinates the delivery of workforce services with the partners located in the aforementioned Kentucky Career Centers. See the MOU for a list of co-located partners and the services provided by each partner.

II. COST ALLOCATION METHODOLOGY

The workforce budget (Budget) and IFA for the **EKCEP** Local Workforce Development Area 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 and delivery system costs that are the total costs paid by each partner individually and those costs shared jointly with the partners. Where there are shared costs, the workforce 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 both infrastructure costs and delivery system costs are charged to each partner in proportion to relative benefits received, and have been determined to be allowable, necessary, and allocable;

The **EKCEP** Workforce Development Board as identified in the **EKCEP** Workforce Development Area MOU, hereby certifies that this plan has been prepared in accordance with these guidelines.

This Plan has identified and equitably distributed workforce system infrastructure and delivery system costs by cost pools/items. The infrastructure and delivery system costs can be funded through cash, non-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 workforce delivery system operations

The Budgets, attached hereto, were based on historical costs from the previous Fiscal Year expenditures which shall be reconciled quarterly and at year end 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 deducted from that partner's next FY's share of costs for that equal amount. Any underpayment from any partner shall be added to that partner's next FY's share of costs for that equal amount. Each partner will receive a copy of the reconciled year end budget showing actual costs AND the amounts that will be added/deducted to the next FY's budget.

III. DIRECT COSTS

Costs are broken down into two categories: *Infrastructure Costs* and *Delivery System Costs*. Infrastructure Costs include rent, utilities, janitorial, supplies, equipment, copiers, and internet/phones. Delivery System Costs include personnel-salary/fringe, travel, and outreach. Both cost categories are allocated in the attached budgets as part of this Infrastructure Funding Agreement. All direct costs that are incurred by individual partners are the responsibility of the individual partner agency unless a cost pool/item is agreed by all partners to be shared proportionately based on benefit received.

IV. SHARED COSTS

Shared or *Common* Costs can be an Infrastructure Cost and/or a Delivery System Cost and are allocated (using appropriate methodologies) and agreed upon by all the partners to be shared proportionately based on their fair share of benefit received.

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©(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 workforce partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other 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 workforce system, 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 workforce center infrastructure
- May consider supplies as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the workforce center.

V. PARTNER PROVISIONS

The allocation of costs will be revised each time a partner begins or terminates delivery of service in the workforce system or at any time a partner agency substantially changes its leased premises or number of employees present in the system. Accordingly, the IFA shall be adjusted to reflect changes in the allocations of Delivery System Costs. All partners must agree in writing on the initial allocation and any subsequent changes to the initial allocations.

All purchases for the workforce system that would be pooled and allocated to all partners, must be approved by all partners, One-stop operator, WDB Director, and KY Department of Workforce Investment before it is presented to the Board for approval.

To ensure equitable benefit among the workforce partners, this Infrastructure Funding Agreement shall be reviewed annually and modified as aforementioned. The **EKCEP** Workforce Development Board will work with workforce partners to achieve consensus and mediate any possible conflicts or disagreements among the partners as described in the **EKCEP** Workforce Development Area MOU.

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

For the: McKee

INFRASTRUCTURE COSTS:	Budget	Actual	Year-End Balance
Rent	\$15,788.43	\$0.00	\$15,788.43
Janitorial	\$0.00	\$0.00	\$0.00
Utilities	\$2,115.87	\$0.00	\$2,115.87
Taxes	\$0.00	\$0.00	\$0.00
Insurance	\$512.16	\$0.00	\$512.16
Phones/Internet (Resource Rm, Directs, etc)	\$3,192.93	\$0.00	\$3,192.93
Security	\$0.00	\$0.00	\$0.00
Maintenance/Repairs	\$761.37	\$0.00	\$761.37
Pest Control	\$0.00	\$0.00	\$0.00
Equipment (Computers, Copiers/rental)	\$1,627.99	\$0.00	\$1,627.99
Technology (IT Services, Software)	\$675.00	\$0.00	\$675.00
Office Furniture	\$0.00	\$0.00	\$0.00
Common Identifier Costs (signs, website)	\$0.00	\$0.00	\$0.00
General Supplies (copy paper, postage, etc)	\$4,705.64	\$0.00	\$4,705.64
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
CUSTOM 3	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Infrastructure Costs:	\$29,379.39	\$0.00	\$29,379.39

Comments:

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

DELIVERY SYSTEM COSTS:

Personnel Costs:

Salary/Fringe

	Budget	Actual	Year-End Balance
Receptionist	\$8,573.03	\$0.00	\$8,573.03
Administration	\$3,651.53	\$0.00	\$3,651.53
Business Service Personnel	\$11,621.16	\$0.00	\$11,621.16
Managers-One Stop Operator	\$1,581.51	\$0.00	\$1,581.51
Other WIOA Staff	\$0.00	\$0.00	\$0.00
CUSTOM 1 IT Services	\$4,841.50	\$0.00	\$4,841.50
CUSTOM 2 Outreach	\$2,353.99	\$0.00	\$2,353.99
CUSTOM 3	\$0.00	\$0.00	\$0.00

Additional

Staff Professional Development/Training	\$0.00	\$0.00	\$0.00
Staff Travel	\$0.00	\$0.00	\$0.00

Other Delivery System Costs:

	Budget	Actual	Year-End Balance
Outreach/Marketing	\$0.00	\$0.00	\$0.00
Resource Room Materials	\$250.00	\$0.00	\$250.00
Memberships	\$0.00	\$0.00	\$0.00
Conference Fees	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00
CUSTOM 4	\$0.00	\$0.00	\$0.00
CUSTOM 5	\$0.00	\$0.00	\$0.00
Other (Personnel and Other Delivery Sys Costs)	\$937.50	\$0.00	\$937.50
Total Delivery System Costs:	\$33,810.22	\$0.00	\$33,810.22

Comments: Career Coach Assessment - Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA \$937.50

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

PARTNER CONTRIBUTIONS/OTHER INCOME	Budget	Actual	Year-End Balance
Cash Contributions	\$0.00	\$0.00	\$0.00
Non-Cash Contributions	\$47,913.93	\$0.00	\$47,913.93
Third Party In-Kind Contributions	\$15,275.67	\$0.00	\$15,275.67
Employer Contributions	\$0.00	\$0.00	\$0.00
Governors Reserve Grant	\$0.00	\$0.00	\$0.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Revenues	\$63,189.60	\$0.00	\$63,189.60

Comments:

-- SUMMARY --

	Budget	Actual	Year-End Balance
EXPENDITURES TOTAL	\$63,189.61	\$0.00	\$63,189.61
REVENUE TOTAL	\$63,189.60	\$0.00	\$63,189.60
TOTAL ALLOCATED BUDGET	\$0.01	\$0.00	\$0.01

Cost Allocation

Friday, October 2, 2020

Summary of All Shared Costs at: **McKee**

Partner	Space (sq ft)	% Space	FTE	% FTE	Infrastructure Costs	Delivery System Costs	Total
Community Services Block Grant: Daniel Boone CAA	23	5.35%	0.2	7.41%	\$1,571.46	\$2,504.46	\$4,075.92
Career Development Office	160	37.21%	1	37.04%	\$10,931.87	\$12,522.30	\$23,454.17
Adult, Dislocated Worker, Youth (WIOA): Daniel Boone CAA	247	57.44%	1.5	55.56%	\$16,876.07	\$18,783.46	\$35,659.52
Totals	430.00	100.00%	2.70	100.00%	\$29,379.39	\$33,810.22	\$63,189.61

One-Stop Operating Budget & Partner Contributions FY 2020 - 2021									
Kentucky Career Center JobSight, McKee (Affiliate)									
Cost Category	Cost Pool	Cost Item	Allocation Base	Partner Name	Contribution Type	Total Projected Budget Costs	CDO/OVR Historical Cost Contributions	Other Partner Historical Cost Contributions	New Cost Contributions
Infrastructure	Total Rent/Janitorial/Utilities					17,904.30			
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage	Career Development Office (CDO)	Non-Cash		5,400.00		
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			10,388.43	
Infrastructure	Rent/Janitorial/Utilities	Utilities	Square Footage	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			2,115.87	
Infrastructure	Total Taxes								
Infrastructure	Total Insurance					512.16			
Infrastructure	Insurance	Insurance	Square Footage	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			512.16	
Infrastructure	Total Resource Room Phones/Internet					3,192.93			
Infrastructure	Resource Room Phones/Internet	Phone System	Square Footage	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			3,192.93	
Infrastructure	Total Security								
Infrastructure	Total Maintenance & Repairs					761.37			
Infrastructure	Maintenance & Repairs	Maintenance & Repairs	Square Footage	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			761.37	
Infrastructure	Total Pest Control								
Infrastructure	Total Equipment for Assistive Technology								
Infrastructure	Total Equipment - Copier, Computers, Furniture					1,627.99			
Infrastructure	Equipment - Copier, Computers, Furniture	4 Monitors & 2 Desktop Computers	Square Footage	Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA	Third-Party			1,627.99	
Infrastructure	Total Technology for Outreach Activities					675.00			
Infrastructure	Technology for Outreach Activities	JobSight Regional Website Development, Bitsource	Square Footage	Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA	Third Party			675.00	
Infrastructure	Total Common Identifiers: Signs/Website								
Infrastructure	Total General Supplies					4,705.64			
Infrastructure	General Supplies	Office & Janitorial Supplies	Square Footage	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			4,705.64	
Infrastructure	Total Other:								
Addl Delivery System	Total Receptionist					8,573.03			
Addl Delivery System	Receptionist	Receptionist	FTE	Adult, Dislocated Worker, Youth (WIOA): DBCAA (37.14%)	Non-Cash			8,573.03	
Addl Delivery System	Total Office Manager					1,581.51			
Addl Delivery System	Office Manager	Office Manager	FTE	Adult, Dislocated Worker, Youth (WIOA): DBCAA (0.03 FTE)	Non-Cash			1,581.51	
Addl Delivery System	Total IT Services					4,841.50			
Addl Delivery System	IT Services	IT Manager	FTE	Adult, Dislocated Worker, Youth (WIOA): DBCAA (.05 FTE)	Non-Cash			4,841.50	
Addl Delivery System	Total Administration					3,651.53			
Addl Delivery System	Administration	Director of Finance	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA (0.1 FTE)	Third-Party			1,940.08	
Addl Delivery System	Administration	Systems Coordinator	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA (0.2 FTE)	Third-Party			1,711.45	
Addl Delivery System	Total Outreach					2,353.99			
Addl Delivery System	Outreach	Communications Coordinator	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA (0.1 FTE)	Third-Party			885.56	
Addl Delivery System	Outreach	Communications Associate	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA (0.15 FTE)	Third-Party			1,018.43	
Addl Delivery System	Outreach	Outreach	FTE	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			450.00	
Addl Delivery System	Total Business Services					11,621.16			
Addl Delivery System	Business Services	Industry Liason	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA (0.25 FTE)	Third-Party			3,761.65	
Addl Delivery System	Business Services	Business Services Team Leader	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA (0.25 FTE)	Third-Party			3,018.01	
Addl Delivery System	Business Services	Employer Service Representative	FTE	Adult, Dislocated Worker, Youth (WIOA): DBCAA (0.05 FTE)	Non-Cash			4,841.50	
Addl Delivery System	Total Resource Room Materials					250.00			
Addl Delivery System	Resource Room Materials	Resource Room Materials	FTE	Adult, Dislocated Worker, Youth (WIOA): DBCAA	Non-Cash			250.00	
Addl Delivery System	Total Strategic Data Gathering								
Addl Delivery System	Total Other:					937.50			
Addl Delivery System	Other:	Career Coach Assessment	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA	Third-Party			937.50	
						\$ 63,189.60	\$ 5,400.00	\$ 57,789.60	\$ -
						Total Contributions \$ 63,189.60			

Cost Allocation and Partner Contributions

Cost Allocation FY 2020 - 2021									
Kentucky Career Center JobSight, McKee (Affiliate)									
Partner Name	Space (sq ft)	Space (sq ft) %	FTE	FTE %	New Infrastructure Costs *	Total Infrastructure Costs *	New Delivery System Costs **	Total Delivery System Costs **	Total Cost Allocation
Adult, Dislocated Worker, Youth (WIOA): DBCAA	247.00	57.44%	1.5	55.56%	-	16,876.06	-	18,783.45	35,659.52
Community Services Block Grant: DBCAA	23.00	5.35%	0.2	7.41%	-	1,571.46	-	2,504.46	4,075.92
Career Development Office: CDO	160.00	37.21%	1.0	37.04%	-	10,931.86	-	12,522.30	23,454.16
Total	430		2.70		\$ -	\$ 29,379.38	\$ -	\$ 33,810.22	\$ 63,189.60
					\$ -	\$ 29,379.38	\$ -	\$ 33,810.22	\$ 63,189.60

* Infrastructure Costs are calculated using Space (sq ft) %

** Delivery System Costs are calculated using on FTE %

Infrastructure Funding Agreement Summary FY 2020 - 2021								
Kentucky Career Center JobSight, McKee (Affiliate)								
Partner Name	Total Cost Allocation	Total Historical Cost Contributions All Partners	Total New Cost Contributions	Total All Contributions Credited to Partners	Estimate of Cash Due Balance	Actual Infrastructure Contribution	Actual Delivery System Contribution	Actual Cash Due Balance
Total Adult, Dislocated Worker, Youth (WIOA): DBCAA	35,659.52	57,789.60	-	57,789.60	(22,130.08)	-	-	35,659.52
a. Adult, Dislocated Worker, Youth (WIOA): DBCAA	35,659.52	42,213.93	-	42,213.93	-	-	-	-
b. Adult, Dislocated Worker, Youth (WIOA): EKCEP for DBCAA	-	15,575.67	-	15,575.67	-	-	-	-
Community Services Block Grant: DBCAA	4,075.92	-	-	-	4,075.92	-	-	4,075.92
Career Development Office: CDO	23,454.16	5,400.00	-	5,400.00	18,054.16	-	-	23,454.16
Total	\$ 63,189.60	\$ 63,189.60	\$ -	\$ 63,189.60	\$ -	\$ -	\$ -	\$ 63,189.60
Additional Contributions:								
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Additional Contributions	-	-	-	-	-	-	-	-
Total Including Additional Contributions	\$ 63,189.60	\$ 63,189.60	\$ -	\$ 63,189.60	\$ -	\$ -	\$ -	\$ 63,189.60

INFRASTRUCTURE FUNDING AGREEMENT FY 2021

I. INTRODUCTION

This Infrastructure Funding Agreement (IFA) shall determine how the Local Workforce Development Board and WIOA partners will fund the infrastructure costs with all the Comprehensive and Affiliate Kentucky Career Centers in the **EKCEP Workforce Development Area**. The **EKCEP** Workforce Development Board, chief local elected officials, and workforce partners hereby agree to amounts and methods of calculating amounts each partner will contribute for workforce system infrastructure funding as determined herein.

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II. COST ALLOCATION METHODOLOGY

The workforce budget (Budget) and IFA for the **EKCEP** Local Workforce Development Area 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 and delivery system costs that are the total costs paid by each partner individually and those costs shared jointly with the partners. Where there are shared costs, the workforce 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 both infrastructure costs and delivery system costs are charged to each partner in proportion to relative benefits received, and have been determined to be allowable, necessary, and allocable;

The **EKCEP** Workforce Development Board as identified in the **EKCEP** Workforce Development Area MOU, hereby certifies that this plan has been prepared in accordance with these guidelines.

This Plan has identified and equitably distributed workforce system infrastructure and delivery system costs by cost pools/items. The infrastructure and delivery system costs can be funded through cash, non-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 workforce delivery system operations

The Budgets, attached hereto, were based on historical costs from the previous Fiscal Year expenditures which shall be reconciled quarterly and at year end 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 deducted from that partner's next FY's share of costs for that equal amount. Any underpayment from any partner shall be added to that partner's next FY's share of costs for that equal amount. Each partner will receive a copy of the reconciled year end budget showing actual costs AND the amounts that will be added/deducted to the next FY's budget.

III. DIRECT COSTS

Costs are broken down into two categories: *Infrastructure Costs* and *Delivery System Costs*. Infrastructure Costs include rent, utilities, janitorial, supplies, equipment, copiers, and internet/phones. Delivery System Costs include personnel-salary/fringe, travel, and outreach. Both cost categories are allocated in the attached budgets as part of this Infrastructure Funding Agreement. All direct costs that are incurred by individual partners are the responsibility of the individual partner agency unless a cost pool/item is agreed by all partners to be shared proportionately based on benefit received.

IV. SHARED COSTS

Shared or *Common* Costs can be an Infrastructure Cost and/or a Delivery System Cost and are allocated (using appropriate methodologies) and agreed upon by all the partners to be shared proportionately based on their fair share of benefit received.

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©(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 workforce partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other 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 workforce system, 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 workforce center infrastructure
- May consider supplies as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the workforce center.

V. PARTNER PROVISIONS

The allocation of costs will be revised each time a partner begins or terminates delivery of service in the workforce system or at any time a partner agency substantially changes its leased premises or number of employees present in the system. Accordingly, the IFA shall be adjusted to reflect changes in the allocations of Delivery System Costs. All partners must agree in writing on the initial allocation and any subsequent changes to the initial allocations.

All purchases for the workforce system that would be pooled and allocated to all partners, must be approved by all partners, One-stop operator, WDB Director, and KY Department of Workforce Investment before it is presented to the Board for approval.

To ensure equitable benefit among the workforce partners, this Infrastructure Funding Agreement shall be reviewed annually and modified as aforementioned. The **EKCEP** Workforce Development Board will work with workforce partners to achieve consensus and mediate any possible conflicts or disagreements among the partners as described in the **EKCEP** Workforce Development Area MOU.

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

For the: Pikeville-College Street

INFRASTRUCTURE COSTS:	Budget	Actual	Year-End Balance
Rent	\$49,041.30	\$0.00	\$49,041.30
Janitorial	\$9,100.00	\$0.00	\$9,100.00
Utilities	\$25,900.00	\$0.00	\$25,900.00
Taxes	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00
Phones/Internet (Resource Rm, Directs, etc)	\$9,228.00	\$0.00	\$9,228.00
Security	\$0.00	\$0.00	\$0.00
Maintenance/Repairs	\$2,800.00	\$0.00	\$2,800.00
Pest Control	\$0.00	\$0.00	\$0.00
Equipment (Computers, Copiers/rental)	\$3,045.44	\$0.00	\$3,045.44
Technology (IT Services, Software)	\$675.00	\$0.00	\$675.00
Office Furniture	\$0.00	\$0.00	\$0.00
Common Identifier Costs (signs, website)	\$45.10	\$0.00	\$45.10
General Supplies (copy paper, postage, etc)	\$2,426.32	\$0.00	\$2,426.32
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
CUSTOM 3	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Infrastructure Costs:	\$102,261.16	\$0.00	\$102,261.16

Comments:

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

DELIVERY SYSTEM COSTS:

Personnel Costs:

Salary/Fringe	Budget	Actual	Year-End Balance
Receptionist	\$54,229.50	\$0.00	\$54,229.50
Administration	\$3,651.53	\$0.00	\$3,651.53
Business Service Personnel	\$20,650.67	\$0.00	\$20,650.67
Managers-One Stop Operator	\$24,547.26	\$0.00	\$24,547.26
Other WIOA Staff	\$0.00	\$0.00	\$0.00
CUSTOM 1 IT Services	\$4,948.46	\$0.00	\$4,948.46
CUSTOM 2 Outreach	\$1,903.99	\$0.00	\$1,903.99
CUSTOM 3	\$0.00	\$0.00	\$0.00
Additional			
Staff Professional Development/Training	\$0.00	\$0.00	\$0.00
Staff Travel	\$0.00	\$0.00	\$0.00

Other Delivery System Costs:

	Budget	Actual	Year-End Balance
Outreach/Marketing	\$0.00	\$0.00	\$0.00
Resource Room Materials	\$0.00	\$0.00	\$0.00
Memberships	\$0.00	\$0.00	\$0.00
Conference Fees	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00
CUSTOM 4	\$0.00	\$0.00	\$0.00
CUSTOM 5	\$0.00	\$0.00	\$0.00
Other (Personnel and Other Delivery Sys Costs)	\$9,037.50	\$0.00	\$9,037.50
Total Delivery System Costs:	\$118,968.91	\$0.00	\$118,968.91

Comments: Career Coach Assessment - Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP \$937.50
 College & Career Navigator Services - Office of Adult Education (BSCTC, Skills U) \$4,800.00
 Data & Assessment Specialist TABE, NCRC - Office of Adult Education (BSCTC, Skills U) \$3,300.00

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

PARTNER CONTRIBUTIONS/OTHER INCOME	Budget	Actual	Year-End Balance
Cash Contributions	\$0.00	\$0.00	\$0.00
Non-Cash Contributions	\$189,450.29	\$0.00	\$189,450.29
Third Party In-Kind Contributions	\$31,779.78	\$0.00	\$31,779.78
Employer Contributions	\$0.00	\$0.00	\$0.00
Governors Reserve Grant	\$0.00	\$0.00	\$0.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Revenues	\$221,230.07	\$0.00	\$221,230.07

Comments:

-- SUMMARY --

	Budget	Actual	Year-End Balance
EXPENDITURES TOTAL	\$221,230.07	\$0.00	\$221,230.07
REVENUE TOTAL	\$221,230.07	\$0.00	\$221,230.07
TOTAL ALLOCATED BUDGET	\$0.00	\$0.00	\$0.00

Cost Allocation

Friday, October 2, 2020

Summary of All Shared Costs at: **Pikeville-College Street**

Partner	Space (sq ft)	% Space	FTE	% FTE	Infrastructure Costs	Delivery System Costs	Total
Office of Vocational Rehabilitation	867	55.29%	5.2	63.41%	\$56,543.64	\$75,443.70	\$131,987.34
Office of Adult Education: Big Sandy Community & Technical College	80	5.10%	0.2	2.44%	\$5,217.41	\$2,901.68	\$8,119.09
Adult, Dislocated Worker, Youth (WIOA): Big Sandy Area CAP	489	31.19%	2.4	29.27%	\$31,891.39	\$34,820.17	\$66,711.56
Career Development Office	132	8.42%	0.4	4.88%	\$8,608.72	\$5,803.36	\$14,412.08
Totals	1568.00	100.00%	8.20	100.00%	\$102,261.16	\$118,968.91	\$221,230.07

One-Stop Operating Budget & Partner Contributions FY 2020 - 2021									
Kentucky Career Center JobSight, Pikeville (Affiliate)									
Cost Category	Cost Pool	Cost Item	Allocation Base	Partner Name	Contribution Type	Total Projected Budget Costs	CDO/OVR Historical Cost Contributions	Other Partner Historical Cost Contributions	New Cost Contributions
Infrastructure	Total Rent/Janitorial/Utilities					84,041.30			
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP	Third-Party			17,787.00	
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage	Office of Vocational Rehabilitation	Non-Cash		31,254.30		
Infrastructure	Rent/Janitorial/Utilities	Utilities	Square Footage	Office of Vocational Rehabilitation	Non-Cash		25,900.00		
Infrastructure	Rent/Janitorial/Utilities	Janitorial	Square Footage	Office of Vocational Rehabilitation	Non-Cash		9,100.00		
Infrastructure	Total Taxes								
Infrastructure	Total Insurance								
Infrastructure	Total Resource Room Phones/Internet					9,228.00			
Infrastructure	Resource Room Phones/Internet	3 Resource Room Phones	Square Footage	Office of Vocational Rehabilitation	Non-Cash		1,080.00		
Infrastructure	Internet	Internet	Square Footage	Office of Vocational Rehabilitation	Non-Cash		8,148.00		
Infrastructure	Total Security								
Infrastructure	Total Maintenance & Repairs					2,800.00			
Infrastructure	Maintenance & Repairs	Maintenance & Repairs	Square Footage	Office of Vocational Rehabilitation	Non-Cash		2,800.00		
Infrastructure	Total Pest Control								
Infrastructure	Total Equipment for Assistive Technology								
Infrastructure	Total Equipment - Copier, Computers, Furniture					3,045.44			
Infrastructure	Equipment - Copier, Computers, Furniture	Scanner for Resource Room	Square Footage	Adult, Dislocated Worker, Youth (WIOA): BSACAP	Non-Cash			165.44	
Infrastructure	Equipment - Copier, Computers, Furniture	Phone System	Square Footage	Office of Vocational Rehabilitation	Non-Cash		2,880.00		
Infrastructure	Total Technology for Outreach Activities					675.00			
Infrastructure	Technology for Outreach Activities	JobSight Regional Website Development, Btsource	Square Footage	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP	Third-Party			675.00	
Infrastructure	Total Common Identifiers: Signs/Website					45.10			
Infrastructure	Common Identifiers: Signs/Website	Common Identifier - Name Tags	Square Footage	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP	Third Party			45.10	
Infrastructure	Total General Supplies					2,426.32			
Infrastructure	General Supplies	Copy Paper for Resource Room	Square Footage	Adult, Dislocated Worker, Youth (WIOA): BSACAP	Non-Cash			400.00	
Infrastructure	General Supplies	Janitorial Supplies	Square Footage	Adult, Dislocated Worker, Youth (WIOA): BSACAP	Non-Cash			1,118.32	
Infrastructure	General Supplies	Resource Room Printer, Toner	Square Footage	Adult, Dislocated Worker, Youth (WIOA): BSACAP	Non-Cash			908.00	
Infrastructure	Total Other:								
Addl Delivery System	Total Receptionist					54,229.50			
Addl Delivery System	Receptionist	Receptionist	FTE	Adult, Dislocated Worker, Youth (WIOA): BSACAP (1.0 FTE)	Non-Cash			54,229.50	
Addl Delivery System	Total Office Manager					24,547.26			
Addl Delivery System	Office Manager	BSACAP WIOA Director	FTE	Adult, Dislocated Worker, Youth (WIOA): BSACAP (0.1 FTE)	Non-Cash			8,086.00	
Addl Delivery System	Office Manager	Branch Manager Prestonsburg District	FTE	Office of Vocational Rehabilitation (0.1 FTE)	Non-Cash		9,801.92		
Addl Delivery System	Office Manager	Center Management Functional Team Leader	FTE	Adult, Dislocated Worker, Youth (WIOA): BSACAP (0.1 FTE)	Non-Cash			6,659.34	
Addl Delivery System	Total IT Services					4,948.46			
Addl Delivery System	IT Services	IT Manager	FTE	Adult, Dislocated Worker, Youth (WIOA): BSACAP (5.7%)	Non-Cash			4,948.46	
Addl Delivery System	Total Administration					3,651.53			
Addl Delivery System	Administration	Director of Finance	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP (0.1 FTE)	Third-Party			1,940.08	
Addl Delivery System	Administration	Systems Coordinator	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP (0.2 FTE)	Third-Party			1,711.45	
Addl Delivery System	Total Outreach					1,903.99			
Addl Delivery System	Outreach	Communications Coordinator	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP (0.1 FTE)	Third-Party			885.56	
Addl Delivery System	Outreach	Communications Associate	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP (0.15 FTE)	Third-Party			1,018.43	
Addl Delivery System	Total Business Services					20,650.67			
Addl Delivery System	Business Services	Industry Liason	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP (0.25 FTE)	Third-Party			3,761.65	
Addl Delivery System	Business Services	Business Services Team Leader	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP (0.25 FTE)	Third-Party			3,018.01	
Addl Delivery System	Business Services	Employer Service Representative	FTE	Adult, Dislocated Worker, Youth (WIOA): BSACAP (0.2 FTE)	Non-Cash			13,871.01	
Addl Delivery System	Total Resource Room Materials								
Addl Delivery System	Total Strategic Data Gathering								
Addl Delivery System	Total Other:					9,037.50			
Addl Delivery System	Other:	Career Coach Assessment	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP	Third-Party			937.50	
Addl Delivery System	Other:	College & Career Navigator Career Services	FTE	Office of Adult Education (BSCTC, Skills U) (.08 FTE)	Non-Cash			4,800.00	-
Addl Delivery System	Other:	Data & Assessment Specialist TABE, NCRC	FTE	Office of Adult Education (BSCTC, Skills U) (.055 FTE)	Non-Cash			3,300.00	-
						\$ 221,230.07	\$ 90,964.22	\$ 130,265.85	\$ -
						Total Contributions \$ 221,230.07			

Cost Allocation and Partner Contributions

Cost Allocation FY 2020 - 2021									
Kentucky Career Center JobSight, Pikeville (Affiliate)									
Partner Name	Space (sq ft)	Space (sq ft) %	FTE	FTE %	New Infrastructure Costs *	Total Infrastructure Costs *	New Delivery System Costs **	Total Delivery System Costs **	Total Cost Allocation
Adult, Dislocated Worker, Youth (WIOA): BSACAP	489.00	31.19%	2.4	29.27%	-	31,891.39	-	34,820.17	66,711.56
Career Development Office: CDO	132.00	8.42%	0.4	4.88%	-	8,608.72	-	5,803.36	14,412.08
Office of Vocational Rehabilitation	867.00	55.29%	5.2	63.41%	-	56,543.64	-	75,443.70	131,987.34
Office of Adult Education (BSCTC, Skills U)	80.00	5.10%	0.2	2.44%	-	5,217.41	-	2,901.68	8,119.09
Total	1,568.00		8.20		\$ -	\$ 102,261.16	\$ -	\$ 118,968.91	\$ 221,230.07
					\$ -	\$ 102,261.16	\$ -	\$ 118,968.91	\$ 221,230.07

* Infrastructure Costs are calculated using Space (sq ft) %
 ** Delivery System Costs are calculated using on FTE %

Infrastructure Funding Agreement Summary FY 2020 - 2021								
Kentucky Career Center JobSight, Pikeville (Affiliate)								
Partner Name	Total Cost Allocation	Total Historical Cost Contributions All Partners	Total New Cost Contributions	Total All Contributions Credited to Partners	Estimate of Cash Due Balance	Actual Infrastructure Contribution	Actual Delivery System Contribution	Actual Cash Due Balance
Total Adult, Dislocated Worker, Youth (WIOA): BSACAP	66,711.56	122,165.85	-	122,165.85	(55,454.29)	-	-	66,711.56
a. Adult, Dislocated Worker, Youth (WIOA): BSACAP	66,711.56	90,386.07	-	90,386.07	-	-	-	-
b. Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP	-	31,779.78	-	31,779.78	-	-	-	-
Career Development Office: CDO	14,412.08	-	-	-	14,412.08	-	-	14,412.08
Office of Vocational Rehabilitation	131,987.34	90,964.22	-	90,964.22	41,023.12	-	-	131,987.34
Office of Adult Education (BSCTC, Skills U)	8,119.09	8,100.00	-	8,100.00	19.09	-	-	8,119.09
Total	\$ 221,230.07	\$ 221,230.07	\$ -	\$ 221,230.07	\$ (0.00)	\$ -	\$ -	\$ 221,230.07
Total Additional Contributions	-	-	-	-	-	-	-	-
Total Including Additional Contributions	\$ 221,230.07	\$ 221,230.07	\$ -	\$ 221,230.07	\$ (0.00)	\$ -	\$ -	\$ 221,230.07

INFRASTRUCTURE FUNDING AGREEMENT FY 2021

I. INTRODUCTION

This Infrastructure Funding Agreement (IFA) shall determine how the Local Workforce Development Board and WIOA partners will fund the infrastructure costs with all the Comprehensive and Affiliate Kentucky Career Centers in the **EKCEP Workforce Development Area**. The **EKCEP** Workforce Development Board, chief local elected officials, and workforce partners hereby agree to amounts and methods of calculating amounts each partner will contribute for workforce system infrastructure funding as determined herein.

This agreement shall take effect on **July 1, 2020** and expire on **June 30, 2021**.

The One Stop Operator coordinates the delivery of workforce services with the partners located in the aforementioned Kentucky Career Centers. See the MOU for a list of co-located partners and the services provided by each partner.

II. COST ALLOCATION METHODOLOGY

The workforce budget (Budget) and IFA for the **EKCEP** Local Workforce Development Area 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 and delivery system costs that are the total costs paid by each partner individually and those costs shared jointly with the partners. Where there are shared costs, the workforce 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 both infrastructure costs and delivery system costs are charged to each partner in proportion to relative benefits received, and have been determined to be allowable, necessary, and allocable;

The **EKCEP** Workforce Development Board as identified in the **EKCEP** Workforce Development Area MOU, hereby certifies that this plan has been prepared in accordance with these guidelines.

This Plan has identified and equitably distributed workforce system infrastructure and delivery system costs by cost pools/items. The infrastructure and delivery system costs can be funded through cash, non-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 workforce delivery system operations

The Budgets, attached hereto, were based on historical costs from the previous Fiscal Year expenditures which shall be reconciled quarterly and at year end 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 deducted from that partner's next FY's share of costs for that equal amount. Any underpayment from any partner shall be added to that partner's next FY's share of costs for that equal amount. Each partner will receive a copy of the reconciled year end budget showing actual costs AND the amounts that will be added/deducted to the next FY's budget.

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- Must include the costs of the provision of career services in WIOA sec. 134©(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 workforce partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other partners, and business services.

INFRASTRUCTURE COSTS

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- Non-personnel costs
- Costs necessary for the general operation of the workforce system, 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 workforce center infrastructure
- May consider supplies as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the workforce center.

V. PARTNER PROVISIONS

The allocation of costs will be revised each time a partner begins or terminates delivery of service in the workforce system or at any time a partner agency substantially changes its leased premises or number of employees present in the system. Accordingly, the IFA shall be adjusted to reflect changes in the allocations of Delivery System Costs. All partners must agree in writing on the initial allocation and any subsequent changes to the initial allocations.

All purchases for the workforce system that would be pooled and allocated to all partners, must be approved by all partners, One-stop operator, WDB Director, and KY Department of Workforce Investment before it is presented to the Board for approval.

To ensure equitable benefit among the workforce partners, this Infrastructure Funding Agreement shall be reviewed annually and modified as aforementioned. The **EKCEP** Workforce Development Board will work with workforce partners to achieve consensus and mediate any possible conflicts or disagreements among the partners as described in the **EKCEP** Workforce Development Area MOU.

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

For the: Pineville

INFRASTRUCTURE COSTS:	Budget	Actual	Year-End Balance
Rent	\$24,307.40	\$0.00	\$24,307.40
Janitorial	\$0.00	\$0.00	\$0.00
Utilities	\$13,221.97	\$0.00	\$13,221.97
Taxes	\$0.00	\$0.00	\$0.00
Insurance	\$2,358.05	\$0.00	\$2,358.05
Phones/Internet (Resource Rm, Directs, etc)	\$8,944.34	\$0.00	\$8,944.34
Security	\$0.00	\$0.00	\$0.00
Maintenance/Repairs	\$4,295.91	\$0.00	\$4,295.91
Pest Control	\$283.96	\$0.00	\$283.96
Equipment (Computers, Copiers/rental)	\$2,196.23	\$0.00	\$2,196.23
Technology (IT Services, Software)	\$675.00	\$0.00	\$675.00
Office Furniture	\$0.00	\$0.00	\$0.00
Common Identifier Costs (signs, website)	\$0.00	\$0.00	\$0.00
General Supplies (copy paper, postage, etc)	\$370.00	\$0.00	\$370.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
CUSTOM 3	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Infrastructure Costs:	\$56,652.86	\$0.00	\$56,652.86

Comments:

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

DELIVERY SYSTEM COSTS:

Personnel Costs:

Salary/Fringe	Budget	Actual	Year-End Balance
Receptionist	\$10,622.95	\$0.00	\$10,622.95
Administration	\$3,651.53	\$0.00	\$3,651.53
Business Service Personnel	\$30,712.03	\$0.00	\$30,712.03
Managers-One Stop Operator	\$16,132.72	\$0.00	\$16,132.72
Other WIOA Staff	\$0.00	\$0.00	\$0.00
CUSTOM 1 IT Services	\$6,974.36	\$0.00	\$6,974.36
CUSTOM 2 Outreach	\$1,903.99	\$0.00	\$1,903.99
CUSTOM 3	\$0.00	\$0.00	\$0.00
Additional			
Staff Professional Development/Training	\$0.00	\$0.00	\$0.00
Staff Travel	\$0.00	\$0.00	\$0.00

Other Delivery System Costs:

	Budget	Actual	Year-End Balance
Outreach/Marketing	\$0.00	\$0.00	\$0.00
Resource Room Materials	\$0.00	\$0.00	\$0.00
Memberships	\$0.00	\$0.00	\$0.00
Conference Fees	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00
CUSTOM 4	\$0.00	\$0.00	\$0.00
CUSTOM 5	\$0.00	\$0.00	\$0.00
Other (Personnel and Other Delivery Sys Costs)	\$9,937.50	\$0.00	\$9,937.50
Total Delivery System Costs:	\$79,935.08	\$0.00	\$79,935.08

Comments: College & Career Navigator Career Services - Office of Adult Education: (SKCTC, Skills U) \$6,000.00
 Data & Assessment Specialist TABE, NCRC - Office of Adult Education: (SKCTC, Skills U) \$3,000.00
 Career Coach Assessment - Adult, Dislocated Worker, Youth (WIOA): EKCEP for BWCAA \$937.50

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

PARTNER CONTRIBUTIONS/OTHER INCOME	Budget	Actual	Year-End Balance
Cash Contributions	\$0.00	\$0.00	\$0.00
Non-Cash Contributions	\$122,640.26	\$0.00	\$122,640.26
Third Party In-Kind Contributions	\$13,947.68	\$0.00	\$13,947.68
Employer Contributions	\$0.00	\$0.00	\$0.00
Governors Reserve Grant	\$0.00	\$0.00	\$0.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Revenues	\$136,587.94	\$0.00	\$136,587.94

Comments:

-- SUMMARY --

	Budget	Actual	Year-End Balance
EXPENDITURES TOTAL	\$136,587.94	\$0.00	\$136,587.94
REVENUE TOTAL	\$136,587.94	\$0.00	\$136,587.94
TOTAL ALLOCATED BUDGET	\$0.00	\$0.00	\$0.00

One-Stop Operating Budget & Partner Contributions FY 2020 - 2021										
Kentucky Career Center JobSight, Pineville (Affiliate)										
Cost Category	Cost Pool	Cost Item	Allocation Base	Partner Name	Contribution Type	Total Projected Budget Costs	CDO/OVR Historical Cost Contributions	Other Partner Historical Cost Contributions	New Cost Contributions	
Infrastructure	Total Rent/Janitorial/Utilities					37,529.37				
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage	Adult, Dislocated Worker, Youth (WIOA): BWCAA	Non-Cash			24,307.40		
Infrastructure	Rent/Janitorial/Utilities	Utilities	Square Footage	Adult, Dislocated Worker, Youth (WIOA): BWCAA	Non-Cash			13,221.97		
Infrastructure	Total Taxes									
Infrastructure	Total Insurance					2,358.05				
Infrastructure	Insurance	Insurance	Square Footage	Adult, Dislocated Worker, Youth (WIOA): BWCAA	Non-Cash			2,358.05		
Infrastructure	Total Resource Room Phones/Internet					8,944.34				
Infrastructure	Internet	Internet	Square Footage	Adult, Dislocated Worker, Youth (WIOA): BWCAA	Non-Cash			8,944.34		
Infrastructure	Total Security									
Infrastructure	Total Maintenance & Repairs					4,295.91				
Infrastructure	Maintenance & Repairs	Sprinklers, Fire Protection and Reg. Building Maintenance	Square Footage	Adult, Dislocated Worker, Youth (WIOA): BWCAA	Non-Cash			4,295.91		
Infrastructure	Total Pest Control					283.96				
Infrastructure	Pest Control	Pest Control	Square Footage	Adult, Dislocated Worker, Youth (WIOA): BWCAA	Non-Cash			283.96		
Infrastructure	Total Equipment for Assistive Technology									
Infrastructure	Total Equipment - Copier, Computers, Furniture					2,196.23				
Infrastructure	Equipment - Copier, Computers, Furniture	Copy Machine	Square Footage	Adult, Dislocated Worker, Youth (WIOA): BWCAA	Non-Cash			978.67		
Infrastructure	Equipment - Copier, Computers, Furniture	Phone System	Square Footage	Adult, Dislocated Worker, Youth (WIOA): BWCAA	Non-Cash			1,217.56		
Infrastructure	Total Technology for Outreach Activities					675.00				
Infrastructure	Technology for Outreach Activities	JobSight Regional Website Development, Bitsource	Square Footage	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BWCAA	Third Party			675.00		
Infrastructure	Total Common Identifiers: Signs/Website					370.00				
Infrastructure	General Supplies	Resource Room Paper	Square Footage	Adult, Dislocated Worker, Youth (WIOA): BWCAA	Non-Cash			120.00		
Infrastructure	General Supplies	Janitorial Supplies	Square Footage	Adult, Dislocated Worker, Youth (WIOA): BWCAA	Non-Cash			250.00		
Infrastructure	Total Other:									
Add Delivery System	Total Receptionist					10,622.95				
Add Delivery System	Receptionist	Receptionist	FTE	Adult, Dislocated Worker, Youth (WIOA): BWCAA (31.55%)	Non-Cash			10,622.95		
Add Delivery System	Total Office Manager					16,132.72				
Add Delivery System	Office Manager	BWCAA WIOA Director	FTE	Adult, Dislocated Worker, Youth (WIOA): BWCAA (0.2 FTE)	Non-Cash			16,132.72		
Add Delivery System	Total IT Services					6,974.36				
Add Delivery System	IT Services	IT Manager	FTE	Adult, Dislocated Worker, Youth (WIOA): BWCAA (0.1 FTE)	Non-Cash			6,974.36		
Add Delivery System	Total Administration					3,651.53				
Add Delivery System	Administration	Director of Finance	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BWCAA (0.1 FTE)	Third-Party			1,940.08		
Add Delivery System	Administration	Systems Coordinator	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BWCAA (0.2 FTE)	Third-Party			1,711.45		
Add Delivery System	Total Outreach					1,903.99				
Add Delivery System	Outreach	Communications Coordinator	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BWCAA (0.1 FTE)	Third-Party			885.56		
Add Delivery System	Outreach	Communications Associate	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BWCAA (0.15 FTE)	Third-Party			1,018.43		
Add Delivery System	Total Business Services					30,712.03				
Add Delivery System	Business Services	Industry Liason	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BWCAA (0.25 FTE)	Third-Party			3,761.65		
Add Delivery System	Business Services	Business Services Team Leader	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BWCAA (0.25 FTE)	Third-Party			3,018.01		
Add Delivery System	Business Services	Employer Service Representative	FTE	Adult, Dislocated Worker, Youth (WIOA): BWCAA (0.25 FTE)	Non-Cash			7,799.65		
Add Delivery System	Business Services	Employer Service Representative	FTE	Adult, Dislocated Worker, Youth (WIOA): BWCAA (0.20 FTE)	Non-Cash			16,132.72		
Add Delivery System	Total Resource Room Materials									
Add Delivery System	Total Strategic Data Gathering									
Add Delivery System	Total Other:					9,937.50				
Add Delivery System	Other:	College & Career Navigator Career Services	FTE	Office of Adult Education (SKCTC, Skills U) (.1 FTE)	Non-Cash			6,000.00		
Add Delivery System	Other:	Data & Assessment Specialist TABE, NCRC	FTE	Office of Adult Education (SKCTC, Skills U) (.05 FTE)	Non-Cash			3,000.00		
Add Delivery System	Other:	Career Coach Assessment	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BWCAA	Third-Party			937.50		
						\$ 136,587.94	\$ -	\$ 136,587.94	\$ -	
								Total Contributions	\$ 136,587.94	

Cost Allocation and Partner Contributions

Cost Allocation FY 2020 - 2021									
Kentucky Career Center JobSight, Pineville (Affiliate)									
Partner Name	Space (sq ft)	Space (sq ft) %	FTE	FTE %	New Infrastructure Costs *	Total Infrastructure Costs *	New Delivery System Costs **	Total Delivery System Costs **	Total Cost Allocation
Adult, Dislocated Worker, Youth (WIOA): BWCAA	661.00	75.96%	3.9	68.42%	-	43,033.26	-	54,692.42	97,725.68
Community Services Block Grant: BWCAA	126.00	14.48%	1.4	24.56%	-	8,203.01	-	19,633.18	27,836.19
Career Development Office: CDO	15.60	1.79%	0.2	3.51%	-	1,015.61	-	2,804.74	3,820.35
Office of Adult Education (SKCTC, Skills U)	67.60	7.77%	0.2	3.51%	-	4,400.98	-	2,804.74	7,205.72
Total	870.20		5.70		\$ -	\$ 56,652.86	\$ -	\$ 79,935.08	\$ 136,587.94
						56,652.86		79,935.08	136,587.94

* Infrastructure Costs are calculated using Space (sq ft) %

** Delivery System Costs are calculated using on FTE %

Infrastructure Funding Agreement Summary FY 2020 - 2021								
Kentucky Career Center JobSight, Pineville (Affiliate)								
Partner Name	Total Cost Allocation	Total Historical Cost Contributions All Partners	Total New Cost Contributions	Total All Contributions Credited to Partners	Estimate of Cash Due Balance	Actual Infrastructure Contribution	Actual Delivery System Contribution	Actual Cash Due Balance
Total Adult, Dislocated Worker, Youth (WIOA): BWCAA	97,725.68	127,587.94	-	127,587.94	(29,862.26)	-	-	97,725.68
a. Adult, Dislocated Worker, Youth (WIOA): BWCAA	97,725.68	113,640.26	-	113,640.26	-	-	-	-
b. Adult, Dislocated Worker, Youth (WIOA): EKCEP for BWCAA	-	13,947.68	-	13,947.68	-	-	-	-
Community Services Block Grant: BWCAA	27,836.19	-	-	-	27,836.19	-	-	27,836.19
Career Development Office: CDO	3,820.35	-	-	-	3,820.35	-	-	3,820.35
Office of Adult Education (SKCTC, Skills U)	7,205.72	9,000.00	-	9,000.00	(1,794.28)	-	-	7,205.72
Total	136,587.94	\$ 136,587.94	\$ -	\$ 136,587.94	\$ 0.00	\$ -	\$ -	\$ 136,587.94
Additional Contributions:								
Total Additional Contributions	-	-	-	-	-	-	-	-
Total Including Additional Contributions	\$ 136,587.94	\$ 136,587.94	\$ -	\$ 136,587.94	\$ 0.00	\$ -	\$ -	\$ 136,587.94

INFRASTRUCTURE FUNDING AGREEMENT FY 2021

I. INTRODUCTION

This Infrastructure Funding Agreement (IFA) shall determine how the Local Workforce Development Board and WIOA partners will fund the infrastructure costs with all the Comprehensive and Affiliate Kentucky Career Centers in the **EKCEP Workforce Development Area**. The **EKCEP** Workforce Development Board, chief local elected officials, and workforce partners hereby agree to amounts and methods of calculating amounts each partner will contribute for workforce system infrastructure funding as determined herein.

This agreement shall take effect on **July 1, 2020** and expire on **June 30, 2021**.

The One Stop Operator coordinates the delivery of workforce services with the partners located in the aforementioned Kentucky Career Centers. See the MOU for a list of co-located partners and the services provided by each partner.

II. COST ALLOCATION METHODOLOGY

The workforce budget (Budget) and IFA for the **EKCEP** Local Workforce Development Area 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 and delivery system costs that are the total costs paid by each partner individually and those costs shared jointly with the partners. Where there are shared costs, the workforce 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 both infrastructure costs and delivery system costs are charged to each partner in proportion to relative benefits received, and have been determined to be allowable, necessary, and allocable;

The **EKCEP** Workforce Development Board as identified in the **EKCEP** Workforce Development Area MOU, hereby certifies that this plan has been prepared in accordance with these guidelines.

This Plan has identified and equitably distributed workforce system infrastructure and delivery system costs by cost pools/items. The infrastructure and delivery system costs can be funded through cash, non-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 workforce delivery system operations

The Budgets, attached hereto, were based on historical costs from the previous Fiscal Year expenditures which shall be reconciled quarterly and at year end 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 deducted from that partner's next FY's share of costs for that equal amount. Any underpayment from any partner shall be added to that partner's next FY's share of costs for that equal amount. Each partner will receive a copy of the reconciled year end budget showing actual costs AND the amounts that will be added/deducted to the next FY's budget.

III. DIRECT COSTS

Costs are broken down into two categories: *Infrastructure Costs* and *Delivery System Costs*. Infrastructure Costs include rent, utilities, janitorial, supplies, equipment, copiers, and internet/phones. Delivery System Costs include personnel-salary/fringe, travel, and outreach. Both cost categories are allocated in the attached budgets as part of this Infrastructure Funding Agreement. All direct costs that are incurred by individual partners are the responsibility of the individual partner agency unless a cost pool/item is agreed by all partners to be shared proportionately based on benefit received.

IV. SHARED COSTS

Shared or *Common* Costs can be an Infrastructure Cost and/or a Delivery System Cost and are allocated (using appropriate methodologies) and agreed upon by all the partners to be shared proportionately based on their fair share of benefit received.

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©(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 workforce partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other 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 workforce system, 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 workforce center infrastructure
- May consider supplies as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the workforce center.

V. PARTNER PROVISIONS

The allocation of costs will be revised each time a partner begins or terminates delivery of service in the workforce system or at any time a partner agency substantially changes its leased premises or number of employees present in the system. Accordingly, the IFA shall be adjusted to reflect changes in the allocations of Delivery System Costs. All partners must agree in writing on the initial allocation and any subsequent changes to the initial allocations.

All purchases for the workforce system that would be pooled and allocated to all partners, must be approved by all partners, One-stop operator, WDB Director, and KY Department of Workforce Investment before it is presented to the Board for approval.

To ensure equitable benefit among the workforce partners, this Infrastructure Funding Agreement shall be reviewed annually and modified as aforementioned. The **EKCEP** Workforce Development Board will work with workforce partners to achieve consensus and mediate any possible conflicts or disagreements among the partners as described in the **EKCEP** Workforce Development Area MOU.

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

For the: Prestonsburg

INFRASTRUCTURE COSTS:	Budget	Actual	Year-End Balance
Rent	\$48,799.32	\$0.00	\$48,799.32
Janitorial	\$16,400.00	\$0.00	\$16,400.00
Utilities	\$9,500.00	\$0.00	\$9,500.00
Taxes	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00
Phones/Internet (Resource Rm, Directs, etc)	\$4,252.81	\$0.00	\$4,252.81
Security	\$0.00	\$0.00	\$0.00
Maintenance/Repairs	\$6,000.00	\$0.00	\$6,000.00
Pest Control	\$1,200.00	\$0.00	\$1,200.00
Equipment (Computers, Copiers/rental)	\$22,898.73	\$0.00	\$22,898.73
Technology (IT Services, Software)	\$675.00	\$0.00	\$675.00
Office Furniture	\$0.00	\$0.00	\$0.00
Common Identifier Costs (signs, website)	\$99.22	\$0.00	\$99.22
General Supplies (copy paper, postage, etc)	\$4,000.00	\$0.00	\$4,000.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
CUSTOM 3	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Infrastructure Costs:	\$113,825.08	\$0.00	\$113,825.08

Comments:

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

DELIVERY SYSTEM COSTS:

Personnel Costs:

Salary/Fringe	Budget	Actual	Year-End Balance
Receptionist	\$54,229.50	\$0.00	\$54,229.50
Administration	\$3,651.53	\$0.00	\$3,651.53
Business Service Personnel	\$20,650.67	\$0.00	\$20,650.67
Managers-One Stop Operator	\$58,932.78	\$0.00	\$58,932.78
Other WIOA Staff	\$0.00	\$0.00	\$0.00
CUSTOM 1 IT Services	\$2,220.58	\$0.00	\$2,220.58
CUSTOM 2 Outreach	\$2,047.49	\$0.00	\$2,047.49
CUSTOM 3	\$0.00	\$0.00	\$0.00
Additional			
Staff Professional Development/Training	\$0.00	\$0.00	\$0.00
Staff Travel	\$0.00	\$0.00	\$0.00

Other Delivery System Costs:

	Budget	Actual	Year-End Balance
Outreach/Marketing	\$0.00	\$0.00	\$0.00
Resource Room Materials	\$0.00	\$0.00	\$0.00
Memberships	\$0.00	\$0.00	\$0.00
Conference Fees	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00
CUSTOM 4	\$0.00	\$0.00	\$0.00
CUSTOM 5	\$0.00	\$0.00	\$0.00
Other (Personnel and Other Delivery Sys Costs)	\$21,091.78	\$0.00	\$21,091.78
Total Delivery System Costs:	\$162,824.33	\$0.00	\$162,824.33

Comments: Career Coach Assessment - Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP \$937.50
 BCL Workshop - Job Corps: Carl D. Perkins Job Corps Center \$1,364.79
 Staff Training - Indian & Native American Program \$227.65
 Strategic Partnership Coordinator - Office of Adult Education (BSCTC, Skills U) \$7,000.00
 College & Career Navigator Career Services - Office of Adult Education (BSCTC, Skills U) \$3,000.00
 Data & Assessment Specialist TABE, NCRC - Office of Adult Education (BSCTC, Skills U) \$3,000.00
 Multiple Workshops - SCSEP: BSACAP \$918.24
 Brand U Workshop - Carl D. Perkins Post Secondary: BSCTC \$2,353.52
 Workplace Safety and Job Interview Skills Workshops - SCSEP: KRADD \$2,290.08

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

PARTNER CONTRIBUTIONS/OTHER INCOME	Budget	Actual	Year-End Balance
Cash Contributions	\$0.00	\$0.00	\$0.00
Non-Cash Contributions	\$230,288.16	\$0.00	\$230,288.16
Third Party In-Kind Contributions	\$46,361.25	\$0.00	\$46,361.25
Employer Contributions	\$0.00	\$0.00	\$0.00
Governors Reserve Grant	\$0.00	\$0.00	\$0.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Revenues	\$276,649.41	\$0.00	\$276,649.41

Comments:

-- SUMMARY --

	Budget	Actual	Year-End Balance
EXPENDITURES TOTAL	\$276,649.41	\$0.00	\$276,649.41
REVENUE TOTAL	\$276,649.41	\$0.00	\$276,649.41
TOTAL ALLOCATED BUDGET	\$0.00	\$0.00	\$0.00

Cost Allocation

Friday, October 2, 2020

Summary of All Shared Costs at: **Prestonsburg**

Partner	Space (sq ft)	% Space	FTE	% FTE	Infrastructure Costs	Delivery System Costs	Total
Career Development Office	929	41.83%	4.5	25.38%	\$47,610.76	\$41,325.97	\$88,936.73
Office of Adult Education: Big Sandy Community & Technical College	166	7.47%	0.5	2.82%	\$8,507.41	\$4,591.77	\$13,099.19
Adult, Dislocated Worker, Youth (WIOA): Big Sandy Area CAP	244	10.99%	2.4	13.54%	\$12,504.87	\$22,040.52	\$34,545.39
Office of Vocational Rehabilitation	882	39.71%	10.33	58.26%	\$45,202.04	\$94,866.06	\$140,068.10
Totals	2221.00	100.00%	17.73	100.00%	\$113,825.08	\$162,824.33	\$276,649.41

One-Stop Operating Budget & Partner Contributions FY 2020 - 2021										
Kentucky Career Center JobSight, Prestonsburg (Comprehensive)										
Cost Category	Cost Pool	Cost Item	Allocation Base	Partner Name	Contribution Type	Total Projected Budget Costs	CDO/OVR Historical Cost Contributions	Other Partner Historical Cost Contributions	New Cost Contributions	
Infrastructure	Total Rent/Janitorial/Utilities					74,699.32				
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage	Office of Vocational Rehabilitation	Non-Cash		38,647.40			
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP	Third-Party			10,151.92		
Infrastructure	Rent/Janitorial/Utilities	Utilities	Square Footage	Career Development Office (CDO)	Non-Cash		9,500.00			
Infrastructure	Rent/Janitorial/Utilities	Janitorial	Square Footage	Career Development Office (CDO)	Non-Cash		16,400.00			
Infrastructure	Total Taxes									
Infrastructure	Total Insurance									
Infrastructure	Total Resource Room Phones/Internet					4,252.81				
Infrastructure	Resource Room Phones/Internet	Parallel Network Infrastructure Resource Room	Square Footage	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP	Third-Party			3,532.81		
Infrastructure	Resource Room Phones/Internet	2 Resource Room Phones	Square Footage	Career Development Office (CDO)	Non-Cash		720.00			
Infrastructure	Total Security									
Infrastructure	Total Maintenance & Repairs					6,000.00				
Infrastructure	Maintenance & Repairs	Maintenance & Repairs	Square Footage	Career Development Office (CDO)	Non-Cash		6,000.00			
Infrastructure	Total Pest Control					1,200.00				
Infrastructure	Pest Control	Pest Control	Square Footage	Career Development Office (CDO)	Non-Cash		1,200.00			
Infrastructure	Total Equipment for Assistive Technology									
Infrastructure	Total Equipment - Copier, Computers, Furniture					22,898.73				
Infrastructure	Equipment - Copier, Computers, Furniture	10 Laptop & 12 Desktop Computers	Square Footage	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP	Third-Party			16,265.54		
Infrastructure	Equipment - Copier, Computers, Furniture	ZOOM Software & Equipment	Square Footage	Career Development Office (CDO)			707.75			
Infrastructure	Equipment - Copier, Computers, Furniture	Scanner/Copier/Printer for Resource Room	Square Footage	Adult, Dislocated Worker, Youth (WIOA): BSACAP				165.44		
Infrastructure	Equipment - Copier, Computers, Furniture	Phone System	Square Footage	Career Development Office (CDO)	Non-Cash		5,760.00			
Infrastructure	Total Technology for Outreach Activities					675.00				
Infrastructure	Technology for Outreach Activities	JobSight Regional Website Development, Bitsource	Square Footage	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP	Third-Party			675.00		
Infrastructure	Total Common Identifiers: Signs/Website					99.22				
Infrastructure	Common Identifiers: Signs/Website	Common Identifier - Name Tags	Square Footage	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP	Third Party			99.22		
Infrastructure	Total General Supplies					4,000.00				
Infrastructure	General Supplies	Copy Paper for Resource Room	Square Footage	Adult, Dislocated Worker, Youth (WIOA): BSACAP	Non-Cash			400.00		
Infrastructure	General Supplies	Janitorial Supplies	Square Footage	Career Development Office (CDO)	Non-Cash		3,000.00			
Infrastructure	General Supplies	Resource Room Printer, Toner	Square Footage	Adult, Dislocated Worker, Youth (WIOA): BSACAP	Non-Cash			600.00		
Infrastructure	Total Other:									
Addl Delivery System	Total Receptionist					54,229.50				
Addl Delivery System	Receptionist	Receptionist	FTE	Adult, Dislocated Worker, Youth (WIOA): BSACAP (1.0 FTE)	Non-Cash			54,229.50		
Addl Delivery System	Total Office Manager					58,932.78				
Addl Delivery System	Office Manager	BSACAP WIOA Director	FTE	Adult, Dislocated Worker, Youth (WIOA): BSACAP (0.1 FTE)	Non-Cash			8,086.65		
Addl Delivery System	Office Manager	Regional Manager	FTE	Career Development Office (CDO) (0.1 FTE)	Non-Cash		10,991.01			
Addl Delivery System	Office Manager	Prestonsburg Office Manager	FTE	Career Development Office (CDO) (0.2 FTE)	Non-Cash		17,577.24			
Addl Delivery System	Office Manager	Branch Manager, East Kentucky Blind Services	FTE	Office of Vocational Rehabilitation (0.2 FTE)	Non-Cash		22,277.88			
Addl Delivery System	Total IT Services					2,220.58				
Addl Delivery System	IT Services	IT Manager	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP (0.3 FTE)	Third-Party			2,220.58		
Addl Delivery System	Total Administration					3,651.53				
Addl Delivery System	Administration	Director of Finance	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP (0.1 FTE)	Third-Party			1,940.08		
Addl Delivery System	Administration	Systems Coordinator	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP (0.2 FTE)	Third-Party			1,711.45		
Addl Delivery System	Total Outreach					2,047.49				
Addl Delivery System	Outreach	Communications Coordinator	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP (0.1 FTE)	Third-Party			885.56		
Addl Delivery System	Outreach	Communications Associate	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP (0.15 FTE)	Third-Party			1,018.43		
Addl Delivery System	Outreach	Career Center Flyers	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP	Third-Party			143.50		
Addl Delivery System	Total Business Services					20,650.67				
Addl Delivery System	Business Services	Industry Liason	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP (0.25 FTE)	Third-Party			3,761.65		
Addl Delivery System	Business Services	Business Services Team Leader	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP (0.25 FTE)	Third-Party			3,018.01		
Addl Delivery System	Business Services	Employer Service Representative	FTE	Adult, Dislocated Worker, Youth (WIOA): BSACAP (0.2 FTE)	Non-Cash			13,871.01		
Addl Delivery System	Total Resource Room Materials									
Addl Delivery System	Total Strategic Data Gathering									
Addl Delivery System	Total Other:					21,091.78				
Addl Delivery System	Other:	Career Coach Assessment	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP	Third-Party			937.50		
Addl Delivery System	Other:	BCL Workshop	FTE	Job Corps: Carl D. Perkins Job Corps Center	Non-Cash			1,364.79		
Addl Delivery System	Other:	Staff Training	FTE	Indian & Native American Program	Non-Cash			227.65		
Addl Delivery System	Other:	Strategic Partnership Coordinator	FTE	Office of Adult Education (BSCTC, Skills U) (.1 FTE)	Non-Cash			7,000.00		
Addl Delivery System	Other:	College & Career Navigator Career Services	FTE	Office of Adult Education (BSCTC, Skills U) (.05 FTE)	Non-Cash			3,000.00		
Addl Delivery System	Other:	Data & Assessment Specialist TABE, NCRC	FTE	Office of Adult Education (BSCTC, Skills U) (.05 FTE)	Non-Cash			3,000.00		
Addl Delivery System	Other:	Multiple Workshops	FTE	SCSEP: BSACAP	Non-Cash			918.24		
Addl Delivery System	Other:	Brand U Workshop	FTE	Carl D Perkins Post Secondary: BSCTC	Non-Cash			2,353.52		
Addl Delivery System	Other:	Workplace Safety and Job Interview Skills Workshops	FTE	SCSEP: KRAAD	Non-Cash			2,290.08		
						\$ 276,649.41	\$ 132,781.28	\$ 143,868.13	\$ -	
						Total Contributions		\$ 276,649.41		

Cost Allocation and Partner Contributions

Cost Allocation FY 2020 - 2021									
Kentucky Career Center JobSight, Prestonsburg (Comprehensive)									
Partner Name	Space (sq ft)	Space (sq ft) %	FTE	FTE %	New Infrastructure Costs *	Total Infrastructure Costs *	New Delivery System Costs **	Total Delivery System Costs **	Total Cost Allocation
Adult, Dislocated Worker, Youth (WIOA): BSACAP	244.00	10.99%	2.40	13.54%	-	12,504.87	-	22,040.52	34,545.39
Career Development Office: CDO	929.00	41.83%	4.50	25.38%	-	47,610.76	-	41,325.97	88,936.73
Office of Vocational Rehabilitation	882.00	39.71%	10.33	58.26%	-	45,202.04	-	94,866.06	140,068.10
Office of Adult Education (BSCTC, Skills U)	166.00	7.47%	0.50	2.82%	-	8,507.41	-	4,591.77	13,099.19
Total	2,221.00		17.73		\$ -	\$ 113,825.08	\$ -	\$ 162,824.33	\$ 276,649.41
					\$ -	\$ 113,825.08	\$ -	\$ 162,824.33	\$ 276,649.41

* Infrastructure Costs are calculated using Space (sq ft) %

** Delivery System Costs are calculated using on FTE %

Infrastructure Funding Agreement Summary FY 2020 - 2021									
Kentucky Career Center JobSight, Prestonsburg (Comprehensive)									
Partner Name	Total Cost Allocation	Total Historical Cost Contributions All Partners	Total New Cost Contributions	Total All Contributions Credited to Partners	Estimate of Cash Due Balance	Actual Infrastructure Contribution	Actual Delivery System Contribution	Actual Cash Due Balance	
Total Adult, Dislocated Worker, Youth (WIOA): BSACAP	34,545.39	123,713.85	-	123,713.85	(89,168.46)	-	-	34,545.39	
a. Adult, Dislocated Worker, Youth (WIOA): BSACAP	34,545.39	77,352.60	-	77,352.60	-	-	-	-	
b. Adult, Dislocated Worker, Youth (WIOA): EKCEP for BSACAP	-	46,361.25	-	46,361.25	-	-	-	-	
Career Development Office: CDO	88,936.73	71,856.00	-	71,856.00	17,080.73	-	-	88,936.73	
Office of Vocational Rehabilitation	140,068.10	60,925.28	-	60,925.28	79,142.82	-	-	140,068.10	
Office of Adult Education (BSCTC Skills U)	13,099.19	13,000.00	-	13,000.00	99.19	-	-	13,099.19	
Total	\$ 276,649.41	\$ 269,495.13	\$ -	\$ 269,495.13	\$ 7,154.28	\$ -	\$ -	\$ 276,649.41	
Additional Contributions:									
Job Corps: Carl D. Perkins Job Corps Center	-	1,364.79	-	1,364.79	(1,364.79)	-	-	-	
Indian & Native American Program	-	227.65	-	227.65	(227.65)	-	-	-	
SCSEP: BSACAP	-	918.24	-	918.24	(918.24)	-	-	-	
Carl D Perkins Post Secondary: BSCTC	-	2,353.52	-	2,353.52	(2,353.52)	-	-	-	
SCSEP: KRAAD	-	2,290.08	-	2,290.08	(2,290.08)	-	-	-	
Total Additional Contributions	-	7,154.28	-	7,154.28	(7,154.28)	-	-	-	
Total Including Additional Contributions	\$ 276,649.41	\$ 276,649.41	\$ -	\$ 276,649.41	\$ -	\$ -	\$ -	\$ 276,649.41	

INFRASTRUCTURE FUNDING AGREEMENT FY 2021

I. INTRODUCTION

This Infrastructure Funding Agreement (IFA) shall determine how the Local Workforce Development Board and WIOA partners will fund the infrastructure costs with all the Comprehensive and Affiliate Kentucky Career Centers in the **EKCEP Workforce Development Area**. The **EKCEP** Workforce Development Board, chief local elected officials, and workforce partners hereby agree to amounts and methods of calculating amounts each partner will contribute for workforce system infrastructure funding as determined herein.

This agreement shall take effect on **July 1, 2020** and expire on **June 30, 2021**.

The One Stop Operator coordinates the delivery of workforce services with the partners located in the aforementioned Kentucky Career Centers. See the MOU for a list of co-located partners and the services provided by each partner.

II. COST ALLOCATION METHODOLOGY

The workforce budget (Budget) and IFA for the **EKCEP** Local Workforce Development Area 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 and delivery system costs that are the total costs paid by each partner individually and those costs shared jointly with the partners. Where there are shared costs, the workforce 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 both infrastructure costs and delivery system costs are charged to each partner in proportion to relative benefits received, and have been determined to be allowable, necessary, and allocable;

The **EKCEP** Workforce Development Board as identified in the **EKCEP** Workforce Development Area MOU, hereby certifies that this plan has been prepared in accordance with these guidelines.

This Plan has identified and equitably distributed workforce system infrastructure and delivery system costs by cost pools/items. The infrastructure and delivery system costs can be funded through cash, non-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 workforce delivery system operations

The Budgets, attached hereto, were based on historical costs from the previous Fiscal Year expenditures which shall be reconciled quarterly and at year end 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 deducted from that partner's next FY's share of costs for that equal amount. Any underpayment from any partner shall be added to that partner's next FY's share of costs for that equal amount. Each partner will receive a copy of the reconciled year end budget showing actual costs AND the amounts that will be added/deducted to the next FY's budget.

III. DIRECT COSTS

Costs are broken down into two categories: *Infrastructure Costs* and *Delivery System Costs*. Infrastructure Costs include rent, utilities, janitorial, supplies, equipment, copiers, and internet/phones. Delivery System Costs include personnel-salary/fringe, travel, and outreach. Both cost categories are allocated in the attached budgets as part of this Infrastructure Funding Agreement. All direct costs that are incurred by individual partners are the responsibility of the individual partner agency unless a cost pool/item is agreed by all partners to be shared proportionately based on benefit received.

IV. SHARED COSTS

Shared or *Common* Costs can be an Infrastructure Cost and/or a Delivery System Cost and are allocated (using appropriate methodologies) and agreed upon by all the partners to be shared proportionately based on their fair share of benefit received.

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©(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 workforce partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other 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 workforce system, 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 workforce center infrastructure
- May consider supplies as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the workforce center.

V. PARTNER PROVISIONS

The allocation of costs will be revised each time a partner begins or terminates delivery of service in the workforce system or at any time a partner agency substantially changes its leased premises or number of employees present in the system. Accordingly, the IFA shall be adjusted to reflect changes in the allocations of Delivery System Costs. All partners must agree in writing on the initial allocation and any subsequent changes to the initial allocations.

All purchases for the workforce system that would be pooled and allocated to all partners, must be approved by all partners, One-stop operator, WDB Director, and KY Department of Workforce Investment before it is presented to the Board for approval.

To ensure equitable benefit among the workforce partners, this Infrastructure Funding Agreement shall be reviewed annually and modified as aforementioned. The **EKCEP** Workforce Development Board will work with workforce partners to achieve consensus and mediate any possible conflicts or disagreements among the partners as described in the **EKCEP** Workforce Development Area MOU.

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

For the: Whitesburg

INFRASTRUCTURE COSTS:	Budget	Actual	Year-End Balance
Rent	\$27,036.72	\$0.00	\$27,036.72
Janitorial	\$3,000.00	\$0.00	\$3,000.00
Utilities	\$5,100.00	\$0.00	\$5,100.00
Taxes	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00
Phones/Internet (Resource Rm, Directs, etc)	\$9,228.00	\$0.00	\$9,228.00
Security	\$0.00	\$0.00	\$0.00
Maintenance/Repairs	\$0.00	\$0.00	\$0.00
Pest Control	\$0.00	\$0.00	\$0.00
Equipment (Computers, Copiers/rental)	\$2,640.00	\$0.00	\$2,640.00
Technology (IT Services, Software)	\$675.00	\$0.00	\$675.00
Office Furniture	\$0.00	\$0.00	\$0.00
Common Identifier Costs (signs, website)	\$1,000.00	\$0.00	\$1,000.00
General Supplies (copy paper, postage, etc)	\$0.00	\$0.00	\$0.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
CUSTOM 3	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Infrastructure Costs:	\$48,679.72	\$0.00	\$48,679.72

Comments:

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

DELIVERY SYSTEM COSTS:

Personnel Costs:

Salary/Fringe

	Budget	Actual	Year-End Balance
Receptionist	\$0.00	\$0.00	\$0.00
Administration	\$3,651.53	\$0.00	\$3,651.53
Business Service Personnel	\$29,579.66	\$0.00	\$29,579.66
Managers-One Stop Operator	\$14,700.00	\$0.00	\$14,700.00
Other WIOA Staff	\$0.00	\$0.00	\$0.00
CUSTOM 1 IT Services	\$2,400.00	\$0.00	\$2,400.00
CUSTOM 2 Outreach	\$1,903.99	\$0.00	\$1,903.99
CUSTOM 3	\$0.00	\$0.00	\$0.00

Additional

Staff Professional Development/Training	\$0.00	\$0.00	\$0.00
Staff Travel	\$0.00	\$0.00	\$0.00

Other Delivery System Costs:

	Budget	Actual	Year-End Balance
Outreach/Marketing	\$0.00	\$0.00	\$0.00
Resource Room Materials	\$0.00	\$0.00	\$0.00
Memberships	\$0.00	\$0.00	\$0.00
Conference Fees	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00
CUSTOM 4	\$0.00	\$0.00	\$0.00
CUSTOM 5	\$0.00	\$0.00	\$0.00
Other (Personnel and Other Delivery Sys Costs)	\$937.50	\$0.00	\$937.50
Total Delivery System Costs:	\$53,172.68	\$0.00	\$53,172.68

Comments: Career Coach Assessment - Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC \$937.50

FY21 Budget (July 1, 2020 - June 30, 2021)

Prepared by the:

EKCEP

WDB Executive Leadership

July 1, 2020

PARTNER CONTRIBUTIONS/OTHER INCOME	Budget	Actual	Year-End Balance
Cash Contributions	\$0.00	\$0.00	\$0.00
Non-Cash Contributions	\$80,357.56	\$0.00	\$80,357.56
Third Party In-Kind Contributions	\$21,494.84	\$0.00	\$21,494.84
Employer Contributions	\$0.00	\$0.00	\$0.00
Governors Reserve Grant	\$0.00	\$0.00	\$0.00
CUSTOM 1	\$0.00	\$0.00	\$0.00
CUSTOM 2	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Revenues	\$101,852.40	\$0.00	\$101,852.40

Comments:

-- SUMMARY --

	Budget	Actual	Year-End Balance
EXPENDITURES TOTAL	\$101,852.40	\$0.00	\$101,852.40
REVENUE TOTAL	\$101,852.40	\$0.00	\$101,852.40
TOTAL ALLOCATED BUDGET	\$0.00	\$0.00	\$0.00

Cost Allocation

Friday, October 2, 2020

Summary of All Shared Costs at: **Whitesburg**

Partner	Space (sq ft)	% Space	FTE	% FTE	Infrastructure Costs	Delivery System Costs	Total
Career Development Office	164	16.38%	1.8	18.37%	\$7,975.50	\$9,766.41	\$17,741.91
Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	214	21.38%	2	20.41%	\$10,407.05	\$10,851.57	\$21,258.62
Office of Vocational Rehabilitation	231	23.08%	2	20.41%	\$11,233.78	\$10,851.57	\$22,085.35
Office of Unemployment Insurance	392	39.16%	4	40.82%	\$19,063.39	\$21,703.13	\$40,766.52
Totals	1001.00	100.00%	9.80	100.00%	\$48,679.72	\$53,172.68	\$101,852.40

Cost Allocation and Partner Contributions

One-Stop Operating Budget & Partner Contributions FY 2020 - 2021									
Kentucky Career Center JobSight, Whitesburg (Affiliate)									
Cost Category	Cost Pool	Cost Item	Allocation Base	Partner Name	Contribution Type	Total Projected Budget Costs	CDO/OVR Historical Cost Contributions	Other Partner Historical Cost Contributions	New Cost Contributions
Infrastructure	Total Rent/Janitorial/Utilities					35,136.72			
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC	Third-Party			7,547.16	
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage	Career Development Office (CDO)	Non-Cash		13,798.60		
Infrastructure	Rent/Janitorial/Utilities	Lease	Square Footage	Office of Vocational Rehabilitation	Non-Cash		5,690.96		
Infrastructure	Rent/Janitorial/Utilities	Janitorial	Square Footage	Career Development Office (CDO)	Non-Cash		3,000.00		
Infrastructure	Rent/Janitorial/Utilities	Utilities	Square Footage	Career Development Office (CDO)	Non-Cash		5,100.00		
Infrastructure	Total Taxes								
Infrastructure	Total Insurance								
Infrastructure	Total Resource Room Phones/Internet					9,228.00			
Infrastructure	Resource Room Phones/Internet	Internet	Square Footage	Career Development Office (CDO)	Non-Cash		8,148.00		
Infrastructure	Resource Room Phones/Internet	3 Resource Room Phones	Square Footage	Career Development Office (CDO)	Non-Cash		1,080.00		
Infrastructure	Total Security								
Infrastructure	Total Maintenance & Repairs								
Infrastructure	Total Pest Control								
Infrastructure	Total Equipment for Assistive Technology								
Infrastructure	Total Equipment - Copier, Computers, Furniture					2,640.00			
Infrastructure	Equipment - Copier, Computers, Furniture	Phone System	Square Footage	Career Development Office (CDO)	Non-Cash		2,640.00		
Infrastructure	Total Technology for Outreach Activities					675.00			
Infrastructure	Technology for Outreach Activities	JobSight Regional Website Development, BitSource	Square Footage	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC	Third Party			675.00	
Infrastructure	Total Common Identifiers: Signs/Website								
Infrastructure	Total General Supplies					1,000.00			
Infrastructure	General Supplies	Janitorial & Office Supplies	Square Footage	Office of Vocational Rehabilitation	Non-Cash		1,000.00		
Infrastructure	Total Other:								
Addl Delivery System	Total Receptionist					14,700.00			
Addl Delivery System	Office Manager	One Stop Operator	FTE	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC (.10 FTE)	Non-Cash			10,500.00	
Addl Delivery System	Office Manager	WIOA Director	FTE	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC (.05 FTE)	Non-Cash			4,200.00	
Addl Delivery System	Total IT Services					2,400.00			
Addl Delivery System	IT Services	IT, Estimated COT Tech Charges	FTE	Career Development Office (CDO)	Non-Cash		2,400.00		
Addl Delivery System	Total Administration					3,651.53			
Addl Delivery System	Administration	Director of Finance	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC (0.1 FTE)	Third-Party			1,940.08	
Addl Delivery System	Administration	Systems Coordinator	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC (0.2 FTE)	Third-Party			1,711.45	
Addl Delivery System	Total Outreach					1,903.99			
Addl Delivery System	Outreach	Communications Coordinator	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC (.1 FTE)	Third-Party			885.56	
Addl Delivery System	Outreach	Communications Associate	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC (.15 FTE)	Third-Party			1,018.43	
Addl Delivery System	Total Business Services					29,579.66			
Addl Delivery System	Business Services	Industry Liason	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC (0.25 FTE)	Third-Party			3,761.65	
Addl Delivery System	Business Services	Business Services Team Leader	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC (0.25 FTE)	Third-Party			3,018.01	
Addl Delivery System	Business Services	Employer Service Representative	FTE	Adult, Dislocated Worker, Youth (WIOA): LKLP CAC (.4 FTE)	Non-Cash			22,800.00	
Addl Delivery System	Total Resource Room Materials								
Addl Delivery System	Total Strategic Data Gathering								
Addl Delivery System	Total Other:					937.50			
Addl Delivery System	Other:	Career Coach Assessment	FTE	Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC	Third-Party			937.50	
						\$ 101,852.40	\$ 42,857.56	\$ 58,994.84	\$ -
						Total Contributions \$ 101,852.40			

Cost Allocation and Partner Contributions

Cost Allocation FY 2020 - 2021									
Kentucky Career Center JobSight, Whitesburg (Affiliate)									
Partner Name	Space (sq ft)	Space (sq ft) %	FTE	FTE %	New Infrastructure Costs *	Total Infrastructure Costs *	New Delivery System Costs **	Total Delivery System Costs **	Total Cost Allocation
Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	214	21.38%	2.0	20.41%	-	10,407.05	-	10,851.57	21,258.62
Career Development Office: CDO, Unemployment Insurance	392	39.16%	4.0	40.82%	-	19,063.39	-	21,703.13	40,766.52
Career Development Office: CDO	164	16.38%	1.8	18.37%	-	7,975.50	-	9,766.41	17,741.91
Office of Vocational Rehabilitation	231	23.08%	2.0	20.41%	-	11,233.78	-	10,851.57	22,085.35
Total	1,001		9.80		\$ -	\$ 48,679.72	\$ -	\$ 53,172.68	\$ 101,852.40
					\$ -	\$ 48,679.72	\$ -	\$ 53,172.68	\$ 101,852.40

* Infrastructure Costs are calculated using Space (sq ft) %

** Delivery System Costs are calculated using on FTE %

Infrastructure Funding Agreement Summary FY 2020 - 2021								
Kentucky Career Center JobSight, Whitesburg (Affiliate)								
Partner Name	Total Cost Allocation	Total Historical Cost Contributions All Partners	Total New Cost Contributions	Total All Contributions Credited to Partners	Estimate of Cash Due Balance	Actual Infrastructure Contribution	Actual Delivery System Contribution	Actual Cash Due Balance
Total Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	21,258.62	58,994.84	-	58,994.84	(37,736.22)	-	-	21,258.62
a. Adult, Dislocated Worker, Youth (WIOA): LKLP CAC	21,258.62	37,500.00	-	37,500.00	-	-	-	-
b. Adult, Dislocated Worker, Youth (WIOA): EKCEP for LKLP CAC	-	21,494.84	-	21,494.84	-	-	-	-
Career Development Office: CDO, Unemployment Insurance	40,766.52	-	-	-	40,766.52	-	-	40,766.52
Career Development Office: CDO	17,741.91	36,166.60	-	36,166.60	(18,424.69)	-	-	17,741.91
Office of Vocational Rehabilitation	22,085.35	6,690.96	-	6,690.96	15,394.39	-	-	22,085.35
Total	\$ 101,852.40	\$ 101,852.40	\$ -	\$ 101,852.40	\$ -	\$ -	\$ -	\$ 101,852.40
Additional Contributions:								
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Total Additional Contributions	-	-	-	-	-	-	-	-
Total Including Additional Contributions	\$ 101,852.40	\$ 101,852.40	\$ -	\$ 101,852.40	\$ (0.00)	\$ -	\$ -	\$ 101,852.40

INFRASTRUCTURE FUNDING AGREEMENT FY 2021

I. INTRODUCTION

This Infrastructure Funding Agreement (IFA) shall determine how the Local Workforce Development Board and WIOA partners will fund the infrastructure costs with all the Comprehensive and Affiliate Kentucky Career Centers in the **EKCEP Workforce Development Area**. The **EKCEP** Workforce Development Board, chief local elected officials, and workforce partners hereby agree to amounts and methods of calculating amounts each partner will contribute for workforce system infrastructure funding as determined herein.

This agreement shall take effect on **July 1, 2020** and expire on **June 30, 2021**.

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II. COST ALLOCATION METHODOLOGY

The workforce budget (Budget) and IFA for the **EKCEP** Local Workforce Development Area 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 and delivery system costs that are the total costs paid by each partner individually and those costs shared jointly with the partners. Where there are shared costs, the workforce 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 both infrastructure costs and delivery system costs are charged to each partner in proportion to relative benefits received, and have been determined to be allowable, necessary, and allocable;

The **EKCEP** Workforce Development Board as identified in the **EKCEP** Workforce Development Area MOU, hereby certifies that this plan has been prepared in accordance with these guidelines.

This Plan has identified and equitably distributed workforce system infrastructure and delivery system costs by cost pools/items. The infrastructure and delivery system costs can be funded through cash, non-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 workforce delivery system operations

The Budgets, attached hereto, were based on historical costs from the previous Fiscal Year expenditures which shall be reconciled quarterly and at year end 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 deducted from that partner's next FY's share of costs for that equal amount. Any underpayment from any partner shall be added to that partner's next FY's share of costs for that equal amount. Each partner will receive a copy of the reconciled year end budget showing actual costs AND the amounts that will be added/deducted to the next FY's budget.

III. DIRECT COSTS

Costs are broken down into two categories: *Infrastructure Costs* and *Delivery System Costs*. Infrastructure Costs include rent, utilities, janitorial, supplies, equipment, copiers, and internet/phones. Delivery System Costs include personnel-salary/fringe, travel, and outreach. Both cost categories are allocated in the attached budgets as part of this Infrastructure Funding Agreement. All direct costs that are incurred by individual partners are the responsibility of the individual partner agency unless a cost pool/item is agreed by all partners to be shared proportionately based on benefit received.

IV. SHARED COSTS

Shared or *Common* Costs can be an Infrastructure Cost and/or a Delivery System Cost and are allocated (using appropriate methodologies) and agreed upon by all the partners to be shared proportionately based on their fair share of benefit received.

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©(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 workforce partner programs, including initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services, referrals to other 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 workforce system, 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 workforce center infrastructure
- May consider supplies as defined in the Uniform Guidance at 2 CFR 200.94, to support the general operation of the workforce center.

V. PARTNER PROVISIONS

The allocation of costs will be revised each time a partner begins or terminates delivery of service in the workforce system or at any time a partner agency substantially changes its leased premises or number of employees present in the system. Accordingly, the IFA shall be adjusted to reflect changes in the allocations of Delivery System Costs. All partners must agree in writing on the initial allocation and any subsequent changes to the initial allocations.

All purchases for the workforce system that would be pooled and allocated to all partners, must be approved by all partners, One-stop operator, WDB Director, and KY Department of Workforce Investment before it is presented to the Board for approval.

To ensure equitable benefit among the workforce partners, this Infrastructure Funding Agreement shall be reviewed annually and modified as aforementioned. The **EKCEP** Workforce Development Board will work with workforce partners to achieve consensus and mediate any possible conflicts or disagreements among the partners as described in the **EKCEP** Workforce Development Area MOU.