INFRASTRUCTURE FUNDING AGREEMENT FY23

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 KentuckianaWorks Workforce Development Area. The KentuckianaWorks 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, 2022 and expire on June 30, 2023.

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 colocated partners and the services provided by each partner.

II. COST ALLOCATION METHODOLOGY

The workforce budget (Budget) and IFA for the KentuckianaWorks 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 infrastructure costs are charged to each partner in proportion to relative benefits received, and have been determined to be allowable, necessary, and allocable;

The KentuckianaWorks Workforce Development Board as identified in the KentuckianaWorks 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 are 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

Cost 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 <u>substantially</u> 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 KentuckianaWorks 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 KentuckianaWorks Workforce Development Area MOU.

Prepared by the:

KentuckianaWorks

WDB Executive Leadership

July 1, 2022

For the: Louisville-6th & Cedar

INFRASTRUCTURE COSTS:	Budget	Actual	Year-End Balance
Rent	\$222,872.32	\$0.00	\$222,872.32
Janitorial	\$6,629.36	\$0.00	\$6,629.36
Utilities	\$177,790.75	\$0.00	\$177,790.75
Taxes	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00
Phones/Internet (Resource Rm, Directs, etc)	\$34,992.57	\$0.00	\$34,992.57
Security	\$74,604.02	\$0.00	\$74,604.02
Maintenance/Repairs	\$0.00	\$0.00	\$0.00
Pest Control	\$0.00	\$0.00	\$0.00
Equipment (Computers, Copiers/rental)	\$148.69	\$0.00	\$148.69
Technology (IT Services, Software)	\$22,344.53	\$0.00	\$22,344.53
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)	\$2,931.50	\$0.00	\$2,931.50
CUSTOM 1 Other	\$247,152.25	\$0.00	\$247,152.25
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:	\$789,465.99	\$0.00	\$789,465.99

Comments:

Friday, December 2, 2022 Page 1 of 3

Prepared by the:

KentuckianaWorks

WDB Executive Leadership

July 1, 2022

DELIVERY SYSTEM COSTS:

Personnel Costs:

Salary/Fringe	Budget	Actual	Year-End Balance
Receptionist	\$0.00	\$0.00	\$0.00
Administration	\$0.00	\$0.00	\$0.00
Business Service Personnel	\$0.00	\$0.00	\$0.00
Managers-One Stop Operator	\$0.00	\$0.00	\$0.00
Other WIOA Staff	\$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
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)	\$2,434,691.11	\$0.00	\$2,434,691.11
Total Delivery System Costs:	\$2,434,691.11	\$0.00	\$2,434,691.11

Comments:

Friday, December 2, 2022 Page 2 of 3

Prepared by the:

KentuckianaWorks

WDB Executive Leadership

July 1, 2022

PARTNER CONTRIBUTIONS/OTHER INCOME	Budget	Actual	Year-End Balance
Cash Contributions	\$0.00	\$0.00	\$0.00
Non-Cash Contributions	\$0.00	\$0.00	\$0.00
Third Party In-Kind Contributions	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00

Comments:

-- SUMMARY --

	Budget	Actual	Year-End Balance
EXPENDITURES TOTAL	\$3,224,157.10	\$0.00	\$3,224,157.10
REVENUE TOTAL	\$0.00	\$0.00	\$0.00
TOTAL ALLOCATED BUDGET	\$3,224,157,10	\$0.00	\$3,224,157,10

Friday, December 2, 2022 Page 3 of 3

Cost Allocation

Summary of All Shared Costs at: Louisville-6th & Cedar

Partner	Space (sq ft)	% Space	FTE	% FTE	Infrastructure Costs	Delivery System Costs	Total
SNAP/E&T	935	2.42%	2	2.60%	\$19,106.25	\$63,238.73	\$82,344.98
Office of Vocational Rehabilitation	9850	25.50%	14	18.18%	\$201,279.70	\$442,671.11	\$643,950.81
Career Development Office	21590	55.88%	43	55.84%	\$441,180.59	\$1,359,632.70	\$1,800,813.28
TANF	6259	16.20%	18	23.38%	\$127,899.46	\$569,148.57	\$697,048.03
Office of Unemployment Insurance	0	0.00%	0	0.00%	\$0.00	\$0.00	\$0.00
Totals	38634.00	100.00%	77.00	100.00%	\$789,465.99	\$2,434,691.11	\$3,224,157.10

Prepared by the:

KentuckianaWorks

WDB Executive Leadership

July 1, 2022

For the: Louisville-Nia Center

INFRASTRUCTURE COSTS:	Budget	Actual	Year-End Balance
Rent	\$41,340.00	\$0.00	\$41,340.00
Janitorial	\$1,684.04	\$0.00	\$1,684.04
Utilities	\$0.00	\$0.00	\$0.00
Taxes	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00
Phones/Internet (Resource Rm, Directs, etc)	\$4,712.45	\$0.00	\$4,712.45
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)	\$3,871.62	\$0.00	\$3,871.62
Technology (IT Services, Software)	\$16,628.86	\$0.00	\$16,628.86
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)	\$95.29	\$0.00	\$95.29
CUSTOM 1 Printing, Outreach	\$6,599.09	\$0.00	\$6,599.09
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:	\$74,931.35	\$0.00	\$74,931.35

Comments:

Friday, December 2, 2022 Page 1 of 3

Prepared by the:

KentuckianaWorks

WDB Executive Leadership

July 1, 2022

DELIVERY SYSTEM COSTS:

Personnel Costs:

Salary/Fringe	Budget	Actual	Year-End Balance
Receptionist	\$0.00	\$0.00	\$0.00
Administration	\$0.00	\$0.00	\$0.00
Business Service Personnel	\$0.00	\$0.00	\$0.00
Managers-One Stop Operator	\$0.00	\$0.00	\$0.00
Other WIOA Staff	\$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
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)	\$856,711.24	\$0.00	\$856,711.24
Total Delivery System Costs:	\$856,711.24	\$0.00	\$856,711.24

Comments: ALL WIOA

Friday, December 2, 2022 Page 2 of 3

Prepared by the:

KentuckianaWorks

WDB Executive Leadership

July 1, 2022

PARTNER CONTRIBUTIONS/OTHER INCOME	Budget	Actual	Year-End Balance
Cash Contributions	\$0.00	\$0.00	\$0.00
Non-Cash Contributions	\$0.00	\$0.00	\$0.00
Third Party In-Kind Contributions	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00

Comments:

-- SUMMARY --

	Budget	Actual	Year-End Balance
EXPENDITURES TOTAL	\$931,642.59	\$0.00	\$931,642.59
REVENUE TOTAL	\$0.00	\$0.00	\$0.00
TOTAL ALLOCATED BUDGET	\$931.642.59	\$0.00	\$931,642,59

Friday, December 2, 2022 Page 3 of 3

Cost Allocation

Summary of All Shared Costs at: Louisville-Nia Center

Partner	Space (sq ft)	% Space	FTE	% FTE	Infrastructure Costs	Delivery System Costs	Total
Office of Vocational Rehabilitation	643	13.00%	2	22.22%	\$9,743.35	\$190,380.28	\$200,123.62
Adult, Dislocated Worker, Youth (WIOA)	3857	78.00%	6	66.67%	\$58,444.94	\$571,140.83	\$629,585.76
Native American Employment and Training (WIOA)	445	9.00%	1	11.11%	\$6,743.06	\$95,190.14	\$101,933.20
Totals	4945.00	100.00%	9.00	100.00%	\$74,931.35	\$856,711.24	\$931,642.59

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

KentuckianaWorks Board of Directors

Tony Georges, Chair

Printed Name & Title

(1/4/2023) C3666FC481294DA...

Signature Date

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

City of Louisville

Greg Fischer, Mayor of Louisville

Printed Name & Title

Signature

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

Henry County Fiscal Court

John Logan Brent, Henry County Judge/Executive

Printed Name & Title

Signature

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

Shelby County Fiscal Court

Dan Ison, Shelby County Judge/Executive

Printed Name & Title

Signature

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

Trimble County Fiscal Court

Todd Pollock, Trimble County Judge/Executive

Printed Name & Title

Signature

Date

12-12-22

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

Spencer County Fiscal Court

John Riley, Spencer County Judge/Executive

Printed Name & Title

Signature

Date

12-12-22

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

Bullitt County Fiscal Court

Jerry Summers, Bullitt County Judge/Executive

Printed Name & Title

Signature

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

Oldham County Fiscal Court

David Voegele, Oldham County Judge/Executive

Printed Name & Title

Signature

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

KentuckianaWorks

Michael B. Gritton, Executive Director

Printed Name & Title

Signature

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

Kentucky Cabinet for Health & Family Services

Eric Friedlander, Secretary

Printed Name & Title

_____12/20/2022

Signature Date

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

FHI 360

<u>Lisa Johnson, Director, National Institute for Work & Learning (NIWL)-FHI 360</u>

Printed Name & Title

Lisa Johnson

1/3/2023

Signature

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

Goodwill Industries of Kentucky

Amy Luttrell, President and CEO

Printed Name & Title

Signature

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.
Job Corps, Whitney Young Jr. Center

Nicholas Duvall, Center Director	
----------------------------------	--

Printed Name & Title

December 20, 2022

Signature

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

Jefferson Community & Technical College

Dr. Ty Handy, President & CEO

Printed Name & Title

December 16, 2022

Signature Date

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

Louisville Metro Housing Authority

Lisa Osanka, Executive Director

Printed Name & Title

12/19/22

Signature Date

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

Louisville Metro Office of Resilience & Community Services

Tameka Laird, Executive Director

Printed Name & Title



12/22/2022

Signature

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

Native American Employment & Training Program at the Council of Three Rivers American Indian Center

<u>Kerry Jevsevar—Director/Native American Employment and Training</u>
(WIOA) Program

Printed Name & Title

12/12/2022

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

Northern Kentucky Community Action Commission

Catrena Bowman, Executive Director

Printed Name & Title

catrena bowman

2022-12-20

Signature

Signature Certificate

XXX X X X

Reference number: UXF5O-YAHDR-C4QD5-QTMVH

Signer Timestamp

Signature

Catrena Bowman-Thomas

Email: cbowman-thomas@nkcac.org

 Sent:
 20 Dec 2022 20:30:17 UTC

 Viewed:
 21 Dec 2022 01:47:32 UTC

 Signed:
 21 Dec 2022 01:47:53 UTC

Recipient Verification:

✓ Email verified 21 Dec 2022 01 47:32 UTC

catrena bowwan

IP address: 192.24.216,109 Location: Erlanger, United States

Document completed by all parties on:

21 Dec 2022 01:47:53 UTC

Page 1 of 1



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Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

Young Adult Development In Action, Inc. dba YouthBuild Louisville

Lynn Rippy, Executive Director

Printed Name & Title

Docusigned by:

UNIX Rippy

001352256544413

12/22/2022

Signature

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein. Based $\sim 12-9-20ZZ$ deapt. If

Louisville Urban League

Dr. Kish Cumi Price, President & CEO

Printed Name & Title

Signature

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

Kentucky Career Development Office

Jason Hutchinson, Executive Director

Printed Name & Title

Signature

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

Kentucky Office of Vocational Rehabilitation

Cora McNabb, Executive Director

Printed Name & Title

Cora McNabb /s/ Cora McNabb

12/15/2022

Signature Date

Signature Pages

Memorandum of Agreement – Kentucky Career Center Operations

By signing below, all parties mutually agree to the terms prescribed herein.

Kentucky Education and Labor Cabinet

Beth Brinly, Deputy Secretary

Printed Name & Title

Beth A. Brinly

Beth A. Brinly (Dec 19, 2022 13:20 EST)

Dec 19,

Signature Date

KentuckianaWorks MOU Signature Page - KELC

Final Audit Report 2022-12-19

Created: 2022-12-19

By: Oran McFarlan (oran.mcfarlan@ky.gov)

Status: Signed

Transaction ID: CBJCHBCAABAAN4NYFJcGUc5M3pYqCOMaLtX2-YaOTI9t

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- Document created by Oran McFarlan (oran.mcfarlan@ky.gov) 2022-12-19 6:04:02 PM GMT- IP address: 205.204.186.75
- Document emailed to beth.brinly@ky.gov for signature 2022-12-19 6:05:04 PM GMT
- Email viewed by beth.brinly@ky.gov 2022-12-19 - 6:20:06 PM GMT- IP address: 205.204.186.55
- Signer beth.brinly@ky.gov entered name at signing as Beth A. Brinly 2022-12-19 6:20:26 PM GMT- IP address: 205.204.186.55
- Document e-signed by Beth A. Brinly (beth.brinly@ky.gov)

 Signature Date: 2022-12-19 6:20:28 PM GMT Time Source: server- IP address: 205.204.186.55
- Agreement completed. 2022-12-19 - 6:20:28 PM GMT