



November 29, 2017

Mr. Steve Walkley, Division Director
Alabama Department of Commerce
Workforce Development Division
401 Adams Avenue, Suite 380
Post Office Box 304103
Montgomery, AL 36130-4103

Re: Infrastructure Funding Agreement (IFA) Package

Dear Mr. Walkley,

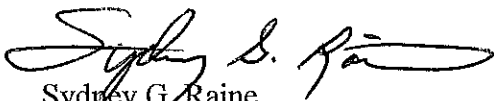
Enclosed is the IFA package for the Southwest Alabama Partnership for Training and Employment (SWAPTE).

This submission contains:

1. The Infrastructure Funding Agreement for SWAPTE
2. Authority and Signature pages for each One-Stop partner agency

If questions arise concerning the enclosed, please contact my office.

Sincerely,



Sydney G. Raine
President

cc: Mr. Bill Hornsby, Supervisor/WDD, State Programs, Planning, & Divisional Budget Mgmt. Unit

**Infrastructure Funding Agreement
for Partners
in the
Southwest Alabama Partnership for
Training and Employment Area**

Table of Contents

Legal Authority		i
Infrastructure Funding Agreement		1
Partners	2	
Partner On-Site Representation Schedule	4	
Infrastructure Budget	11	
Cost Allocation Methodology	12	
Partner Contribution Amounts	17	
Cost Reconciliation and Allocation Base Update	20	
Invoices and Payments	21	
Steps to Reach Consensus	22	
Dispute and Impasse Resolution	24	
Modification Process	26	
Termination	27	
Effective Period	28	
Definitions		29
Authority and Signature		33

Legal Authority

The Workforce Innovation and Opportunity Act (WIOA) sec. 121(c)(1) requires the Local Board, with the agreement of the Chief Elected Official (CEO), to develop and enter into a Memorandum of Understanding (MOU) between the Local Board and the One-Stop Partners, consistent with WIOA Sec. 121(c)(2), concerning the operation of the one-stop delivery system in a local area. This requirement is further described in the Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance.

Additionally, the sharing and allocation of infrastructure costs among one-stop partners is governed by WIOA sec. 121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200.

Infrastructure Funding Agreement

This Infrastructure Funding Agreement ("Agreement" or "IFA") is entered into by and between the partners in the Southwest Alabama Partnership for Training and Employment Area (SAPTE), as outlined in the **Partners** section of the IFA.

This agreement shall be incorporated by reference and made a part of the July 1, 2017 Memorandum of Understanding (MOU) entered into by SAPTE. The purpose of that MOU is to define the roles and responsibilities of the Alabama Career Center partner agencies for the provision and improvement of employment training services provided to Alabama Workforce Region VII citizens residing in the SAPTE region, which includes Choctaw, Washington, Mobile, Clarke, Baldwin, Wilcox, Monroe, Conecuh and Escambia counties as a requirement of the Workforce Innovation and Opportunity Act of 2014 (WIOA).

In determining infrastructure funding for Area 7 Career Centers, the local workforce development boards, CEOs and one-stop partners are responsible for negotiating and agreeing to the amounts that each partner will contribute for one-stop infrastructure funding based on the partner program's proportionate use of the system and relative benefit received, as well as the methods of calculating these amounts in order to include the infrastructure funding terms in the MOU as an IFA. The partners then sign the IFA and MOU in accordance with WIOA sections 121(c)(2)(A)(ii) and 121(h)(1)(A)(i).

Area 7 of the Alabama Career Center System infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the Area 7 Career Centers', including, but not limited to:

- ❖ Rental of the facilities;
- ❖ Utilities and maintenance;
- ❖ Equipment, including assessment-related products and assistive technology for individuals with disabilities; and,
- ❖ Technology to facilitate access to Area 7 of the Alabama Career Center System, including technology used for the center's planning and outreach activities.

All Partners to this IFA recognize that infrastructure costs are applicable to all required Partners within a Certified Comprehensive Career Center, whether they are physically located in Certified Comprehensive Career Center in Area 7 or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on dedicated square footage, full-time equivalent positions, and the proportionate use and relative benefit received, consistent with the Partner programs' authorizing law and regulations and the Uniform Guidance.

Partners

Partners funding the costs of infrastructure according to this IFA are listed below.

Physically Co-Located at an Area 7 Career Center

Partner Program	Partner Organization	Authorization/Category	Signatory Official	Contact Information
WIOA Adult, Dislocated Worker, Youth programs	AL Dept. of Commerce (oversees) Mobile Works (performs work in Mobile Career Center Only) AL Dept. of Labor (performs work in remaining Area 7 Career Centers)	WIOA title I Adult, Dislocated Worker, and Youth Programs	Ed Castle, Deputy Secretary Sydney G. Raine, Director Fitzgerald Washington, Secretary	401 Adams Ave, Ste 380 Montgomery, AL 36130 PO Box 70135 Mobile, AL 36670 (251) 432-0809 Ext. 148 sra@mobileworks.org 649 Monroe Street Montgomery, AL 36131 f.washington@labor.alabama.gov
Wagner-Peyser Act Employment Service program	AL Dept. of Labor	Wagner-Peyser Employment Services (ES) program, authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III	Fitzgerald Washington, Secretary	649 Monroe Street Montgomery, AL 36131 (334) 242-8990 f.washington@labor.alabama.gov
Jobs for Veterans State Grants (JVSG) programs	AL Dept. of Labor	Jobs for Veterans State Grants (JVSG), authorized under chapter 41 of title 38, U.S.C.	Fitzgerald Washington, Secretary	649 Monroe Street Montgomery, AL 36131 (334) 242-8990 f.washington@labor.alabama.gov
Adult Education and Family Literacy Act (AEFLA) program	Adult Education through AL Community College	Adult Education and Family Literacy Act (AEFLA) program authorized under title II of WIOA	Jimmy Baker, Chancellor	135 S Union St Montgomery, AL 36130 (334) 293-4500
Vocational Rehabilitation (VR) program	AL Dept. of Rehab Services	Vocational Rehabilitation (VR) program, authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by title IV of WIOA title IV	Jane Elizabeth Burdeshaw, Commissioner	602 S Lawrence St Montgomery, AL 36104 (334) 293-7500 ja.burdeshaw@rehab.alabama.gov
Trade Adjustment Assistance activities (TAA)	AL Dept. of Labor	Trade Adjustment Assistance (TAA) activities, authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)	Fitzgerald Washington, Secretary	649 Monroe Street Montgomery, AL 36131 (334) 242-8990 f.washington@labor.alabama.gov

Not Physically Co-Located at an Area 1 Career Center

Partner Program	Partner Organization	Authorization/Category	Signatory Official	Contact Information
Job Corps	Job Corps	Job Corps, WIOA Title I, Subtitle C	Frank Coitre, Center Director	1145 Air Base Blvd Montgomery, AL 36108 (334) 282-8883 coitre.frank@jobcorps.org

Migrant and Seasonal Farmworker (MSFW) programs	Telamon Corporation	National Farmworker Jobs Program (NFJP), title I Sec. 167	Stephanie Durant-Brooks, State Director	51 Wisteria Pl Millbrook, AL 36054 (334) 239-4520 sdurantbrooks@telamon.org
Senior Community Service Employment (SCSEP) program	AL Dept. of Senior Services	Senior Community Service Employment Program (SCSEP), authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3055 et seq.)	Todd Colton, Acting Commissioner	201 Monroe St, Ste 350 Montgomery, AL 36104 (334) 242-5743
Career and Technical Education (Perkins) programs	AL Community College	Career and technical education (CTE) programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2008 (20 U.S.C. 2301 et seq.)	Jimmy Baker, Chancellor	135 S Union St Montgomery, AL 36130 (334) 293-4500
Community Services Block Grant (CSBG) programs	AL Dept. of Economic and Community Affairs	Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.)	Kenneth Bosewell, Director	PO Box 5690 Montgomery, AL 36103 (334) 242-5100
Department of Housing and Urban Development (HUD)		Employment and training activities carried out by the Department of Housing and Urban Development (HUD)	Eric Jefferson, CEO	3629 Airport Blvd Building 3, Site 200 Mobile, AL 36609 (251) 554-8074 ed.jefferson@hfa.org
Unemployment Compensation (UC) programs	AL Dept. of Labor	Programs authorized under State unemployment compensation (UC) laws (in accordance with applicable Federal law)	Fitzgerald Washington, Secretary	649 Monroe Street Montgomery, AL 36131 (334) 242-8990 f.washington@labor.alabama.gov
Second Chance Act of 2007 programs (REO)		Reentry Employment Opportunities (REO) programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169		
YouthBuild		YouthBuild WIOA Sec. 171 (29 USC 3226)		
Native American programs	Inter-Tribal Council of Alabama	Native American programs, WIOA sec. 168	Teresa Williams, Director	771 S Lawrence St #100 Montgomery, AL 36104 (334) 262-4105
Temporary Assistance for Needy Families (TANF) programs	AL Dept. of Human Resources	Temporary Assistance for Needy Families (TANF), authorized under part A of title IV of the Social Security Act (42 U.S.C. 801 et seq.), unless exempted by the Governor under 463.405(b).	Nancy Buckner, Commissioner	Gorton Persons Building 50 North Ripley Street Montgomery, AL 36130 (334) 242-1310 nancy.buckner@dhhr.alabama.gov

Per 20 CFR 678.405(b), the TANF program is exempt from being a required partner in the Area 4 Career Center network in the State of Alabama, per the Governor. Also note that participants may receive information about apply for the Supplemental Nutrition Assistance Program (SNAP) through the Department of Health and Human Services partner staff.

These partners are linked virtually through online service access to a program staff member via American Job Center resource rooms and through cross-trained front desk staff and other, physically co-located, partner staff who can provide information and referrals. An individual may also file a UI claim in person using one of the kiosks or computers available in the American Job Centers.

Bay Minette Career Center (Affiliate)
--

Partner Program	# of Staff	Yearly Staff Hours	# of FTEs	% of Total FTEs
WIOA Adult, Dislocated Worker, Youth programs (ADOL Staff)**	0	0	0.00	0.00%
Wagner-Peyser Act Employment Service program (ADOL Staff)**	9	18,720	9.00	93.65%
Jobs for Veterans State Grants (JVSG) programs (ADOL Staff)**	0	0	0.00	0.00%
Adult Education and Family Literacy Act (AEFLA) program	0	0	0.00	0.00%
Vocational Rehabilitation (VR) program	5	1,274	0.61	6.35%
Trade Adjustment Assistance activities (TAA) (ADOL Staff)**	0	0	0.00	0.00%
Job Corps	0	0	0.00	0.00%
Migrant and Seasonal Farmworker (MSFW) programs	0	0	0.00	0.00%
Senior Community Service Employment (SCSEP) program	0	0	0.00	0.00%
Career and Technical Education (Perkins) programs	0	0	0.00	0.00%
Community Services Block Grant (CSBG) programs	0	0	0.00	0.00%
Department of Housing and Urban Development (HUD)	0	0	0.00	0.00%
Unemployment Compensation (UC) programs	0	0	0.00	0.00%
Second Chance Act of 2007 programs (REO)	0	0	0.00	0.00%
YouthBuild	0	0	0.00	0.00%
Native American programs	0	0	0.00	0.00%
Temporary Assistance for Needy Families (TANF) programs	0	0	0.00	0.00%
TOTALS	14	19,994	9.61	100.00%

**ADOL's approved cost allocation methodology is based on time charges to distribute costs to all programs they administer based on positions worked (FTE's). The accounting system accumulates the costs of operations by the cost center responsible for incurring the costs and functional activity performed. All costs are classified by expenditure object code.

Brewton Career Center (Affiliate)
--

Partner Program	# of Staff	Yearly Staff Hours	# of FTEs	% of Total FTEs
WIOA Adult, Dislocated Worker, Youth programs (ADOL Staff)**	0	0	0.00	0.00%
Wagner-Peyser Act Employment Service program (ADOL Staff)**	4	7,540	3.63	78.74%
Jobs for Veterans State Grants (JVSG) programs (ADOL Staff)**	0	0	0.00	0.00%
Adult Education and Family Literacy Act (AEFLA) program	0	0	0.00	0.00%
Vocational Rehabilitation (VR) program	5	2,028	0.98	21.26%
Trade Adjustment Assistance activities (TAA) (ADOL Staff)**	0	0	0.00	0.00%
Job Corps	0	0	0.00	0.00%
Migrant and Seasonal Farmworker (MSFW) programs	0	0	0.00	0.00%
Senior Community Service Employment (SCSEP) program	0	0	0.00	0.00%
Career and Technical Education (Perkins) programs	0	0	0.00	0.00%
Community Services Block Grant (CSBG) programs	0	0	0.00	0.00%
Department of Housing and Urban Development (HUD)	0	0	0.00	0.00%
Unemployment Compensation (UC) programs	0	0	0.00	0.00%
Second Chance Act of 2007 programs (REO)	0	0	0.00	0.00%
YouthBuild	0	0	0.00	0.00%
Native American programs	0	0	0.00	0.00%
Temporary Assistance for Needy Families (TANF) programs	0	0	0.00	0.00%
TOTALS	9	9,568	4.61	100.00%

**ADOL's approved cost allocation methodology is based on time charges to distribute costs to all programs they administer based on positions worked (FTE's). The accounting system accumulates the costs of operations by the cost center responsible for incurring the costs and functional activity performed. All costs are classified by expenditure object code.

Foley Career Center (Affiliate)
--

Partner Program	# of Staff	Yearly Staff Hours	# of FTEs	% of Total FTEs
WIOA Adult, Dislocated Worker, Youth programs (ADOL Staff)**	0	0	0.00	0.00%
Wagner-Peyser Act Employment Service program (ADOL Staff)**	8	16,640	8.00	93.68%
Jobs for Veterans State Grants (JVSG) programs (ADOL Staff)**	0	0	0.00	0.00%
Adult Education and Family Literacy Act (AEFLA) program	0	0	0.00	0.00%
Vocational Rehabilitation (VR) program	7	1,128	0.54	6.32%
Trade Adjustment Assistance activities (TAA) (ADOL Staff)**	0	0	0.00	0.00%
Job Corps	0	0	0.00	0.00%
Migrant and Seasonal Farmworker (MSFW) programs	0	0	0.00	0.00%
Senior Community Service Employment (SCSEP) program	0	0	0.00	0.00%
Career and Technical Education (Perkins) programs	0	0	0.00	0.00%
Community Services Block Grant (CSBG) programs	0	0	0.00	0.00%
Department of Housing and Urban Development (HUD)	0	0	0.00	0.00%
Unemployment Compensation (UC) programs	0	0	0.00	0.00%
Second Chance Act of 2007 programs (REO)	0	0	0.00	0.00%
YouthBuild	0	0	0.00	0.00%
Native American programs	0	0	0.00	0.00%
Temporary Assistance for Needy Families (TANF) programs	0	0	0.00	0.00%
TOTALS	15	17,768	8.54	100.00%

**ADOL's approved cost allocation methodology is based on time charges to distribute costs to all programs they administer based on positions worked (FTE's). The accounting system accumulates the costs of operations by the cost center responsible for incurring the costs and functional activity performed. All costs are classified by expenditure object code.

Jackson Career Center (Affiliate)
--

Partner Program	# of Staff	Yearly Staff Hours	# of FTEs	% of Total FTEs
WIOA Adult, Dislocated Worker, Youth programs (ADOL Staff)**	0	0	0.00	0.00%
Wagner-Peyser Act Employment Service program (ADOL Staff)**	7	2,912	1.40	58.57%
Jobs for Veterans State Grants (JVSG) programs (ADOL Staff)**	0	0	0.00	0.00%
Adult Education and Family Literacy Act (AEFLA) program	1	312	0.15	6.28%
Vocational Rehabilitation (VR) program	3	1,754	0.84	35.15%
Trade Adjustment Assistance activities (TAA) (ADOL Staff)**	0	0	0.00	0.00%
Job Corps	0	0	0.00	0.00%
Migrant and Seasonal Farmworker (MSFW) programs	0	0	0.00	0.00%
Senior Community Service Employment (SCSEP) program	0	0	0.00	0.00%
Career and Technical Education (Perkins) programs	0	0	0.00	0.00%
Community Services Block Grant (CSBG) programs	0	0	0.00	0.00%
Department of Housing and Urban Development (HUD)	0	0	0.00	0.00%
Unemployment Compensation (UC) programs	0	0	0.00	0.00%
Second Chance Act of 2007 programs (REO)	0	0	0.00	0.00%
YouthBuild	0	0	0.00	0.00%
Native American programs	0	0	0.00	0.00%
Temporary Assistance for Needy Families (TANF) programs	0	0	0.00	0.00%
TOTALS	11	4,978	2.39	100.00%

**ADOL's approved cost allocation methodology is based on time charges to distribute costs to all programs they administer based on positions worked (FTE's). The accounting system accumulates the costs of operations by the cost center responsible for incurring the costs and functional activity performed. All costs are classified by expenditure object code.

Monroeville Career Center (Affiliate)
--

Partner Program	# of Staff	Yearly Staff Hours	# of FTEs	% of Total FTEs
WIOA Adult, Dislocated Worker, Youth programs (ADOL Staff)**	0	0	0.00	0.00%
Wagner-Peyser Act Employment Service program (ADOL Staff)**	4	8,320	4.00	78.59%
Jobs for Veterans State Grants (JVSG) programs (ADOL Staff)**	0	0	0.00	0.00%
Adult Education and Family Literacy Act (AEFLA) program	0	0	0.00	0.00%
Vocational Rehabilitation (VR) program	4	2,270	1.09	21.41%
Trade Adjustment Assistance activities (TAA) (ADOL Staff)**	0	0	0.00	0.00%
Job Corps	0	0	0.00	0.00%
Migrant and Seasonal Farmworker (MSFW) programs	0	0	0.00	0.00%
Senior Community Service Employment (SCSEP) program	0	0	0.00	0.00%
Career and Technical Education (Perkins) programs	0	0	0.00	0.00%
Community Services Block Grant (CSBG) programs	0	0	0.00	0.00%
Department of Housing and Urban Development (HUD)	0	0	0.00	0.00%
Unemployment Compensation (UC) programs	0	0	0.00	0.00%
Second Chance Act of 2007 programs (REO)	0	0	0.00	0.00%
YouthBuild	0	0	0.00	0.00%
Native American programs	0	0	0.00	0.00%
Temporary Assistance for Needy Families (TANF) programs	0	0	0.00	0.00%
TOTALS	8	10,590	5.09	100.00%

**ADOL's approved cost allocation methodology is based on time charges to distribute costs to all programs they administer based on positions worked (FTE's). The accounting system accumulates the costs of operations by the cost center responsible for incurring the costs and functional activity performed. All costs are classified by expenditure object code.

Camden Career Center (Affiliate)

Partner Program	# of Staff	Yearly Staff Hours	# of FTEs	% of Total FTEs
WIOA Adult, Dislocated Worker, Youth programs (ADOL Staff)**	0	0	0.00	0.00%
Wagner-Peyser Act Employment Service program (ADOL Staff)**	2	288	0.14	100.00%
Jobs for Veterans State Grants (JVSG) programs (ADOL Staff)**	0	0	0.00	0.00%
Adult Education and Family Literacy Act (AEFLA) program	0	0	0.00	0.00%
Vocational Rehabilitation (VR) program	0	0	0.00	0.00%
Trade Adjustment Assistance activities (TAA) (ADOL Staff)**	0	0	0.00	0.00%
Job Corps	0	0	0.00	0.00%
Migrant and Seasonal Farmworker (MSFW) programs	0	0	0.00	0.00%
Senior Community Service Employment (SCSEP) program	0	0	0.00	0.00%
Career and Technical Education (Perkins) programs	0	0	0.00	0.00%
Community Services Block Grant (CSBG) programs	0	0	0.00	0.00%
Department of Housing and Urban Development (HUD)	0	0	0.00	0.00%
Unemployment Compensation (UC) programs	0	0	0.00	0.00%
Second Chance Act of 2007 programs (REO)	0	0	0.00	0.00%
YouthBuild	0	0	0.00	0.00%
Native American programs	0	0	0.00	0.00%
Temporary Assistance for Needy Families (TANF) programs	0	0	0.00	0.00%
TOTALS	2	288	0.14	100.00%

**ADOL's approved cost allocation methodology is based on time charges to distribute costs to all programs they administer based on positions worked (FTE's). The accounting system accumulates the costs of operations by the cost center responsible for incurring the costs and functional activity performed. All costs are classified by expenditure object code.

Infrastructure Budget

Cost Category	Cost Pool	Cost Item	Mobile Career Center	Bay Minneto Career Center	Brewton Career Center	Foley Career Center	Jackson Career Center	Moundsville Career Center	Camdon Career Center	Total
Infrastructure Costs	General Office Expense	Parking (Copier Lease)	\$3,414	\$1,485	\$1,924	\$2,359	\$3,508	\$1,688		\$14,368
Infrastructure Costs	Equipment Costs	Equipment Repair/Maintenance	\$368		\$42			\$588		\$778
Infrastructure Costs	Equipment Costs	Purchase of new Equipment	\$1,474							\$1,474
Infrastructure Costs	General Office Expense	Office Supplies	\$1,455	\$289	\$198	\$170	\$377	\$112		\$2,581
Infrastructure Costs	General Office Expense	Internet Connections	\$19,651	\$5,342	\$7,524	\$9,561	\$12,376	\$10,112		\$64,566
Infrastructure Costs	General Office Expense	Telephone Lines	\$21,027	\$5,082	\$5,255	\$5,902	\$6,371	\$4,387		\$50,004
Infrastructure Costs	Facilities	Insurance	\$6,556	\$2,438	\$2,360	\$2,005	\$2,359	\$1,479		\$17,587
Infrastructure Costs	Facilities	Lease	\$330,885	\$54,278	\$23,620	\$37,306	\$37,800			\$463,889
Infrastructure Costs	Facilities	Building/Grounds Repair/Maintenance	\$10,187	\$238	\$132	\$234	\$80	\$48		\$10,939
Infrastructure Costs	Signage	Signage								\$0
Infrastructure Costs	Utilities & Maintenance	Electricity	\$66,022	\$9,538	\$9,365	\$6,170	\$12,687			\$103,182
Infrastructure Costs	Utilities & Maintenance	Gas	\$3,011		\$510					\$3,521
Infrastructure Costs	Utilities & Maintenance	Janitorial Services	\$12,768	\$9,816	\$7,115	\$9,991	\$14,582	\$6,470		\$60,782
Infrastructure Costs	Utilities & Maintenance	Landscaping/Groundskeeping								\$0
Infrastructure Costs	Utilities & Maintenance	Pest Control	\$335	\$288	\$410	\$304	\$158			\$1,475
Infrastructure Costs	Utilities & Maintenance	Trash & Shredding	\$1,860	\$59	\$815	\$176	\$117	\$30		\$3,057
Infrastructure Costs	Utilities & Maintenance	Water & Sewage	\$12,822	\$1,057	\$522	\$1,089	\$951			\$18,451
Infrastructure Costs	Utilities & Maintenance	Security & Monitoring	\$20,433							\$20,433
		TOTALS	\$512,658	\$91,250	\$68,770	\$76,319	\$91,368	\$24,674	\$0	\$865,667

- ❖ Obtaining labor market information,
- ❖ Attending reemployment workshops,
- ❖ File grievances or appeals, etc.

These services are utilized in direct benefit of the programs and in support thereof and will, therefore, be proportionately paid for.

SAPTE selected three different allocation bases – as outlined in the **Allocation Bases per Cost Item** section below – to determine overall Partner contributions for the Certified Comprehensive Career Center(s). SAPTE selected two different allocation bases – as outlined in the **Allocation Bases per Cost Item** section below – to determine overall Partner contributions for the Affiliate Career Center(s). This was done in an effort:

- ❖ To remedy the imbalance of non-physically represented Partners, and
- ❖ To comply with the requirement of Partners' contributions having to be in proportion to the Partners' use of the one-stop center(s) and relative benefit received.

Allocation Bases per Cost Item

Certified Comprehensive Career Center(s)			
Cost Category	Cost Pool	Cost Item	Allocation Base
Infrastructure Costs	General Office Expense	Printing (Copier Lease)	FTE
Infrastructure Costs	Equipment Costs	Equipment Repairs/Maintenance	FTE
Infrastructure Costs	Equipment Costs	Purchase of new Equipment	FTE
Infrastructure Costs	General Office Expense	Office Supplies	FTE
Infrastructure Costs	General Office Expense	Internet Connections	FTE
Infrastructure Costs	General Office Expense	Telephone Lines	FTE
Infrastructure Costs	Facilities	Insurance	Resource Room: Customers Served Remaining Areas: Square Footage <i>Divided by respective square footage.</i>
Infrastructure Costs	Facilities	Lease	Resource Room: Customers Served Remaining Areas: Square Footage <i>Divided by respective square footage.</i>
Infrastructure Costs	Facilities	Building/Grounds Repairs/Maintenance	Resource Room: Customers Served Remaining Areas: Square Footage <i>Divided by respective square footage.</i>
Infrastructure Costs	Signage	Signage	Resource Room: Customers Served Remaining Areas: Square Footage <i>Divided by respective square footage.</i>

Infrastructure Costs	Utilities & Maintenance	Electricity	Resource Room: Customers Served Remaining Areas: Square Footage <i>Divided by respective square footage.</i>
Infrastructure Costs	Utilities & Maintenance	Gas	Resource Room: Customers Served Remaining Areas: Square Footage <i>Divided by respective square footage.</i>
Infrastructure Costs	Utilities & Maintenance	Janitorial Services	Resource Room: Customers Served Remaining Areas: Square Footage <i>Divided by respective square footage.</i>
Infrastructure Costs	Utilities & Maintenance	Landscaping/Groundskeeping	Resource Room: Customers Served Remaining Areas: Square Footage <i>Divided by respective square footage.</i>
Infrastructure Costs	Utilities & Maintenance	Pest Control	Resource Room: Customers Served Remaining Areas: Square Footage <i>Divided by respective square footage.</i>
Infrastructure Costs	Utilities & Maintenance	Trash & Shredding	Resource Room: Customers Served Remaining Areas: Square Footage <i>Divided by respective square footage.</i>
Infrastructure Costs	Utilities & Maintenance	Water & Sewage	Resource Room: Customers Served Remaining Areas: Square Footage <i>Divided by respective square footage.</i>
Infrastructure Costs	Utilities & Maintenance	Security & Monitoring	Resource Room: Customers Served Remaining Areas: Square Footage <i>Divided by respective square footage.</i>

Affiliated Career Center(s)

Cost Category	Cost Pool	Cost Item	Allocation Base
Infrastructure Costs	General Office Expense	Printing (Copier Lease)	FTE
Infrastructure Costs	Equipment Costs	Equipment Repairs/Maintenance	FTE
Infrastructure Costs	Equipment Costs	Purchase of new Equipment	FTE
Infrastructure Costs	General Office Expense	Office Supplies	FTE
Infrastructure Costs	General Office Expense	Internet Connections	FTE
Infrastructure Costs	General Office Expense	Telephone Lines	FTE
Infrastructure Costs	Facilities	Insurance	Square Footage
Infrastructure Costs	Facilities	Lease	Square Footage
Infrastructure Costs	Facilities	Building/Grounds Repairs/Maintenance	Square Footage
Infrastructure Costs	Signage	Signage	Square Footage
Infrastructure Costs	Utilities & Maintenance	Electricity	Square Footage
Infrastructure Costs	Utilities & Maintenance	Gas	Square Footage
Infrastructure Costs	Utilities & Maintenance	Janitorial Services	Square Footage
Infrastructure Costs	Utilities & Maintenance	Landscaping/Groundskeeping	Square Footage
Infrastructure Costs	Utilities & Maintenance	Pest Control	Square Footage
Infrastructure Costs	Utilities & Maintenance	Trash & Shredding	Square Footage
Infrastructure Costs	Utilities & Maintenance	Water & Sewage	Square Footage
Infrastructure Costs	Utilities & Maintenance	Security & Monitoring	Square Footage

Partners Contribution Amounts

This table shows how much each Partner will contribute each year (broken down by allocation base and by cost category) to the cost of operating Area 7 of the Alabama Career Center System in the SAPTE Area.

❖ By Allocation Base

Partner Program	Square Footage Cost	FTE Cost	Customers Served	Total w/out Customers Served
WIOA Adult, Dislocated Worker, Youth programs (Mobile Works)	\$162,005	\$15,840	TBD	\$177,845
WIOA Adult, Dislocated Worker, Youth programs (ADOL Staff)**	\$0	\$0	TBD	\$0
Wagner-Peyser Act Employment Service program (ADOL Staff)**	\$467,697	\$94,627	TBD	\$562,324
Jobs for Veterans State Grants (JVSG) programs (ADOL Staff)**	\$0	\$0	TBD	\$0
Adult Education and Family Literacy Act (AEFLA) program	\$21,082	\$2,608	TBD	\$23,690
Vocational Rehabilitation (VR) program	\$63,050	\$19,366	TBD	\$82,416
Trade Adjustment Assistance activities (TAA) (ADOL Staff)**	\$0	\$0	TBD	\$0
Job Corps	\$0	\$0	TBD	\$0
Migrant and Seasonal Farmworker (MSFW) programs	\$7,462	\$1,320	TBD	\$8,782
Senior Community Service Employment (SCSEP) program	\$0	\$0	TBD	\$0
Career and Technical Education (Perkins) programs	\$0	\$0	TBD	\$0
Community Services Block Grant (CSBG) programs	\$0	\$0	TBD	\$0
Department of Housing and Urban Development (HUD)	\$0	\$0	TBD	\$0

Partner Program	Square Footage Cost	FTE Cost	Customers Served	Total
Unemployment Compensation (UC) programs	\$0	\$0	TBD	\$0
Second Chance Act of 2007 programs (REO)	\$0	\$0	TBD	\$0
YouthBuild	\$0	\$0	\$0	\$0
Native American programs	\$0	\$0	\$0	\$0
Temporary Assistance for Needy Families (TANF) programs	\$0	\$0	\$0	\$0
TOTALS	\$721,296	\$133,761	\$0	\$855,057

❖ By Cost Category

Partner Program	Infrastructure Cost	Total w/out Customers Served Infrastructure Costs
WIOA Adult, Dislocated Worker, Youth programs (Jefferson County)	\$177,845	\$177,845
Wagner-Peyser Act Employment Service program (ADOL Staff)**	\$562,324	\$562,324
Jobs for Veterans State Grants (JVSG) programs (ADOL Staff)**	\$0	\$0
Adult Education and Family Literacy Act (AEFLA) program	\$23,690	\$23,690
Vocational Rehabilitation (VR) program	\$82,416	\$82,416
Trade Adjustment Assistance activities (TAA) (ADOL Staff)**	\$0	\$0
Job Corps	\$0	\$0

Partner Program	Infrastructure Cost	Total w/out Customers Served Infrastructure Costs
Migrant and Seasonal Farmworker (MSFW) programs	\$8,782	\$8,782
Senior Community Service Employment (SCSEP) program	\$0	\$0
Career and Technical Education (Perkins) programs	\$0	\$0
Community Services Block Grant (CSBG) programs	\$0	\$0
Department of Housing and Urban Development (HUD)(Jefferson County Staff)	\$0	\$0
Unemployment Compensation (UC) programs	\$0	\$0
Second Chance Act of 2007 programs (REO)	\$0	\$0
YouthBuild	\$0	\$0
Native American programs	\$0	\$0
Temporary Assistance for Needy Families (TANF) programs	\$0	\$0
TOTALS	\$855,057	\$855,057

**ADOL's approved cost allocation methodology is based on time charges to distribute costs to all programs they administer based on positions worked (FTE's). The accounting system accumulates the costs of operations by the cost center responsible for incurring the costs and functional activity performed. All costs are classified by expenditure object code.

For detailed information regarding the calculation of contribution amounts, please refer to the IFA attachments:

- Cost Allocation and Partner Contributions - Mobile
- Cost Allocation and Partner Contributions - Bay Minette
- Cost Allocation and Partner Contributions - Brewton
- Cost Allocation and Partner Contributions - Foley
- Cost Allocation and Partner Contributions - Jackson
- Cost Allocation and Partner Contributions - Montroseville
- Cost Allocation and Partner Contributions - Camden
- Cost Allocation and Partner Contributions - TOTALS

Cost Reconciliation and Allocation Base Update

All Partners agree to the cost reconciliation and allocation base update for the IFA described below:

All Partners agree that a quarterly reconciliation of budgeted and actual costs and update of the allocation bases will be completed in accordance with the following process:

- ❖ Partners will provide ADOL, the One-Stop Operator, with the following information no later than ten (10) days after the end of each quarter, as applicable:
 - Updated staffing information (per the 1st day of the 1st month of each quarter), and
 - Actual customer participation numbers (per the last day of the last month of each quarter).
- ❖ Upon receipt of the above information, ADOL will apply the updated allocation bases, as described in the **Cost Allocation Methodology** section above, to determine the actual costs allocable to each partner.
- ❖ ADOL will prepare an updated budget document showing cost adjustments for each Partner with the actual costs allocable to each Partner for the quarter.
- ❖ ADOL will send a copy of the updated budget to all Partners no later than forty-five (45) days after the end of each quarter. The Partners understand that the timeliness of ADOL's preparation and submission of adjusted budgets is contingent upon the timeliness of each Partner in providing the necessary cost information.
- ❖ Upon receipt of the adjusted budget, each Partner will review the documents and communicate any disputes with the adjusted budget to SAPTE and ADOL in writing. ADOL will review the disputed cost items and respond accordingly to the Partner and SAPTE within ten (10) days of receipt of notice of the disputed costs. When necessary, ADOL will revise the adjusted budget upon resolution of the dispute.

Invoices and Payments

All Partners agree to the invoices and payments for this IFA as described below:

- ❖ ADOL will prepare an invoice for each Partner with the actual costs allocable to each Partner every month.
- ❖ ADOL will submit the invoices to the Partners no later than thirty (30) days after the end of each month. For Partners that advance funds, ADOL will only send a statement with the credit amount remaining.
- ❖ Upon receipt of the invoice, each Partner will review the document and will submit payment to ADOL no later than fifteen (15) days following receipt. Payment of the invoice signifies agreement with the costs.
- ❖ Partners will communicate any disputes with costs in the invoice to SAPTE and ADOL in writing. ADOL will review the disputed cost items and respond accordingly to the Partner and SAPTE within ten (10) days of receipt of notice of the disputed costs. When necessary, ADOL will revise the invoice upon resolution of the dispute.

Steps to Reach Consensus

❖ Step 1: Notification of Partners

The SAPTE Chair (or designee) must notify all Partners in writing that it is necessary to renew and execute the IFA and provide all applicable policies and preceding IFA documents, as applicable.

❖ Step 2: Kickoff Meeting

The SAPTE Chair (or designee) is responsible for convening all required and optional Area 7 of the Alabama Career Center System Partners to formally kick-off negotiations, and to ensure that, at a minimum, all Area 7 of the Alabama Career Center System Partners from all Career Centers within SAPTE Area are appropriately represented. The kickoff meeting should take place no later than within four (4) weeks of notification as it must be hosted in a timely manner to allow for all steps to be conducted in good faith and in an open and transparent environment.

At the kickoff meeting, the SAPTE Chair (or designee) must provide a detailed review of all relevant documents, facts, and information and ensure all Partners have sufficient time to ask questions or voice concerns and are fully aware of expectations and the overall process.

❖ Step 3: Negotiations

Over the course of the four (4) weeks following the formal kickoff meeting, Partners must submit all relevant documents to the SAPTE Chair (or designee) to begin the drafting of the IFA. During this time frame, additional formal or informal meetings (informational and negotiation sessions) may take place, so long as they are conducted in an open and transparent manner, with pertinent information provided to all Partners.

❖ Step 4: Draft IFA

Within six (6) weeks of receipt of the draft IFA, all Partners must review and return feedback to the SAPTE Chair (or designee). It is advised that each Partner also use this time to allow their respective Legal Departments to review the IFA for legal sufficiency. It is the responsibility of the SAPTE Chair (or designee) to ensure all Area 7 of the Alabama Career Center System Partners to the IFA are aware of the comments and revisions that are needed.

❖ Step 5: Finalized Draft

The SAPTE Chair (or designee) must circulate the finalized IFA and secure Partner signatures within four (4) weeks of receipt of feedback. The WIOA IFA will be considered fully executed once all signatories have reviewed and signed, and a signed copy has been returned to all Partners.

If determined that a Partner is unwilling to sign the IFA, then the SAPTE Chair (or designee) must ensure that the dispute resolution process is followed.

Dispute and Impasse Resolution

The following section details the dispute resolution process designed for use by the Partners when unable to successfully reach an agreement necessary to execute the IFA. (Note: This is separate from the SAPTE Customer Grievance and Complaint Management Policy.) A disagreement is considered to have reached the level of dispute when an issue arises out of the development and negotiation of an IFA that is not easily coming to a point of resolution. It is the responsibility of SAPTE Chair (or designee) to coordinate the IFA dispute resolution to ensure that issues are being resolved appropriately. Any Partner to the IFA may seek resolution under this process.

- ❖ All Partners are advised to actively participate in SAPTE IFA negotiations in a good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally.
- ❖ Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send notification to the SAPTE Chair (or designee) and all Partners to the IFA regarding the conflict within 10 business days.

If Partners in a Local area have employed the dispute resolution process and have failed to reach consensus on an issue pertaining to the IFA, then an impasse is declared and the State Funding Mechanism (SFM) is triggered.

❖ Step 1: Notice of failure to reach consensus given to the Governor.

If the Partners cannot reach consensus on methods of sufficiently funding a one-stop center's infrastructure costs and the amounts to be contributed by each Local Partner program, SAPTE is required to notify the Governor. Notification must be given to the Governor by March 31st (three (3) months prior to the projected IFA start date).

❖ Step 2: Negotiation materials provided to Governor.

The SAPTE Chair (or designee) must provide the appropriate and relevant materials and documents used in the negotiations to the Governor, preferably at the time of the notification of failure to reach consensus, but no later than five (5) business days thereafter. At a minimum, the SAPTE Chair (or designee) must provide to the Governor:

- ❖ The Local WIOA plan,
- ❖ The cost allocation methodology or methodologies proposed by the Partners to be used in determining the proportionate share,
- ❖ The proposed amounts or budget to fund infrastructure costs,
- ❖ The amount of Partner funds included,

- ❖ The type of funds (cash, non-cash, and third-Partner in-kind contributions) available (including all documentation on how Partners valued non-cash and
- ❖ third-Partner in-kind contributions consistent with 2 CFR 200.306),
- ❖ Any proposed or agreed on Area 7 of the Alabama Career Center System budgets (for individual centers or a network of centers), and
- ❖ Any partially agreed upon, proposed, or draft IFAs.

SAPTE may also provide the Governor with additional materials that they or the Governor find to be appropriate.

❖ **Step 3: Governor Determinations and Calculations**

The Governor will:

- ❖ Determine one-stop center infrastructure budget(s),
- ❖ Establish cost allocation methodology(s),
- ❖ Determine Partners' proportionate shares,
- ❖ Calculate statewide caps,
- ❖ Assess the aggregate total of infrastructure contributions as if related to the statewide cap, and
- ❖ Adjust allocations.

Once all determinations and calculations are completed, the Governor will notify the SAPTE Chair (or designee) of the final decision and provide a revised IFA for execution by the Partners.

❖ **Step 4: IFA Execution**

The IFA becomes effective as of the date of signing by the final signatory.

Programs may appeal the Governor's determinations of their infrastructure cost contributions in accordance with the process established under 20 CFR 678.750, 34 CFR 361.750, and 34 CFR 463.750.

Modification Process

❖ Step 1: Notification

When a Partner wishes to modify the IFA, the Partner must first provide written notification to all signatories of the existing IFA and outline the proposed modifications(s).

❖ Step 2: Discussion/Negotiation

Upon notification, the SAPTE Chair (or designee) must ensure that discussions and negotiations related to the proposed modification take place with Partners in a timely manner and as appropriate.

Depending upon the type of modification, this can be accomplished through email communications of all the Partners. If the proposed modification is extensive and is met with opposition, the SAPTE Chair (or designee) may need to call a meeting of the Partners to resolve the issue. Upon agreement of all Partners, a modification will be processed.

If the modification involves substitution of a Partner that will not impact any of the terms of the agreement, it can be accomplished by the original Partner and the new Partner entering into the IFA that includes SAPTE, wherein the new Partner assumes all of the rights and obligations of the original Partner. Upon execution, the SAPTE Chair (or designee) presents the agreement as a proposed modification to the IFA, and the remaining steps are followed.

If determined that a Partner is unwilling to agree to the IFA modification, the SAPTE Chair (or designee) must ensure that the process in the **Dispute Resolution** section is followed.

❖ Step 3: Signatures

The SAPTE Chair (or designee) must immediately circulate the IFA modification and secure Partner signatures within four (4) weeks. The modified IFA will be considered fully executed once all signatories have reviewed and signed.

The modification may be signed in counterparts, meaning each signatory can sign a separate document as long as the SAPTE Chair (or designee) acquires signatures of each Partner and provides a complete copy of the modification with each Partner's signature to all the other Partners.

Termination

This IFA will remain in effect until the end date specified in the **Effective Period** section below, unless:

- ❖ All Partners agree to terminate this IFA prior to the end date.
- ❖ Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this IFA succeeding the first fiscal period. Any Partner unable to perform pursuant to IFA due to lack of funding shall notify the other Partners as soon as the Partner has knowledge that funds may be unavailable for the continuation of activities under this IFA.
- ❖ WIOA is repealed or superseded by subsequent federal law.
- ❖ Local area designation is changed under WIOA.
- ❖ A Partner breaches any provision of this IFA and such breach is not cured within thirty (30) days after receiving written notice from the SAPTE Chair (or designee) specifying such breach in reasonable detail. In such event, the non-breaching Partner(s) shall have the right to terminate this IFA by giving written notice thereof to the Partner in breach, upon which termination will go into effect immediately.

In the event of termination, the Partners to the IFA must convene within thirty (30) days after the breach of the IFA to discuss the formation of the successor IFA. At that time, allocated costs must be addressed.

Any Partner may request to terminate its inclusion in this IFA by following the modification process identified in the **Modification Process** section above.

All Partners must agree that this IFA shall be reviewed and renewed not less than once every 3-year period to ensure appropriate funding and delivery of services.

Effective Period

This IFA is entered into on July 1, 2017. This IFA will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2020, unless any of the reasons in the **Termination** section of the IFA apply.

Definitions

One-Stop Delivery System

The one-stop delivery system (herein also referred to as the Area 7 of the Alabama Career Center System network) brings together workforce development, educational, and other human resource services in a seamless customer-focused service delivery network that enhances access to the programs' services and improves long-term employment outcomes for individuals receiving assistance. One-stop Partners administer separately funded programs as a set of integrated streamlined services to customers.

[20 CFR 678.300(a); 34 CFR 361.300(a); and 34 CFR 463.300(a)]

Required One-Stop Partners

- ❖ WIOA title I programs:
 - Adult, Dislocated Worker, and Youth formula programs;
 - Job Corps;
 - YouthBuild;
 - Native American programs;
 - Migrant Seasonal Farmworkers (MSFW) that includes the National Farmworker Jobs Program (NFJP);
- ❖ Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III;
- ❖ Senior Community Service Employment Program (SCSEP) authorized under title V of the Older Americans Act of 1965;
- ❖ Trade Adjustment Assistance (TAA) activities authorized under chapter 2 of title II of the Trade Act of 1974;
- ❖ Unemployment Compensation (UC) programs;
- ❖ Jobs for Veterans State Grants (JVSG) programs authorized under chapter 41 of title 38, U.S.C.;
- ❖ Reentry Employment Opportunities (REO) programs (formerly known as Reintegration of Ex-Offenders Program (RExO)) authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169;
- ❖ Adult Education and Family Literacy Act (AEFLA) program, authorized under WIOA title II;
- ❖ Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins);

- ❖ The State Vocational Rehabilitation (VR) Services program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by WIOA title IV;
- ❖ Employment and training activities carried out under the Community Services Block Grant (CSBG) programs (42 U.S.C. 9901 et seq.); and
- ❖ Temporary Assistance for Needy Families (TANF) program authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), unless exempted by the Governor under 20 CFR 678.405(b).
- ❖ Employment and training programs; Department of Housing and Urban Development

[WIOA sec. 121(b)(1)(B); 20 CFR 678.400-405; 34 CFR 361.400-405, and 34 CFR 463.400-405]

Additional One-Stop Partners

Other entities that carry out a workforce development program, including Federal, State, or Local programs and programs in the private sector, may serve as additional Partners in the Area 7 of the Alabama Career Center System network if the Local WDB and chief elected official(s) approve the entity's participation.

Additional Partners may include employment and training programs administered by the Social Security Administration, including the Ticket to Work and Self-Sufficiency Program established under sec. 1148 of the Social Security Act (42 U.S.C. 1320b-19), employment and training programs carried out by the Small Business Administration, Supplemental Nutrition Assistance Program (SNAP) employment and training programs, authorized under secs. 6(d)(4) and 6(o) of the Food and Nutrition Act of 2008 (7 U.S.C. 2015(d)(4) and 2015(o)), Client Assistance Program authorized under sec. 112 of the Rehabilitation Act of 1973 (29 U.S.C. 732), programs authorized under the National and Community Service Act of 1990 (42 U.S.C. 12501 et seq.) and other appropriate Federal, State, or local programs, including employment, education, and training programs provided by public libraries or in the private sector, programs providing transportation assistance, and programs providing services to individuals with substance abuse or mental health issues.

[20 CFR 678.410; 34 CFR 361.410; 34 CFR 463.410; TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (p.7)]

Infrastructure Costs

Non-personnel costs that are necessary for the general operation of the one-stop center, including but not limited to applicable facility costs (such as rent), costs of utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities. Common identifier costs may be considered as costs of one-stop infrastructure.

[WIOA sec. 121(h)(4); 20 CFR 678.700(a)-(b); 34 CFR 361.700(a)-(b); and 34 CFR 463.700(a)-(b)]

Infrastructure Funding Agreement (IFA)

The IFA contains the infrastructure costs budget that is an integral component of the overall one-stop operating budget. The other component of the one-stop operating budget consists of applicable career services, shared operating costs, and shared services, which are considered additional costs. While each of these components covers different cost categories, an operating budget would be incomplete if any of these cost categories were omitted, as all components are necessary to maintain a fully functioning and successful local one-stop delivery system. IFAs are a mandatory component of the local MOU, described in WIOA sec. 121(c) and 20 CFR 678.500 and 678.755.

[TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 17-18 and Attachment II)]

Funding Types

Cash

- ❖ Cash funds provided to ADOL by one-stop Partners, either directly or by an interagency transfer, or by a third Partner.

Non-Cash

- ❖ Expenditures incurred by one-stop Partners on behalf of the one-stop center; and
- ❖ Non-cash contributions or goods or services contributed by a Partner program and used by the one-stop center.

Third-Partner In-kind

- ❖ Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, by a non-one-stop Partner to:
- ❖ Support the one-stop center in general; or
- ❖ Support the proportionate share of one-stop infrastructure costs of a specific partner.

[20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]

Allocation

Allocation means the process of assigning a cost, or a group of costs, to one or more cost objective(s), in reasonable proportion to the benefit provided or other equitable relationship. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives.

[2 CFR 200.4]

Cost Objective

Cost objective means a program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc. A cost objective may be a major function of the non-Federal entity, a particular service or project, a Federal award, or an indirect (Facilities & Administrative (F&A)) cost activity, as described in Subpart E-Cost Principles of this Part. See also §§ 200.44 Final cost objective and 200.60 Intermediate cost objective.

[2 CFR 200.28]

Co-located Partners

1. The Southwest Alabama Partnership for Training and Employment, serving as the fiscal administrator for WIOA funding for Baldwin, Escambia, Choctaw, Clarke, Conecuh, Mobile, Monroe, Washington and Wilcox counties and as the provider of Title I services in the Mobile Career Center.

Ms. Merceria Ludgood, Chair, Chief Elected Officials Council
Southwest Alabama Partnership for Training and Employment
205 Government Street Mobile, AL 36644
(251)574-1000
mludgood@mobile-county.net

2. The Alabama Department of Labor (ADOL) serving as the One-Stop Operator for all Career Centers in the nine county region and providing staff to provide WIOA funded services in the Career Centers in Baldwin (2), Escambia, Clark and Monroe counties.

Mr. Fitzgerald Washington, Secretary Alabama Department of Labor
649 Monroe Street Montgomery, AL 36131
Fitzgerald.Washington@lahor.alabama.gov

3. The Alabama Department of Rehabilitative Services (ADRS).

Ms. Jane Elizabeth Burdeshaw, Commissioner
Alabama Department of Rehabilitation Services
602 S. Lawrence St.
Montgomery, AL 36104
(334) 293-7200
JE.Burdeshaw@rehab.alabama.gov

4. The Alabama Department of Post-Secondary Education

Mr. Jimmy H. Baker,
Chancellor Alabama
Community College System
135 South Union Street P.O.
Box 302130 Montgomery, AL
36130-2130 (334) 293-4524
Jimmy.baker@accs.edu

5. Telamon Alabama

Ms. Stephanie Durant-Brooks, State Director
Telamon Alabama
51 Wisteria Place
Millbrook, AL 36054
(334) 239-2600
sdurantbrooks@telamon.org

Other Partners (not currently located in all centers)

Ms. Nancy Buckner, Commissioner
Alabama Department of Human Resources
Center for Communications
Gordon Persons Building, Suite 2104
50 North Ripley Street
Montgomery, AL 36130
(334) 242-1160
Nancy.buckner@dhr.alabama.gov

Mr. Todd Cotton, Acting Commissioner
Alabama Department of Senior Services
P.O. Box 301851
Montgomery, Al 36130-1851
(334) 242-5743
Todd.cotton@adss.alabama.gov

Mr. Frank Coiro
Job Corps
1145 Air Base Blvd.
Montgomery, AL 36108-3103
(334) 262-8883
Coiro.frank@jobcorps.org

Mr. Eric Jefferson, CEO
Housing First
3929 Airport Blvd.
Building 3-Suite 200
Mobile, AL 36609
(251) 554-8074
Eb.jefferson@hfal.org

Authority and Signatures

> One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 2).

By signing my name below, I, Merceria Ludgood, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

The Infrastructure Funding Agreement (IFA)

By signing this document, I certify that I have the legal authority to bind my agency (outlined below) to the terms of:

The Infrastructure Funding Agreement (IFA)

I understand that this IFA may be executed in counterparts, each being considered an original, and that this IFA expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) On June 30, 2020, whichever occurs earlier.

Merceria Ludgood 11/28/2017
Signature Date

Merceria Ludgood, President
Printed Name and Title

Mobile County Commission
Agency Name

Agency Contact Information

Authority and Signature

- One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 2).

By signing my name below, I, Fitzgerald Washington, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

The Infrastructure Funding Agreement (IFA)

By signing this document, I certify that I have the legal authority to bind my agency (outlined below) to the terms of:

The Infrastructure Funding Agreement (IFA)

I understand that this IFA may be executed in counterparts, each being considered an original, and that this IFA expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) On June 30, 2020, whichever occurs earlier.

Fitzgerald Washington 11/21/17
Signature Date

Fitzgerald Washington
Printed Name and Title

Alabama Department of Labor
Agency Name

Same as Above
Agency Contact Information

Authority and Signature

- One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 2).

By signing my name below, I, Jane E. Burdeshaw, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

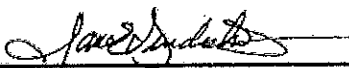
The Infrastructure Funding Agreement (IFA)

By signing this document, I certify that I have the legal authority to bind my agency (outlined below) to the terms of:

The Infrastructure Funding Agreement (IFA)

I understand that this IFA may be executed in counterparts, each being considered an original, and that this IFA expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) On June 30, 2020, whichever occurs earlier.


Signature

11/21/17
Date

Jane E. Burdeshaw, Commissioner
Printed Name and Title

Alabama Department of Rehabilitation Services
Agency Name

334-293-7200 je.burdeshaw@rehab.alabama.gov
Agency Contact Information

Authority and Signature

- One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 2).

By signing my name below, I, Jimmy H. Baker, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

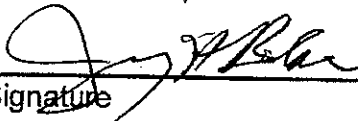
The Infrastructure Funding Agreement (IFA)

By signing this document, I certify that I have the legal authority to bind my agency (outlined below) to the terms of:

The Infrastructure Funding Agreement (IFA)

I understand that this IFA may be executed in counterparts, each being considered an original, and that this IFA expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) On June 30, 2020, whichever occurs earlier.


Signature

11/21/2017
Date

Jimmy H. Baker, Chancellor
Printed Name and Title

Alabama Community College System
Agency Name

(334) 293-4500

Agency Contact Information

Authority and Signatures

> One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 2).

By signing my name below, I, Stephannie J. Durant-Brooks, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

The Infrastructure Funding Agreement (IFA)

By signing this document, I certify that I have the legal authority to bind my agency (outlined below) to the terms of:

The Infrastructure Funding Agreement (IFA)

I understand that this IFA may be executed in counterparts, each being considered an original, and that this IFA expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) On June 30, 2020, whichever occurs earlier,

Stephannie J. Durant-Brooks

Digitally signed by Stephannie J. Durant-Brooks
DN: cn=Stephannie J. Durant-Brooks, o=Telamon Corporation,
ou=SC01, email=sdurantbrooks@telamon.org, c=US
Date: 2017.11.28 11:40:22 -05'00'

11/28/2017

Signature

Date

Stephannie J. Durant-Brooks

State Director

Printed Name and Title

Telamon Corporation
Agency Name

Agency Contact Information

Telamon Corporation
51 Wisteria Place
Millbrook, Alabama 36054
334-303-0231

Authority and Signatures

> One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 2).

By signing my name below, I, Nancy T. Buckner, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

The Infrastructure Funding Agreement (IFA)

By signing this document, I certify that I have the legal authority to bind my agency (outlined below) to the terms of:

The Infrastructure Funding Agreement (IFA)

I understand that this IFA may be executed in counterparts, each being considered an original, and that this IFA expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) On June 30, 2020, whichever occurs earlier.

Nancy T. Buckner
Signature

11/28/17
Date

Nancy T. Buckner, Commissioner
Printed Name and Title

Alabama Department of Human Resources
Agency Name

Agency Contact Information

Authority and Signature

- One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 2).

By signing my name below, I, Todd Cutler, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

The Infrastructure Funding Agreement (IFA)

By signing this document, I certify that I have the legal authority to bind my agency (outlined below) to the terms of:

The Infrastructure Funding Agreement (IFA)

I understand that this IFA may be executed in counterparts, each being considered an original, and that this IFA expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) On June 30, 2020, whichever occurs earlier.

Todd Cutler 11/20/2017
Signature Date

Todd Cutler Acting Commissioner
Printed Name and Title

Alabama Department of Senior Services
Agency Name

334-242-5754
Agency Contact Information

Cindy Nelms

From: Frank Coiro <Coiro.Frank@jobcorps.org>
Sent: Wednesday, November 29, 2017 1:21 PM
To: Cindy Nelms; 'Hutto, Mickey'; 'Hamilton, Frederick'
Subject: Infrastructure Agreements

Good afternoon all,

I appreciate everyone's patience with me regarding the Infrastructure Agreements. This has been a challenging situation for us as well as we have needed guidance from the Department of Labor to move forward. I received a call from our Regional Director in Atlanta, Mr. Willie Taylor, regarding the IFAs. Per his directive from the National Office of Job Corps, I was not given approval to sign off on the IFAs at this time. Although our State is one of the only States that are not requiring funding from Job Corps, the National Office wants to be consistent in their response to each State for all of the 125 Job Corps Center nationwide.

If any of you need or the Governor's Office need to speak with Mr. Taylor, his contact information is listed below.

Willie Taylor
Regional Director
Office of Job Corps
404-302-5400
Taylor.Willie.C@dol.gov

Thank you,

Frank Coiro
Center Director
Montgomery Job Corps Center
Coiro.Frank@jobcorps.org
Center: 334-262-8883
Office: 334-420-2400



Authority and Signatures

> One completed, signed, and dated Authority and Signature page is required for each signatory official (see list on page 2).

By signing my name below, I, ERIC B. JEFFERSON, certify that I have read the above information. All of my questions have been discussed and answered satisfactorily.

My signature certifies my understanding of the terms outlined herein and agreement with:

The Infrastructure Funding Agreement (IFA)

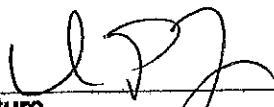
By signing this document, I certify that I have the legal authority to bind my agency (outlined below) to the terms of:

The Infrastructure Funding Agreement (IFA)

I understand that this IFA may be executed in counterparts, each being considered an original, and that this IFA expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) On June 30, 2020, whichever occurs earlier.

Signature



Date

11-29-17

Printed Name and Title

ERIC B. JEFFERSON, CEO

Agency Name

HOUSING FIRST, INC.

Agency Contact Information