



State Policy

Workforce Innovation and Opportunity Act (WIOA)

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| Nebraska Department of Labor (NDOL) Office of Employment and Training 550 South 16 th Street Lincoln, NE 68508 402.471.9000 ndol.wioa_policy@nebraska.gov | Policy category |
| | Regional and Local Plans |
| | Effective date |
| | June 26, 2018 |
| | Supersedes |
| | Memorandums of Understanding and Funding Agreements (effective September 15, 2017) |

Memorandums of Understanding and Funding Agreements, Change 1

REFERENCE

Federal and state laws, regulations, rules, and other guidance and documentation relied upon for the development of this policy are cited in footnotes.

BACKGROUND

The Nebraska Department of Labor (NDOL) is required to issue guidance for use by local boards and chief elected officials¹ (CEOs) regarding memorandums of understanding (MOUs) and funding agreements.

ACTION

This policy supersedes and cancels the State's² policy on Memorandums of Understanding and Funding Agreements (effective date September 15, 2017). Questions and comments on this policy may be submitted in writing to the WIOA policy mailbox at ndol.wioa_policy@nebraska.gov.

¹ CEO also refers to *chief elected officials board*.

² The term "State" refers to the Nebraska Workforce Development Board and the Nebraska Department of Labor (acting on the Governor's behalf pursuant to the Governor's Executive Order No. 15-03).

Each local board, in partnership with the CEO:

- must develop, negotiate, and enter into MOUs and funding agreements with all required one-stop partners operating in its local area; and
- may develop, negotiate, and enter into MOUs with additional one-stop partners, which must include funding agreements.

CHANGES

This policy establishes and implements the following material changes to the superseded policy.

- Provisions regarding development of funding agreements based on the local funding mechanism have been revised to clarify requirements (refer to [Section II\(c\)\(1\)](#)).
- Timelines regarding establishment of MOUs and funding agreements have been revised (refer to [Section VI](#)).
- APPENDIX II (statewide limitations on contributions under the state funding mechanism) has been removed. Limitations on contributions are defined under 20 CFR § 678.738.
- APPENDIX III (example cost allocation methodology under a local funding mechanism) has been removed. Resources for developing reasonable cost allocation methodologies are identified in footnotes.
- APPENDIX IV (state funding mechanism process) has been removed. Implementation of the state funding mechanism is now addressed in [Section IV](#).
- APPENDIX V (MOU and funding agreement outcomes report form) has been removed. Local boards may determine the format for notification on outcomes of negotiations. Requirements regarding reporting outcomes are described in [Section III](#).

POLICY

This policy:

- provides guidance and timelines for:
 - developing, negotiating, and entering into MOUs and funding agreements; and
 - reporting outcomes of MOU and funding agreement negotiations;
- provides guidance relating to funding of infrastructure and additional costs of one-stop delivery system operations using the local or state funding mechanism; and
- establishes the process by which required one-stop partners may appeal decisions regarding required contributions under the state funding mechanism.

This policy is organized into six sections and one appendix.

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Section I. MOUs

(a) Purpose and development

The MOU defines the operation of the one-stop center. A single “umbrella” MOU may be developed.³ Establishing an umbrella MOU is encouraged for the sake of transparency. Alternatively, the local board and CEO may enter into separate MOUs with each one-stop partner or with groups of one-stop partners. All individuals participating in the development of MOUs and MOU amendments must negotiate in good faith to reach agreement.⁴

Each local board must document MOU and MOU amendment negotiations and efforts made to reach consensus.⁵

(b) Required elements⁶

An MOU must include:

1. a description of services provided through the one-stop delivery system, including the manner in which services will be coordinated and delivered;
2. a funding agreement as described in [Section II](#);
3. a description of methods for referring individuals among the one-stop operator and one-stop partners for appropriate services and activities;
4. a description of methods for ensuring that the needs of job seekers, including youth, and individuals with barriers to employment, are addressed when providing access to services, including access to technology and materials that are available through the one-stop delivery system;
5. identification of the duration of the MOU and procedures for amending it;

³ 20 CFR § 678.505(a)

⁴ 20 CFR § 678.510(a)

⁵ 20 CFR § 678.510(c)(1)

⁶ 20 CFR § 678.500(b) – (e). The U.S. Department of Labor, Employment and Training Administration provides a *Sample MOU and Infrastructure Costs Toolkit*, which is accessible at <https://strategies.workforcegps.org/resources/2018/02/21/01/51/Sample-MOU-and-Infrastructure-Costs-Toolkit>.

6. assurances that the MOU will be reviewed and updated no less frequently than once every three years to:
 - a. ensure appropriate funding and delivery of services; and
 - b. reflect any changes regarding:
 - i. signatory officials for the local board, CEO, or one-stop partners; and
 - ii. funding of infrastructure and additional costs of one-stop delivery system operations, including any changes to the partner's required cost contributions under the state funding mechanism;
7. once fully executed, the signatures of the local board chair, CEO, and representative of the one-stop partner with authority to bind the partner to the MOU.

The MOU may contain other provisions that are consistent with WIOA Title I, authorizing statutes and regulations of the one-stop partner's program, and WIOA regulations.

Section II. Funding Agreements

(a) Purpose and development

The MOU must include a funding agreement that identifies the funding mechanism used (local or state) and describes the one-stop partner's contributions to funding of infrastructure and additional costs of one-stop delivery system operations.⁷ When developing the funding agreement, the local board and CEO must:⁸

- ensure that the one-stop partners adhere to the guidance provided in this policy;
- work with partners to achieve consensus and informally mediate any possible conflicts or disagreements among partners; and
- provide technical assistance to new partners and local grant recipients to ensure that those entities are informed and knowledgeable of the elements contained in the MOU and the funding agreement.

All individuals participating in development and negotiation of funding agreements and funding agreement amendments must negotiate in good faith to reach agreement.⁹ The local board must document negotiation of funding agreements and funding agreement amendments and efforts made to reach consensus.¹⁰

The funding agreement must be made part of the MOU.

⁷ 20 CFR § 678.500(b)(2)

⁸ 20 CFR § 678.715(b)

⁹ 20 CFR § 678.510(a)

¹⁰ 20 CFR § 678.510(c)(1)

(b) Required elements

The funding agreement must include the following elements, regardless of the funding mechanism used (local or state):¹¹

1. duration of the funding agreement, which may differ from the duration of the MOU;
2. budget for infrastructure and additional costs that must be reconciled periodically against actual costs incurred and adjusted accordingly to ensure that it:
 - a. reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to the one-stop partner in proportion to its use of the one-stop center and relative benefit received; and
 - b. complies with Uniform Guidance¹² or any corresponding similar regulation or ruling;
3. identification of the local board, CEO, and partner participating in the agreement;
4. steps the local board, CEO, and partner used to reach consensus or an assurance that the local area followed the requirements of this policy in relation to the state funding mechanism;
5. description of the process to be used among the local board, CEO, and partner to resolve issues during term of the agreement when the parties are at an impasse or consensus is not reached; and
6. description of the periodic review and modification process to ensure equitable benefit among all one-stop partners.

(c) Funding mechanism requirements

(1) Local

Under the local funding mechanism, the local board, CEO, and one-stop partner agree to amounts and methods of calculating amounts the partner will contribute for funding of infrastructure and additional costs of one-stop delivery system operations.

(A) Infrastructure costs

The funding agreement must meet the following requirements with regard to infrastructure costs.¹³

1. Infrastructure costs must be funded through cash, fairly evaluated non-cash, and third-party in-kind partner contributions, including 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 one-stop delivery system operations.

¹¹ 20 CFR § 678.755

¹² *Uniform Guidance* refers to 2 CFR Part 200

¹³ 20 CFR § 678.715(a)

2. One-stop partner contributions must be negotiated among the local board, CEO, and partner and the amounts to be contributed must be included in the funding agreement.
3. The one-stop partner's proportionate share of funding must be calculated in accordance with the Uniform Guidance and based upon a reasonable cost allocation methodology¹⁴ whereby infrastructure costs are charged to the partner relative to the benefit received by the partner's program and in proportion to the program's use of the one-stop center; and the costs must be allowable, reasonable, necessary, and allocable.
4. The one-stop partner's share must be periodically reviewed and reconciled against actual costs incurred and adjusted to ensure that actual costs charged to the partner are proportionate to the partner program's use of the one-stop center and relative benefit received.

(B) Additional costs

The funding agreement must meet the following requirements with regard to additional costs.¹⁵

1. The one-stop partner must use a portion of funds made available under its program's authorizing Federal legislation, or make fairly evaluated in-kind contributions, to pay the additional costs relating to the operation of the one-stop delivery system. These other costs must include costs associated with providing applicable career services and may include other costs, including shared services.
 - a. Shared services costs may include the costs of shared services that are authorized for and may be commonly provided, through the one-stop partner program, to any individual, such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other one-stop partners, and business services. Shared costs may also include shared costs of the local board's functions.
2. The one-stop partner's contributions to funding of additional costs related to operation of the one-stop delivery system may be cash, non-cash, or third-party in-kind contributions, consistent with 20 CFR § 678.720(c).
3. The one-stop partner's share of additional costs must be allocated according to the proportion of benefit received by the partner, consistent with the Federal legislation authorizing the partner's program, and consistent with all other applicable legal requirements, including Federal cost principles described in the Uniform Guidance or any corresponding similar regulation or ruling requiring that costs are allowable, reasonable, necessary, and allocable.
4. Additional costs agreed upon by the partners must be included in the funding agreement.

¹⁴ Approaches to developing reasonable cost allocation methodologies are provided in the US Department of Labor "One-stop Comprehensive Financial Management Technical Assistance Guide – Part I," which is accessible at <https://dol.nebraska.gov/webdocs/getfile/3f3bb9b3-a552-462a-a5aa-843e1526951d>. The U.S. Department of Labor, Employment and Training Administration *Sample MOU and Infrastructure Costs Toolkit* also provides suggestions on cost allocation methodologies. The toolkit is accessible at <https://strategies.workforcegps.org/resources/2018/02/21/01/51/Sample-MOU-and-Infrastructure-Costs-Toolkit>.

¹⁵ 20 CFR § 678.760

(2) State

If the local board, CEO, and all required one-stop partners in a local area do not reach consensus on methods for sufficiently funding one-stop center infrastructure costs, the Governor must administer funding through the state funding mechanism. The Governor determines required one-stop partner contributions under the state funding mechanism, except as described below.

The Governor does not determine infrastructure cost contributions for certain required one-stop partners under the state funding mechanism.¹⁶

- Indian and Native American (INA) program grantees;¹⁷
- WIOA Title II (Adult Education and Family Literacy Act) programs;
- programs provided under WIOA Title IV (programs provided by the Nebraska Commission for the Blind and Visually Impaired and the Nebraska Vocational Rehabilitation Program); or
- Career and Technical Education programs provided under the Perkins Act.

The amount to be contributed by WIOA Title II and IV programs and Career and Technical Education programs must be determined by the Commissioner of the Nebraska Department of Education in consultation with the Governor.¹⁸

IMPORTANT. The state funding mechanism provides funding for infrastructure costs only.¹⁹ The local board must still come to agreement on funding of additional costs, which must be documented in the funding agreement. While required one-stop partners must pay their share of additional costs relating to the operation of the one-stop delivery system,²⁰ failure to reach consensus on funding of additional costs does not trigger the state funding mechanism.

Section III. Reporting outcomes of negotiations

Each local board must notify NDOL of outcomes of MOU and funding agreement negotiations according to the timelines established in [Section VI](#). Under certain conditions, as described in Section VI, the local board is also required to notify the state board as well as state agencies responsible for administering partner programs.

- Notifications to NDOL must be submitted by email to the WIOA policy mailbox at ndol.wioa_policy@nebraska.gov.

¹⁶ 20 CFR § 678.730(c)

¹⁷ INA program grantees are not required to contribute to funding of infrastructure or additional costs of one-stop centers [US Department of Labor, “Workforce Innovation and Opportunity Act (WIOA) One-Stop Infrastructure Costs – FAQs,” December 27, 2016. <https://www.doleta.gov/wioa/docs/FAQs-Infrastructure-Funding-Guidance-Dec-27-2016.pdf> [accessed September 14, 2017]]

¹⁸ 20 CFR § 678.730(c)(2)

¹⁹ 20 CFR §§ 678.710 and 678.730(a)

²⁰ 20 CFR § 678.760(a)

- Notifications to the state board must be submitted by email to the WIOA policy mailbox at ndol.wioa_policy@nebraska.gov.
- Notifications to state agencies responsible for administering required one-stop partner programs must be submitted according to direction provided by the applicable partners.

(a) Consensus reached

If consensus is reached during MOU and funding agreement negotiations, the local board must notify NDOL that consensus has been reached. Supporting documentation is not required.

(b) Impasse or consensus not reached²¹

MOU negotiations. If the local board and CEO reach an impasse or fail to reach consensus during MOU negotiations with one or more required one-stop partners, notification must be made as described in [Section VI\(b\)](#), Table 1. The notification must include, as attachments, the materials and documents used during negotiations, including all proposed and agreed upon MOUs and any other relevant materials and documents used during MOU negotiations.

NDOL will provide technical assistance to local boards as described in [Section VI\(b\)](#), Table 1.

Funding agreement negotiations. If the local board and CEO reach an impasse or fail to reach consensus during funding agreement negotiations with one or more required one-stop partners, notification must be made as described in [Section VI\(b\)](#), Table 2. The notification must include, as attachments, the materials and documents used during negotiations, including:

- any proposed or agreed upon budget for infrastructure and additional costs of one-stop delivery system operations;
- cost allocation methodologies proposed by the partners for determining proportionate share and relative benefit;
- proposed required one-stop partner amounts or proposed proportionate share budgets for funding of infrastructure and additional costs;
- total amount of required one-stop partner funds involved, including the type of funds or non-cash contributions to be contributed by each partner;
- any agreed upon or proposed funding agreements;
- any other relevant materials and documents used during funding agreement negotiations; and
- any additional materials the NDOL or the local board determines appropriate.

NDOL will provide technical assistance to local boards as described in [Section VI\(b\)](#), Table 2.

²¹ 20 CFR § 678.725

Section IV. State funding mechanism implementation

The process for determining required one-stop partner contributions under the state funding mechanism consists of three steps.

1. Establishing the budget for infrastructure costs²²

If the local board provides an agreed-upon budget for infrastructure costs with its notification and only the individual programmatic contributions to funding of infrastructure costs funding are at issue, that budget may be used to calculate each required one stop partner's contribution consistent with the cost allocation methodologies contained in the Uniform Guidance. If an agreed-upon budget is not submitted, or the agreed-upon budget does not adequately meet the needs of the local area, then the formula established by the state board is used to determine the budget. To create the budget using the formula, the one-stop delivery system budget for the local area from the previous program year is adjusted by subtracting all:

- additional costs (i.e., non-infrastructure costs);
- costs charged to non-required one-stop partners and INA programs; and
- alternative funding that defrays infrastructure costs.

The resulting amount is the local area budget for infrastructure costs under the state funding mechanism, which may be increased by up to three percent, if warranted, based on materials provided with the local board's notification, subject to the approval of NDOL.

2. Establishing the cost allocation methodology²³

Once the budget is determined for a local area in step 1, the NDOL Commissioner, in consultation with Commissioner of the Nebraska Department of Education, must determine the appropriate cost allocation methodology to be applied to required one stop partners in the local area, consistent with the Federal cost principles permitted under the Uniform Guidance, to fund the infrastructure costs budget. In determining each required one stop partner's proportionate share of infrastructure costs, consideration must be given to the costs of administration of the one-stop delivery system for purposes not related to one-stop centers for each partner (such as costs associated with maintaining the local board or information technology systems), as well as the statutory requirements for each partner program, the required one stop partner's ability to fulfill such requirements, and all other applicable legal requirements. Consideration may also be given to the extent to which the required one stop partners in the local area have agreed in determining the proportionate shares, including any agreements reached at the local level by one or more partners, as well as any other materials or documents of the negotiating process provided by the local board.

²² 20 CFR § 678.730(b)

²³ 20 CFR §§ 678.736 and 678.737

3. Determining partner shares

Using the methodology established under step 2, each required one-stop partner's proportionate share of the infrastructure costs budget is determined, subject to the requirements and limitations established under 20 CFR § 678.738. Required one-stop partners are then notified of their determined costs in writing according to timelines established in [Section VI\(b\)](#), Table 2.

Section V. Appeal process for the state funding mechanism²⁴

Under the state funding mechanism, a required one-stop partner may appeal the determination of its required contribution to funding of infrastructure costs. The appeal may be made based on a claim that the determination is inconsistent with the requirements and limitations established under 20 CFR § 678.738 or the principles of proportionate share and relative benefit.

(a) When and how to appeal

To appeal a determination of its contribution to funding of infrastructure costs, a required one-stop partner must:

- submit the appeal in writing within 15 days of NDOL's notification to the partner regarding its required contribution; and
- provide the following information with the written appeal:
 - description of the partner's basis for appeal; and
 - rationale for reversing the determination or establishing a compromise.

The written appeal, including supporting documentation, must be submitted to:

Commissioner of Labor
Nebraska Department of Labor
PO Box 94600
Lincoln, NE 68509-4600

In addition, copy of the appeal and supporting documentation must be sent simultaneously by email to:

- the chair of the local board and CEO;
- all other required one-stop partners operating in the local area;
- Stan Odenthal, Director, Office of Employment and Training, Nebraska Department of Labor at stan.odenthal@nebraska.gov; and
- WIOA policy mailbox at ndol.wioa_policy@nebraska.gov.

²⁴ 20 CFR § 678.750

(b) Determination of an appeal

Absent extenuating circumstances, the NDOL Commissioner will assign a hearing officer and a hearing will take place and a determination made within 30 days of the receipt of the written appeal and supporting documentation. The hearing will include a:

- statement of the reason for the determination of the required one-stop partner's required contribution;
- statement by the partner, describing why the decision should be reversed or a compromise established; and
- final judgment that will include an explanation of the reasons for retention or reversal of the determination or establishment of a compromise.

Section VI. Timelines

(a) Consensus reached

When the local board and CEO reach consensus with all required one-stop partners during negotiations on MOUs and funding agreements, the local board must notify NDOL once consensus is reached, as described in [Section III\(a\)](#).

(b) Impasse or consensus not reached

When the local board and CEO reach an impasse or fail to reach consensus with all required one-stop partners during negotiations on MOUs and funding agreements, the requirements and timelines detailed in Tables 1 or 2 must be followed, as applicable. The local board must submit notifications as described in the applicable table and [Section III\(b\)](#).

Table 1. Timelines when consensus not reached - MOUs

| <i>Responsible Party – Event</i> | <i>Deadline</i> |
|---|--|
| <i>Local board</i> – notifies NDOL that it has reached an impasse or failed to reach consensus with 1 or more required one-stop partners during negotiation of MOUs | Benchmark date |
| <i>NDOL</i> – provides initial technical assistance to the local board <u>and</u> requires the local board and CEO to resume negotiations for up to 60 days | No longer than 60 days starting on the benchmark date |
| <i>Local board</i> – notifies NDOL of the outcome of the first round of resumed negotiations | No later than 60 days after the benchmark date |
| <i>NDOL</i> – if the local board and CEO remain at an impasse or fail to reach consensus with 1 or more required one-stop partners following the first round of resumed negotiations, NDOL provides follow-up technical assistance to the local board <u>and</u> requires the local board and CEO to resume negotiations for up to 30 additional days | No longer than 30 days starting with the date of notification |
| <i>Local board</i> – notifies NDOL of the outcome of the second round of resumed negotiations; <u>and</u> if the impasse is not resolved or consensus is not reached, the local board <u>must</u> also notify the state board as well as the state agency responsible for administering the applicable partner program | No later than 30 days after the date of notification on outcome of first round of resumed negotiations |

| <i>Responsible Party – Event</i> | <i>Deadline</i> |
|--|--|
| <i>NDOL</i> – if the local board remains at an impasse or fails to reach consensus with 1 or more required one-stop partners following the second round of resumed negotiations, NDOL provides additional technical assistance to the local board <u>and</u> requires the local board and CEO to resume negotiations for up to 30 additional days | No longer than 30 days starting with the date of notification on outcome of second round of resumed negotiations |
| <i>Local board</i> – notifies NDOL of the outcome of the final round of resumed negotiations; <u>and</u> if the local board fails to execute MOUs within 60 days of additional technical assistance, local board <u>must</u> also report the failure to the state board and the state agency responsible for administering the applicable required one-stop partner programs | No later than 30 days after the provision of additional technical assistance by NDOL |
| NDOL – reports the failure to execute MOUs with 1 or more required one-stop partners to the Secretary of Labor and the head of any other Federal agency with responsibility for oversight of the applicable required one-stop partner’s program | Within 15 days of receipt of notification of failure to execute MOUs |

Table 2. Timelines when consensus not reached – Funding agreements

| <i>Responsible Party - Event</i> | <i>Deadline</i> |
|---|---|
| <i>Local board</i> – notifies NDOL that it has reached an impasse or failed to reach consensus with 1 or more required one-stop partners during negotiation of funding agreements | Benchmark date |
| <i>NDOL</i> – provides initial technical assistance to the local board <u>and</u> requires the local board to resume negotiations for up to 60 days | No longer than 60 days starting on the benchmark date |
| <i>Local board</i> – notifies NDOL of the outcome of the first round of resumed negotiations | No later than 60 days after the benchmark date |
| <i>NDOL</i> – if the local board and CEO remain at an impasse or fail to reach consensus with 1 or more required one-stop partners following the first round of resumed negotiations, NDOL provides follow-up technical assistance to the local board <u>and</u> requires the local board and CEO to resume negotiations for up to 30 additional days | No longer than 30 days starting with the date of notification on outcome of first round of resumed negotiations |
| <i>Local board</i> – notifies NDOL of the outcome of the second round of resumed negotiations | No later than 30 days after the date of notification on outcome of first round of resumed negotiations |
| <i>NDOL</i> – if the local board and CEO remain at an impasse or fail to reach consensus with 1 or more required one-stop partners following the second round of resumed negotiations, NDOL provides additional technical assistance to the local board <u>and</u> requires the local board and CEO to resume negotiations for up to 30 additional days | No longer than 30 days starting with the date of notification on outcome of second round of resumed negotiations |
| <i>Local board</i> – notifies NDOL of the outcome of the final round of resumed negotiations; <u>and</u> if the local board and CEO remain at an impasse or fail to reach consensus within 30 days of additional technical assistance, the state funding mechanism takes effect for the local area for the applicable program year | No later than 30 days after the provision of additional technical assistance by NDOL |
| <i>NDOL</i> – notifies all required one-stop partners in the local area of required contribution amounts for the applicable program year | Within 30 days of receipt of notification of failure to reach consensus following final round of resumed negotiations |

| <i>Responsible Party - Event</i> | <i>Deadline</i> |
|---|---|
| <i>Required one-stop partners</i> – submit written appeals regarding required contribution amounts | No later than 15 days after notification of required contribution amounts |
| <i>NDOL</i> – completes hearings and makes determinations on appeals regarding required contribution amounts | Within 30 days after receipt of appeals, absent extenuating circumstances |
| <i>Local board</i> – executes funding agreements with all required one-stop partners based on required contribution amounts | Within 30 days of determinations on appeals |

DISCLAIMER

This policy is based on NDOL’s reading of the applicable statutes, regulations, rules, and guidance released by the US Government and the State of Nebraska. This policy is subject to change as revised or additional statutes, regulations, rules and guidance are issued.

APPENDIX I. Definitions

1. infrastructure costs and additional costs²⁵

Infrastructure costs are non-personnel costs that are necessary for the general operation of the one-stop center. Tables 3 through 5 provide examples of allowable infrastructure costs.

Table 3. Examples of allowable one-stop center infrastructure costs - facilities

| Facilities costs category/line item | Line item description |
|-------------------------------------|---|
| Lease cost | Cost of one-stop center space pursuant to a lease |
| Facility maintenance | Cost of upkeep and maintenance of leased space, including grounds keeping, trash and shredding, if not already included in a lease |
| Property and casualty insurance | Cost of property and general liability insurance for one-stop center space, if not already included in a lease |
| Security services | Cost of third party contractors and/or camera-based surveillance, if not already included in a lease |
| Cleaning services | Cost of janitorial services, if not already included in a lease |
| Utilities | Electricity, water, gas and other utility costs associated with one-stop center space, if not included in a lease |
| Equipment | Costs of shared computers, printers, copiers, postage machines utilized for the operation of the one-stop center and related maintenance and supplies |

Table 4. Examples of allowable one-stop center infrastructure costs - technology

| Technology costs category/line item | Line item definition |
|---|---|
| Telecommunications, including Internet | Cost of phone and internet connectivity in the resource room and other shared spaces in the one-stop center |
| Assessment-related and assistive technology | Cost of assessment-related and assistive technology enabling individuals with disabilities to utilize the resource room or other services provided at the one-stop center |
| Planning and outreach | Cost of technology used for one-stop center planning and outreach activities including costs associated with the development and use of the common identifier |

Table 5. Examples of allowable one-stop center infrastructure costs – common identifier

| Marketing costs related to common identifier | Line item definition |
|--|---|
| Signage | One-time costs associated with new exterior and interior signage displaying the common identifier |
| Other common identifier costs | Cost of printed materials, website changes, business cards, and similar costs incurred to implement the common identifier |

Additional costs must include applicable career services and may include shared operating costs, shared services, and any other additional costs necessary to maintain a fully functioning

²⁵ 20 CFR § 678.760; US Department of Labor, “Workforce Innovation and Opportunity Act (WIOA) One-Stop Infrastructure Costs – FAQs,” December 27, 2016. <https://www.doleta.gov/wioa/docs/FAQs-Infrastructure-Funding-Guidance-Dec-27-2016.pdf> [accessed September 14, 2017]

one-stop center. Table 6 provides a list of examples of allowable additional costs. This list is not exhaustive.

Table 6. Examples of allowable one-stop center additional costs

| Cost category | Examples of allowable one-stop center additional costs |
|--|--|
| Costs related to local board functions | <ul style="list-style-type: none"> ▪ Salary, benefits and other expenses associated with staffing board functions ▪ Board meeting costs ▪ Audit costs of incorporated boards ▪ Errors and omissions insurance for board directors and officers ▪ Non-technology costs associated with marketing services to employers and other customers ▪ Non-technology costs of strategic data gathering and analysis projects intended to isolate area workforce needs, priorities and issues |
| Costs to promote integration and streamlining of services | <ul style="list-style-type: none"> ▪ Joint staff training, including staff of comprehensive one-stop centers ▪ Customer satisfaction measurement ▪ Business services ▪ Receptionist at the one-stop center ▪ Resource room materials and staffing costs at the one-stop center |
| Shared services and operating costs for required one-stop partners | <ul style="list-style-type: none"> ▪ Delivery of career services ▪ Shared services ▪ Shared operating costs ▪ Any allowable non-technology cost item (e.g., initial intake or needs assessments) |

2. one-stop center²⁶

The term *one-stop center* refers to any certified:

- comprehensive American Job Center or AJC;
- affiliate center; or
- specialized center.

a. comprehensive American Job Center²⁷

The term *comprehensive American Job Center* (or *AJC*) refers the physical location of a certified one-stop center where job seekers and employers access the programs, services, and activities of all required one-stop partner programs.

b. affiliate site²⁸

The term *affiliate site* means a certified one-stop center where job seekers and employers access one or more one-stop partner programs, services, or activities. Affiliate sites are access points in addition to the certified comprehensive AJC(s) in a local area.

²⁶ WIOA Secs. 3(40) and 121(e)(2)

²⁷ 20 CFR § 678.305

²⁸ 20 CFR § 678.310

c. specialized center²⁹

The term *specialized center* means a certified one-stop center that addresses specific needs, such as the needs of dislocated workers, youth, or key industry sectors or clusters.

3. one-stop delivery system³⁰

The term *one-stop delivery system* refers to a network of one-stop centers and must include at least one AJC and may include:

- an affiliate site or network of affiliate sites;
- a network of one-stop partners that are linked, either physically or through technology, to an affiliate site or other access point; and
- specialized centers.

4. program year

The term *program year* means the one-year period beginning on July 1 and ending on June 30.

5. required one-stop partners and additional one-stop partners

Table 7 lists the required one-stop partners and their authorizing legislation.³¹

Table 7. Required one-stop partners and their authorizing legislation

| Required one-stop partner | Authorizing legislation |
|--|--|
| 1. Adult Education and Family Literacy Act (AEFLA) program | WIOA Title II |
| 2. Adult, Dislocated Worker, and Youth programs | WIOA Title IB |
| 3. Career and technical education programs at the postsecondary level | Carl D. Perkins Career and Technical Education Act of 2006 |
| 4. Employment and training activities carried out by the Department of Housing and Urban Development | Varies depending on current legislative authorization |
| 5. Employment and training activities carried out under the Community Services Block Grant | 42 USC § 9901 <i>et seq.</i> |
| 6. Ex-offender (Second Chance Act) programs | Second Chance Act of 2007, Section 212 |
| 7. Job Corps | WIOA Title IC |
| 8. Jobs for Veterans State Grants programs | 38 USC Chapter 41 |
| 9. Migrant and Seasonal Farmworker programs | WIOA Title ID |
| 10. INA programs | WIOA Title ID |
| 11. Programs authorized under Nebraska's Unemployment Compensation law | Neb. Rev. Stat. § 48-617 |
| 12. Senior Community Service Employment Program | Older Americans Act, Title V |
| 13. Trade Adjustment Assistance programs | Trade Act of 1974, Title II, Chapter 2 |

²⁹ 20 CFR § 678.300(d)(3)

³⁰ 20 CFR § 678.300

³¹ 20 CFR § 678.400

| Required one-stop partner | Authorizing legislation |
|--|--|
| 14. Nebraska Commission for the Blind and Visually Impaired | Rehabilitation Act of 1973, Title I, as amended by WIOA Title IV |
| 15. Nebraska Vocational Rehabilitation Program | Rehabilitation Act of 1973, Title I, as amended by WIOA Title IV |
| 16. Wagner-Peyser Act Employment Service program | Wagner-Peyser Act, as amended by WIOA Title III |
| 17. Work, education, and training activities carried out by the Temporary Assistance for Needy Families (TANF) program | Social Security Act, Title IV, Part A |
| 18. YouthBuild programs | WIOA Title IV |

In addition to required one-stop partners, other Federal, state, and local entities responsible for administering employment and training programs and activities in a local area may participate as additional partners. Table 8 lists potential additional one-stop partners and their authorizing legislation.³² This list is not exhaustive.

Table 8. Additional one-stop partners and their authorizing legislation

| Required one-stop partner | Authorizing legislation |
|--|---|
| 1. Employment and training programs administered by the Social Security Administration, including the Ticket to Work and Self-Sufficiency Program | Social Security Act, Section 1148 |
| 2. Employment and training programs carried out by the Small Business Administration; | Varies depending on current legislative authorization |
| 3. Supplemental Nutrition Assistance Program (SNAP) employment and training programs | Food and Nutrition Act of 2008, Sections 6(d)(4) and 6(o) |
| 4. Client Assistance Programs | Rehabilitation Act of 1973, Section 112 |
| 5. Programs authorized under the National and Community Service Act of 1990 | National and Community Service Act of 1990 |
| 6. Other appropriate Federal, State or local programs, including, but not limited to, employment, education, and training programs provided by public libraries or in the private sector | Varies depending on current legislative authorization |

³² 20 CFR § 678.410