

**CENTRAL WESTERN MAINE WORKFORCE DEVELOPMENT BOARD**  
**INFRASTRUCTURE FUNDING AGREEMENT (IFA)**  
**June 30, 2022**

This IFA focuses on infrastructure cost sharing associated with the comprehensive one-stop for the Central Western Maine area, referred to as the **Lewiston CareerCenter**, located at 5 Mollison Way, Lewiston, Maine 04240.

WIOA required partners (WIOA Sec. 121(b)) are required to contribute toward infrastructure costs based on proportionate share and relative benefit to their program. Cost contributions can be cash, in-kind, or third-party contributions on behalf of the partner agency.

**Infrastructure costs** are defined as non-personnel costs necessary for the general operation of the one-stop and include, but are not limited to facilities costs including rent, utilities, maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facilitate access to the one-stop center, including the center's planning and outreach activities.

The one-stop operating budget and infrastructure funding agreement establish a financial plan, including terms and conditions, to fund the operating costs of the comprehensive one-stop (the Lewiston CareerCenter). The Parties to this IFA agree that joint funding is an essential foundation for an integrated service delivery system. All Parties to this IFA recognize the infrastructure costs are applicable to all Parties whether they are physically located in the Lewiston CareerCenter or not. Each Party's proportionate use and relative benefit received, consistent with programs' authorizing laws, regulations, and Uniform Guidance.

**A. Legal Authority:**

The Workforce Innovation and Opportunity Act (WIOA) Sec. 121(c - e), requires the local board, with the agreement of the Chief Elected Official (CEO), to develop and enter into a Memorandum of Understanding between the Local Board and the one-stop partners concerning the services and operations of the one-stop delivery system in the local area. The sharing and allocation of infrastructure costs is governed by WIOA Sec. 121 (h) and the Federal Cost Principles and Uniform Administrative Requirements under 2 CFR Part 200.

**B. Components of the IFA**

Pursuant to 20 CFR 678.755, 34 CFR 361.755, and 34 CFR 463.755, each local IFA must (at a minimum) include the following components:

1. The period of time in which this IFA is effective is one year from the date of the final signatory;
2. Identification of the comprehensive one-stop center's infrastructure costs budget, which is a component of the one-stop system operating budget;
3. Identification of all one-stop partners, CEOs, and the local workforce board participating in the IFA;
4. A description of the periodic review process to ensure equitable benefit among one-stop partners;
5. Information on steps the local board, CEOs, and one-stop partners used to reach consensus or the assurance that the local area used the State Funding Mechanism (SFA); and
6. A description of the process to be used among partners to resolve issues related to infrastructure funding during the duration of the IFA in the event consensus cannot be reached.

**C. Duration**

This IFA is entered into on June 30, 2022 and will become effective as of the date of the signing by the final signatory below. The term of this IFA is one year, so will terminate on June 30, 2023.



#### D. Parties to this IFA

Parties to this IFA are those required one-stop partners identified in WIOA Sec. 121(b)(1)(B) and which are required to ensure access to their services from the comprehensive one-stop in the local area. Required partner programs include:

1. Adult, Dislocated Worker, and Youth Programs authorized under Title I-B of WIOA, administered by:
  - Central Western Maine Workforce Board and Chief Elected Official
2. Wagner-Peyser Labor Exchange and Employment Services (29 U.S.C. 49 *et seq.*);
3. Trade Adjustment Assistance under the Trade Act of 1974 (19 U.S.C. 2271 *et seq.*); and
4. Jobs for Veterans State Grant (Chapter 41 of Title 38 U.S.C.) all three administered by:
  - The Maine Department of Labor Bureau of Employment Services.
5. Adult Education and Family Literacy Act programs, administered by:
  - The Maine Department of Education - Adult Education
6. Rehabilitation programs authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 *et seq.*) as amended by WIOA Title IV administered by:
  - The Maine Department of Labor Bureau of Rehabilitation Services, specifically the
    - Division of Vocational Rehabilitation (DVR)
    - Division of the Blind and Visually Impaired (DBVI)
7. Job Corps programs authorized under Title III of WIOA, administered by:
  - Penobscot Job Corps
  - Loring Job Corps
8. YouthBuild programs authorized under Title I-D of WIOA, administered locally by:
  - Goodwill Industries NNE
9. National Farmworker Jobs Program authorized under Title I-D of WIOA, administered by:
  - PathStone
10. Employment and training services under the Community Services Block Grant (42 U.S.C. 9901 *et seq.*)
11. Temporary assistance for Needy Families (TANF) authorized under Part A of Title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) both administered by
  - Maine Department of Health and Human Services
12. The Senior Community Service Employment Program authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 *et seq.*) administered in this local area by:
  - Associates for Training and Development (A4TD)
13. Career and Technical Education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 *et seq.*) administered by:
  - The Maine Community College System
14. Programs authorized under the State unemployment compensation laws (in accordance with applicable Federal law), administered by:
  - Maine Department of Labor Bureau of Unemployment Compensation
15. Employment and training activities conducted by the Department of Housing and Urban Development, administered locally by,
  - N/A no HUD Employment and Training Fund Recipients in the Central Western Maine Region
16. Programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532), administered by:
  - N/A no funding recipients in Maine

In collaboration with the One-Stop Operator and the Parties to the IFA the, Central Western Maine Workforce Development Board will ensure documentation of all communications with the required one-stop partners in regard to infrastructure cost sharing for current and future IFA development will be maintained. Such documentation must show how consensus was arrived at between all the Parties to the IFA on levels of cash and/or in-kind contributions toward infrastructure costs of the Lewiston CareerCenter.



**E. One-Stop Operating Budget** (See actual spreadsheet attached)

Resident Partners	Dedicated Space SF	Common Space SF	Limited Shared Space	SF Totals	Final Dist. Rate	Projected Annual Cost	+ Share of 85% Info Ctr. Tech Costs \$23,982.34	Total Annual Cost SF & Tech	Cost Share Rebate	Adjusted Annual Total
EMDC	964	2,336		3,300	15.58%	\$55,994	\$3,736.45	\$59,730.45	(\$1,548.51)	\$58,181.94
DBVI	584	1,415		1,999	9.44%	\$33,922	\$2,263.93	\$36,185.93	(\$938.25)	\$35,247.68
DVR	2,384	5,777	120	8,281	39.10%	\$140,511	\$9,377.09	\$149,888.09	(\$3,886.18)	\$146,001.91
BES	1,180	2,859	120	4,159	19.64%	\$70,576	\$4,710.13	\$75,286.13	(\$1,952.04)	\$73,334.09
VETS	288	698		986	4.66%	\$16,728	\$1,117.58	\$17,845.58	(\$463.16)	\$17,382.42
UC Tax	176	426		602	2.85%	\$10,223	\$683.50	\$10,906.50	(\$283.26)	\$10,623.24
UC Benefits	200	485		685	3.23%	\$11,617	\$774.63	\$12,391.63	(\$321.03)	\$12,070.60
UC Hearings	220	533		753	3.56%	\$12,779	\$853.77	\$13,632.77	(\$353.83)	\$13,278.94
Job Corps	120	291		411	1.94%	\$6,970	\$465.26	\$7,435.26	(\$192.82)	\$7,242.44
<b>Totals</b>	<b>6,116</b>	<b>14,820</b>	<b>240</b>	<b>21,176</b>	<b>100%</b>	<b>\$359,320</b>	<b>\$23,982.34</b>	<b>\$383,302.34</b>	<b>(\$9,939.08)</b>	<b>\$373,363.26</b>

Info Center Tech /Utilities	Monthly	Quarterly	Annually	85% Residents	15% Non Resident Partners
Electricity		\$2,100	\$8,400.00		
Public Computers (9)	\$1,185.63		\$14,227.56		
Printer Network Fee	\$59.03		\$708.36		
Phones	\$190.14		\$2,281.68		
Copier	\$202.41		\$2,428.92		
Hotline	\$14.00		\$168.00		
<b>Totals</b>			<b>\$28,214.52</b>	<b>\$23,982.34</b>	<b>\$4,232.18</b>

Info Center 15% to be split across non-resident partners				
SF 2238	@ \$17.00/SF	\$38,046.00	x 15%=	\$5,706.90
Tech /Utils		\$47,287.56	x 15% =	\$4,232.18
			Totals	\$9,939.08
Non-Resident Annual Partner Share	\$9,939.08	÷ 7	=	<b>\$1,149.87</b>

**F. Cost Allocation Methodology**

As an indirect method to identify proportionate share and relative benefit to partner programs that do not reside in the center, it is assumed that resident partners will reflect 85% of shared costs for the Lewiston Info Center and non-resident partners customers will reflect the remaining 15% of shared costs for the information center.

Therefore, 85% of the total rent of all common space including the info center will be shared by Resident partners within the Lewiston CareerCenter based on the percentage of dedicated space of each resident partner; 85% of the cost of technology in the info center (computers, equipment, and center electricity bill, etc.) will be shared by Resident partners within the Lewiston CareerCenter based on the percentage of dedicated space of each resident partner; 15% of info center rent costs and 15% of info center technology costs will be shared equally amongst the seven non-resident partners.

**G. Cost Reconciliation:**

All parties agree that a bi-annual reconciliation of budgeted and actual cost contributions will be conducted to assure that costs contributed are reasonable based on proportionate share and relative benefit received.

**H. Invoicing:**

Invoicing will occur on a quarterly basis beginning after September 30, 2022



**I. Steps to Reach Consensus:**

All Parties will make a good faith effort to negotiate and agree on IFA shared costs and that the IFA will be reconciled every six months and renewed annually. The annual operating budget of the Lewiston CareerCenter will be presented each year to all Parties and the allocation bases reviewed and modified as necessary.

**J. Dispute and Impasse Resolution:**

All Parties will actively participate in local IFA negotiations with good faith effort to reach agreement. Any disputes shall first be attempted to be resolved informally. Should informal resolution efforts fail, the process outlined in the Dispute Resolution section of the Local Area Memorandum of Understanding must be followed. If the Parties to this IFA have employed the dispute resolution process in the MOU and have failed to reach consensus on an issue pertaining to the local area IFA, then an impasse is declared, and the State Funding Mechanism (SFM) is triggered as stated in State Workforce Board Policy PY19-04 Infrastructure Cost Sharing.

**K. Signatory Forms:**

**Central Western Maine Workforce Development Board  
Infrastructure Funding Agreement**

with

**The Maine Department of Labor - Bureau of Employment Services**

On Behalf of the Following Programs & Services:

- **Wagner-Peyser Labor Exchange and Employment Services**
- **Trade Adjustment Assistance Services**
- **Jobs for State Veterans Grant Services**

By signing this form, I certify that I understand and agree:

- With the contents of the attached **Infrastructure Funding Agreement (IFA)**, which goes into effect **July 1, 2022** and remains in effect for one year **through June 30, 2023**;
- That customers of the one-stop system will have direct access from the Lewiston CareerCenter to the programs and services identified above;
- With the overall operations budget identified for the Lewiston CareerCenter;
- Cash and/or in-kind contribution amounts assigned to each of the programs listed above;
- That the contributions identified will be evaluated and reconciled semi-annually;
- With the allocation formulas identified in the attached IFA;
- That should any changes in available program funding from the above programs occur, that I will notify the CWMWDB to ensure adjustments are made in a timely manner.

Signature: \_\_\_\_\_

Kimberley Moore, Bureau Director

06/28/2022

Date

[Kimberley.Moore@maine.gov](mailto:Kimberley.Moore@maine.gov) 207-512-0661