



One Stop System
Memorandum of Understanding
with the
Mohave/La Paz Workforce Development Board

REQUIREMENTS OF THE WORKFORCE INNOVATION & OPPORTUNITY ACT

This Memorandum of Understanding (hereinafter “MOU”) is to define the roles, responsibilities, and expectations for each partner, core, mandatory or additional, as mutually agreed by the parties for the operation of the Mohave/La Paz Workforce Development One Stop Service delivery system in Mohave and La Paz counties as required in the Workforce Innovation and Opportunity Act (WIOA) as specified below.

WIOA Section 121(c)(1) and §678.500(a) requires that the Local Workforce Development Board (Board), with the agreement of the Chief Elected Official, shall develop and enter into a memorandum of understanding with the agencies that serve as partners in the ARIZONA@WORK Mohave/La Paz One Stop delivery system operated in Mohave and La Paz counties.

WIOA Section 121(b)(1)(A)(iii) and §678.420(c) mandates all required partners in a local area to enter into a memorandum of understanding with the Board, relating the operation of the One Stop system in the respective area pursuant to WIOA Section 121(c) and §678.500(d).

WIOA Section 121(b)(2) and §678.410(a) describes how entities that provide programs other than those required under WIOA Section 121(b)(1)(B) may participate in a local area, in this case ARIZONA@WORK Mohave/La Paz, One Stop delivery system as “**additional partners**” and carry out workforce development services available under their program through the area’s One Stop delivery system.

Per WIOA Section 121(b)(2)(A) both required and additional partners are included as parties to the Memorandum of Understanding. Therefore, all entities that participate in the Mohave/La Paz One Stop delivery system as partners, whether required or additional, must be parties to this MOU and must abide by the terms prescribed herein and by all applicable federal, state, and local rules, plans, and policies as applicable and authorized under the WIOA law and federal guidelines.

WIOA Section 121(b)(1) identifies the federal programs and requires that the services and activities under each of those programs must be made available through each local area, in this case ARIZONA@WORK Mohave/La Paz, One Stop delivery system. The entities that receive the federal funds for each of these programs and/or have the responsibility to administer the respective programs in the area are required partners under WIOA Section 121(b)(1)(B).

WIOA Section 121(b)(1)(A)(iv) and §678.420(d) indicate that the requirements of each partner’s authorizing legislation continue to apply under the ARIZONA@WORK-Mohave/La Paz One Stop delivery system and that participation in this system is in addition to other requirements applicable to each partner’s program under each authorizing law.

The Department of Labor (DOL) and the Department of Education (DOE) are the Federal agencies accountable for the administration of the workforce development programs. The funding for Arizona is overseen by the Arizona Department of Economic Security (DES), The Arizona Department of Education and Arizona Office of Economic Opportunity (OEO).

The Workforce Arizona Council identifies the Mohave/La Paz Workforce Development Board as the entity accountable for the administration and management of workforce development and employment-related programs in Mohave and La Paz counties. The LWDB sets policy and develops the local plan, in partnership with the CEO, for the LWDA. DES enters into an agreement (IGA) with their fiscal agent.

The Chief Elected Official is chosen by the Mohave County Board of Supervisors.

Workforce Development Board information web page
<https://www.mohavecounty.us/ContentPage.aspx?id=114&cid=191>

MOU PARTNERS

Per Section 121(b)(1) of the Workforce Innovation and Opportunity Act and §678.400 the following entities are required partners in the One Stop delivery system:

One Stop Operator: A Request for Proposal (RFP) for the One Stop Operator (OSO) was developed and approved by the Workforce Development Board and sent out to bid through Mohave County Procurement Department. RFP’s were reviewed by the WDB Executive Committee on February 22,2023, the WDB voted to recommended that Mohave County Board of Supervisors issue a contract to Chicanos Por La Causa, Inc., Phoenix, AZ, for one year, with renewals of up to three years based on performance. This contract was awarded by the Mohave County Board of Supervisors on March 6, 2023.

Core Partners:

Title IB Programs: Adult, Dislocated Worker, and Youth
Title II: Adult Education and Literacy
Title III: Wagner-Peyser
Title IV: Vocational Rehabilitation

Mandatory Partners:

Western Arizona Vocational Education/Career Technical Education District (WAVE/CTED)
DES Unemployment Compensation
National Farmworker Jobs Program
Trade Adjustment Assistance

Senior Community Service Employment Program (SCSEP)
Department of Health and Human Services
Department of Housing and Urban Development
Unemployment Compensation Progra
Carl D. Perkins Career and Technical Education programs
Jobs for Veterans State Grants
Job Corps
Native American Program (Colorado River Indian Tribe and Hualapai Tribe)
Reentry Employment Opportunities (currently not available in Mohave or La Paz County)
Youth Build (currently not available in Mohave or La Paz County)

Additional Partners:

- Mohave County Probation Department (Juvenile and Adult)
- Mohave Mental Health
- Southwest Behavioral Health
- Mohave County Drug Court Commission
- Supplemental Nutrition and Assistance program (SNAP)
- Social Security Administration (SSA)
- Small Business Development Center (SBDC)
- National and Community Service Act programs
- Western Arizona Council of Governments (WACOG)
- Temporary Assistance to Needy Families

Beyond these, a number of government, non-profit and educational partners do not participate in the MOU but attend regular Community Partner meetings and provide referrals and/or services for the One Stop System.

These partners include:

- Arizona Western College (AWC)
- Mohave County Community College
- Western Arizona Vocational Education/Cooperative Educational District (WAVE/CTED)
- Western Arizona Council of Governments (WACOG) for financial literacy, energy conservation training and utility assistance
- Arizona Youth Partnership (AZYP)
- Temporary Assistance to Needy Families
- Veterans' Programs:
 - US Department of Veterans Affairs
 - Jerry Ambrose Veterans Council
 - Veterans Resource Center
 - Veterans Thrift Store
 - Veterans Treatment Court
- Northern Arizona University Senior Corps
- The Arc

- St. Vincent de Paul
- Salvation Army
- Cornerstone Mission
- Kingman Aid to Abused People (KAAP)
- Kingman Harm Reduction Program
- Catholic Charities
- Goodwill
- First Things First
- Milemarkers
- United Way

PURPOSE OF THE AGREEMENT

The foundation of the Workforce Innovation and Opportunity Act of 2014 (WIOA) is the coordinated One Stop customer service delivery system. The One Stop delivery system assures coordination and cooperation from the Core and mandated partners the activities authorized in the WIOA.

The purpose of this Memorandum of Understanding (MOU) is to describe the roles and responsibilities of the partners to assure the coordination of efforts in accordance with the State issued requirements in order to establish and maintain an effective and successful “**One Stop**” delivery system.

This agreement is intended to coordinate resources, prevent duplication of effort, and ensure the effective and efficient delivery of workforce services in Mohave and La Paz counties. In addition, this agreement will establish joint processes and procedures that will enable the Partners to integrate with the current One Stop service delivery system. The result will be a seamless and comprehensive array of education, job training, job search and other workforce development services to all persons, particularly veterans, those with barriers to employment and those with disabilities within Mohave and La Paz counties.

The parties to this document agree to coordinate and perform the activities and services described herein within the scope of legislative requirements governing the parties’ respective programs, services, and agencies.

This agreement has been negotiated and crafted to ensure that the principles outlined are consistent with the Workforce Development Plan for Program Years 2023 through 2025 and State Administrative Policies.

VISION AND GOALS

Mission statement

ARIZONA@WORK Mohave/La Paz provides strategic and resourceful employment and training solutions to job seekers, workers and employers to foster individual self-sufficiency and regional economic growth.

Vision Statement

ARIZONA@WORK Mohave/La Paz partners cultivate a skilled workforce able to compete in the 21st century's regional economy by targeting businesses and jobs seekers as primary customers, promoting training opportunities, developing strategies for targeted industry sectors and delivering a seamless integration of the ARIZONA@WORK services linking jobs seekers and employers.

Mohave/La Paz Core Values

Power to the Core

- Valuing customer relationships
- Trust
- Commit to excellence
- Collaboration

There are a number of key challenges and opportunities that will impact our workforce system PY23 – PY25 as we move forward in implementation initiatives. The most critical of them are listed below.

PY23-PY25 Challenges

- Workforce statistics include low educational attainment, Skills Gap, Soft Skills Deficit
- Significant cognitive/physical disability population
- Population statistics include significant poverty, single parent families and older workers
- Alignment of educational programs to current and future jobs
- Limited public transportation
- Remote locations and inadequate infrastructure: telecommunications, streets, etc.
- Retention of college graduates and millennials
- Responsiveness of the educational system to manufacturing/transportation/logistics/warehouse related career pathways
- Child care - lack of capacity
- Lack of affordable housing
- Lack of available large, site-ready industrial building
- Availability of GED preparation classes
- Significant substance abuse issues and a lack of capacity for addiction treatment

PY23-PY25 Opportunities

- Manufacturing sector growth with leadership from Kingman and Mohave Manufacturing Association (KAMMA) and supportive stakeholders
- Healthcare sector growth and job creation throughout the region
- Tourism growth due to recreation and festival development
- Improved educational pathways with Adult Education, CTED and post-secondary, including Mohave Community College, Arizona Western College, University of Arizona, Arizona State University and Northern Arizona University
- Improved coordination and leveraging of resources among workforce system partners
- Geography from the standpoint of transportation/logistics
- Future growth of industrial parks throughout the regions
- Development of I-11 corridor leading to enhanced transportation/logistics options
- Community Partnerships, including partnerships between Economic Development organizations, chambers of commerce and tribal entities
- Returning veterans

PY23-PY25 Goals

- GOAL 1: Deliver a job-driven workforce development system that focuses equally on the employment needs of job seekers and employers' needs
- GOAL 2: Enhance the regional economic competitiveness of Mohave and La Paz Counties through sector strategy initiatives that align private and public stakeholders including education, economic and workforce development, businesses and business associations
- GOAL 3: Prepare Adult and Dislocated Worker program participants to enter or re-enter the workforce and maintain long-term employment
- GOAL 4: Prepare youth to obtain and maintain gainful employment in the Mohave/La Paz area

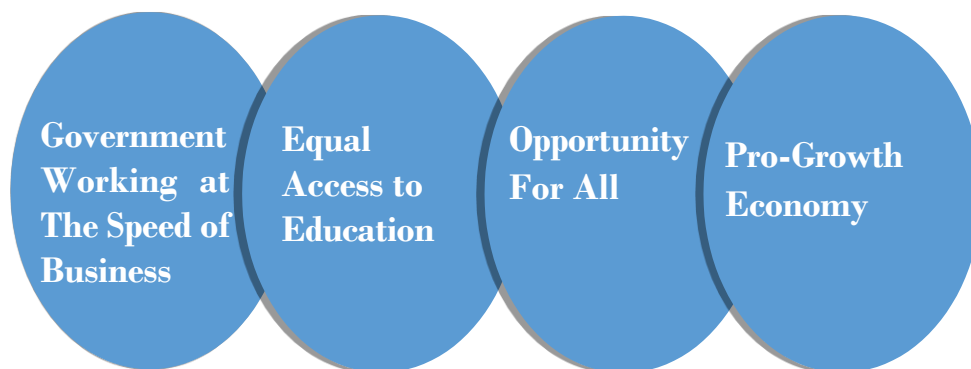
- GOAL 5: Design and align data and technology systems to support information collection, analysis and sharing to establish workforce development needs and measure goals
- GOAL 6: Achieve measurable performance gains utilizing evidence-based, best and promising practices for service delivery
- GOAL 7: Actively engage Veterans and Other Priority and Special Populations in workforce development services
- GOAL 8: Promote entrepreneurial opportunities

The Workforce Development Board intends to align with previous Governor Doug Ducey’s vision for Arizona. Once new information is provided from the newly elected Governor Katie Hobbs this will transition:

- Goal 1: Promote a Strong Arizona Economy - *Build Arizona’s capacity to attract, retain and grow thriving businesses*
- Goal 2: Serve Business Needs - *Serve Arizona job creators by understanding, anticipating and helping them meet workforce needs (including meeting the skilled workforce needs of employers)*
- Goal 3: Prepare Job Seekers; Defend against Poverty - *Prepare and match job seekers to a job creator for a successful career that provides amply (preparing an educated and skilled workforce, including youth and individuals with barriers to employment and other populations)*
- Goal 4: Protect Taxpayers by Providing Efficient, Accountable Government Service - *Accelerate measurable impact and performance for less cost*

WIOA staff will strive to build a pro-growth economy that provides opportunity for all and creates prosperous communities. This means ensuring that all Mohave/Laz Paz citizens eligible to work, regardless of their circumstance, background, social status or zip code, have access to the best economic opportunity, educational options, as possible. Local priorities will be in line with those set by Governor Ducey in the following illustration.

State Priorities Established by Governor Ducey



The Workforce Innovation and Opportunity Act of 2014 (WIOA) stipulates that each required partner will work collaboratively to provide a higher level of service quality through the delivery

of education and workforce services in a “**shared services model**”. This approach will foster system partnerships that build and sustain a shared vision and strategy that promotes seamless delivery of services. This improved framework will enhance the development of a more informed, educated, and skilled workforce and the development of effective in-demand career pathway systems.

In order to achieve this vision, the Mohave/La Paz Workforce Development Board will engage local businesses to gain a better understanding of their needs and enlist their assistance in developing an integrated education and workforce system that supports the development of in-demand career pathways.

This “**shared services model**” of collaboration will make additional resources available among partners and ensure that well-connected and transparent arrays of services are provided to area residents.

This MOU will outline a One Stop Delivery System that will:

- Ensure meaningful access of “**career services**” to all customers with “**no wrong door**” to access.
- Jointly provide services that meet the evolving employment and training needs of job seekers and businesses in the community.
- Strengthen awareness of services and resources to job seekers and businesses by supporting system alignment and continuous improvement efforts.
- Design career pathway systems aligned with business demand.
- Improve foundational skills and transition to postsecondary education and/or employment for individuals who are Basic Skills Deficient.
- Assist low-income individuals to achieve economic self-sufficiency through necessary support services, labor market driven credentialing, and employment.
- Be streamlined for “**seamless access**” to multiple programs through the Atlas Universal Referral system. As referrals are being executed, the customer and the referring/receiving agency are being notified via email and receive a copy of the referral. This process creates instant accountability, allows the OSO to track outcomes of referrals, generate reports by service type and partner agency.
- Empower individuals through access to information on programs, services, and outcomes available through the One Stop system. Information will be available in-person and through virtual means such as the internet, telephone and social media.
- Provide “**shared accountability**” among core partners for performance and customer satisfaction.

- Allow honest, open communication with easy access to needed information.
- Create meaningful linkages among workforce stakeholders by providing aligned, integrated, and seamless services to customers that will assist each to reach their goal(s).
- Design and implement cross-training initiatives for all staff so that they better understand partner program eligibility, process and desired outcomes.
- Share best practices with workforce stakeholders and partners when assisting a job seeker with employment.

The goal of the integrated system envisioned by the WIOA is to improve the quality of the workforce, meet the skills/credential requirements of business, reduce welfare dependency, increase economic self-sufficiency and enhance the productivity and competitiveness of the workforce of the area.

The partners agree to commit to the vision and goals for the One Stop system as stipulated in this agreement.

1. Partner responsibilities

WIOA Section 121(b)(1)(A) lists the responsibilities of all required partners under WIOA. For consistency, **all Partners** will assume the responsibilities identified below, unless inconsistent with the federal law and regulations that authorize the Partners or as otherwise specified in this section.

Partner’s responsibilities include the following:

- Access to career services will be available under the Partner’s program
- Contribute to infrastructure cost-sharing activities as defined in this MOU and use a percentage of funds made available to each partner’s program and activities to create and maintain the area delivery system and provide **career services** per WIOA Section 134(c)(2) and §678.420(1).
- Pursuant to WIOA Section 121(c) partners must remain as a party of this Memorandum of Understanding throughout the Agreement period identified in Section 2 of this MOU
- WIOA Section 121(b)(1)(A)(iv) and §678.420(d) partners must participate in the operation of the area One Stop delivery system in agreement with the stipulations in this MOU and under the requirements of authorizing laws.

- Provide priority of services to veterans and covered spouses pursuant to the Jobs for Veterans Act as prescribed in 38 U.S. Code §4215.
- Compliance with WIOA and all federal, state, and local laws, regulations, rules, policies and plans applicable to parties in their respective roles under this MOU and as consistent with the rules that govern each partner’s respective program. Each partner expressly agrees to notify the LWDB of any changes to the rules governing its respective program that impact the partner’s performance under this MOU. LWDB will communicate the changes to the One Stop delivery system and any other affected partners.
- Each partner must ensure compliance by its staff members who work in the ARIZONA@WORK Mohave/La Paz One Stop delivery system with the area’s policies and procedures. Should a conflict exist between partner personnel policies and the funding stream personnel policies, the funding stream policies will prevail.
- Use of common practices and procedures; forms and document; software systems or applications; and other forms of media as agreed to by all parties in the performance of the One Stop delivery system.
- Referral methods of customers between the One Stop delivery system and the partner’s agencies for appropriate services and activities.
- Approaches to ensure the needs of workers and youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provisions of necessary and appropriate access to services, including access to technology and materials made available through the One Stop delivery system.
- Describe how the costs of such services and the operating costs of such system will be funded.
- Commitments to educate core partner and other appropriate staff as to eligibility requirements and performance outcomes to ensure appropriate referrals.

2. Agreement period

WIOA Section 121(c)(2)(A)(v) and 20 C.F.R. § 678.500(b)(5) and 20 C.F.R. § 678.500(b)(6) requires that the MOU indicates the duration of the agreement, amending procedures, and assurance that the memorandum will be reviewed.

This MOU will commence on July 1, 2023 and shall remain in effect until June 30, 2025.

The Partners agree to review this Memorandum of Understanding quarterly to reconcile and to

ensure appropriate funding and delivery of services. Modifications will be made as deemed necessary and as agreed upon by the Partners.

The Partners understand that integration to the One Stop delivery system is dependent on everyone's good faith integration efforts to improve and provide seamless services to the community. In the event that it becomes necessary for any of the partners to cease being a party to this MOU, the said partner shall notify the other parties, in writing, ninety (90) days in advance of that intention. The other partners shall then determine how to replace or offset the loss of participation and resources to the One Stop. Termination by one of the partners to this MOU does not alter the terms or obligations of the other partners to this MOU.

3. Amendment(s)

This MOU may be amended upon mutual agreement of the parties. Any amendment must be consistent with federal, state, or local laws, regulations, rules, plans, or policies. This MOU may also be amended for one or more of the following reasons:

- The addition or removal of a partner from this MOU.
- Removal or addition of program responsibilities for any partner that administers more than one federal program.
- An extension of the effective ending date of the Agreement Period.
- A change in the ARIZONA@WORK One Stop Operator or Fiscal Agent, or a change in the physical location.
- A change in the services, referral method, and service delivery methods currently utilized, methods to allocate costs, or methods to determine fair share.

All parties agree that amendments for the reasons listed above need only be signed by the affected partners and approved by the Local Workforce Development Board. Amendments for the reasons listed in all other paragraphs of this section or for any changes that will affect the responsibilities of all parties, require the signatures of all parties. Amendments will involve the following process;

The party seeking an amendment will submit a written request to the Area Director that includes:

- The requesting party's name
- The reason(s) for the amendment request
- Each section of this MOU that will require revision
- The desired date for the amendment to be effective
- The signature of the requesting party's authorized representative

If the request is approved, the LWDB will notify the remaining parties of the intent to amend and will provide each remaining party thirty (30) days from the date of the notice (unless another timeframe is specified in the notice) to review the anticipated changes and to submit a

response to LWDB. Failure by a party to respond within the prescribed timeframe will be deemed as that party's approval of the proposed changes.

In the event that a remaining party has questions and/or concerns regarding the proposed amendment, the party must list its questions and/or concerns in writing and submit the list to WDB Executive Committee within the specified timeframe.

The WDB Executive Committee will review the listed questions/concerns and will issue a response within fifteen (15) days of the receipt of the list. If the LWDB deems it necessary, the listed questions/concerns will be sent to all other parties and/or a meeting with all parties will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.

The final approved amendment will be signed by authorized representatives of the affected partner then submitted to LWDB or designee for the final signature.

LWDB will distribute copies of the fully executed amendment to all parties and to the Local Director as the MOU oversight agency upon execution.

This writing constitutes to the entire agreement among the parties with respect to each party's role and responsibility in the One Stop delivery system. All parties agree that any amendment to any applicable laws or regulations cited herein will result in the correlative modification of this MOU without necessitating a formal, written amendment.

All parties agree to communicate details of the amendments to their respective staff members whose responsibilities may be impacted by changes and further agree to ensure that their respective staff members are referencing or utilizing the most current version of the MOU.

Amendments that will require the signature of all parties must be executed no later than ninety (90) days **prior to the end** of the MOU period and amendments that require only the signature of the LWDB, the Local Director, and the affected parties must be executed no later than 45 days from the end of the MOU period.

SYSTEM DESIGN

The Workforce Innovation and Opportunity Act seeks to modernize the workforce system to provide comprehensive, integrated and streamlined services. Such service delivery will require linking and aligning all communication and information sharing amongst the partners. Strengthening the linkages between the One Stop delivery system and the Partners Programs will be critical to building a system designed to support the delivery of the services.

1. Services provided through the One Stop delivery system

WIOA Section 121(b)(1)(B) identifies the programs, services, and related activities that must be

provided through the ARIZONA@WORK One Stop delivery system. WIOA Section 121(c)(2)(A)(i) requires this MOU to include a description of the services that will be provided through the ARIZONA@WORK – Mohave/La Paz One Stop delivery system and to identify the delivery service method(s) that the One Stop delivery system staff and partners will use to deliver the services. This MOU will also identify the career services, training, and employer services that staff and partners will provide to ensure that all parties' responsibilities are clearly identified herein.

A. Career Services includes self-help services requiring minimal staff assistance along with services requiring more staff involvement. Services requiring more staff involvement are generally provided to individuals unable to find employment through basic career services, and deemed to be in need of more concentrated services to obtain employment; or who are employed but deemed to be in need of more concentrated services to obtain or retain employment that allows for self-sufficiency.

1. Eligibility Determination is the process of obtaining and documenting information about an individual's circumstances and comparing that information with the criteria set by an agency or program to decide if the individual qualifies for participation.

2. Outreach activities involve the collection, publication, and dissemination of information on program services available and directed towards jobless, economically disadvantaged, and other individuals and also to employers.

3. Intake is the process of collecting basic information e.g., name, address, phone number, SSN, and all other required information to determine eligibility or ineligibility for an individual's program.

4. Orientation, whether offered in a group setting, one-on-one, or electronically, is the process of providing broad information to customers in order to acquaint them with the System services, programs, staff and other resources.

5. Initial Assessment/Triage is for individuals new to the workforce system. Initial assessment involves the gathering of basic information about skills levels, aptitudes, abilities, barriers, and supportive service needs in order to recommend next steps and determine potential referrals to partners or community resources.

6. Job Search assists an individual to seek, locate, apply for, and obtain employment. It may include but not limited to:

- Job Club
- Job finding skills
- Seven Steps to Work Readiness workshops
- Labor Market Information
- Resume development

- Vocational exploration
- Career guidance
- Job application support
- Orientation
- Skills determination
- Pre-lay off assistance and/or layoff aversion

7. Job Development helps people to identify and secure paid employment that matches their aptitudes, qualifications, experience, and interests.

8. Career Counseling facilitates exploration of occupational and industrial information that will lead to a first, new, or a better job for the individual.

9. Employment Labor Market Information is collected on Mohave/La Paz counties labor force, industries, occupations, employment projections, wages and other important labor market and economic data.

10. Eligible Provider Performance and Program Cost information is based on the following:

- Eligible training services as described in WIOA Section 122.
- Eligible youth activity providers as described in WIOA Section 123.
- Eligible adult education providers as described in WIOA Title II Section 203(5)
- Eligible postsecondary vocational education activities and vocational education activities available to school dropouts under the Carl Perkins Act (Public Law 109-270).
- Eligibility for vocational rehabilitation program activities as described in Title I of the Rehabilitation Act of 1973.

11. Local Performance Information collects and provides information on the local areas recent performance measurements.

12. Supportive Services Information collects and provides information on services such as transportation, childcare, and needs related payments that are necessary to enable an individual to participate in employment and training activities.

13. Unemployment Compensation collects and provides information on filing claims for state benefits payments that protects individuals from economic insecurity while conducting job searches. Claims may be filed on-line in the area ARIZONA@WORK Job Centers.

14. Eligibility Determination provides guidance to individuals on eligibility for Core Programs and on financial assistance for training and education program that are available in the area.

15. Follow-up Services provides 12 months of follow-up services after completion of program to include: phone contact, in person, and various social media (text messages, Facebook, email, etc.) in order to identify follow-up services needed. These services assist those individuals to

obtain or maintain employment. Services include but are not limited to:

- Self-directed on-line academic tutoring for additional skills enhancement as needed for occupational or educational advancement;
- Availability of community workshops in employability and soft skills as needed in retaining employment and or education enrollment;
- Referrals to social and non-profit community organizations.
- Job referrals
- Supportive Services for Title 1B exited Youth participants

16. Individual Employment Plan or Individual Service Strategy Development is the documentation process that occurs with individuals to identify their employment goals, appropriate achievement objectives, and the appropriate combination of services that will help the individual achieve those goals.

17. Group Counseling is peer group counseling that assists individuals to develop problem-solving skills, self-esteem building, information interviewing, work behavior, and general brainstorming to develop resources and employment opportunities.

18. Individual Counseling and Career Planning assists individuals to develop problem-solving skills, self-esteem building, information interviewing, work behavior, and general brainstorming to develop resources and employment opportunities.

19. Career Guidance is the guidance provided for participants who receive training activity/services as described under WIOA section 134(3)(d)(4).

20. Short-Term Prevocational Services includes development of learning skills, communication skills, interviewing skills, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

21. Comprehensive Assessment of skill levels and activity/service needs including diagnostic testing or other assessment tools, and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.

B. Training Services are offered through a training provider to help individuals upgrade their skills, earn certifications, or otherwise enhance their employability through learning and education.

Types of training service include:

1. Occupational Skills Training – Organized program of study that provides specific vocational skills that lead to proficiency in performing tasks and technical functions required by a certain occupational fields at entry, intermediate or advanced levels of employment. Occupational skills' training includes training for nontraditional employment. Providers of occupational skills training must be listed on the Eligible Training Provider List (ETPL) and the specific training

program must be listed as WIOA approved.

2. On-The-Job Training (OJT) is provided under a contract with an employer who is reimbursed a percentage of the hourly wage. The participant being trained will be engaged in a job to help them prepare for long term unsubsidized employment. An OJT is intended to provide the knowledge or skills essential to meet the full and adequate performance of the job.

3. Locally Employer Recognized Training – specific training provided to adults or dislocated workers in a local area which is required by an employer and results in employment.

4. Transitional Jobs - WIOA allows local areas to allocate up to 10 percent of Title IB funds to transitional jobs for individuals with barriers to employment. The local area is working with the business community to discuss the possible opportunities for subsidized work experiences for individuals who are chronically unemployed, possess limited work experience and have barriers to employment. These activities will help the individual to establish a solid work history and attain new occupational skills.

5. Customized Training is designed for the specific requirements of an employer or group of employers that relates to the introduction of new technologies or new production. The training is conducted with a commitment by the employer to employ, or if in the case of an incumbent worker, continue to be employed, upon successful completion of the training. The employer is required to pay not less than 50 percent of the cost of the training. Employer costs may be made through in-kind contributions.

6. Incumbent Worker Training is designed to help the local areas employer's workforce obtain the skills necessary to retain employment and prevent job loss. The training activities are carried out by the Area Board in conjunction with employers or a group of employers (which may include employers in partnership with other entities for delivering such training) for the purpose of assisting such workers in obtaining skills necessary to retain employment.

7. Skills upgrading and retraining is a short-term or part time intervention designed to upgrade skills in the workplace and provide re-training to enhance current skills for modern technology.

8. Entrepreneurial Training is training in the organizing, managing, and responsibility of a business or enterprise.

9. Adult Education and Literacy Activities are services or instruction below the postsecondary level for individuals who are not enrolled or required to be enrolled in secondary school under state law who lack basic educational skills, as well as those whose English language skills are less than proficient to enable the individual to function effectively in society and on a job. Services include, but are not limited to, one-on-one instruction, coursework, or workshops that provide direction for the development and ability to read, write, and speak in English, compute and solve problems, at a level of proficiency necessary to function in society or on the job.

10. Integrated Education and Training through Title II to ensure that state and local service providers offer adult education and skills development programs that accelerate achievement of diplomas and credentials among American workers, including immigrants and individuals with limited English language skills.

C. Employer Services are offered through the ARIZONA@WORK – Mohave/La Paz One Stop delivery service to employer which include:

- 1. Employer needs assessment** evaluates employer needs, particularly future hiring and talent needs.
- 2. Job Posting** consists of receiving and filling of job openings, searching resumes; providing access to a diverse labor pool.
- 3. Applicant pre-screening** consists of assessing candidates according to the employer’s requirements and hiring needs; referring candidates based on their knowledge, skills, and abilities relative to the employer requirements.
- 4. Recruitment Assistance** is conducted by raising awareness of employers, job seekers, and attracting individuals to apply for employment at a hiring organization. Specific activities may include posting of employer announcements, provision of job applications, and hosting job hiring events, mini-recruitments, and mass recruitments.
- 5. Training assistance** provides training resources to enable employers to upgrade employee skills, introduce workers to new technology, or to help employees transition into new positions.
- 6. Labor Market Information** is access to information on labor market trends, and other data related to the economy, wages, industries, etc.
- 7. Employer Referral System through the Atlas Universal Referral system** is a provision of information on topics of interest to employers such as services available in the community, local training providers, federal laws and requirements, tax information, and apprenticeship programs.
- 8. Rapid Response** is an activity that involves a “rapid response” team of specialists whom, upon becoming aware of a substantial layoff or projected closure, will make contact with the affected employer within 48 hours or less upon notification. Information is provided to affected employers in order to facilitate access to available programs and services offered through the Local One Stop delivery system.

Effective July 1, 2020 Rapid Response strategic delivery will be coordinated by the Arizona Commerce Authority, Office of Economic Opportunity and the Governor's Office, but the details of how that will be implemented are not known at this writing. This MOU will be modified, as necessary, to reflect the role of ARIZONA@WORK Mohave/La Paz as part of that statewide plan.

D. Coordination and delivery of services

1. All career services are provided by staff comprised of ARIZONA@WORK and partner programs. Service delivery is fully coordinated and integrated, focused on a “**single point of contact**” model that is targeted to provide value-added services to jobseekers and employer customers. This service integration model moves beyond co-location and “**partnerships**” to create one common customer path with a standardized process for the delivery of a wide range of services and the provision of excellent customer service.

The integration provides customers a broad diversity of services that consist of information pertaining to current job opportunities, unemployment information, employability skills workshops, assessments, labor market information, and an overview of additional services provided by partner and community-based programs. Co-enrollment and referrals to other programs are processed as deemed appropriate. Additional services include the following:

- Orientation-Intake & Registration
- Eligibility - Assessment & Enrollment
- Referral and registration: Career Advising & Counseling
- Adult Basic Education Services
- Adult/Dislocated Worker Enrollment
- Assessment of Career and Technical Education needs
- Assessment/Testing:
 - TABE
 - Arizona Career Readiness Certification
 - My Next Move
 - O*NET Interest Profiler
- WOWI Career Profiling and Aptitude Test
- Unemployment Insurance Information
- Veterans Services
- Vocational Rehabilitation Referrals
- Wagner-Peyser Labor Exchange Information
- Youth Enrollment

2. Business Engagement – The business services team consists of staff from ARIZONA@WORK Mohave/La Paz, including Title IB, Title III and JVSG. They offer services to new and existing business and industry that help address employer needs. Team members provide community outreach through partnerships with area Chamber of Commerce, Economic Development organizations, employer organizations and county/city activities. The business services team members work closely with economic development organizations and businesses to maintain a proactive approach to ensure employment and economic growth in Mohave and La Paz counties. Additional services that the business services team can provide employers include:

- Hiring Events/Job Fairs
- Labor Market Information

- Listing job openings on the Arizona Job Connection
- Locating qualified job applicants for employers; vetting applications and resumes
- Provision of specialized assessments and testing for job seekers and employers
- Space for job interviews and/or interviews via video conferencing
- Training Services information

E. ARIZONA@WORK--Mohave/La Paz One Stop delivery system map

A system map that illustrates the ARIZONA@WORK – Mohave/La Paz One Stop delivery system is below.



Core Partner program location

Kingman Comprehensive Job Center
 700 West Beale Street
 Kingman, AZ 86401

Parker Affiliate Job Center
 1032 Hopi Avenue
 Parker, AZ 85344

Bullhead City Comprehensive Job Center (DES)
 2601 South Highway 95
 Bullhead City, AZ 86442

Lake Havasu City Comprehensive Site (DES)
2031 Spawr Circle
Lake Havasu City, AZ 86403

Vocational Rehabilitation
700 West Beale Street
Kingman, AZ 86401

Vocational Rehabilitation
2601 South Highway 95
Bullhead City, AZ 86442

Vocational Rehabilitation
2031 Spawr Circle
Lake Havasu City, AZ 86403

Required One Stop Partners

WIOA Title I:

- Adult, Dislocated Worker, and Youth formula programs offered by Mohave County Community Services Department
- Job Corps services are provided via partnership with the Yuma County MLK facility
- YouthBuild is not available in Mohave or La Paz counties
- Native American programs are offered by the Hualapai Tribe and the Colorado River Indian Tribe
- National Farmworker Jobs Program (NFJP) is provided by PPEP, Inc.

WIOA Title II:

Adult Education and Family Literacy Act (AEFLA) program, authorized under WIOA title II is provided virtually through Yavapai Community College and in person at Mohave Community College and Arizona Western College.

WIOA Title III:

Wagner-Peyser Act Employment Service (ES) program, authorized under the Wagner-Peyser Act (29 U.S.C. § 49 et seq.) provided by Arizona Department of Economic Security (DES).

WIOA Title IV:

- 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 provided by DES

WIOA Title V:

- Senior Community Service Employment Program (SCSEP), authorized under Title V of the Older Americans Act of 1965 is provided in Mohave County through State-SCSEP slots by AARP Foundation.

Trade Adjustment Assistance (TAA) activities, authorized under chapter 2 of title II of the Trade Act of 1974 is provided by DES through virtual service delivery.

Unemployment Compensation (UC) programs provided by DES.

Jobs for Veterans State Grants (JVSG) programs, authorized under chapter 41 of title 38, U.S.C. is provided by DES.

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 is not available in the Mohave/La Paz Workforce Area.

Department of Housing and Urban Development (HUD) Employment and training programs provided by Mohave County Housing Authority.

Department of Health and Human Services (HHS)

- Employment and training activities carried out under the Community Services Block Grant (CSBG) programs (42 U.S.C. § 9901 et seq.) are not available in this area
- 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.) is provided by Equus, contracted by DES

Career and technical education programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) provided by Mohave Community College

Native American Programs provided by Colorado River Indian Tribe and Hualapai Indian Tribe

Additional Partners

Pursuant to WIOA sec. 121(b) (2)(B) and 20 C.F.R. § 678.410, 34 C.F.R. § 361.410, and 34 C.F.R. §

463.410, additional one-stop partners may include, with the approval of the Local WDB and CEO(s), the following:

- Social Security Administration (SSA) employment and training program established under sec. 1148 of the Social Security Act (i.e. Ticket to Work and Self Sufficiency programs) operated Maximus online or via a toll free telephone number
- Small Business Administration employment and training programs provided by the Small Business Development Center at Mohave Community College
- Supplemental Nutrition and Assistance Program (SNAP) employment and training programs, authorized under secs. 6(d) (4) and 6(o) of the Food and Nutrition Act of 2008 provided with 3rd party providers contracted by DES.
- **National and Community Service Act programs**
 - Mohave High School offers Arizona Ready for College AZ Board of Regents for/on behalf of Northern AZ University—Bullhead City
 - Mohave High School offers Earn to Learn, Inc. —Bullhead City
 - Lake Havasu High School Earn to Learn, Inc. —Lake Havasu City
 - La Paz County UACE Wildcat Corps offers Competitive Arizona Board of Regents through the University of Arizona—Parker

Other appropriate Federal, State, or local programs, including, but not limited to, employment, education, or training programs such as those operated by libraries or in the private sector (WIOA sec. 121(b)(2)). Such programs may also include programs providing transportation assistance and services for those with substance abuse or mental health issues. These are not part of the MOU but attend regular Community Partner meetings and provide referrals and/or services for the One Stop System.

- Mohave County Probation Department (Juvenile and Adult)
- Mohave Mental Health
- Southwest Behavioral Health
- Mohave County Drug Court Commission
- Mohave Community College
- Arizona Western College (AWC)

Beyond these, a number of government, non-profit and educational partners do not participate in the MOU but attend regular Community Partner meetings and provide referrals and/or services for the One Stop System.

These partners include:

- Western Arizona Vocational Education/Cooperative Educational District (WAVE/CTED)
- Western Arizona Council of Governments (WACOG) for financial literacy, energy conservation training and utility assistance
- Arizona Youth Partnership (AZYP)
- Veterans' Programs:
 - US Department of Veterans Affairs
 - Jerry Ambrose Veterans Council

- Veterans Resource Center
- Veterans Thrift Store
- Veterans Treatment Court
- NAU Senior Corps
- The Arc
- St. Vincent de Paul
- Salvation Army
- Cornerstone Mission
- Kingman Aid to Abused People (KAAP)
- Kingman Harm Reduction Program
- Catholic Charities
- Goodwill
- First Things First
- Milemarkers
- United Way

Comprehensive and Affiliate Sites

The Mohave/La Paz Workforce Area has three comprehensive centers and one affiliate job center.

Comprehensive Job Centers

The Comprehensive Job Centers provide Workforce Services under the auspices of the Mohave/La Paz Workforce Development Board, as described in the submission of the WIOA four-year Workforce Development Plan. The comprehensive center in Kingman houses the Workforce Area Director, Workforce Development Manager, One Stop Operator, Title 1B Adult/DW Program Coordinator, Title III, Employment Services and DVOP staff are in house Monday- Friday at the Kingman Comprehensive Job Center. Access to training services as described in section 134(c)(3), including serving as the point of access to training services for participants in accordance with section 134(c)(3)(G)

All centers have Title 1B Career Coaches and Job Center Technicians. The Bullhead City, Kingman, and Lake Havasu City Comprehensive Center have all Title 1B, Title III and DES services available under one roof. One Stop System partner staff will be cross-trained to provide an overview of Core Partner service, basic eligibility requirements, and the agreed Atlas Universal Referral system process.

The comprehensive centers provide employment and training services through a vast network of workforce experts while also providing business solution services to local employers and partners. A variety of services currently offered include: veteran services, on-the-job training services, re-entry services, disability resource coordination and case management, recruitment and job hiring events, assessments, workshops, along with many other services for both job seekers and business partners.

The Mohave County Comprehensive Job Centers are located at 700 West Beale Street in Kingman, 2031 Spawr Circle in Lake Havasu and 2601 South Highway 95 in Bullhead City. The business hours are 8:00 AM to 5:00 PM Monday through Friday.

Affiliate Sites

The Local Workforce Division Area has one affiliate site in Parker, AZ. Access to all WIOA core partner services is available to job seekers and employers, including orientations and workshops regarding partner services. Title IV services are available itinerantly. Business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

ARIZONA@WORK branding

On Tuesday, February 17, 2016, the WDB of Mohave and La Paz counties participated in the statewide rebranding effort of the workforce development system that established the new brand name of ARIZONA@WORK Mohave/La Paz. The local area is part of the unified organization of 12 regional centers across Arizona.

SYSTEM ACCESS

Through the ARIZONA@WORK Mohave/La Paz One Stop delivery system, jobseekers and employers can access essential services and programs at various physical locations throughout Mohave and La Paz counties. These job centers provide universal access to the full range of career services of employment services, training and education, employer assistance, workshops, labor-market information etc. For a service to be deemed accessible, the One Stop Delivery System must provide access to that service through the following methods.

Program staff are available at physical locations or via electronic means.

One-Stop Job Center staff are appropriately trained to provide information to customers about the programs, services, and activities available through partner programs, such as basic eligibility criteria, overview of services provided and whether the services might meet a particular individual's needs. Title III, Vocational Rehabilitation and Title IB staff agree to participate in annual cross-training events at a minimum.

- **Cross training on how to provide consistent and appropriate information to customers about the programs, services and activities available through the core programs of WIOA** to include:
 - Veterans Priority of Service
 - Job Referrals & resulting
 - Case note process

Services offered in the Job Center to include

- Triage Interview
- WIOA Overview Orientation
- Employability Assessments;
- Skills/Interest Profiler Assessments;
- One-on-one registration in the Arizona Job Connection (AJC) and checking to be sure all criteria in AJC is met for UI eligibility (when appropriate);
- Referral to community resources;
- Referrals to partner services;
- Seven Steps to Work Readiness workshops;
- Job search assistance;
- Labor market information;
- Resume development guidance and support;
- Job development;
- Assessment of eligibility for the Work Opportunity Tax Credit (WOTC);
- Recruitment services for employers with job openings.

Cross information Sharing/Customer Referral – The One Stop delivery system staff are trained to provide information about all programs, services, and activities that may be available to the customer through the partner organization and can make referrals.

Provision of a **direct linkage** through technology to program staffers who can provide meaningful information or services. A direct linkage is defined as a direct connection for a customer at the job center that occurs within a reasonable time. The Mohave/La Paz area will offer warm referrals via designated email contacts as follows:

- **Standardized referral process through the ATLAS Referral Portal**
- **Standardized AJC case notes (for partners with access) regarding referral and services completed**
- **Job referrals and results, job placement** –All Job Center staff will have AJC access with the ability to do referrals, results and job placement.
- **Password hint lookup** – For participants who have forgotten their passwords or log in information they will be provided guidance and support to contact the state at 602-542-2460 to reset log in information.

- **Welcome Team** --New customers to the centers will be greeted by staff who verbally review the triage questions to determine how they can best be served.
- **Business Services Team**—Local Veterans Employment Representatives, Title III funded Business Services and Title IB funded Business Services will coordinate services to employers to create a single point of contact. They will team up to offer employment recruiting and hiring events to employers.

The Mohave/La Paz One Stop delivery services are physically and programmatically accessible to individuals with disabilities.

WIOA requires a minimum of one comprehensive physical location in every Local Workforce Development Area. Currently the area has three comprehensive centers.

Access for individuals with barriers to employment

All partners agree to prioritize, as allowable by governing regulations, services as outlined by the WIOA for adults and dislocated workers and for individuals with barriers to employment. WIOA Section 24 defines the term “**individual with a barrier to employment**” as a member of one (1) or more of the following populations:

- Displaced Homemakers
- Low-income individuals
- Indian, Alaskan Native, and Native Hawaiians
- Individuals with disabilities including youth who are individuals with disabilities
- Older individuals
- Ex-offenders
- Homeless individuals or homeless children and youth
- Youth
- Youth who are in or have aged out of the foster care system
- Individuals who are English Language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farm workers
- Individuals within 2 years of exhausting lifetime eligibility (for TANF)
- Single parents (including single pregnant women)
- Long-term unemployed individuals
- Other groups as the Governor determines to have barriers to employment

Partners commit to offer priority of services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds. Priority of service status is established at the time of eligibility determination and does not change during the period of participation. Priority does not apply to the dislocated worker population.

Veterans and eligible spouses continue to receive priority of service among all eligible individuals; however, they must meet the WIOA Title IB Adult Program eligibility criteria and meet the criteria under WIOA Section 134(c)(3)(E).

Adult Education

Adult Education and Family Literacy Act (AEFLA) program, authorized under WIOA title II is provided virtually through Yavapai Community College and in person at Mohave Community College and Arizona Western College.

Vocational Rehabilitation Services Administration

The Rehabilitation Services Administration (RSA) is committed to provide quality services to members of the local community. RSA will provide a staff member once a week at the Kingman Comprehensive Center, as schedules allow, who will be available to meet with potential clients for the Vocational Rehabilitation program. This staff member is designated to take client referrals, provide on-site orientations, and provide other services as needed.

The Mohave/La Paz One Stop delivery system and partners are committed to ensure the policies, procedures, program, and services are in compliance with the Americans with Disabilities Act of 1990 and its amendments, in order to provide equal access to all customers with disabilities.

Access to technology

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools each partner agrees to the following:

- Comply with the applicable provision of WIOA Title I, Rehabilitation Act, and any other appropriate statutes or requirements;
- The principal of common reports and shared information through electronic mechanisms, including shared data and technology;
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements;
- Maintain all records of customers or local partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services;
- Develop technological enhancements that allow interfaces of common information needs, as appropriate; and
- Understand that system security provisions shall be agreed upon by all local partners.

Arizona Job Connection (AJC)

Title IB, and Title III will utilize the common Arizona Job Connection System approved jointly by the Workforce Arizona Council and the State Administrative Entity. Where a One Stop partner utilizes the proprietary Arizona Job Connection system, shared information and data agreements will be utilized to support access to information between the partners as well as for intake and referral of customers and recording elements as allowed by authorizing law and regulations.

Job Order Website

Employers can contact staff at any location to request to have their job posted in the Arizona Job Connection system. Title IB staff will create a Job Order. LVER staff will post positions in AJC.

Business Services Team contact list has been established to effectively communicate with employers. After job orders are posted in the Arizona Job Connection System, information may be sent out via social media to expand the outreach in search of potential qualified applicants for employers. Title III staff searches AJC registered participants for those with skills/credentials that are a fit for the needs of the employer.

ADA Compliant

The Mohave/La Paz Workforce Development Board and the partners in the One Stop delivery system are committed to providing quality workforce development services to Americans with disabilities. As recipients of federal funds, the Board is required to comply with various regulations relating to non-discrimination and equal opportunity. The job centers are in compliance with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C § 12101 et seq.) and section 188 of the Workforce Innovation and Opportunity Act (WIOA). Section 188, prohibits the exclusion of an individual from participation in, denial of the benefit of, discrimination in, or denial of employment or in connection with, any program and activities funded or otherwise financially assisted under Title 1 of WIOA because of race, color religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status or participation in a program or activity that receives financial assistance under the Title 1 of WIOA.

The Local Workforce Job Centers comply with the Americans with Disabilities Act (ADA) accessibility requirements such as:

- Physical and programmatic accessibility of facilities
- Program and services
- Assistive Technology
- Materials for individuals with disabilities, including staff training and support for addressing the needs of individuals with disabilities.

Area Workforce staff work hard to support and ensure that persons with disabilities are provided with career and educational opportunities. Assistive Technology (AT) equipment is inspected on a monthly basis to ensure it's working appropriately for use by individuals. The following assistive technology equipment is available at Job Centers for persons with

disabilities:

- Adjustable desk
- Powerlift desk (Kingman comprehensive center)
- Ergonomic chair
- Flat panel monitor
- FM System for Audio Amplification
- High-contrast keyboard/Ergonomic
- Standard keyboard with keyguard
- Dragon Naturally Speaking software
- JAWS software
- ZoomText software
- CCTV Print magnification (Kingman comprehensive center)
- Headset with microphone
- Standard headphones
- Track Pad
- Touchpad
- Printer material in large format
- Sign Language interpreter upon request
- Language interpreters upon request
- TYY 711 Relay System

GRIEVANCE

In the circumstance that a One-Stop partner appeals to DES regarding infrastructure costs which results in a change to the One-Stop Partner's infrastructure cost contributions, the MOU/IFA must be updated to reflect the final One-Stop Partner infrastructure cost contributions.

Any person, either by him/herself or through a representative, who believes that either he/she, or any specific class of individuals has been or is being subjected to discrimination prohibited by the nondiscrimination and equal opportunity provisions of the Workforce Innovation Opportunity Act (WIOA), may file a written complaint. The discrimination may be on the basis of, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of citizenship/immigrant status to work in the United States, or participation in programs funded under WIOA, or in connection with any WIOA funded program or activity.

The Local Workforce Development Area (LWDA) process for dealing with complaints and grievances from job seekers, business customers and other interested parties affected by the Local Board, including the One Stop partners and service providers are as follows:

COMPLAINTS OR GRIEVANCES

A process which allows an individual alleging a labor standards violation to submit the complaint or grievance to a binding arbitration procedure, if a collective bargaining agreement covering the parties to the complaint or grievance;

A complaint or grievance is a written description of an alleged violation of the WIOA, dated and signed by an interested party and shall be filed with the Mohave or La Paz county EO Officer as appropriate. Forms and process for filing are available on the Arizona @ Work - Job Centers Page, or in the job centers.

Ken Cunningham
EO Officer
Mohave/La Paz Workforce Development Area P.O. Box 7000
Kingman, AZ 86402-7000
Phone: (928) 753-0723
Fax: (928) 753-0776
TTY/TTD: 7-1-1

The Board, consistent with the philosophy of WIOA, encourages the resolution of grievances at the lowest level. In instances when a grievance is submitted directly to the State, but could be heard by the Local Board without compromising the opportunity for a fair hearing, the State will remand the matter to the local Board for hearing under their grievance process. Nothing shall preclude a complainant's right to appeal to the State later.

EO is the Law posters are prominently displayed in all job centers. In addition, the identity of the local, state and federal EO Officer is displayed. WIOA Title IB enrolled individuals are provided information on the EO is the Law and the Complaint and Grievance process with detailed explanation and instructions on how to file a complaint or grievance.

Vocational Rehabilitation grievance procedures

All grievances related to the provision of a Vocational Rehabilitation service will follow the policies and procedures set forth by the Arizona Rehabilitation Services Administration program as required by federal regulations.

Section 15.1- Overview of Appeals

A. Definitions

1. **"Administrative Review"** means an investigation of laws, regulations, and policies that apply to the situation as well as any options available to resolve the concerns of the client by the AZRSA Administrator or their designee.

2. **"Client Assistance Program"** or "CAP" means a program established by Federal Regulation and is intended to advise, inform, assist, and advocate for clients and applicants in order for them to participate in programs.

3. **"Electronic Case File"** or **"ECF"** means the portion of the client record of service created and/or stored in an electronic case management system.
4. **"Extended Support Services"** or **"ESS"** means ongoing support services, usually provided by an entity not a part of AZRSA, which are needed to support and maintain an individual in supported employment after Vocational Rehabilitation services through AZRSA are completed.
5. **"Individualized Plan for Employment"** or **"IPE"** means a written program of services developed with the client that comprehensively documents the purpose, goals, responsibilities, and services necessary for a client's successful rehabilitation.
6. **"Fair Hearing"** means a process by which an impartial Administrative Law Judge or ALJ will review the case and evidence provided by both the client and the agency in order to provide a written decision with regard to the disagreement.
7. **"Informal Review"** means review of the client case and the associated disagreement by the AZRSA local office supervisor.
8. **"Mediation"** means an informal resolution process which utilizes a qualified and impartial individual who is appointed by the State Attorney General's Office to assist in the resolution of the disagreement.
9. **"Ombudsman"** means a representative assigned by the Administrator of AZRSA whose duties include assisting the applicant, client, and AZRSA in investigating and addressing complaints and guiding the client and agency through the complaint resolution process.
10. **"Post-Employment Services"** or **"PES"** means those services which may be provided within 1 year of successful closure from VR services if:
 - a. The client was successfully employed as a result of services provided by the Vocational Rehabilitation program, and
 - b. The client's case has been closed with Vocational Rehabilitation.
11. **"Request for Review of Determination"** means a form provided to the client, or their representative, which serves as a written notice of appeal rights regarding decisions made by AZRSA personnel.

Policy

Anytime a decision which affects the provision of Vocational Rehabilitation services that has been made by AZRSA staff, AZRSA staff will provide the following information to the client or their representative:

- Advise the client of their right to request a review of the determination
 - Provide a written notice of client rights and appeals options by utilizing the Request for Review of Determination form; and
 - Advise the client of the availability and right to utilize the Client Assistance Program (CAP).
- Notice of client rights and written notice of appeals will be provided in writing by

utilizing the Request for Review of Determination form to the client, and their representative if appropriate, at the following times:

- When the client applies for services;
 - When AZRSA staff makes an eligibility decision;
 - When AZRSA staff determines placement into an Order of Selection (OOS) category;
 - When a client is placed on the Extended Support Services (ESS) waitlist;
 - When Individualized Plan for Employment (IPE) is developed;
 - Any time that AZRSA staff makes a decision or intends to reduce, suspend, or terminate planned services and/or goods being provided;
 - AZRSA staff notifies the client of intent to close a case for any reason; and
 - Upon denial of Post-Employment Services (PES).
- AZRSA staff will advise the client of the following appeals processes available to them.
 - Informal Resolution;
 - Administrative Review;
 - Mediation; and/or
 - Fair Hearing.
 - If a decision is being disputed, AZRSA staff will ensure that the client, or their representative, if appropriate, is aware that a formal request for review of a determination must be submitted within 15 calendar days of the date that the written decision letter was mailed.
 - Formal written requests are acceptable in the following formats:
 - Utilizing a Request for Review of Determination
 - Any other written communication which will include explanation of the issue(s) under contention, client, or their representative, if appropriate, signature and date.
 - An indication whether the client is willing to resolve the issue(s) through an informal review, administrative review, mediation, or formal due process hearing.
 - AZRSA staff will direct clients who request assistance in completing a written appeal to the AZRSA Ombudsman or local CAP office.
 - The AZRSA Ombudsman will schedule a Fair Hearing to occur within 60 days of submitting a Request for Review of Determination regardless of resolution options chosen.
 - AZRSA staff will work with the client and the AZRSA Ombudsman throughout the appeal process until a final resolution is provided.

Procedure

- AZRSA staff will advise the client in writing of any decisions made which affects VR service provision and provide the client with a Request for Review of Determination.
- AZRSA staff will advise the client of the Client Assistance Program (CAP) and provide the client with CAP contact information when issuing a written decision letter.
- AZRSA staff will accept any written request for review and date stamp the request.
- AZRSA staff will scan the written request for review of determination and load into the client's ECF.
- AZRSA staff will forward the written request for review electronically or via interoffice

mail to the AZRSA Ombudsman within 2 business days of receipt of document.

Dispute Resolution Process

It is expected partners will participate in decision-making by consensus. In instances where consensus cannot be reached through the Business and Career Center Leadership and service delivery for the ARIZONA@WORK Mohave/La Paz One Stop system is impaired, those partners who are parties to the dispute and have signed this MOU, shall submit to the following dispute resolution process:

- If the partners are unable to resolve a dispute to the satisfaction of the members who are parties to the dispute, the complaint shall be submitted in writing to the Mohave/La Paz County Workforce Development Board's Executive Committee within 15 days of the initial dispute.
- The Executive Committee shall evaluate the merits of the dispute and may attempt to resolve the dispute through mediation. However, in all cases, the Executive Committee shall prepare a response to the complaint within 30 days.
- The decision of the Executive Committee shall be final and binding unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the Partner agencies.
- If any party to the dispute is not satisfied with the decision of the Executive Committee, the dispute shall be referred to the Governor and the State funding mechanism will be triggered.

SHARING SYSTEM SERVICES AND CUSTOMERS

Sharing system services

The Mohave/La Paz One Stop delivery system and partners provide a wide range of **Career Services**, including:

- Universal Career Services available as self-services
- Basic Career Services
- Adult Education
- Individualized Career Services
- Training Services
- Follow/Up Retention Services

The One Stop delivery system also provides a myriad of services for businesses (**Business Services**) in the area to meet their hiring and strategic needs including:

- Employer Needs Assessment
- Job Posting
- Applicant Pre-Screening
- Recruitment Assistance
- Training Assistance
- Labor Market Information
- Employer Referral System
- Rapid Response

Shared Customers for the Mohave/La Paz One Stop delivery system include **businesses, dislocated workers, youth, and adults** seeking education and jobs, and who face barriers to employment such as, but not limited to:

- disabilities,
- low-income (including public assistance recipients),
- homelessness
- language deficiencies
- basic skill deficiencies
- lack of high school diploma or equivalent
- involvement with the justice system
- lack of occupational skills
- unemployment
- lay-off
- under-employment

Youth customers may also experience additional barriers such as but not limited to:

- Disconnected Youth (not attending school, not working)
- Run-aways
- Foster Youth
- Youth in the Criminal Justice System
- Youth aged out of the foster care system
- In-and-out of home placement
- Pregnant or Parenting Youth

Referral process/methods between organizations

Pursuant to WIOA Section 121(c)(2)(A)(iii), the parties agree that the referral of individuals between the ARIZONA@WORK Mohave/La Paz One Stop delivery system staff and partners for the services and activities described will be performed using the following method:

All local partners agree to follow the Atlas Universal Referral system process to ensure that all customers receive a high-quality, customer-centered referral provided by staff trained in customer service. The One Stop staff will continuously evaluate and refine the process as needed. Partners agree to refer its applicants and clients to the other partner agencies, when such individual may be appropriate and eligible for the partner agency's service.

The Atlas Universal Referral system process between the partners' will:

- Ensure that intake and Atlas Universal Referral system processes are customer-centered and provided by staff trained in customer service.
- Ensure that general information regarding the One Stop system programs, service activities, and resources shall be made available to all customers as appropriate
- Describe how each partner will provide a direct link or access to other partner staff that

can provide meaningful information or services, through the use of co-location, cross training of staff, and training on use of technology.

- Share information to ensure that all required partners are informed and engaged in system alignment activities.
- Atlas Universal Referral system process between partners shall be tracked for follow-up to ensure customer receive service(s) in a timely manner

The Partners further agree to keep person designated for Atlas Universal Referral system process current, should changes be necessitated. Updated information will be forwarded in a timely manner to keep the flow of referrals open.

Co-enrollment

The Partners agree to co-enroll participants in multiple partner programs whenever appropriate, and as eligibility and other program regulations allow. The objective of such co-enrollments is to broaden the service options for participants and to respond to unmet training, supportive service, and placements support needs. Furthermore, co-enrollment allows the Partners to share credit for outcomes.

All Partners agree to:

- Review and revise enrollment procedures to facilitate co-enrollment whenever possible and appropriate.
- Cross-train partner staff regarding basic services and eligibility criteria of all Core Program (*as outlined on pages 19-21 of this document*) to facilitate co-enrollment as needed.
- With the informed consent of the affected participant, share participant information (including eligibility and assessment information) to minimize participants' needs to have to provide similar or identical information to more than one of the Partners.

Confidentiality

The partners agree to comply with the provisions of WIOA where applicable as well as the applicable section of the Rehabilitation Act, and any other appropriate statute or requirement governing individual partner programs to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and Atlas Universal Referral system processes shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose, use, or permit, cause to be published, disclosed or used, any confidential information pertaining the ARIZONA@WORK Mohave/La Paz One Stop

delivery system applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.

- Each partner agrees to abide by the current confidentiality provisions of the respective statutes to which the One Stop Operator and other local partners must adhere and shall share information necessary for the administration of the program as allowed under law and regulation. The partners, therefore, agree to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment of program support purposes.
- Client information shall be shared solely for the purpose of enrollment, Atlas Universal Referral system processes or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

SHARING ONE STOP SYSTEM SERVICES AND OPERATING COSTS

Sharing Infrastructure Requirements under WIOA

WIOA 121(c)(2)(A)(ii) requires that the funding arrangement to service and operating costs of the delivery system must be described in this MOU and is included at the end of this document.

Each Partner agrees to contribute a proportionate “**fair share**” to the shared services and operational costs of the One Stop delivery system (20 C.F.R. § 678.760). Each partner must contribute a fair share of shared services and operating costs of the One Stop delivery system proportionate to the use of the system by individuals attributable to the partner’s program.

a. Federal Cost Principles

Each partner must comply with the Federal Cost Principles set forth in the applicable Office of Management and Budget Super Circular.

2 C.F.R. § Part 220, Cost Principles for Education Institutions

2 C.F.R. § 225, Cost Principles for State/Local Governments and Indian

Tribes 2 C.F.R. § Part 230, Cost Principles for Non-Profit Organizations

b. Cost Allocation and Resource Sharing Methodology

The allocation methodologies used will be based on a measure of relative benefit received that will produce an equitable allocation of costs to the programs and per TEGl 17-16 and its associated attachments.

Service delivery will be the prime factor driving operational planning, not cost accounting. However, cost accounting considerations will be part of the planning process. Federal funding sources and good management practices require costs to be accumulated in an organizational structure to control budgets, measure the efficiency of operations, and report financial information.

The Board will negotiate each Partner’s share of the costs in a way that promotes the principles of proportionate cost sharing. To accomplish this, the Board will support the fairness of the negotiated amounts through the use of appropriate cost allocation methods.

The Mohave/La Paz Workforce Development Board has some latitude for discretion in determining how to share costs, as long as the basis used for cost sharing is compatible with the governing provisions of WIOA, Partners’ legislation, and the applicable Office of Management and Budget Super Circular. Each Partner is accountable for paying costs based on its share of benefit derived.

Monthly monitoring of operating reports will allow the Partners to see when actual benefits derived and/or actual expenditures vary from their projections. Financial and/or service plans will be adjusted accordingly. As actual expenditures are made, offset plans will be monitored and adjusted so that Partners do not owe money at the conclusion of the Partnership

agreement. Adjustment requests will be reviewed no less than quarterly and more frequently if the variances are large.

There are a number of methods that may be used to fund the shared costs of the One Stop Center or system. These include cash payments, provision of goods and services, use of Full-Time Equivalents (FTE) staff positions, square footage, and third-party in-kind contributions.

Cash Payments: The Mohave County Community Services Department (CSD) is the managing partner for purposes of shared costs financial activity. As such, CSD is responsible for maintaining the documentation for the shared costs and notifying partners of their share of the costs as they are incurred. This may be done on a monthly or quarterly basis and/or on a basis determined by the partners as part of the Infrastructure Funding Agreement (IFA). The entity incurring the costs would issue an invoice on this predetermined basis to each participating partners. The partners then pay the invoice as they would any cost. Documentation to support the cost would be the invoice and the supporting shared costs budget, cost allocation plan, and the actual costs as they are incurred.

Full-Time Equivalents: The costs of staff functions for common services such as staffing the resource center or core services such as job development are included in the shared costs budget. Staff of the One Stop may include State and/or local governmental employees, employees of nonprofit institutions, for-profit commercial entities and educational institutions. Each of these entities will have different pay scales, pay levels and fringe benefit costs. By using FTEs as a payment method, partner organizations need not address these differing pay scales or any privacy concerns.

To use FTEs as a payment method, all of the partner programs benefiting from the shared function must provide the necessary staff resources in the same proportion as their allocable share. FTEs will only be used for payment of common staff functions. Partners may not use FTEs as payment for non-staff costs such as facilities.

Goods and Services: Payment of shared costs through the provision of goods and services by each of the partner programs is a common method of payment. Using this method, the partners prepare the shared costs budget and allocate the costs using agree-upon allocation methodologies, with a resulting total shared costs budget attributable to each partner.

In-Kind Contributions: Partners may provide third-party in-kind contributions as resources to pay for their fair share of the cost. In-kind contributions are discussed in cost sharing or matching provisions of the Uniform Administrative Requirements codified at 29 C.F.R. § 97.24 and 95.23 and are defined as donations of goods, services, or volunteer time from a third party. They are not a cost to the receiving organization. They may be used only as resources to pay for the partner agency's share of the costs if their use is not prohibited by the agency's governing statute or regulations.

Payment System and Timeline

All partner contributions will be reconciled and adjusted accordingly on a quarterly basis to ensure each partner program is contributing no more than its proportionate share based upon relative benefit received in accordance with the Uniform Guidance at 2 C.F.R. § 200. Actual expenditures will be validated against budgeted contributions in alignment with the prescribed methodology, and the reconciliation will be shared with the partner programs listed in this agreement. The reconciliation of actuals will be performed by the entity overseeing the facility, and the calculations and backup documentation will be made available upon request."

Audit Responsibilities

The Partners agree that each will bear a proportionate share of the audit responsibilities based on their respective dollars contributed.

To promote efficiency and optimal performance, partner contributions for the costs of the system may be re-evaluated annually through the MOU process.

The contributions of partners may also consist of cash resources, or a mixture of cash and non-cash resources.

PARTNER SIGNATURES**ACCEPTANCE OF FACSIMILE OR SCANNED SIGNATURES**

This MOU and IFA is considered signed when the signature of a party is delivered by facsimile transmission or delivered by scanned image (e.g., pdf, or tiff file extension name) as an attachment to electronic mail (email). Such facsimile or scanned signature shall be treated in all respects as having the same effect as an original signature.

A Partner is an entity which receives a grant or administers a program for job seekers or employer participants of the Workforce Development system, whether at a One Stop Center or at another location. Required Partners are entities designated by Section 121(b)(1) of the Workforce Innovation and Opportunity Act of 2014 and by 20 §678.400 and §678.500(d). Additional Partners to this Agreement may be so designated by the local Workforce Development Board.

Process and Development Template

Infrastructure Funding Agreement (IFA):

Local Workforce Development Area: Mohave/La Paz

Date Submitted: March 24,2023

1. The period of time this agreement is effective

July 1, 2023 to June 30, 2025

2. Identification of all ARIZONA@WORK Job Center partners, Chief Executive Official(s), and the Local Workforce Development Board (LWDB) participating in the IFA
(See Attachment A)

3. Steps the LWDB, Chief Elected Official (CEO), and ARIZONA@WORK Job Center partners took to reach consensus and/or an assurance that the Local Workforce Development Area followed guidance for the state infrastructure funding mechanism

Partner staff and staff to the Workforce Development Board attended both the Infrastructure training provided by DES in 2017 and met to gather the data and discuss the terms of the IFA. Writers are using the guidance and template provided by DES. If requested a draft and/or progress report will be submitted to the DES designated person for review prior to the signature process.

4. The process ARIZONA@WORK Job Center partners will use to resolve issues related to infrastructure funding during the MOU duration period when consensus cannot be reached

It is expected partners will participate in decision-making by consensus. In instances where consensus cannot be reached through the One Stop System leadership and service delivery for the ARIZONA@WORK Mohave/La Paz One Stop system is impaired, those partners who are parties to the dispute and have signed this MOU, shall submit to the following dispute resolution process:

- If the partners are unable to resolve a dispute to the satisfaction of the members who are parties to the dispute, the complaint shall be submitted in writing to the Mohave/La Paz Workforce Development Board's Executive Committee within 15 days of the initial dispute.

ARIZONA@WORK Infrastructure Funding Agreement Templates

- The Executive Committee shall evaluate the merits of the dispute and may attempt to resolve the dispute through mediation. However, in all cases, the Executive Committee shall prepare a response to the complaint within 30 days.
- If a consensus cannot be reached by all partners and all efforts fail at the local level, then it will be referred to the State and the State Funding mechanism will be triggered.

5. A description of the periodic modification and review process to ensure equitable benefit among ARIZONA@WORK Job Center partners

Quarterly monitoring of operating reports will allow the Partners to see when actual benefits derived and/or actual expenditures vary from their projections. Financial and/or service plans will be adjusted accordingly. As actual expenditures are made, offset plans will be monitored and adjusted so that Partners do not owe money at the conclusion of the Partnership agreement. Adjustment requests will be reviewed no less than quarterly and more frequently if the variances are large.

The Infrastructure Funding Agreement will be reviewed by the ARIZONA@WORK Mohave/La Paz County Partner Program Operations Leadership Committee not less than once per calendar quarter to ensure costs are fairly evaluated and that each partner program is not required to contribute more than its proportionate share in accordance with the Uniform Guidance at 2 CRF part 200. Any necessary amendments to the Infrastructure Funding Agreement shall be in writing and approved by the One Stop Partners and the Mohave/La Paz Local Workforce Development Board.

The Partners understand that integration to the One Stop delivery system is dependent on everyone's good faith integration efforts to improve and provide seamless services to the community. In the event that it becomes necessary for any of the partners to cease being a party to this IFA, the said partner shall notify the other parties, in writing, ninety (90) days in advance of that intention. The other partners shall then determine how to replace or offset the loss of participation and resources to the One Stop System. Termination by one of the partners to this MOU does not alter the terms or obligations of the other partners to this MOU.

The allocation methodologies used will be based on a measure of relative benefit received that will produce an equitable allocation of costs to the programs and per TEG 17-16, its associated attachments and DES Finance

Infrastructure costs to sustain the operations of the ARIZONA@WORK Mohave/La Paz system are outlined in this document to be signed by all partner programs. Costs for comprehensive center operations are based on a square footage basis. For rent charges, including utilities, each co-located partner is assigned dedicated office/cubicle space, calculating total square footage to be assigned with common areas being prorated based on the percentage of designated office/cubicle square footage. The LWDB will continue to explore and evaluate cost allocation methodologies to ensure infrastructure costs are allocated in a manner that meets the requirements of the IFA but does not stifle innovation and flexibility from an operational standpoint.

The Local Workforce Development Board is dedicated to a fully integrated and efficient Job Center Service Delivery System.

IFA Attachments

- A. ARIZONA@WORK Job Center Partners, Chief Executive Official(s), and the LWDB Participating in the IFA**
- B. ARIZONA@WORK Operating Budget: Infrastructure Costs**
- C. Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs**
- D. Signatures of Non-Co-located ARIZONA@WORK Job Center Partners Agreeing to Negotiate the Sharing of Infrastructure Costs When Sufficient Data is Available to Determine Relative Benefit and Proportionate Share**
- E. ARIZONA@WORK Operating Budget: Additional Costs (Applicable Career Services)**
- F. *OPTIONAL:***

ARIZONA@WORK Operating Budget: Additional Costs (Shared Operating Costs and Shared Services) and Signature of ARIZONA@WORK Job Center Partners Agreeing to Share Identified Operating Costs/Shared Services

Attachment A:

Identification of all ARIZONA@WORK Job Center Partners, Chief Elected Official(s), and the Local Workforce Development Board (LWDB) participating in the IFA

Local Workforce Development Board:

BUSINESS (per Section 107 (b)(2)(A))			
Name	Affiliation and Title	Contact Phone and Email	Address
Adam Rodriguez	DOT Foods General Manager	208-312-7378 asoto@dotfoods.com	[REDACTED]
Chonna Marshall	United Country CB Real Estate Services Owner	928-669-8969 chonna@cbrealestate.net	[REDACTED]
Dana Miner	Atlas Roofing Human Resources Manager	928-681-2800 dminer@atlasroofing.com	[REDACTED]
Davy Spurlock	Ant Farm Construction Inc. Owner	928-303-9790 theantsgo1by1@gmail.com	[REDACTED]
John Bennett	Big Industrial LLC Senior Project Manager	816-651-8226 johnwilsonbennett@msn.com	[REDACTED]
Kenda Robinson	Allo Communications Senior Recruitment	402-480-7017 kenda.robinson@allofiber.com	[REDACTED]
Lisa Brownfield	The GEO Group, Inc. Education Manager	928-565-2460 x2210 lblack@geogroup.com	[REDACTED]
Mark Olieman	Global Medical Response Regional Recruiting Manager	928-230-0096 mark.olieman@gmr.net	[REDACTED]
Matt Brewster	London Bridge Resort Director	928-577-7873 mbrewster@londongridgeresort.com	[REDACTED]
Michael Kelly	Environmental Waste Solutions, Inc President/CEO	951-323-4771 mkelly@ews4env.com	[REDACTED]

ARIZONA@WORK Infrastructure Funding Agreement Templates

Nancy Campbell	Pioneer Erath Movers & Window Rock Development Project Manager	928-489-5727 campbelln@lhcaz.gov	[REDACTED] [REDACTED]
Regina Martinez	La Paz Regional Hospital HR Director	928-669-7306 rmartinez@lapazhospital.org	[REDACTED] [REDACTED]
Thomas Taylor	Taylor & Clark Logistics Owner	928-279-1629 Tomet76@hotmail.com	[REDACTED] [REDACTED]
Dolly Moore	Ascend Staffing Regional Manager	928-715-0054 dmoore@ascendingstaffing.com	[REDACTED] [REDACTED]

Workforce, not less than 20% (per Section 107 (b)(2)(B))			
Name	Affiliation and Title	Contact Phone and Email	Address
Allan Bell	UniSource Energy IBEW #769 Working Foreman	928-715-1694 alab@npgcable.com	[REDACTED] [REDACTED]
Amy West	WAVE / CTED Superintendent	928-753-0747 awest@wavejted.org	[REDACTED] [REDACTED]
Davy Spurlock	Ant Farm Construction Inc. Owner	928-303-9790 theantsgo1by1@gmail.com	[REDACTED] [REDACTED]
Jean Bishop	Fraternal Order of Police Mohave Lodge #16	928-753-0723 x 4731 BishoJ@mohave.gov	[REDACTED] [REDACTED]
Vicki De Los Reyes	Equus, Inc Program Supervisor	928-208-2239 vickidelosreyes@equusworks.com	[REDACTED] [REDACTED]

ARIZONA@WORK Infrastructure Funding Agreement Templates

Education, Training, Government and Economic Development (per Section 107 (b)(2)(C))

Name	Affiliation and Title	Contact Phone and Email	Address
Tami Ursenbach	Mohave County Economic Tourism Economic Director	928-757-0960 UrsenT@mohave.gov	[REDACTED] [REDACTED]
Dr. Kirk Lacy	Mohave Community College Dean of Workforce & Regional Partnership Development	406-850-1405 klacy@mohave.edu	[REDACTED] [REDACTED]
Dru Waggoner	La Paz County Education Service Superintendent	928-669-6183 dwaggoner@lapazcountyz.org	[REDACTED] [REDACTED]
Amy West	WAVE / CTED Superintendent	928-753-0747 awest@wavejted.org	[REDACTED] [REDACTED]
Lisa Van Ella	Clearinghouse CDFI Development Specialist	928-715-8438 LisaV@ccdfi.com	[REDACTED] [REDACTED]
John Diemer	Northern Regional Manager for Employer Engagement Title III DES/DERS	480-353-9077 Jdiemer@azdes.gov	[REDACTED] [REDACTED]

Chief Elected Official(s): Mohave County

Travis Lingenfelter
Chairman, Board of Supervisors
Mohave County Supervisor District 1
LingeT@mohav.gov
main: 928-753-0722
fax: 928-718-4955

Hildy Anguis
Mohave County Supervisor District 2
AngiuH@mohave.gov
main: 928-758-0713
cell: 928-201-5967
fax: 928-758-0729

Buster D. Johnson
Mohave County Supervisor District 3
JohnsB@mohave.gov
main: 928-453-0724
2001 College Drive, Suite 90
Lake Havasu City, AZ 86403

Jean Bishop
Mohave County Supervisor District 4
4BishoJ@mohave.gov
main: 928-753-8618

Ron Gould
Mohave County Supervisor District 5
Fort Mohave Office
4168 Highway 95 Suite 102
Fort Mohave, AZ 86426
(928) 758-0739

Lake Havasu Office
2156 McCulloch Blvd. Unit 10
Lake Havasu City, AZ 86403
(928) 453-0735

ARIZONA@WORK Infrastructure Funding Agreement Templates

<p align="center">Required WIOA and ARIZONA@WORK Job Center Partner</p>	<p align="center">ARIZONA@WORK Job Center Partner Serves Local Area?</p>	<p align="center">Point of Contact Information <i>Name, Title, Address, Telephone, Email</i></p>
<p>Adult, Dislocated Worker (DW), and Youth Programs under Title IB of WIOA</p>	<p align="center">X</p>	<p>Michael Smith, Mohave/La Paz Workforce Area Director, 928-753-0723, michael.smith@mohavecounty.us</p>
<p>Job Corps under Title I of WIOA</p>	<p align="center">X</p>	<p>Karla Fonseca, Admission Counselor, 928-606-4163, fonseca.karla@jobcorps.org</p>
<p>YouthBuild under Title I of WIOA</p>	<p align="center">N/A</p>	<p>Services not offered in LWDA</p>
<p>Indian and Native American Programs (INAP) under WIOA Title I</p>	<p align="center">X</p>	<p>Colorado River Indian Tribe (CRIT) 928-669-8555 Hualapai Indian Tribe 928-769-2200</p>
<p>Migrant and Seasonal Farmworker Programs (MSFW) under Title I of WIOA</p>	<p align="center">X</p>	<p>PPEP, Inc.—Kari Hogan, 520-770-2500, khogan@ppep.org</p>
<p>Adult Education and Family Literacy Act programs under Title II of WIOA</p>	<p align="center">X</p>	<p>Beverly Wilson 602-364-2707 Beverly.Wilson@azed.gov</p>
<p>Wagner-Peyser under Title III of WIOA- Employment Services</p>	<p align="center">X</p>	<p>Chevera Trillo, 480-487-7806, ctrillo@azdes.gov</p>

ARIZONA@WORK Infrastructure Funding Agreement Templates

Wagner-Peyser under Title III of WIOA- Business Services	X	Kelly Hart, 602-542-0538, kellyhart@azdes.gov
State Unemployment Insurance (UI)	X	Sandra Canez, sandracanez@azdes.gov
Trade Adjustment Assistance (TAA) under Title II of Trade Act	X	Chevera Trillo, 480-487-7806, ctrillo@azdes.gov
Jobs for Veterans State Grants (Vets) under Title 38, U.S.C.-DVOP Services	X	Chevera Trillo, 480-487-7806, ctrillo@azdes.gov
Jobs for Veterans State Grants (Vets) under Title 38, U.S.C.-LVER Services	X	Kelly Hart, 602-542-0538, kellyhart@azdes.gov
Vocational Rehabilitation under Title IV of WIOA	X	Brandi Rowe, 928.230.0042, BrandiRowe@azdes.gov
Senior Community Service Employment Programs (SCSEP) under Title V of Older Americans Act-- State of Arizona	X	AARP Foundation Elexia Torres, MA, Phoenix SCSEP Project Director, 602-841-0403, etorres@aarp.org
Senior Community Service Employment Programs (SCSEP)—National Grantees under Title V of Older Americans Act	N/A	Services not offered in LWDA

ARIZONA@WORK Infrastructure Funding Agreement Templates

Career and Technical Education programs at the postsecondary level (CTE) under Perkins Career and Technical Education Act	X	Dustin Loehr, 602-542-5137, dustin.loehr@azed.gov
Housing and Urban Development---Employment and Training Programs	X	Michael Smith, Mohave County Housing Authority Director, 928-753-0723, smitmi@mohave.gov
Community Services Block Grants (CSBG)— Employment and Training Activities	N/A	Services not offered in LWDA
Re-entry Employment Opportunities (REO) under Second Chance Act	N/A	Services not offered in LWDA
<i>Additional ARIZONA@WORK Job Center Partners Approved by the LWDB and CEO(s)---If Any</i>		
<i>Temporary Assistance for Needy Families (TANF) employment & training under part A of Title IV of Social Security Act*</i>	N/A	

** Workforce Arizona Council, 03-2016: “The Governor notified the Secretaries of the U.S. Departments of Labor and Health and Human Services in writing that TANF will not be a required partner in Arizona, or within some specific local areas in the State. Local TANF programs may still opt to be a one-stop partner, or to work in collaboration with the ARIZONA@WORK Job Center.”*

Attachment B1: ARIZONA@WORK Job Center and Affiliate Site Locations

Local Workforce Development Area: Mohave/La Paz

<p>ARIZONA@WORK Job Center Locations <i>(Name, Address, Contact Name, Phone Number)</i></p>	<p>ARIZONA@WORK <u>Affiliate</u> Site Locations <i>(Name, Address, Contact Name, Phone Number)</i></p>
<p>ARIZONA@WORK Job Center Location #1: Kingman Comprehensive Job Center (Mohave County) 700 West Beale Street Kingman, AZ 86401 Michael Smith 928-753-0723</p>	<p>Affiliate Site Location #1: Parker Affiliate Job Center (DES) 1032 Hopi Avenue Parker, AZ 85344 Ryleigh Aubuchon 480-487-6295</p>
<p>ARIZONA@WORK Job Center Location #2: Bullhead Comprehensive Job Center (DES) 2601 Highway 95 Bullhead City, AZ 86442 Ryleigh Aubuchon 480-487-6295</p>	
<p>ARIZONA@WORK Job Center Location #3: Employment Services Job Center (DES) 2031 Spawr Circle Lake Havasu City, AZ 86403 Ryleigh Aubuchon 480-487-6295</p>	

Attachment B2: ARIZONA@WORK Job Center Partners Co-located in Each ARIZONA@WORK Job Center Location

Local Workforce Development Area: Mohave/La Paz

(Place an "X" If the ARIZONA@WORK Job Center Partner is Co-located in the Identified ARIZONA@WORK Job Center or Affiliate Site)

ARIZONA@WORK Job Ctr Partner	ARIZONA@WORK Job Ctr #1	ARIZONA@WORK Job Ctr #2	ARIZONA@WORK Job Ctr#3	Affiliate Site #1
Adult/DW	X	X	X	X
Youth	X	X	X	X
Job Corps				
Native American				
MSFW	X upon hired staff			
Adult Ed				
Wagner-Peyser	X	X	X	X itinerant basis
Trade				
JVSG/DVOP	X itinerant basis	X	X	X itinerant basis
SCSEP--State				
SCSEP-National				
Career/Tech Ed				
HUD E&T	X	X	X	
CSBG E&T				
Second Chance				
YouthBuild				
Voc Rehab	X itinerant basis	X	X	X
JOBS (Equus)	X itinerant basis	X	X	X itinerant basis

Attachment B3: Annual Infrastructure Budget for Each ARIZONA@WORK Job Center and Affiliate Site

ARIZONA@WORK Job Center: Kingman Comprehensive at 700 West Beale Street in Kingman, AZ 86401

<i>Cost Category/Line Item</i>	<i>Line Item Cost Detail</i>	<i>Cost</i>
Rent		
Rental of Facilities	\$0	\$0
Subtotal: Rental Costs		\$0
Utilities and Maintenance		
Electric	\$0	\$0
Gas	\$0	\$0
Water	\$0	\$0
Sewer Connections	\$0	\$0
Fiber & Data Support	\$0	\$17,605.00
Telephones (Landlines)		\$13,261.00
Telephones (Cell)		\$5,207.00*
Security Contract	\$0	\$0
Subtotal: Utilities and Maintenance Costs		\$30,866.00
		\$5,207.00 *Allocated to and directly paid by the program(s) that utilize them

ARIZONA@WORK Infrastructure Funding Agreement Templates

Equipment		
Assessment-related products	TABE & Career Scope	\$4,718.00*
Assistive technology for individuals with disabilities (Zoom Text and Dragon Naturally Speaking)	Software/Hardware update <i>(Access and Accommodation)</i>	\$500.00
Copiers		\$2,595.00
Fax Machines	Included with copiers	
Computers	Lease cost	\$3,543.00*
Other tangible equipment used to serve all center customers (not specific to an individual program partner) <i>Printers</i> <i>Specify Other Tangible Equipment</i>	Toner for printers	\$5,301.00
Subtotal: Equipment Costs		\$8,396.00 \$8,261.00 *allocated to and directly paid by the program(s) that utilize them
Technology to Facilitate Access to the ARIZONA@WORK Job Center		
Technology used for the center's planning and outreach activities <i>Specify the Technology</i>	Adobe PDF Full Version \$52/mo USB Drives	\$3,099.00*
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on ARIZONA@WORK Job Center services and/or provides direct service access to the ARIZONA@WORK Job Center		\$0
Subtotal: Technology to Facilitate Access Costs		\$0 \$3099.00 *allocated to and directly paid by the program(s) that utilize them

ARIZONA@WORK Infrastructure Funding Agreement Templates

Supplies to Support the General Operation of the ARIZONA@WORK Job Center (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)		
Supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the ARIZONA@WORK Job Center <i>Specify Supplies to Support General Operation and Not Specific to a Co-located Partner (e.g., Printing; Postage, Office Supplies)</i>	Office Supplies	\$10,167.00*
Subtotal: Supplies to Support the General Operation of the ARIZONA@WORK Job Center		\$0 \$10,167.00 *allocated to and directly paid by the program(s) that utilize them
Common Identifier Costs (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)		
Creating New Signage	ARIZONA@WORK Event signage & Job Center sandwich boards	\$600.00
Updating Templates/Materials		
Subtotal: Common Identifier		\$600.00
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED ARIZONA@WORK Job Center PARTNERS		
Cost Category		Total Cost
Subtotal: Rental Costs		\$0
Subtotal: Utilities and Maintenance Costs		\$30,866.00
Subtotal: Equipment Costs		\$8,396.00
Subtotal: Technology to Facilitate Access Costs		\$0
Subtotal: Supplies to Support the General Operation of the ARIZONA@WORK Job Center		\$0
Subtotal: Common Identifier Costs		\$600.00
TOTAL INFRASTRUCTURE COSTS FOR THIS LOCATION		\$39,862.00

<u>Attachment B3: Annual Infrastructure Budget for Each ARIZONA@WORK Job Center and Affiliate Site</u>		
ARIZONA@WORK Job Center: Bullhead Comprehensive Job Center at 2601 Highway 95 in Bullhead City, AZ 86442		
<i>Cost Category/Line Item</i>	<i>Line Item Cost Detail</i>	<i>Cost</i>
Rent		
Rental of Facilities		
Subtotal: Rental Costs		\$0
Utilities and Maintenance		
Electric		\$4,540.00
Gas/Fuel		\$161.00
Water		\$1,376.00
Other	L/R-All other non-mov bldgs	\$52,758.00
Document shredding & Destruction		\$176.00
Sanitation Waste Disposal		\$527.00
High-Speed Internet	\$212.00/mo	\$2,544.00*
Fiber and Data Support		\$5,563.00*
Telephones (Landlines)		\$ 865.00*
Telephones (Cell)		\$ 1,104.00*
Janitorial Contracts		\$ 17,852.00
Security Services		\$ 10,817.00
Other-Professional Services		\$147.00
Subtotal: Utilities and Maintenance Costs		\$ 88,354.00

ARIZONA@WORK Infrastructure Funding Agreement Templates

		\$10,076*allocated to and directly paid by the program(s) that utilize them
Equipment		
Assessment-related products	TABE and WOWI	\$2,144.00*
Assistive technology for individuals with disabilities	Zoom Text <i>Access and Accommodation</i>	\$0
Copiers		
Fax Machines		\$
Rental---Office furniture/equipment		\$487.00
Office furniture/equipment		\$167.00
Computers		\$1,772.00*
Other tangible equipment used to serve all center customers (not specific to an individual program partner) <i>Printers</i> <i>Specify Other Tangible Equipment</i>		
Subtotal: Equipment Costs		\$654.00 \$3,916.00 *allocated to and directly paid by the program(s) that utilize them
Technology to Facilitate Access to the ARIZONA@WORK Job Center		
Technology used for the center’s planning and outreach activities <i>Specify the Technology</i>	USB Drives	\$1,125.00*
Subtotal: Technology to Facilitate Access Costs		\$0 \$1,125.00 *allocated to and directly paid by the program(s) that utilize them

ARIZONA@WORK Infrastructure Funding Agreement Templates

Supplies to Support the General Operation of the ARIZONA@WORK Job Center (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)		
Supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the ARIZONA@WORK Job Center <i>Specify Supplies to Support General Ops</i>		
Subtotal: Supplies to Support the General Operation of the ARIZONA@WORK Job Center	Office supplies	\$43.67*
	Office supplies	\$ 3,389.00*
	Office supplies	\$ 1,6658.00*
	Supplies	\$ 40.86*
Common Identifier Costs (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)		\$0 \$20,131.53*allocated to and directly paid by the program(s) that utilize them
Creating New Signage		
Updating Templates/Materials		\$0
Subtotal: Common Identifier		\$0
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED ARIZONA@WORK Job Center PARTNERS		\$0
<i>Cost Category</i>		
Subtotal: Rental Costs		Total Cost
Subtotal: Utilities and Maintenance Costs		\$0
Subtotal: Equipment Costs		\$88,354.00
Subtotal: Technology to Facilitate Access Costs		\$654.00
Subtotal: Supplies to Support the General Operation of the ARIZONA@WORK Job Center		\$ 0
Subtotal: Common Identifier Costs		\$ 0
TOTAL INFRASTRUCTURE COSTS FOR THIS LOCATION		\$89,008.00
ARIZONA@WORK portion		\$89,008.00

Attachment B3: Annual Infrastructure Budget for Each ARIZONA@WORK Job Center and Affiliate Site

**ARIZONA@WORK Job Center:
Parker Affiliate Job Center Comprehensive at
1032 Hopi Avenue in Parker, AZ 85344**

<i>Cost Category/Line Item</i>		
Rent	<i>Line Item Cost Detail</i>	<i>Cost</i>
Rental of Facilities		
Subtotal: Rental Costs	\$0	\$0
Utilities and Maintenance		
Other		
All Utilities	L/R-All other non-mov bldg.	\$6,740.00
Sewer Connections		\$0
High-Speed Internet	\$0	\$0
Telephones (Landlines)		\$0
Facility Maintenance Contract		\$0
Security Contract	\$0	\$0
Subtotal: Utilities and Maintenance Costs	\$0	\$6,740.00

ARIZONA@WORK Infrastructure Funding Agreement Templates

Equipment		
Assessment-related products (TABE)		\$429.00*
Assistive technology for individuals with disabilities (software & chair)		\$213.00 \$ 68.00
Copiers		
Fax Machine		
Rental- Office Furniture/equipment		\$ 1,560.00 \$ 174.00
Other tangible equipment used to serve all center customers (not specific to an individual program partner) Rental—Office furniture/equipment		
Subtotal: Equipment Costs		\$ 2,015.00 \$429.00*allocated to and directly paid by the program(s) that utilize them
Technology to Facilitate Access to the ARIZONA@WORK Job Center Subtotal: Equipment Costs		
Technology used for the center’s planning and outreach activities	USB Drives	\$ 225.00*
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on ARIZONA@WORK Job Center services and/or provides direct service access to the ARIZONA@WORK Job Center <i>Website Address: _____</i> <i>(Does not include data systems or case management systems specific to individual program partners.)</i>		\$0
Subtotal: Technology to Facilitate Access Costs		\$0 \$225.00*allocated to and directly paid by the program(s) that utilize them

ARIZONA@WORK Infrastructure Funding Agreement Templates

Supplies to Support the General Operation of the ARIZONA@WORK Job Center (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)Subtotal: Technology to Facilitate Access Costs		
Supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the ARIZONA@WORK Job Center <i>Specify Supplies to Support General Operation and Not Specific to a Co-located Partner (e.g., Printing; Postage, Office Supplies)</i>	General office expenses	\$ 345.00*
Subtotal: Supplies to Support the General Operation of the ARIZONA@WORK Job Center		\$ 0 \$345.00 *allocated to and directly paid by the program(s) that utilize them
Common Identifier Costs (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)		
Creating New Signage		
Updating Templates/Materials		
Subtotal: Common Identifier		\$0
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED ARIZONA@WORK Job Center PARTNERS		
Cost Category	Total Cost	
Subtotal: Rental Costs	\$0	
Subtotal: Utilities and Maintenance	\$6,740.00	
Subtotal: Equipment Costs	\$ 2,015.00	
Subtotal: Technology to Facilitate Access Costs	\$0	
Subtotal: Supplies to Support the General Operation of the ARIZONA@WORK Job Center	\$0	
Subtotal: Common Identifier Costs	\$0	
TOTAL INFRASTRUCTURE COSTS FOR THIS LOCATION	\$8,755.00	
ARIZONA@WORK Cost	\$8,755.00	

Attachment B3: Annual Infrastructure Budget for Each ARIZONA@WORK Job Center and Comprehensive: Employment Services Job Center at 2031 Spawr Circle in Lake Havasu City, AZ 86403

<i>Cost Category/Line Item</i>	<i>Line Item Cost Detail</i>	<i>Cost</i>
Rent		
Rental of Facilities		
Subtotal: Rental Costs		
Utilities and Maintenance		
Other	L/R—All other non-mov bldgs	\$64,868.00
Electric		
Gas/Fuel		
Water		
Other Professional Services		\$87.00
General Office Expenses		\$189.00
Telephone (landlines)		\$865.00*
High-Speed Internet	\$212/mo.	\$2,544.00*
Fiber and Data Support		\$5,563.00*
Telephones (cell)		\$1,104.00*
Facility Maintenance Contract (Janitorial)		\$7,555.00
Subtotal: Utilities and Maintenance Costs		\$72,669.00 \$10,076.00*allocated to and directly paid by the program(s) that utilize them

ARIZONA@WORK Infrastructure Funding Agreement Templates

Equipment		
Assessment-related products (TABE)		\$2,144.00*
Assistive technology for individuals with disabilities (“Access and Accommodation”)		
Copiers		\$0
Fax Machines		\$750.00*
Computers (includes maintenance & data support)		\$1772.00*
Rental---Office furniture/equipment Office furniture/equipment		\$2,006.00
Other tangible equipment used to serve all center customers (not specific to an individual program partner) <i>Printers</i> <i>Specify Other Tangible Equipment</i>		
Subtotal: Equipment Costs		\$ 2,006.00 \$4,666.00 *allocated to and directly paid by the program(s) that utilize them
Technology to Facilitate Access to the ARIZONA@WORK Job Center		
Technology used for the center’s planning and outreach activities <i>Specify the Technology</i>		\$0
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on ARIZONA@WORK Job Center services and/or		\$0

ARIZONA@WORK Infrastructure Funding Agreement Templates

provides direct service access to the ARIZONA@WORK Job Center <i>Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)</i>		
Subtotal: Technology to Facilitate Access Costs		\$0
Supplies to Support the General Operation of the ARIZONA@WORK Job Center (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)		
Supplies, as defined in Uniform Guidance at 2 CFR 200.94, to support the general operation of the ARIZONA@WORK Job Center <i>Specify Supplies to Support General Operation and Not Specific to a Co-located Partner (e.g., Printing; Postage, Office Supplies)</i>		
Subtotal: Supplies to Support the General Operation of the ARIZONA@WORK Job Center	Office Supplies Office Supplies	\$21.00
Common Identifier Costs (Local Option, If Agreed By All Co-located ARIZONA@WORK Job Center Partners)		
Creating New Signage		\$0
Updating Templates/Materials		\$0
Subtotal: Common Identifier		\$0
SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED ARIZONA@WORK Job Center PARTNERS		
Cost Category		
Subtotal: Rental Costs		Total Cost
Subtotal: Utilities and Maintenance Costs		\$72,669.00
Subtotal: Equipment Costs		\$ 2,006.00

ARIZONA@WORK Infrastructure Funding Agreement Templates

<i>Subtotal: Technology to Facilitate Access Costs</i>	
<i>Subtotal: Supplies to Support the General Operation of the ARIZONA@WORK Job Center</i>	\$21.00
<i>Subtotal: Common Identifier Costs</i>	
TOTAL INFRASTRUCTURE COSTS FOR THIS LOCATION	\$74,696.00
ARIZONA@WORK Cost Identified	\$74,696.00

ARIZONA@WORK Infrastructure Funding Agreement Templates

Attachment B4: Percentage of ARIZONA@WORK Job Center Partner's Occupancy in Each Center		
ARIZONA@WORK Job Center Location: 700 West Beale Street, Kingman, AZ 86401		
Total Partner Occupied & Common Areas Square Footage of the ARIZONA@WORK Job Center: 4249 Square Feet		
<i>Co-located ARIZONA@WORK Job Center Partners</i>	<i>Square Footage of the ARIZONA@WORK Job Center Partner's Dedicated/Assigned and Corresponding Common Area Space</i>	<i>ARIZONA@WORK Job Center Partner's % of Dedicated/Assigned and Corresponding Common Area Space</i>
WIOA Title I-B Adult/Dislocated Worker	1644	38.8%
WIOA Title I-B Youth	974	23.0%
Wagner-Peyser	503 (2 cubicles)	11.8%
Veterans Services	166 (60% of hotel space)	1.0%
TANF Jobs Program	503 (2 cubicles)	11.8%
Adult Education	0	0%
Vocational Rehabilitation	91 (40% of hotel space)	2.1%
Other Co-located Partner: HUD Emp & Trng	243	5.75%
Other Co-located Partner: NFJP	243	5.75%
Total Percentage of the Corresponding Common Areas and Designated/Assigned Space of All Co-located ARIZONA@WORK Job Center Partners		100%

ARIZONA@WORK Infrastructure Funding Agreement Templates

Attachment B4: Percentage of Co-located ARIZONA@WORK Job Center Partner's Occupancy in Each Center		
ARIZONA@WORK Job Center Location: 2601 Highway 95, Bullhead City, AZ 86441		
Total Partner Occupied & Common Areas Square Footage of the ARIZONA@WORK Job Center: 2532 Square Feet		
<i>Co-located ARIZONA@WORK Job Center Partners</i>	<i>Square Footage of the ARIZONA@WORK Job Center Partner's Dedicated/Assigned and Corresponding Common Area Space</i>	<i>ARIZONA@WORK Job Center Partner's % of Dedicated/Assigned and Corresponding Common Area Space</i>
WIOA Title I-B Adult/Dislocated Worker	241 (1 Cubicle, 50% of Job Center Cubicle, 50% of Travel Office)	10%
WIOA Title I-B Youth	241 (1 Cubicle, 25 % of Job Center Cubicle, 25% of Travel office)	10%
Wagner-Peyser	890	34%
TANF Jobs Program	121	5%
Veterans/RAA DVOP	121	5%
MSFW		
Adult Education		
Vocational Rehabilitation/GEN VR	412	16%
Other Co-located Partner: HUD Sec 8	506 (3 Cubicles, 25 % of Job Center Cubicle 25% of Travel Office)	20%
<i>Total Percentage of the Corresponding Common Areas and Designated/Assigned Space of All Co-located ARIZONA@WORK Job Center Partners</i>		100%

ARIZONA@WORK Infrastructure Funding Agreement Templates

<u>Attachment B4: Percentage of Co-located ARIZONA@WORK Job Center Partner's Occupancy in Each Center</u> ARIZONA@WORK Job Center Location: 1032 Hopi Avenue, Parker, AZ Total Partner Occupied & Common Areas Square Footage of the ARIZONA@WORK Job Center: 349 Square Feet		
<i>Co-located ARIZONA@WORK Job Center Partners</i>	<i>Square Footage of the ARIZONA@WORK Job Center Partner's Dedicated/Assigned and Corresponding Common Area Space</i>	<i>ARIZONA@WORK Job Center Partner's % of Dedicated/Assigned and Corresponding Common Area Space</i>
WIOA Title I-B Adult/Dislocated Worker	73.3 (1 Cubicle)	21%
WIOA Title I-B Youth	73.3 (1Cubicle)	21%
Wagner-Peyser JVSG/DVOP TANF Jobs Program	128.35	37%
MSFW		
Adult Education		
Vocational Rehabilitation		
Other Co-located Partner: NFJP	73.3	21%
<i>Total Percentage of the Corresponding Common Areas and Designated/Assigned Space of All Co-located ARIZONA@WORK Job Center Partners</i>		100%

ARIZONA@WORK Infrastructure Funding Agreement Templates

<u>Attachment B4: Percentage of Co-located ARIZONA@WORK Job Center Partner's Occupancy in Each Center</u>		
<u>ARIZONA@WORK Job Center Location: 2031 Spawr Circle, Lake Havasu, AZ 86403</u>		
<u>Total Partner Occupied & Common Areas Square Footage of the ARIZONA@WORK Job Center: 3,050 Square Feet</u>		
<i>Co-located ARIZONA@WORK Job Center Partners</i>	<i>Square Footage of the ARIZONA@WORK Job Center Partner's Dedicated/Assigned and Corresponding Common Area Space</i>	<i>ARIZONA@WORK Job Center Partner's % of Dedicated/Assigned and Corresponding Common Area Space</i>
WIOA Title I-B Adult/Dislocated Worker	228 (2 Cubicle)	8%
WIOA Title I-B Youth	228 (2 Cubicle)	8%
Wagner-Peyser	1304	43%
TANF Jobs Program	134	4%
Veterans	133	4%
MSFW		
Adult Education		
Vocational Rehabilitation	798	26%
Other Co-located Partner: Hud/Sec 8	225 (1 Cubicle)	7%
<i>Total Percentage of the Corresponding Common Areas and Designated/Assigned Space of All Co-located ARIZONA@WORK Job Center Partners</i>		100%

Attachment B5:

Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located ARIZONA@WORK Job Center Partner

ARIZONA@WORK Job Center Location: Kingman Comprehensive Job Center, 700 West Beale St., Kingman, AZ

Total Infrastructure Costs for This ARIZONA@WORK Job Center: \$39,862.00 (See Attachment B3)

Co-located ARIZONA@WORK Job Center Partner	ARIZONA@WORK Job Center Co-located Partner's Dedicated Space and Proportionate Common Area Space	Proportionate Share (% of ARIZONA@WORK Job Center Partner Space X Total Infrastructure Cost = ARIZONA@WORK Job Center Partner Share)	\$ Share to Be Paid In Cash	\$ Share to Be Paid In Non-Cash
Wagner Peyser	11.8%		\$4,703.72	\$0
Veterans Services	1.0%		\$398.62	\$0
TANF Jobs Program	11.8%		\$4,703.72	\$0
Youth	23%		\$9,168.26	\$0
Adult/DW	38.8%		\$15,466.46	\$0
Voc Rehab	2.1%		\$837.10	\$0
HUD Emp & Trng	5.75%		\$2,292.06	\$0
Adult Education			\$0	
NFJP	5.75%		\$2,292.06	
Total Infrastructure Costs to Be Shared by ARIZONA@WORK Job Center Partners in Cash/Non-Cash (Must Equal the Total Infrastructure Costs for This ARIZONA@WORK Job Center)			\$39,862.00	\$0

Attachment B5:

Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located ARIZONA@WORK Job Center Partner

ARIZONA@WORK Job Center Location: Bullhead Comprehensive Job Center, 2601 Hwy 95, Bullhead City, AZ 86442

Total Infrastructure Costs for This ARIZONA@WORK Job Center: \$88,354.00 (See Attachment B3)

Co-located ARIZONA@WORK Job Center Partner	ARIZONA@WORK Job Center Co-located Partner's Dedicated Space and Proportionate Common Area Space	Proportionate Share <i>(% of ARIZONA@WORK Job Center Partner Space X Total Infrastructure Cost = ARIZONA@WORK Job Center Partner Share)</i>	\$ Share to Be Paid In Cash	\$ Share to Be Paid In Non-Cash
Wagner Peyser	34%	\$30,040.36	\$30,040.36	\$0
Veterans Services	5%	\$4,417.70	\$4,417.70	\$0
Adult/DW	10%	\$8,835.40	\$8,835.40	\$0
Youth	10%	\$8,835.40	\$8,835.40	\$0
Voc. Rehab	16%	\$14,136.64	\$14,136.64	\$0
HUD Section 8	20%	\$17,670.80	\$17,670.80	\$0
TANF Job Program	5%	\$4,417.70	\$4,417.70	
Total Infrastructure Costs to Be Shared by ARIZONA@WORK Job Center Partners in Cash/Non-Cash (Must Equal the Total Infrastructure Costs for This ARIZONA@WORK Job Center)			\$88,354.00	\$0

Attachment B5:

Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located ARIZONA@WORK Job Center Partner

ARIZONA@WORK Job Center Location: Parker Affiliate Job Center, 1032 Hopi Avenue, Parker, AZ
 Total Infrastructure Costs for This ARIZONA@WORK Job Center: \$8,755.00 (See Attachment B3)

Co-located ARIZONA@WORK Job Center Partner	ARIZONA@WORK Job Center Co-located Partner's Dedicated Space and Proportionate Common Area Space	Proportionate Share (% of ARIZONA@WORK Job Center Partner Space X Total Infrastructure Cost =ARIZONA@WORK Job Center Partner Share)	\$ Share to Be Paid In Cash	\$ Share to Be Paid In Non-Cash
Wagner Peyser	37%	\$3,239.35	\$3,239.35	\$0
Veterans Services				\$0
Adult/DW	21%	\$1,838.55	\$1,838.55	\$0
Youth	21%	\$1,838.55	\$1,838.55	\$0
NFJP	21%	\$1,838.55	\$1,838.55	\$0
Total Infrastructure Costs to Be Shared by ARIZONA@WORK Job Center Partners in Cash/Non-Cash (Must Equal the Total Infrastructure Costs for This ARIZONA@WORK Job Center			\$8,755.00	\$0


Attachment B5:				
Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located ARIZONA@WORK Job Center Partner				
ARIZONA@WORK Job Center Location: Parker Affiliate Job Center, 2031 Spawr Circle, Lake Havasu City, AZ				
Total Infrastructure Costs for This ARIZONA@WORK Job Center: \$74,726.00 (See Attachment B3)				
Co-located ARIZONA@WORK Job Center Partner	ARIZONA@WORK Job Center Co-located Partner's Dedicated Space and Proportionate Common Area Space	Proportionate Share (% of ARIZONA@WORK Job Center Partner Space X Total Infrastructure Cost =ARIZONA@WORK Job Center Partner Share)	\$ Share to Be Paid In Cash	\$ Share to Be Paid In Non-Cash
Wagner Peyser	43%	\$32132.00	\$32132.00	\$0
Veterans Services	4%	\$2989.00	\$2989.00	\$0
Adult/DW	8%	\$5979.00	\$5979.00	\$0
Youth	8%	\$5979.00	\$5979.00	\$0
TANF	4%	\$2989.00	\$2989.00	\$0
Voc. Rehab	26%	\$19428.00	\$19428.00	\$0
Other Co Located Partner: Hud/Sec 8	7%	\$5230.00	\$5230.00	\$0
Total Infrastructure Costs to Be Shared by ARIZONA@WORK Job Center Partners in Cash/Non-Cash <i>(Must Equal the Total Infrastructure Costs for This ARIZONA@WORK Job Center)</i>			\$74,726.00	\$0

Attachment C:

Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs

By signing below, all parties agree to the revised MOU and the terms prescribed in the Infrastructure Funding Agreement

(Chief Elected Official)



Travis Lingenfelter, Chair of the Mohave County BOS

Date: 06/19/2023

Attachment C:

Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs

By signing below, all parties agree to the revised MOU and the terms prescribed in the Infrastructure Funding Agreement

(Co-located Partner Entity)



Michael Smith, Housing Authority Director

Date: 6/6/2023

Attachment C:

Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs

By signing below, all parties agree to the revised MOU and the terms prescribed in the Infrastructure Funding Agreement

(Wagner-Peyser, Trade Adjustment Act and Jobs for Veterans programs)

Chevera Trillo

Chevera Trillo, DES Workforce Development Administration

Date: 05.26.2023

Attachment C:

Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs

By signing below, all parties agree to the revised MOU and the terms prescribed in the Infrastructure Funding Agreement

(LWDB Chairperson)

Kenda Robinson

Kenda Robinson, Mohave/ La Paz Workforce Development Board Chair

Date: _____

Attachment C:

Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs

By signing below, all parties agree to the revised MOU and the terms prescribed in the Infrastructure Funding Agreement

(Vocational Rehabilitation Services)

Kristen Mackey

Kristen Mackey, DES Vocational Rehabilitation

Date: 5/26/2023

Attachment D:

Signatures of Non-Co-located ARIZONA@WORK Job Center Partners Agreeing to Negotiate the Sharing of Infrastructure Costs as When Sufficient Data Are Available to Determine Relative Benefit and Proportionate Share

By signing below, all parties agree that when data are available to determine the benefit of ARIZONA@WORK Job Centers to non-co-located ARIZONA@WORK Job Center partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

(Unemployment Insurance)

Sandra Canez

Sandra Canez, Administrator

Date: 05/26/2023

Attachment D:

Signatures of Non-Co-located ARIZONA@WORK Job Center Partners Agreeing to Negotiate the Sharing of Infrastructure Costs as When Sufficient Data Are Available to Determine Relative Benefit and Proportionate Share

By signing below, all parties agree that when data are available to determine the benefit of ARIZONA@WORK Job Centers to non-co-located ARIZONA@WORK Job Center partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

(Title II, Adult Education & Family Literacy programs)

Beverly Wilson Digitally signed by Beverly Wilson
Date: 2023.06.02 10:43:03 -07'00'

Beverly Wilson, Deputy Associate Superintendent /WIOA Title II State Director

Date: _____

Steven Paulson Digitally signed by Steven Paulson
Date: 2023.05.30 07:55:26 -07'00'

Steven Paulson, Chief Procurement Officer

Date: _____

Attachment D:

Signatures of Non-Co-located ARIZONA@WORK Job Center Partners Agreeing to Negotiate the Sharing of Infrastructure Costs as When Sufficient Data Are Available to Determine Relative Benefit and Proportionate Share

By signing below, all parties agree that when data are available to determine the benefit of ARIZONA@WORK Job Centers to non-co-located ARIZONA@WORK Job Center partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

(CTE Carl Perkins Act)

Dustin Loehr, AZDE CTE Carl Perkins

Date: _____

ARIZONA@WORK Infrastructure Funding Agreement Templates and Instructions

Attachment D:

Signatures of Non-Co-located ARIZONA@WORK Job Center Partners Agreeing to Negotiate the Sharing of Infrastructure Costs as When Sufficient Data Are Available to Determine Relative Benefit and Proportionate Share

By signing below, all parties agree that when data are available to determine the benefit of ARIZONA@WORK Job Centers to non-co-located ARIZONA@WORK Job Center partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

(AARP Foundation)

DocuSigned by:

623F409E96E1430...

Demetri Antzoulatos
VP Finance, Grants and Operations

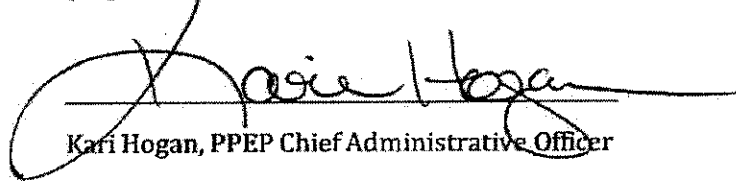
Date: 6/28/2023

Attachment D:

Signatures of Non-Co-located ARIZONA@WORK Job Center Partners Agreeing to Negotiate the Sharing of Infrastructure Costs as When Sufficient Data Are Available to Determine Relative Benefit and Proportionate Share

By signing below, all parties agree that when data are available to determine the benefit of ARIZONA@WORK Job Centers to non-co-located ARIZONA@WORK Job Center partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions.

(Migrant Farm Workers)


Kari Hogan, PPEP Chief Administrative Officer

Date: 5/30/23

ARIZONA@WORK Infrastructure Funding Agreement Templates and Instructions

Attachment E1: Career Services Applicable to Each ARIZONA@WORK System Partner							
Basic Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
T-I Program Eligibility	✓	✓	✓		✓		
Outreach, Intake, Orient	✓	✓	✓	✓	✓	✓	
Initial Assessment	✓	✓	✓	✓	✓	✓	
Labor Exch/Job Search	✓	✓	✓		✓	✓	
Referrals to Partners	✓	✓	✓	✓	✓	✓	
LMI	✓	✓	✓		✓	✓	
Performance/Cost Info	✓	✓	✓		✓		
Support Service Info	✓	✓	✓		✓	✓	
UI Info/Assistance	✓	✓	✓		✓		
Financial Aid Info	✓	✓	✓		✓	✓	
Basic Career Services	Tech Ed	SCSEP	Job Corps	Native Am	MSF	YouthBuild	TAA
T-I Program Eligibility							
Outreach, Intake, Orient		✓			✓		✓
Initial Assessment		✓					✓
Labor Exch/Job Search		✓			✓		✓

ARIZONA@WORK Infrastructure Funding Agreement Templates and Instructions

Referrals to Partners		✓			✓		✓
LMI							✓
Performance/Cost Info							✓
Support Service Info		✓			✓		✓
UI Info/Assistance					✓		
Financial Aid Info							✓

<i>Basic Career Services</i>	Comm Act	Housing	UI	Native Am	Veterans	Other Part	Other Part
T-I Program Eligibility							
Outreach, Intake, Orient		✓			✓		
Initial Assessment					✓		
Labor Exch/Job Search		✓			✓		
Referrals to Partners		✓			✓		
LMI					✓		
Performance/Cost Info							
Support Service Info					✓		

ARIZONA@WORK Infrastructure Funding Agreement Templates and Instructions

UI Info/Assistance			✓				
Financial Aid Info							

<i>Individ Career Services</i>	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Comp Assessment	✓	✓	✓	✓		✓	
Employment Plan	✓	✓	✓			✓	
Career Plan/Counsel	✓	✓	✓			✓	
Short-Term Prevoc	✓	✓	✓			✓	
Internships/Wk Exper	✓	✓	✓			✓	
Out-of-Area Job Search	✓	✓	✓				
Financial Literacy	✓	✓	✓				
ELA/Integ Education	✓	✓	✓	✓			
Workforce Preparation	✓	✓	✓	✓			

ARIZONA@WORK Infrastructure Funding Agreement Templates and Instructions

<i>Individ Career Services</i>	Tech Ed	SCSEP	Job Corps	Native Am	MSF	YouthBuild	TAA
Comp Assessment							✓
Employment Plan							✓
Career Plan/Counsel							✓
Short-Term Prevoc							✓
Internships/Wk Exper							
Out-of-Area Job Search							✓
Financial Literacy							✓
IELCE							✓
Workforce Preparation							✓
<i>Individ Career Services</i>	Comm Act	Housing	UI	Native Am	Veterans	Other Part	Other Part
Comp Assessment					✓		
IEP					✓		
Career Plan/Counsel		✓			✓		
Short-Term Prevoc					✓		
Internships/Wk Exper					✓		
Out-of-Area Job Search					✓		

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Financial Literacy		✓					
IELCE							
Workforce Preparation					✓		

Attachment E2: Consolidated System Budget for the Delivery of Applicable Career Services

The "Consolidated System Budget for the Delivery of Applicable Career Services" is the total actual or reasonably estimated amount of funds budgeted by the required ARIZONA@WORK Job Center partners for the delivery of the career services (that are applicable to their programs) and made available through the ARIZONA@WORK one-stop delivery system. This budget includes all costs, including personnel, related to the administration and delivery of these services.

Applic Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Basic Career Services: T-I Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$ 94,220.97	\$ 94,220.97	\$ 78,963.67	\$ 0	\$ 220,321.87	\$255,825	N/A
Applic Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Basic Career Services: T-I Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$36,819	\$ 63,464	\$0	N/A	N/A	N/A	\$ 198

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<i>Applic Career Services</i>	Comm Act	Housing	UI	Native Am	Vets	Other Part	Other Part
Basic Career Services: T-I Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	N/A	\$ 7,124	Included with W/P	N/A	\$ 100,784	N/A	N/A

<i>Applic Career Services</i>	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Indiv Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep	\$ 257,141,07	\$ 52,593.52	\$ 346,456.97	\$ 0	\$392,718	\$ 140,984	N/A

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<i>Applic Career Services</i>	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Indiv Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IELCE	\$63,379	\$ 63,464	\$0	N/A	N/A	N/A	\$198
<i>Applic Career Services</i>	Comm Act	Housing	UI	Native Am	Vets	Other Part	Other Part
Indiv Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IELCE	N/A	\$9,567.00	\$8,763	N/A	\$134,379	N/A	N/A

Attachment F1: Optional ARIZONA@WORK Job Center Partner Agreement to Share Other Costs and Services

Type of Cost to be Shared: One Stop Operator function

Description of the Cost to Be Shared and What it Includes: Salary for the One Stop Operator

ARIZONA@WORK Job Center Partners Agreeing to Share This Cost

The following ARIZONA@WORK Job Center partners have agreed to share these costs:

Title I

Title II

Wagner Peyser

JVSG/DVOP

Title IV

The ARIZONA@WORK Job Center partners that agreed to share these costs will benefit by:

- Seamless program services to customers
- Core Partner meetings
- Community Partner meetings
- WDA EO Officer functions & associated staff training
- Higher performance outcomes
- Cross training of area staff
- Partner Atlas Universal Referral system process

- Community Resources listing for each city		
Shared Cost Budget for <i><u>(Identify the Type of Cost)</u></i>		
<i>Line Item</i>	<i>Budget Detail</i>	<i>Cost</i>
One Stop Operator	Contract Award	\$90,000.00
Total Budget for This Shared Cost		\$ 90,000.00
Agreed Upon Cost Allocation Methodology to Share This Cost FTE		
<p>Title 1B: 14 FTE</p> <p>Title II: MCC 2.25 FTE AWC 2 FTE YCC Virtual Services .25 FTE</p> <p>Title III Wagner Peyser and JVSG/DVOP : 9 FTE</p> <p>Title IV: 7 FTE</p>		

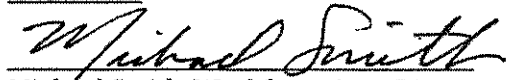
Proportionate Share for ARIZONA@WORK Job Center Partners Agreeing to Share These Costs (Identify the Type of Cost)				
Partners Agreeing	Agreed Methodology	Initial Partner Share	Amount in Cash	Amount in Non-Cash
Partner 1: Title 1B	40.6% of total FTE	\$36,540.00	\$36,540.00	\$0
Partner 2: Title II MCC 2 FTE AWC 2.25 FTE YCC Virtual Services	5.8 % of total FTE 6.5 % of total FTE .7 %of total FTE	\$5,220.00 \$5,850.00 \$630.00	\$5,220.00 \$5,850.00 \$630.00	\$0
Partner 3: Wagner Peyser and JVSG/DVOP	26.1% of total FTE	\$23,490.00	\$23,490.00	\$0
Partner: 4 Title IV	20.3% of total FTE	\$18,270.00	\$18,270.00	\$0
Total Budget for This Shared Cost		\$90,000.00	\$90,000.00	\$0

Attachment F2: Signature of ARIZONA@WORK Job Center Partners Agreeing to Share Identified Operating Costs/Shared Services

Signature Page for Partners Agreeing to Share (One Stop Operator Salary

By signing below, these parties agree to the terms prescribed in the sharing of other cost

Partner 1:


Michael Smith, Workforce Area Director

Date: 6/6/2023

Attachment F2: Signature of ARIZONA@WORK Job Center Partners Agreeing to Share Identified Operating Costs/Shared Services

Signature Page for Partners Agreeing to Share *(One Stop Operator Salary)*

By signing below, these parties agree to the terms prescribed in the sharing of other cost

Partner 2:

_____ Date: _____

Katheline Ocampo, Ariona Western College Title II Provider

_____ Date: _____

Craig Lefever, Yavapai College, Title II Provider

_____ Date: _____

Mohave Community College, Title II Provider

Attachment F2: Signature of ARIZONA@WORK Job Center Partners Agreeing to Share Identified Operating Costs/Shared Services

Signature Page for Partners Agreeing to Share *(One Stop Operator Salary)*

By signing below, these parties agree to the terms prescribed in the sharing of other cost

Partners 3 & 4:

Chevera Trillo

Chevera Trillo, DES Workforce Dev. Admin.

Date: 05.06.2023

Attachment F2: Signature of ARIZONA@WORK Job Center Partners Agreeing to Share Identified Operating Costs/Shared Services

Signature Page for Partners Agreeing to Share *(One Stop Operator Salary)*

By signing below, these parties agree to the terms prescribed in the sharing of other cost

Partners 5

Kristen Mackey

Kristen Mackey, RSA Administrator, DES Vocational Rehabilitation

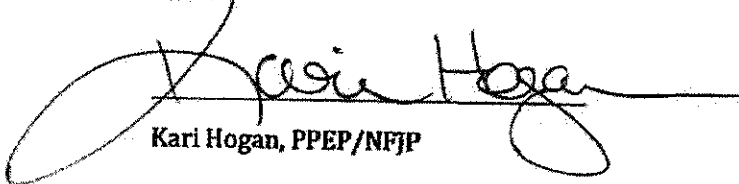
Date: 5/26/2023

Attachment F2: Signature of ARIZONA@WORK Job Center Partners Agreeing to Share Identified Operating Costs/Shared Services

Signature Page for Partners Agreeing to Share *(One Stop Operator Salary)*

By signing below, these parties agree to the terms prescribed in the sharing of other cost

Partner 6:

A handwritten signature in black ink, appearing to read "Karl Hogan", written over a horizontal line. The signature is fluid and cursive.

Karl Hogan, PPEP/NFJP

Date: 5/30/23