

## NC Works Career Center Memorandum of Understanding

The **Southwestern** Workforce Development Board (WDB), with the agreement of the Chief Local Elected Official (CLEO), shall develop and enter into this Memorandum of Understanding (MOU) between the **Southwestern** WDB and the One-Stop Partners under the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128, concerning the operation of the One-Stop delivery system. This MOU is effective for the period of **July 1 2023 to June 30 2024**.

### I. Required Partners (WIOA 121 (b)(1)(B))

1. Title I Adult, Dislocated Workers, Youth, Job Corps, YouthBuild, National Farmworkers Jobs Program (NFJP), and Native American Programs
2. Programs authorized under the Wagner-Peyser Act
3. Adult education and literacy activities authorized under Title II
4. Programs authorized under Title I of the Rehabilitation Act of 1973
5. Activities authorized under Title V of the Older Americans Act of 1965
6. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006
7. Activities authorized under Chapter 2 of Title II of the Trade Act of 1974
8. Activities authorized under Chapter 41 of Title 38, United States Code: Job Counseling, Training, and Placement Service for Veterans
9. Employment and training activities carried out under the Community Services Block Grant Act
10. Employment and training activities carried out by the Department of Housing and Urban Development
11. Programs authorized under the State of North Carolina (the "State") unemployment compensation laws (in accordance with applicable federal laws)
12. Programs authorized under Section 212 of the Second Chance Act of 2007
13. Programs authorized under part A of Title IV of the Social Security Act: Temporary Assistance for Needy Families

### II. Additional Partners

The Local Area WDB may have specialized centers to address special needs, such as the needs of dislocated workers, youth, or key industry sectors or clusters. With the approval of the [local] WDB and CLEO, the following entities may be additional One-Stop partners:

1. Employment and training programs administered by the Social Security Administration, including the Ticket to Work and Self-Sufficiency Program established under section 1148 of the Social Security Act;
2. Employment and training programs carried out by the Small Business Administration;
3. Programs authorized under section 6(d)(4) of the Food and Nutrition Act of 2008;
4. Work programs authorized under Section 6(o) of the Food and Nutrition Act of 2008;
5. Programs carried out under section 112 of the Rehabilitation Act of 1973;
6. Programs authorized under the National and Community Service Act of 1990; and
7. Other appropriate federal, State, or local programs, including employment, education, and training programs provided by public libraries or in the private sector.

III. Roles and Responsibilities (WIOA Section 121 (b)(1)(A))

Each required partner of the One-Stop delivery system shall:

- a.) provide access through the One-Stop delivery system, including making the career services or activities that are applicable to the program (eligibility determination, outreach, initial assessment, labor exchange service, job search, recruitment, referrals, job listings, training provider information, local area performance, supportive service information, financial aid assistance, career planning, financial literacy, and more) available at the One-Stop centers;
- b.) use a portion of the funds available for the program and activities to maintain the One-Stop delivery system, including payment of the infrastructure costs of One-Stop centers;
- c.) enter into a local MOU (shown by signature on this document) with the local board, relating to the operation of the One-Stop system;
- d.) participate in the operation of the One-Stop system consistent with the terms of this MOU, the requirements of this title, and the requirements of the federal laws authorizing the program or activities;
- e.) use a common One-Stop delivery system identifier (in North Carolina, this is NCWorks);
- f.) identify strategies to meet the needs of individuals with barriers to employment;

IV. Costs of Services (WIOA Regulations 678.700, USDOL December 27, 2016: Infrastructure Funding Guidance)

This section must contain an effective time period and infrastructure and shared services budget, identify all One-Stop partners/CLEOs/local Boards participating, and describe the periodic review and reconciliation process to ensure equitable benefit among partners. The infrastructure funding agreement (IFA) may have a different effective time period from the duration of the MOU. Also, the infrastructure funding agreement must include binding signatories if submitted as a separate document.

- a.) Identification of the infrastructure costs budget, which is a component of the overall One-Stop operating budget.
- b.) If different from Section I above, identify all One-Stop partners, CLEOs, and the Local WDB participating in the IFA.
- c.) Describe how the periodic modification and review process to ensure equitable benefit among One-Stop partners will be conducted. Include a timetable.

**Southwestern WDB follows state MOU/IFA guidelines. See the IFA.**

- d.) Provide the process used to reach consensus among all partners when developing the IFA. (Or, if applicable, provide assurance that the local area followed the State Funding Mechanism process.)

**Southwestern WDB follows state MOU/IFA guidelines. See the IFA.**

- e.) Describe the process to be used among partners to resolve issues related to infrastructure funding during the MOU duration period when consensus cannot be reached.

**Southwestern WDB follows state MOU/IFA guidelines. See the IFA.**

**V. Funding definitions**

a.) Cash and In-Kind for Ongoing One-Stop delivery system Operators

Non-cash contributions must be valued consistent with 2 CFR 200.306 and reconciled regularly (e.g., monthly or quarterly). Third-party in-kind contributions are contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with One-Stop operations. The value of third-party in-kind contributions must also be consistent with the Uniform Guidance at 2 CFR 200.306 and reconciled on a regular basis (e.g., monthly or quarterly) to ensure they are fairly evaluated and meet the partners' proportionate share.

b.) Infrastructure Costs One-Stop Centers

Non-personnel costs are necessary for the general operation of the One-Stop center. The funds provided under this paragraph by each One-Stop partner shall be provided only from funds available for the costs of administration under the program administered by such partner and shall be subject to the program's limitations with respect to the portion of funds under such program that may be used for administration (WIOA Regulations 678.720).

- a. Non-personnel costs include rental of the facilities; utilities and maintenance; equipment (including assessment-related products and assistive technology for individuals with disabilities); and technology to facilitate access to the One-Stop center, including technology used for the center's planning and outreach activities.

**NOTE:** The IFA is a required component of the MOU and not a separate document. The reasonable cost allocation methodology should be provided and should be consistent with Federal Cost Principles in the Uniform Guidance 2 CFR Part 200.94.

**VI. Methods of Referrals**

Methods should ensure the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the One-Stop delivery system.

Partners will utilize methods of referrals of individuals between One-Stop operators and One-Stop partners for appropriate services and activities.

**VII. Certification and Continuous Improvement**

The parties herein shall comply with established Certification and Continuous Improvement Criteria established by the State board, in consultation with CLEOs and local boards. The objective criteria and procedures for use by local boards in assessing, at least once every three (3) years, the effectiveness, physical and programmatic accessibility in accordance with section 188, if

applicable, and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and continuous improvement of One-Stop centers and the One-Stop delivery system.

**VIII. Performance and Accountability**

Each partner is responsible for ensuring that its legislated programs, services, and activities are provided in the One-Stop center in accordance with the goals, objectives, and performance measures of the WIOA P.L. 113-128 and regulations. Each partner agrees to work to support the achievement of WIOA and One-Stop performance measures.

**IX. Confidentiality of Information**

The exchange of information among partners is encouraged and expected. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving, or sharing information. Each partner agrees to collect and share information necessary to track the performance of the One-Stop Center in accordance with provisions of the WIOA P.L. 113-128 and accompanying regulations.

**X. Monitoring and Oversight**

The CLEO, the WDB, the DWS, the United States Department of Labor, and the local area administrative entity have the right to monitor activities under this MOU to ensure performance goals are being maintained and the MOU terms and conditions are being fulfilled. The partners shall permit on-site visits and reviews by the above-mentioned agencies or their designee.

**XI. Disputes**

The parties shall first attempt to resolve any disputes informally. Any party shall call a meeting of the partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the local WDB who shall place the dispute upon the agenda of a regular or special meeting of the Board's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. If the Executive Committee's resolution efforts fail, any party may file a grievance in accordance with agreed-upon WIOA grievance procedures.

**XII. Duration**

This MOU shall remain in effect until terminated by the repeal of the WIOA P.L. 113-128, or otherwise by action of law.

Any party may withdraw from this MOU by giving written notice of intent to withdraw at least sixty (60) calendar days in advance of the effective withdrawal date. Notice of withdrawal shall be given to all parties at the addresses shown within this MOU and to the contact persons so listed, considering any information updates received by the parties.

Should any One-Stop partners withdraw, this MOU shall remain in effect with respect to the remaining Partners until a new MOU is executed or the end of the current federal program year (July through June).

The WDB reserves the right to terminate the participation of any partner upon sixty (60) days' notice if the partner's actions are inconsistent with the terms and conditions of this MOU.

This memorandum shall be reviewed not less than once every three years to ensure appropriate funding and delivery of services. [WIOA 121].

### **XIII. Modification and Assignment**

This MOU may be modified at any time by written agreement of the Parties. Assignment of responsibilities under this MOU by any of the Parties shall be effective upon written notice to the other Parties. Any assignee shall also commit in writing to the terms of this MOU.

Such other provisions are consistent with the requirements of this title, as the Parties to the agreement determine to be appropriate.

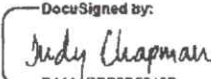
**XIV. Signatures**


By signatures hereto, the partner(s) attest to participation in the development of this MOU and will support and implement the provisions contained herein.

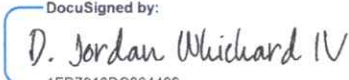
I certify that I have read and understand the above information and agree to the terms outlined herein. By signing this document, I also certify that I have the legal authority to bind my agency to the terms of this MOU.

Please do not delete signature lines. If a partner is not applicable, please place N/A on the signature line. It is allowable to add signature lines, if necessary. Strikethroughs are not allowed, as this is a legally binding document. Please note the status of any missing signatures (i.e., forthcoming, cannot obtain, refused to sign, etc.) and do not leave signature lines blank.

Jacob Nelms		Commissioner Graham County	9/12/2023
<b>Printed Name</b>	<b>Signature</b>	<b>Title</b>	<b>Date</b>
Insert Local Area Name, Chief Elected Official			

Judy Chapman		General Manager Dnet Internet Services	9/12/2023
<b>Printed Name</b>	<b>Signature</b>	<b>Title</b>	<b>Date</b>
Insert Local Area Name, Workforce Development Board Chair			

David Garrett		Director Southwestern WDB	9/12/2023
<b>Printed Name</b>	<b>Signature</b>	<b>Title</b>	<b>Date</b>
WIOA Title I: Adult, Dislocated Worker, and Youth Formula programs			

Jordan Whichard		Chief Deputy Secretary	09-Nov-2023
<b>Printed Name</b>	<b>Signature</b>	<b>Title</b>	<b>Date</b>
WIOA Title III: Wagner-Peyser Act Employment Service (ES) program Trade Adjustment Assistance (TAA) activities Jobs for Veterans State Grants (JVSG) programs State Unemployment Compensation Laws			

N/A

Printed Name	Signature	Title	Date
Title I Job Corps			

N/A

Printed Name	Signature	Title	Date
Title I Youth Build			

N/A

Printed Name	Signature	Title	Date
Title I National Farmworkers Jobs Program (NFJP)			

N/A

Printed Name	Signature	Title	Date
Title I Native American Programs			

Dr. Don Tomas	<small>DocuSigned by:</small> <i>Dr. Don Tomas</i> <small>2A5578D4F8D2445</small>	Southwestern CC President	9/25/2023
<b>Printed Name</b>	<b>Signature</b>	<b>Title</b>	<b>Date</b>

Adult education and literacy activities authorized under Title II

Dr. Shelley White	<small>DocuSigned by:</small> <i>Shelley White</i> <small>89118FEEF8FA482</small>	Haywood CC President	9/13/2023
<b>Printed Name</b>	<b>Signature</b>	<b>Title</b>	<b>Date</b>

Adult education and literacy activities authorized under Title II

Dr. Donna Tipton-Rogers	<small>DocuSigned by:</small> <i>Dr. Donna Tipton-Rogers</i> <small>C189E038C79F402</small>	Tri-County CC President	9/13/2023
<b>Printed Name</b>	<b>Signature</b>	<b>Title</b>	<b>Date</b>

Adult education and literacy activities authorized under Title II

Kathie Trotter	<small>DocuSigned by:</small> <i>Kathie Trotter</i> <small>F57638EC6819424</small>	Western Regional Director Voc Rehab	9/14/2023
<b>Printed Name</b>	<b>Signature</b>	<b>Title</b>	<b>Date</b>

Programs authorized under Title I of the Rehabilitation Act of 1973

N/A

Printed Name	Signature	Title	Date
Activities authorized under Title V of the Older Americans Act of 1965			

Dr. Don Tomas	<small>DocuSigned by:</small> <i>Dr. Don Tomas</i> <small>2A5578D4FGD244B</small>	Southwestern CC President	9/25/2023
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Printed Name	Signature	Title	Date
Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006			

Dr. Shelley White	<small>DocuSigned by:</small> <i>Shelley White</i> <small>89110FEEF8FA482</small>	Haywood CC President	9/25/2023
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Printed Name	Signature	Title	Date
Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006			

Dr. Donna Tipton-Rogers	<small>DocuSigned by:</small> <i>Dr. Donna Tipton-Rogers</i> <small>C189ED30C73E4D2</small>	Tri-County CC President	9/13/2023
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Printed Name	Signature	Title	Date
Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006			

Chuck Sutton	<small>DocuSigned by:</small> <i>Chuck Sutton</i> <small>43E887EA18F144F</small>	Macon Program for Progress-Director	9/13/2023
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Printed Name	Signature	Title	Date
Employment and training activities carried out under the Community Services Block Grant Act			

N/A

Printed Name	Signature	Title	Date
Employment and training activities carried out by the Department of Housing and Urban Development			

N/A

Printed Name	Signature	Title	Date
Reentry Employment Opportunities (REO) programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169)			

Amanda McGee	<small>DocuSigned by:</small> <i>Amanda McGee</i> <small>639FEEG91CF849B</small>	Cherokee County DSS Director	9/25/2023
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Printed Name	Signature	Title	Date
Temporary Assistance for Needy Families (TANF)			



DocuSigned by:  
 Todd Goins  
 46BE9968A5A041F

Todd Goins Clay County DSS Director 9/18/2023

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Temporary Assistance for Needy Families (TANF)

DocuSigned by:  
 Amy Seay  
 5BE6797596EB113

Amy Seay Graham County DSS Director 9/27/2023

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Temporary Assistance for Needy Families (TANF)

DocuSigned by:  
 P. Patrick Betancourt  
 8ECCD4435BF45428

Patrick Betancourt Macon County DSS Director 9/13/2023

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Temporary Assistance for Needy Families (TANF)

DocuSigned by:  
 Bree Clawson  
 5A955584A2F747E

Bree Clawson Swain County DSS Director 9/13/2023

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Temporary Assistance for Needy Families (TANF)

DocuSigned by:  
 Christopher Weatherford  
 E027A9210F8A42C

Cristopher Weatherford Jackson County DSS Director 9/14/2023

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Temporary Assistance for Needy Families (TANF)

Ira Dove Haywood County DSS Director 9-21-23

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Representing: Temporary Assistance for Needy Families (TANF) program

## **Region A NCWORKS Career Center Partner Infrastructure Funding Agreement (IFA)**

### **I. Purpose**

This Partner Infrastructure Funding Agreement (IFA) is entered by and between the Southwestern (WDB) and Region A NCWorks Partners. This IFA provides information on the shared infrastructure cost and/or in-kind arrangements. All partners to this IFA recognize that infrastructure and other additional costs are applicable to all required partners, as outlined in Section 121(b)(1)(B) of the Workforce Innovation and Opportunity Act (WIOA), whether they are physically located in the NCWorks Career Center or not. Each partner's contributions to these costs, however, may vary, as these contributions are based on the proportionate use and relative benefit received.

The sharing and allocations of infrastructure costs among NCWorks partners are governed by WIOA Sec. 121(b), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR part 200 (Uniform Guidance).

Infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the NCWorks Career Center, including rental of the facilities; utilities and maintenance; equipment (including assessment-related and assistive technology for individuals with disabilities); technology to facilitate access to the center; and many other infrastructure costs, such as signage and supplies. NCWorks Career Center shall share in additional costs, which must include applicable career services and may include shared operating costs and shared services that are necessary for the general operation of the Career Center.

### **II. Southwestern WDB NCWorks System Infrastructure Budget**

**\$299,601.89**

*(Insert system budget amount here, and attach the Career Center budget as an appendix)*

### **III. Cost Allocation Methodology**

There is a two-tiered approach for determining infrastructure and additional costs for required WIOA Career Center partners using the Local Funding Mechanism (LFM). For Temporary Assistance for Needy Families (TANF), Community Services Block Grant (CSBG), and Senior Community Service Employment (SCSEP) programs, the LFM method uses a funding percentage cap of 1.5% to determine the agency's proportionate share of infrastructure and additional costs. The 1.5% is then distributed to workforce boards based on workforce service criteria outlined by each agency. The Vocational Rehabilitation (VR) program authorized by WIOA Title IV, postsecondary career and technical education programs authorized under the Carl D. Perkins Career and Technical Education Act of 2006, and programs under the Adult Education and Family Literacy Act (AEFLA) authorized by WIOA Title II contribute proportionate shares based on the number of VR and adult education clients who received services in the previous program year and were documented in NC Works.

The LFM is used to negotiate appropriate contributions from each required partner that will be allocated to the Southwestern WDB, as outlined below. The two-tiered approach methodology does not include Division of Workforce Solutions (DWS) administered programs or WDB-administered programs. For required partners with state agencies (this does not include Title II), infrastructure contributions will be transferred to DWS as a lump sum based on the LFM for the said agency. Once DWS receives funding from the State agency, DWS will distribute funding to the local area via the funding methodology set up for each State agency as outlined in the table below. For Title II providers, Workforce Boards will invoice the local Title II provider via the funding methodology in the table below.

For required partners without a State agency, but which are federally funded, the LFM is used as well; however, this negotiation will vary per WDB and should be outlined in the table below. Not all federally funded required partners may administer programs in a WDB's Local Area. In such cases, infrastructure cost-sharing is not required.

For required partner programs administered by the DWS - Title III Wagner-Peyser Employment Services, Trade Adjustment Assistance (TAA), and Jobs for Veterans State Grants (JVSG) - the cost-sharing model is based on the grant employees' proportionate use of the NCWorks Career Center. DWS and the WDB will pay a cost per employee housed in the center. The cost per employee will be based on the total infrastructure cost of the NCWorks Career Center, where applicable.

*(Please do not delete any partners from the table. If not applicable, please write N/A)*

<b>WIOA Required Partners</b>	<b>Funding Methodology</b>
WIOA Title I: Adult, Dislocated Worker, and Youth Formula Programs	Proportionate use – cost per employee
WIOA Title I: Job Corps	N/A
WIOA Title I: YouthBuild	N/A
WIOA Title I: Native American Programs	N/A
WIOA I: National Farmworker Jobs Program (NFJP)	N/A
WIOA Title III: Wagner-Peyser Act Employment Service (ES) Program	Proportionate use – cost per employee
WIOA Title III: Trade Adjustment Assistance (TAA) activities	Proportionate use – cost per employee
Jobs for Veterans State Grants (JVSG) Programs	Proportionate share
Senior Community Service Employment Program (SCSEP)	N/A
Unemployment Compensation (UC) Programs	Based on the Title I Dislocated Worker Formula
Reentry Employment Opportunities (REO) programs (Second Chance Act of 2007)	N/A

WIOA Title II: Adult Education and Family Literacy Act (AEFLA) Program	A calculated amount per participant served is allocated based upon the number of AEFLA participants receiving staff-assisted services at a WDB within each provider's service area.
Carl D. Perkins Career and Technical Education Programs	A calculated amount per participant served is allocated based upon the number of CTE participants receiving staff-assisted services at a WDB within each provider's service area.
WIOA Title IV: Vocational Rehabilitation (VR) Services Program	Based on the number of VR clients with IPEs that received NCWorks service in the previous program year. Differences are reconciled in the following program year.
Department of Housing and Urban Development Employment and Training Programs	N/A
Services for the Blind	Based on the number of VR clients with IPEs that received NCWorks service in the previous program year. Differences are reconciled in the following program year.
Community Services Block Grant (CSBG) Programs	CSBG amount is based on a 2017 survey of Community Action Agencies, the amount of awarded CSBG identified as being directed to employment screening was calculated. In aggregate, employment services accounted for 20% of the CSBG awards. 20% times the state maximum percent of 1.5% = amount to be awarded for infrastructure cost sharing. The amount for infrastructure cost sharing was allocated to counties/agencies based on each their allocation of CSBG funding.
Temporary Assistance for Needy Families (TANF) Program	TANF Amount to distribute is determined by county(ies) coding (method of recording expenditures) to WFCBG for Employment Services in FY2020-2021. The percentage of funding for each county of the total allocation of the TANF Work First County Block Grant (this funding provides dollars for Employment Services Funded with TANF) is applied to the coded expenditure amount.

For additional partners that are not required partners, funds are paid directly to the Local Area WDB based on the partner's proportionate use of the center, as outlined in the table below.

*(Insert table for additional partners as applicable)*

#### IV. IFA Modifications

The partners recognize that modifications to the IFA may be necessary during the program year. Any authorized representative of a partner may make a written request for modification. In order to be valid, any modification to the IFA must be in writing, with a thirty (30) day notice, signed, and sent to David Garrett, Workforce Director. If Southwestern WDB requests a modification, notice will be sent to the partner organization contact and address identified in section V. IFAs shall be reviewed by all partners at least **once per year** as part of the WDB's Local Plan MOU update process. If partners are unable to reach a consensus and resolve issues related to

infrastructure funding during the duration of the MOU, partner contribution defaults to the State Funding Mechanism limits.

#### V. Partner Infrastructure Contributions

For required partners that have a State agency, required infrastructure costs will be transferred to DWS. DWS will then distribute the funds to each WDB based on the methodology agreed on between the agency and the NC Director's Council.

Where DWS needs to contribute funds to a WDB, the DWS Finance Unit will issue checks to WDBs that are to receive IFA funding. Checks will be issued after each board's designated DWS Planner has received, reviewed, and accepted the board's fully compliant IFA documents. Because funding will not be distributed through the Workforce Information System Enterprise (WISE), for reporting purposes, boards will be expected to keep a list of all IFA expenditures and invoices and have them available for on-site monitoring.

Where the WDB needs to contribute funds to DWS, DWS will issue an invoice, which will provide the required documentation and audit trail, to allow the WDB to draw down the funds and write a check to DWS. The local areas that owe DWS will be invoiced the amount owed and tracked for receipt by the DWS finance unit. (Please do not delete any of the partners from the table. If not applicable, please write N/A).

For partner cost-sharing funds not distributed by the DWS, Southwestern WDB will invoice Partner within thirty (30) days of the signed MOU for infrastructure cost-sharing effective July 1, 2023.

NCWorks Partner	Infrastructure Total Share \$	Funded	In-kind	Payment	In-kind Description	Partner Contact (Name, Organization, Address, email, and phone number)
WIOA Title I: Adult, Dislocated Worker, and Youth Formula Programs;	\$51,851.53	N/A	N/A	N/A	N/A	David Garrett, Southwestern Commission, 125 Bonnie Lane, Sylva, NC 28789
WIOA Title I: Job Corps	N/A	N/A	N/A	N/A	N/A	N/A
WIOA Title I: YouthBuild	N/A	N/A	N/A	N/A	N/A	N/A
WIOA Title I: Native American Programs	N/A	N/A	N/A	N/A	N/A	N/A
WIOA Title I: National Farmworker Jobs Program (NFJP)	N/A	N/A	N/A	N/A	N/A	N/A
WIOA Title III: Wagner-Peyser Act Employment Service (ES) Program	\$224,689.95	N/A	N/A	N/A	N/A	Jordan Whichard, Chief

WIOA Title III: Trade Adjustment Assistance (TAA) activities						Deputy Secretary, NC Dept of Commerce. 301 North Wilmington Street. Raleigh, NC 27601-1058 919-814-4600 jordan.whichard@nccommerce.com
Jobs for Veterans State Grants (JVSG) Programs	N/A	N/A	N/A	N/A	N/A	N/A
Senior Community Service Employment Program (SCSEP)	N/A	N/A	N/A	N/A	N/A	N/A
Unemployment Compensation (UC) Programs	\$17,109.41	N/A	N/A	N/A	N/A	Jordan Whichard, Chief Deputy Secretary, NC Dept of Commerce. 301 North Wilmington Street. Raleigh, NC 27601-1058 919-814-4600 jordan.whichard@nccommerce.com
Reentry Employment Opportunities (REO) Programs (Second Chance Act of 2007)	N/A	N/A	N/A	N/A	N/A	N/A
WIOA Title II: Adult Education and Family Literacy Act (AEFLA) Programs	\$395.00	N/A	N/A	N/A	N/A	Dr. Don Tomas, SCC President, 447 College Dr. Sylva, NC 28779,

						<p><a href="mailto:d_tomas@southwesterncc.edu">d_tomas@southwesterncc.edu</a>, 828-339-4242:</p> <p>Dr. Shelley White HCC President, 185 Freedlander Dr. Clyde, NC 28721, <a href="mailto:sywhite@haywood.edu">sywhite@haywood.edu</a>;</p> <p>Dr. Donna Tipton-Rogers, TCCC President, 21 Campus Circle, Murphy, NC 28906. <a href="mailto:dtipton@tricitycc.edu">dtipton@tricitycc.edu</a> 828-837-6810</p>
<p>Carl D. Perkins Career and Technical Education Programs</p>	<p>\$401.00</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>Dr. Don Tomas, SCC President, 447 College Dr. Sylva, NC 28779, <a href="mailto:d_tomas@southwesterncc.edu">d_tomas@southwesterncc.edu</a>, 828-339-4242:</p> <p>Dr. Shelley White HCC President, 185 Freedlander</p>

						<p>r Dr. Clyde,                  NC 28721,  <a href="mailto:sywhite@haywood.edu">sywhite@haywood.edu</a>  <a href="#">u</a>;</p> <p>Dr. Donna                  Tipton-                  Rogers,                  TCCC                  President,                  21 Campus                  Circle,                  Murphy,                  NC 28906.  <a href="mailto:dtipton@tri-countycc.edu">dtipton@tri-countycc.edu</a>                  828-837-                  6810</p>
WIOA Title IV: Vocational Rehabilitation (VR) Services Program	\$2,468.00	N/A	N/A	N/A	N/A	Kathie Trotter, Western Regional Director Voc Rehab, <a href="mailto:Kathie.trotter@dhhs.gov">Kathie.trotter@dhhs.gov</a> 828-433-2230
Department of Housing and Urban Development Employment and Training Programs	N/A	N/A	N/A	N/A	N/A	N/A
Community Services Block Grant (CSBG) Programs	\$1,109.00	N/A	N/A	N/A	N/A	Chuck Sutton, Macon Program for Progress. 82 East Orchard lane, PO Box 700 Franklin, NC 28734
Temporary Assistance for Needy Families (TANF) Program	\$1,578.00	N/A	N/A	N/A	N/A	Amanda McGee Cherokee



						<p>County DSS Director, 4800 W US Highway 64 Murphy, NC 28906 828-837- 7455</p> <p>Todd Goins, Clay County DSS Director, 119 Courthouse Drive E. Hayesville, NC 28904. 828-389- 6301</p> <p>Amy Seay, Graham County DSS Director, 191 P &amp; J Road, Robbinsvill e, NC 28771. 828-479- 7911</p> <p>Patrick Betancourt, Macon County DSS Director, 1832 Lakeside Drive, Franklin NC 28734. 828-349- 2124</p> <p>Bree Clawson,</p>
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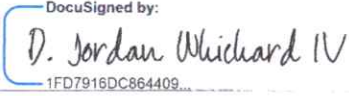
						Swain County DSS Director, 80 Academy St. Bryson City, NC 28713. 828-488- 6921  Cristophe Weatherfor d, Jackson County DSS Director, 15 Griffin St. Sylva, NC 28779. 828-586- 5546  Ira Dove, Haywood County DSS Director, 157 Paragon Parkway, Suite 300 Clyde, NC 28721. 828-452- 6620
<i>(other agencies)</i>	N/A	N/A	N/A	N/A	N/A	N/A

**VI. Term of Agreement**

This Agreement will remain in effect from **July 1, 2023, to June 30, 2024**. It shall be reviewed by the Parties as necessary or at least once per year as part of the WDB's Local Plan update.

### VII. Signatures

Please do not delete signature lines. If a partner is not applicable, please place N/A on the signature line. It is allowable to add signature lines, if necessary. Strikethroughs are not allowed, as this is a legally binding document. Please note the status of any missing signatures (e.g., forthcoming, cannot obtain, refused to sign), and do not leave signature lines blank.

Jordan Whichard	 <small>DocuSigned by: 1FD7916DC864409...</small>	Chief Deputy Secretary	09-Nov-2023
<b>Printed Name</b>	<b>Signature</b>	<b>Title</b>	<b>Date</b>
Representing: WIOA Title III: Wagner-Peyser Act Employment Service (ES) program Trade Adjustment Assistance (TAA) activities Jobs for Veterans State Grants (JVSG) programs Unemployment Compensation (UC) programs			

David Garrett	 <small>DocuSigned by: EAB66518B2346A</small>	Southwestern WDB Director	9/12/2023
<b>Printed Name</b>	<b>Signature</b>	<b>Title</b>	<b>Date</b>
Representing: WIOA Title I: Adult, Dislocated Worker, and Youth Formula programs			

N/A			
<b>Printed Name</b>	<b>Signature</b>	<b>Title</b>	<b>Date</b>
Representing: WIOA Title I: Job Corps programs			

N/A			
<b>Printed Name</b>	<b>Signature</b>	<b>Title</b>	<b>Date</b>
Representing: WIOA Title I: YouthBuild program			

N/A			
<b>Printed Name</b>	<b>Signature</b>	<b>Title</b>	<b>Date</b>
Representing: WIOA Title I: Native American programs			

N/A			
<b>Printed Name</b>	<b>Signature</b>	<b>Title</b>	<b>Date</b>
Representing WIOA Title I: National Farmworker Jobs Program (NFJP)			

N/A

Printed Name	Signature	Title	Date
Representing: Senior Community Service Employment Program (SCSEP)			

N/A

Printed Name	Signature	Title	Date
Representing: Reentry Employment Opportunities (REO) programs (Second Chance Act of 2007)			

Dr. Don Tomas		Southwestern CC President	9/25/2023
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Printed Name	Signature	Title	Date
Representing: WIOA Title II: Adult Education and Family Literacy Act (AEFLA) programs			

Dr. Shelley White		Haywood CC President	9/25/2023
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Printed Name	Signature	Title	Date
Representing: WIOA Title II: Adult Education and Family Literacy Act (AEFLA) programs			

Dr. Donna Tipton-Rogers		Tri-County CC President	9/13/2023
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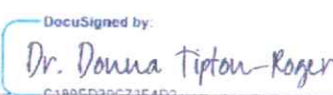
Printed Name	Signature	Title	Date
Representing: WIOA Title II: Adult Education and Family Literacy Act (AEFLA) programs			

Dr. Don Tomas		Southwestern CC President	9/25/2023
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Printed Name	Signature	Title	Date
Representing: Carl D. Perkins Career and Technical Education programs			

Dr. Shelley White		Haywood CC President	9/25/2023
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Printed Name	Signature	Title	Date
Representing: WIOA Title II: Adult Education and Family Literacy Act (AEFLA) programs			

Dr. Donna Tipton-Rogers		Tri-County CC President	9/13/2023
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Printed Name	Signature	Title	Date
Representing: WIOA Title II: Adult Education and Family Literacy Act (AEFLA) programs			

Kathie Trotter DocuSigned by:  
*Kathie Trotter*  
Western Regional Director Voc Rehab 9/14/2023

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Representing: WIOA Title IV: Vocational Rehabilitation (VR) Services program

N/A

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Representing: WIOA Title IV: Services for the Blind

N/A

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Representing: Department of Housing and Urban Development Employment and Training Programs

Chuck Sutton DocuSigned by:  
*Chuck Sutton*  
Macon Program for Progress Director 9/13/2023

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Representing: Community Services Block Grant (CSBG) programs

Amanda McGee DocuSigned by:  
*Amanda McGee*  
Cherokee County DSS Director 9/25/2023

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Representing: Temporary Assistance for Needy Families (TANF) program

Todd Goins DocuSigned by:  
*Todd Goins*  
Clay County DSS Director 9/18/2023

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Representing: Temporary Assistance for Needy Families (TANF) program

Amy Seay DocuSigned by:  
*Amy Seay*  
Graham County DSS Director 9/27/2023

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Representing: Temporary Assistance for Needy Families (TANF) program

Patrick Betancourt DocuSigned by:  
*P. Patrick Betancourt*  
Macon County DSS Director 9/13/2023

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Representing: Temporary Assistance for Needy Families (TANF) program

Bree Clawson DocuSigned by:  
Bree Clawson  
5A935304A2F247E Swain County DSS Director 9/13/2023

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Representing: Temporary Assistance for Needy Families (TANF) program

Cristopher Weatherford DocuSigned by:  
Cristopher Weatherford  
E627A921DF9A42G Jackson County DSS Director 9/14/2023

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Representing: Temporary Assistance for Needy Families (TANF) program

Ira Dove DocuSigned by:  
Ira Dove Haywood County DSS Director 9-21-23

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Representing: Temporary Assistance for Needy Families (TANF) program

David Garrett DocuSigned by:  
David Garrett  
4EAB6651CB234BA Southwestern WDB Director 9/12/2023

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**Printed Name**                      **Signature**                      **Title**                      **Date**

Southwestern Workforce Development Board Director

*Other partners (add a signature line for each additional partner included)*

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**Printed Name**                      **Signature**                      **Title**                      **Date**  
(Partner program name)

**Southwestern Workforce Development Board  
PY 2022 Cost Sharing Allocation Summary**

**Total Infrastructure Costs** **\$299,601.89**

**Program Allocations**

<b>Agency</b>	<b>Program</b>	<b>Allocation</b>	
NCCCS	Adult Education & Family Literacy (AEFLA)	\$395.00	
NCCCS	Carl Perkins Career & Technical Education (CTE)	\$401.00	
DHHS	Vocational Rehabilitation (VR)	\$2,468.00	
DHHS	Division of Services for the Blind (DSB)	\$0.00	
DHHS	Senior Community Service Employment Program (SCSEP)	\$0.00	
DHHS	Community Service Block Grants (CSBG)	\$1,109.00	
DHHS	Temporary Aid to Needy Families (TANF)	\$1,578.00	
DES	Unemployment Insurance (UI)	\$17,109.41	
	<b>Total Allocations</b>	<b>\$23,060.41</b>	
	<b>Balance of Infrastructure Costs</b>		<b>\$276,541.48</b>

**Headcount/Cost Distribution Percentage**

<b>Agency</b>		<b>Headcount Percentage</b>	<b>Percentage of Cost Paid</b>
DWS	Title 3, JVSG, TAA	81.25%	95.04%
WDB	Title 1	18.75%	4.96%
	<b>Total Headcount</b>	<b>16.00</b>	

**Allocation of Balance of Infrastructure Costs (Headcount method) <sup>1</sup>**

DWS	Balance of Infrastructure Costs x DWS Headcount %	\$224,689.95
WDB	Balance of Infrastructure Costs x WDB Headcount %	\$51,851.53
	<b>Total</b>	<b>\$276,541.48</b>

Infrastructure Cost Paid by the WDB (Balance of Infrastructure Costs x %age of Cost Paid ) \$13,716.46

Based on Headcount Percentage, the WDB Should Have Paid \$51,851.53

**Due To/ (Due From) WDB** **(\$38,135.07)**

Allocated State Level Contribution \$23,060.41

Less NCCCU/AEFLA (Due to new agreement between WDBs and NCCCU) \$15,065.01

**Net Amount Due To/ (Due From) WDB\*** **(\$15,469.66)**

(Figures in black represent amount DWS owes. Figures in red represent what WDB owes)

\* The DWS Finance Unit will issue checks to WDBs that are to receive IFA funding.

WDBs that owe funds to DWS will receive an invoice from DWS Finance. Please send a check for your payment. We ask that payment be made using this method as opposed to de-obligating funds in WISE so your established WIOA budget is not reduced.

<sup>1</sup>Total cost that should be covered by each entity based on agreed to methodology