Infrastructure Agreement: Comparing the Local and State Funding Mechanisms

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Group Activity

What questions do you have about infrastructure funding of the one-stop centers?

1. Discuss at your table.
2. Write them down.
3. Identify questions by state.
Session Topics

- Overview of Guidance and Technical Assistance
- What are Infrastructure Costs?
- Infrastructure Funding Agreement (IFA)
- Infrastructure Funding Requirements
- The Local Funding Mechanism (LFM)
- Hypothetical Infrastructure Funding Negotiations
- Comparing the State Funding Mechanism (SFM) with the LFM
- The 8 Steps of Implementing the SFM
- AEFLA Financial Reporting of IFA Costs
- AEFLA funding options under the SFM
Guidance & Technical Assistance

• Infrastructure Funding of the One-Stop Delivery System – Joint Guidance: OCTAE Program Memorandum 17-3, TEGL 17-16, RSA-TAC-17-03

• FAQs – WIOA One-Stop Infrastructure Costs

• WIOA Wednesdays Webinar – Infrastructure Funding – Part I

• WIOA Wednesdays Webinar – Infrastructure Funding – Part II

• Sample MOU and Infrastructure Costs Toolkit available at https://ion.workforcegps.org/resources/2017/03/23/13/30/Sample_MOU_Infrastructure_Costs_Toolkit

• This session! 😊
Sample MOU and Infrastructure Costs Toolkit

This Sample Memorandum of Understanding (MOU) and accompanying Cost Allocation Analyses for hypothetical local areas may be used as a reference guide or toolkit when developing your own MOU, including your one-stop operating budget, Infrastructure Funding Agreement (IFA), and cost allocation methodologies, pursuant to the requirements of section 121 of WIOA, its implementing regulations at 20 CFR part 678 and 34 CFR parts 361 and 463, and the relevant guidance.

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

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

This is a Sample MOU that includes actual portions of local MOUs and Infrastructure Funding Agreements (IFAs) that have been

Related Content

- **Sample MOU 2017**
  pdf - size: 1.5MB

- **Cost Allocations and Partner Contributions- County A**
  pdf - size: 335.4KB

- **Cost Allocations and Partner Contributions- County B**
  pdf - size: 344.5KB

- **Cost Allocations and Partner Contributions- County C**
  pdf - size: 344.5KB

You Might Also Like

- One-Stop Center Certification and Quality Control for Enhanc...
- WIOA Partner Websites
- Voices of Experience: Video on Seamless TANF Partnerships
- Program Guides, Manuals and Handbooks to Aid in Program Deve...
- Effective Governance - Strategic Workforce Board Leadership
## Sample MOU and Infrastructure Costs Toolkit—Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-Stop Operating Budget</td>
<td>32</td>
</tr>
<tr>
<td>Cost Allocation Methodology</td>
<td>33</td>
</tr>
<tr>
<td>Allocation Bases per Cost Item</td>
<td>35</td>
</tr>
<tr>
<td>Partner Contribution Amounts</td>
<td>36</td>
</tr>
<tr>
<td>Cost Reconciliation and Allocation Base Update</td>
<td>38</td>
</tr>
<tr>
<td>Infrastructure Funding Agreement</td>
<td>41</td>
</tr>
<tr>
<td>Partners</td>
<td>42</td>
</tr>
<tr>
<td>Infrastructure Budget</td>
<td>43</td>
</tr>
<tr>
<td>Cost Allocation Methodology</td>
<td>45</td>
</tr>
<tr>
<td>Cost Reconciliation and Allocation Base Update</td>
<td>45</td>
</tr>
<tr>
<td>Steps to Reach Consensus</td>
<td>45</td>
</tr>
<tr>
<td>Dispute and Impasse Resolution</td>
<td>45</td>
</tr>
<tr>
<td>Modification Process</td>
<td>48</td>
</tr>
<tr>
<td>Effective Period</td>
<td>48</td>
</tr>
</tbody>
</table>
What are Infrastructure Costs?

- Infrastructure costs are non-personnel costs necessary for the general operation of the one-stop center.
- Non-personnel costs are all costs that are not compensation for personal services.
  - Costs related to services performed by contract vendors are non-personnel costs.
  - Direct one-stop center or partner staff costs are personnel costs.
What are Non-personnel Costs?

Non-personnel costs necessary for the general operation of the One-Stop center, including but not limited to:

- Facility costs such as rent.
- Costs of utilities and maintenance.
- Equipment (including physical modifications to the center for access, assessment-related products, and assistive technology for individuals with disabilities).
- Technology to facilitate access to the One-Stop center, including technology used for the center’s planning and outreach activities.
### Infrastructure Budget

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Cost Pool</th>
<th>Cost Item</th>
<th>A County</th>
<th>B County</th>
<th>C County</th>
<th>Total</th>
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<tr>
<td>Infrastructure Costs</td>
<td>Accessibility Software/Tools</td>
<td>Assistive Technology for Individuals with Disabilities</td>
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<td>$2,233</td>
<td>$15,633</td>
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<td>General Office Expense</td>
<td>Postage and Freight</td>
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<td>$10,556</td>
<td>$7,037</td>
<td>$49,260</td>
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<tr>
<td>Infrastructure Costs</td>
<td>General Office Expense</td>
<td>Printing</td>
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<td>$6,627</td>
<td>$3,751</td>
<td>$26,258</td>
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<td>Outreach Costs</td>
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<td>$15,600</td>
<td>$5,200</td>
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<td>Infrastructure Costs</td>
<td>Equipment Costs</td>
<td>Equipment Repairs/Maintenance</td>
<td>$25,370</td>
<td>$8,457</td>
<td>$5,638</td>
<td>$39,465</td>
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<tr>
<td>Infrastructure Costs</td>
<td>Equipment Costs</td>
<td>Purchase of new Equipment</td>
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<td>$6,222</td>
<td>$4,148</td>
<td>$29,037</td>
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<tr>
<td>Infrastructure Costs</td>
<td>General Office Expense</td>
<td>Internet Connections - Common/Shared Areas(^{22})</td>
<td>$1,593</td>
<td>$382</td>
<td>$234</td>
<td>$2,209</td>
</tr>
<tr>
<td>Infrastructure Costs</td>
<td>General Office Expense</td>
<td>Office Supplies</td>
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<td>Infrastructure Costs</td>
<td>General Office Expense</td>
<td>Telephone Lines - Common/Shared Areas</td>
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<td>$386</td>
<td>$257</td>
<td>$1,706</td>
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<td>General Office Expense</td>
<td>Internet Connections - Office Areas</td>
<td>$3,693</td>
<td>$1,374</td>
<td>$936</td>
<td>$6,003</td>
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<tr>
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<td>General Office Expense</td>
<td>Telephone Lines - Office Areas</td>
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<td>$1,543</td>
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<td>Infrastructure Costs</td>
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<td>Lease</td>
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<td>$50,182</td>
<td>$351,275</td>
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<td>$6,249</td>
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<td>Infrastructure Costs</td>
<td>Signage</td>
<td>Signage</td>
<td>$8,260</td>
<td>$2,753</td>
<td>$1,836</td>
<td>$12,849</td>
</tr>
</tbody>
</table>

\(^{22}\) Common/shared areas include such areas as resource rooms, conference rooms, classrooms, workshop rooms, staff break room/kitchen, bathrooms, etc.
What is an Infrastructure Funding Agreement (IFA)?

- IFA is a mandatory component of the local Memorandum of Understanding (MOU).
- IFA contains infrastructure costs budget which is an integral component of the one-stop operating budget.
- IFA describes a reasonable cost allocation methodology.
- Local Workforce Development Board (WDB) may negotiate umbrella or individual IFAs for one or more one-stop centers.
- Strongly recommended that IFA be negotiated along with additional costs.
- Change in one-stop partners or appeal by one-stop partner’s infrastructure cost contributions requires a modification.
What must an IFA include?

- **Period of time** in which the IFA is effective.
- Identification of the **infrastructure costs budget**.
- Identification of all **one-stop partners**, CEO(s), and the Local WDB participating in the IFA.
- A description of the **periodic modification and review** process.
- Information on the **steps** the Local WDB, CEO(s), and one-stop partners **used to reach consensus** or the assurance that the local area followed the SFM process.
- A description of the **process to** be used among partners to **resolve issues** related to infrastructure funding **during the MOU period** when consensus cannot be reached.

34 CFR 463.755
IFA Requirements for Partner Contributions

• All partner contributions to the costs of operating and providing services within the one-stop center system must:
  - Be based on *proportionate use and relative benefit* received.
  - Adhere to the partner program’s federal *authorizing statute*.
  - Adhere to the Federal cost principles requiring that costs are *reasonable, necessary, and allocable*. 
While not required by statute, the Departments consider it essential that the IFA include the signatories of individuals *with authority to bind* the signatories to the IFA, including all one-stop partners, CEO, and Local WDB participating in the IFA.
Infrastructure Funding Agreement
Key Dates

- For Program Year (PY) 2017, **IFAs must be in place no later than January 1, 2018**, or by an earlier date specified by the Governor.

- During the extension period, local areas may continue to use the funding agreements they negotiated for PY 2016.

- The IFA extension does not change the deadline of July 1, 2017 for the rest of the MOU.

- For PY 2017 and all program years that follow, the **IFA must be completed by the date specified by the Governor**. You should be aware whether your Governor has made a decision or issued guidance on this.
In the local funding mechanism, the Local WDB, chief elected officials, and one-stop partners agree to amounts and methods of calculating amounts each partner will contribute for one-stop infrastructure funding, include the infrastructure funding terms in the MOU, and sign the MOU.

34 CFR 463.715 – 463.725
Partner contributions must be allocated at local levels based upon allocation methodologies that demonstrate proportionate use and relative benefits received by the partners.
Consensus is REQUIRED

• **Consensus** on the infrastructure budget, as well as partner contributions, must be reached **by all required partners** for the LFM to work.

• If **consensus cannot be reached**, the **SFM is triggered**. Interim IFA may be used.
Why use the LFM?

- One-stop partner programs **retain local control** and decision making on infrastructure budgets.
- One-stop partner programs **determine how** infrastructure contributions will be calculated.
- One-stop partner programs may **determine what funds they will use** to pay for infrastructure costs.
- One-stop partner programs are more likely to **understand the needs of the local area’s workforce** and how best to meet those needs.
Local and State Funding Mechanisms—AEFLA Funding Source

• AEFLA – Infrastructure costs under the **Local and State Funding Mechanisms** are to be paid from Federal funds made available for **local administration**.

• Non-Federal resources that are cash, non-cash, or third-party in-kind contributions may also be used.

• Federal funds available for activities other than local administration may not be used for such costs.

• For the State Funding Mechanism, other funds made available by the State may be used.
Local Funding Mechanism
Cost Allocation Options

Should rental cost be allocated by customers served in the one-stop?

Rental Cost Allocation - Customers Served?

- Partner 1 (40%)
- Partner 2 (20%)
- Partner 3 (10%)
- Partner 4 (30%)
Local Funding Mechanism
Cost Allocation Options

Should rental cost be allocated by full time equivalent (FTE) staff?

Rental Cost Allocation - FTE?

- Partner 1 (15.4%)
- Partner 2 (30.8%)
- Partner 3 (7.7%)
- Partner 4 (46.1%)
Local Funding Mechanism Cost Allocation Options

Should rental cost be allocated by square footage?

<table>
<thead>
<tr>
<th>Partner</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner 1</td>
<td>20%</td>
</tr>
<tr>
<td>Partner 2</td>
<td>20%</td>
</tr>
<tr>
<td>Partner 3</td>
<td>15%</td>
</tr>
<tr>
<td>Partner 4</td>
<td>45%</td>
</tr>
</tbody>
</table>
Local Funding Mechanism Sample
One-Stop Center Square Footage

Sample One-Stop Center Floor Layout
(Total 1,500 Square Feet)

- Partner 2: 100 Sq. Ft.
- Partner 3: 75 Sq. Ft.
- Partner 4: 75 Sq. Ft.
- Partner 4: 75 Sq. Ft.
- Partner 1: 100 Sq. Ft.
- Conf. Room: 85 Sq. Ft.
- Staff Break Room: 120 Sq. Ft.
- Bathroom: 95 Sq. Ft.
- Front Desk Area: 100 Sq. Ft.
- Resource Room: 225 Sq. Ft.
- Large Conf. Room: 100 Sq. Ft.
- 275 Sq. Ft. Additional Common Space
Local Funding Mechanism Sample

One-Stop Information

<table>
<thead>
<tr>
<th>Direct Square Footage Of Partner Space</th>
<th>Common Space in Square Footage</th>
<th>Partner Consumers Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner 1: 100</td>
<td>Front Desk: 100</td>
<td>Partner 1: 400</td>
</tr>
<tr>
<td>Partner 2: 100</td>
<td>Conference Rooms (2): 185</td>
<td>Partner 2: 200</td>
</tr>
<tr>
<td>Partner 3: 75</td>
<td>Staff Breakroom: 120</td>
<td>Partner 3: 100</td>
</tr>
<tr>
<td>Partner 4: 225</td>
<td>Bathroom: 95</td>
<td>Partner 4: 300</td>
</tr>
<tr>
<td><strong>Total Direct: 500</strong></td>
<td>Additional Common Space: 275</td>
<td><strong>Total Consumers Served: 1,000</strong></td>
</tr>
<tr>
<td></td>
<td>Resource Room: 225</td>
<td></td>
</tr>
</tbody>
</table>
### One-Stop Rental Cost Example

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Cost Pool</th>
<th>Cost Item</th>
<th>Allocation Base</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infrastructure</td>
<td>Facilities (Direct and Common Space)</td>
<td>Lease</td>
<td>Square Footage</td>
<td>$191,947</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>Facilities (Resource Room)</td>
<td>Lease</td>
<td>Customers</td>
<td>$33,873</td>
</tr>
</tbody>
</table>

**Total Lease Costs = $225,820**

- Total one-stop center lease costs are $225,820.
- This example will allocate lease costs of the one-stop center partially by square footage (direct and common space) and partially by customers served (resource room).
Local Funding Mechanism Sample

Space Information:

- Total one-stop square footage is 1,500 square feet
  - Direct partner occupied space is 500 square feet
  - Total common space is 1,000 square feet
    - Resource Room is 225 square feet

- In this example, the partners agree to allocate rental costs of direct space and common space (less Resource Room) via square footage.
Local Funding Mechanism Sample

LFM Space Allocation
Square Footage for 85 percent

- What percentage of space is allocated using square footage?
  Direct space + (Total Common Space – Resource Room Space) / Total space
  \((500 + (1,000 – 225)) / 1,500 = 0.85\) (or 85 percent)

- What amount of rent is allocated using square footage?
  \((\text{Percent of space allocated using square footage} \times \text{Total Rental Cost})\)
  \(85\% \times 225,820 = 191,947\)
Local Funding Mechanism Sample

Cost Allocation Example
Square footage cost allocation for 85 percent of lease cost.

<table>
<thead>
<tr>
<th>Partners</th>
<th>Square Footage</th>
<th>Square Footage Percent per partner</th>
<th>Partner allocations of the $191,947</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner 1</td>
<td>100</td>
<td>20%</td>
<td>$38,389.40</td>
</tr>
<tr>
<td>Partner 2</td>
<td>100</td>
<td>20%</td>
<td>$38,389.40</td>
</tr>
<tr>
<td>Partner 3</td>
<td>75</td>
<td>15%</td>
<td>$28,792.05</td>
</tr>
<tr>
<td>Partner 4</td>
<td>225</td>
<td>45%</td>
<td>$86,376.15</td>
</tr>
<tr>
<td>Totals</td>
<td>500</td>
<td>100%</td>
<td>$191,947</td>
</tr>
</tbody>
</table>
Local Funding Mechanism Sample

**LFM Cost Allocation Example**

**Consumer Counts for Resource Room**

(15 percent of space)

- What is the percentage of space allocated using customer counts?
  
  Resource Room Square Feet / Total Space = Percent of Total Space

  \[
  \frac{225 \text{ sq. ft}}{1,500 \text{ sq. ft}} = 0.15 \text{ (or 15 percent)}
  \]

- What is the amount of rent allocated using customer counts?
  
  (Percent of space allocated using customer counts \times Total Lease Cost)

  \[
  15\% \times \$225,820 = \$33,873
  \]

  or simply

  \[
  \$225,820 - \$191,947 = \$33,873
  \]
Local Funding Mechanism Example

LFM Cost Allocation Example
Consumer Counts for Resource Room
(15 percent of space)

<table>
<thead>
<tr>
<th>Partners</th>
<th>Consumer Counts</th>
<th>Consumer Count percent per partner</th>
<th>Allocation of Resource Room Costs $33,873</th>
</tr>
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<tbody>
<tr>
<td>Partner 1</td>
<td>400</td>
<td>40%</td>
<td>$13,549.20</td>
</tr>
<tr>
<td>Partner 2</td>
<td>200</td>
<td>20%</td>
<td>$6,774.60</td>
</tr>
<tr>
<td>Partner 3</td>
<td>100</td>
<td>10%</td>
<td>$3,387.30</td>
</tr>
<tr>
<td>Partner 4</td>
<td>300</td>
<td>30%</td>
<td>$10,161.90</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>1,000</strong></td>
<td><strong>100%</strong></td>
<td><strong>$33,873</strong></td>
</tr>
</tbody>
</table>
### LFM Cost Allocation Example

**Total Rental Contributions:** Sum of square footage and customer count per partner.

<table>
<thead>
<tr>
<th>Partners</th>
<th>Partner rent allocations per square footage (Direct and Common Space)</th>
<th>Partner rent allocations per customer count (Resource Room)</th>
<th>Total partner rent contribution</th>
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<tbody>
<tr>
<td>Partner 1</td>
<td>$38,389.40</td>
<td>$13,549.20</td>
<td>$51,938.60</td>
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<td>Partner 2</td>
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<td>Partner 3</td>
<td>$28,792.05</td>
<td>$3,387.30</td>
<td>$32,179.35</td>
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<td>Partner 4</td>
<td>$86,376.15</td>
<td>$10,161.90</td>
<td>$96,538.05</td>
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<tr>
<td>Totals</td>
<td>$191,947</td>
<td>$33,873</td>
<td>$225,820</td>
</tr>
</tbody>
</table>

*Total the partner allocations from each allocation basis to determine partner contributions for rent.*
Group Activity and Report Out

• What challenges have your local programs encountered negotiating IFAs using the LFM?
• How were they resolved locally?
• What technical assistance (if any) did you provide?
• What were some reasons for success?
• What would you or your local programs do differently?
The State Funding Mechanism

- Triggered by failure of **only one of the required partners** in a local area to reach consensus on infrastructure costs in the IFA. “Required partners” are one-stop partners required by WIOA to participate in one-stop centers.

- **Not triggered by additional partners.** “Additional partners” are all one-stop partners that are not required to participate in one-stop centers.

- See joint guidance for list of required and additional partners.
Details of the SFM

• In the State funding mechanism, the Governor follows **8 steps** to determine one-stop partner contributions after consultation with the chief elected officials, Local WDB, and the State WDB.

• Governor’s determination of the required one-stop partner contributions is subject to funding caps.

**34 CFR 463.725 – 463.730**
SFM Step 1: Notice of No Consensus Given to Governor

- If no consensus can be reached, the Local WDB must notify the Governor of the failure to reach consensus.
- Notice must be given by a date set by the Governor.
The Local WDB must provide the Governor with all materials that were generated during the local negotiation process.
SFM Step 3: Governor Determines Infrastructure Budget

The Governor can

- accept an infrastructure budget that was agreed upon at the local level

  OR

- use the formula developed by the State WDB to create a working infrastructure budget.
SFM Step 4: Governor Establishes Cost Allocation Methodology

- Must follow the principles of proportionate use and relative benefit received.

- Must be consistent with the Uniform Guidance, relevant regulations, and statutes.
SFM Step 5: Governor Determines Partner’s Proportionate Shares

For **each** partner, the Governor must take into account:

- ✔ the partner’s costs of administration of the one-stop delivery system.
- ✔ statutory requirements for the partner.
- ✔ the partner’s ability to fulfill its statutory requirements.
SFM Step 6: Governor Calculates Statewide Caps

• The Governor determines the maximum amounts that required partners could be required to contribute toward infrastructure costs.

• If more than one Local Area in a State falls under the SFM, it is the aggregate of the infrastructure cost contributions in these Local Areas that is restricted by the caps.
SFM Step 7: Governor Assesses Aggregate Total of Contributions

If the aggregate total **exceeds the applicable cap**, the Governor may:

- ask the one-stop partner programs responsible for pushing the aggregate total above the cap if they are willing to contribute beyond the applicable cap. **OR**

- allow the re-entering of negotiations at the LFM level. **OR**

- allow for the reduction of infrastructure costs at the local level to reflect the amount of funds available without exceeding the applicable cap.
SFM Step 8: Governor Adjusts Proportionate Shares (if necessary)

If the one-stop partners fail to reach agreement on how to address exceeding the cap, the Governor must make adjustments.

Please Notice This

The aggregate total contribution of a program’s local partners under the SFM must not exceed the cap amount.
Review of 8 Steps and 5 sub-steps for Implementing the SFM

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

**Step 2:** Local negotiation materials provided to the Governor.

**Step 3:** The Governor determines one-stop center infrastructure budget or budgets.

**Step 4:** Governor establishes cost allocation methodology.

**Step 5:** Partners’ proportionate shares are determined.

**Step 6:** Governor calculates statewide caps using five sub-steps.

- **Sub-Step 1:** The Governor must apply a partner’s individual applicable limiting percentage.
- **Sub-Step 2:** The Governor must select a determining factor or factors that reasonably indicate the use of one-stop centers in the State.
- **Sub-Step 3:** The Governor applies the determining factor and determines the consensus areas’ factor percentage.
- **Sub-Step 4:** The Governor applies the consensus areas’ factor percentage to the statewide cap.
- **Sub-Step 5:** The Governor subtracts the consensus local areas’ portion from the statewide cap. The remaining amount is for use in the local areas that have not reached consensus.

**Step 7:** Governor assesses the aggregate total of infrastructure contributions as it relates to the statewide cap.

**Step 8:** Governor adjusts proportionate shares.
## Reporting of Infrastructure Costs

### AEFLA Financial Reporting

### Federal Cash:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Cash Receipts</td>
<td>$0.00</td>
</tr>
<tr>
<td>b. Cash Disbursements</td>
<td>$0.00</td>
</tr>
<tr>
<td>c. Cash on Hand (line a minus b)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Federal Expenditures and Unobligated Balance:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>d. Total Federal funds authorized</td>
<td>$0.00</td>
</tr>
<tr>
<td>e. Federal share of expenditures</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Integration of English Literacy and Civics Education (Sec. 225)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>f. Federal share of unliquidated obligations</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Institutionalized Persons (Sec. 225)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>g. Total Federal share (sum of lines e and f)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### One-Stop Infrastructure Costs (Local Option)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>h. Unobligated balance of Federal funds (line d minus g)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### One-Stop Infrastructure Costs (State Option)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Total recipient share required (i.e. Maintenance of Effort)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Recipient Share:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>j. Recipient share of expenditures</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Infrastructure Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>k. Remaining recipient share to be provided (line i minus j)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Program Income:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>l. Total program income earned</td>
<td>$0.00</td>
</tr>
<tr>
<td>m. Program income expended</td>
<td>$0.00</td>
</tr>
<tr>
<td>n. Unexpended program income (line l minus line m)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Additional funds for local administration could be made available in the following ways:

- **Increase cap for local administration** consistent with Sec. 233(b) of AEFLA and keep local grant the same.
- **Increase cap for local administration** consistent with Sec. 233(b) of AEFLA and increase local grant (e.g. carryover funds).
- Non-Federal resources that are cash, in-kind, or third-party contributions.
Additional Questions?

Please contact your OCTAE area coordinator.

Thank You!