

ADDENDUM – INFRASTRUCTURE FUNDING AGREEMENT

Infrastructure Funding Agreement

American Job Center infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the American Job Center. The cost categories are listed in the chart below.

All Parties to this Infrastructure Funding Agreement (IFA) recognize that infrastructure costs are applicable to all required Partners, whether they are physically located in the American Job 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, consistent with the Partner programs' authorizing laws and regulations and the Uniform Guidance. The Partners are identified in the Cost Allocation Methodology section of this agreement.

The schedule of the Infrastructure Funding Agreement will begin each calendar year, January 1 through December 31.

Infrastructure Budget

Expense	Cost										
Category	Category	Minot	Williston	Bismarck	Dickinson	Grand Forks	Devils Lake	Fargo	Wahpeton	Jamestown	Total
Utilities	Infrastructure	28,644	14,009	31,449	16,149	25,055	14,573	45,650	7,402	0	182,932
Property Insurance	Infrastructure	689	397	804	388	1,044	412	749	230	116	4,830
Building Supplies	Infrastructure	1,663	1,631	1,767	616	1,086	574	1,531	79	35	8,983
Building Repairs	Infrastructure	1,305	27,074	1,715	363	2,286	1,502	771	490	0	35,507
Lawn care/Snow removal	Infrastructure	16,423	4,562	15,364	4,430	15,093	2,362	10,139	1,861	73	70,308
Elevator Mtce. Contracts	Infrastructure	0	2,327	0	2,068	0	2,068	1,950	0	0	8,414
Heating/Air Cond. Contracts	Infrastructure	8,280	16,200	7,476	5,484	8,892	4,860	6,433	3,156	0	60,781
Janitorial	Infrastructure	9,790	18,550	11,145	0	18,350	11,760	13,200	6,996	3,504	93,295
Extermination Services	Infrastructure	0	150	373	374	125	0	0	0	0	1,023
Rug Cleaning, Laundry	Infrastructure	1,013	718	0	0	1,600	1,053	1,261	873	0	6,519
Security Systems, Shredding	Infrastructure	373	2,872	176	0	233	0	1,854	80	128	5,716
Principal/Interest Expense	Infrastructure	0	0	216,554	0	0	0	0	0	0	216,554
Building Lease	Infrastructure	0	0	0	0	0	0	0	0	31,956	31,956
Internet Connections	Infrastructure	1,416	708	1,416	1,416	2,124	708	2,124	708	708	11,328
Telephone Lines	Infrastructure	672	336	672	672	1,008	336	1,008	336	336	5,376
		\$70,269	\$89,535	\$288,912	\$31,962	\$76,896	\$40,209	\$86,672	\$22,212	\$36,856	\$743,522

Cost Allocation Methodology

Job Service North Dakota administers several of the WIOA core and required partners. The agency cost allocation plan is used to cover Infrastructure costs. Partner programs administered by Job Service North Dakota are WIOA Adult, WIOA Dislocated Worker, WIOA Youth, Wagner-Peyser, Jobs for Veterans State Grant, Trade Adjustment Act, Unemployment Insurance and Unemployment Insurance funded Reemployment Services and Eligibility Assessments program. Job Service North Dakota administers a portion of the Temporary Assistance for Needy Families (TANF) employment and training and TANF funded Parental Responsibility Initiative for the Development of Employment program through contract from the Department of Human Services. All staff overhead charges are applied to infrastructure costs. The partner programs physically located in an American Job Center will have square footage usage determine in the lease which factors in the infrastructure costs. Leases will be paid on a monthly basis. The partner programs not physically located in an American Job Center will have benefit determined by co-enrollments and available tallied customer orientations. See the chart for program details.

Partners	Method to determine benefit	Resources
WIOA Title I (Dislocated Worker, Youth & Adult)	Staff FTE's and Customer #s	Overhead portion of staff charges
Wagner-Peyser (employment services)	Staff FTE's and Customer #s	Overhead portion of staff charges
JVSG (VETS)	Staff FTE's and Customer #s	Overhead portion of staff charges
Trade Act	Staff FTE's and Customer #s	Overhead portion of staff charges
Unemployment Insurance	IP addresses and UI ICE login's Square footage for UI Tax staff	RESEA Overhead portion of staff charges, FAIRA and UI Admin
Adult Education	# of co-enrollments with Wagner – Peyser staff assisted services & WIOA Title I	Adult Ed Admin funds
Vocational Rehabilitation	# of co-enrollments with Wagner – Peyser staff assisted services & WIOA Title I	Program funds
TANF	Staff FTE's for JOBS & PRIDE # of co-enrollments with Wagner – Peyser staff assisted & WIOA Title I	Overhead portion of staff charges, Admin Funds
NFJP (Farmworker Program)	# of co-enrollments with Wagner – Peyser staff assisted services & WIOA Title I	Admin and Program funds
Job Corps	Square footage and # of co-enrollments with Wagner-Peyser staff assisted services & WIOA Title I and onsite orientations	Program funds

SCSEP (Older Worker Program)	# of co-enrollments with Wagner- Peyser staff assisted services & WIOA Title I	Admin and Program funds
Perkins-Post Secondary (Career & Tech Ed)	# of co-enrollments with Wagner- Peyser staff assisted services & WIOA Title I	Admin funds

CSGB and HUD employment and training, YouthBuild and the Second Chance Act programs are not present in North Dakota. The Indian & Native American programs will not be participating in the Infrastructure Funding Agreement according to WIOA sec. (h)(2)(D)(iv).

Cost Reconciliation

All Parties agree that a semi-annual reconciliation of budgeted and actual costs and update of the costs and benefit determinations will be shared by Job Service North Dakota. An invoice will be prepared for each Partner with the actual costs allocable to each Partner in accordance with the following process:

- Job Service ND will submit the invoices to the Partners and send a copy of the updated budget to all Parties no later than forty-five (45) days after the end of the calendar year.
- Upon receipt of the invoice and adjusted budget, each Partner will review both documents and will submit payment to Job Service North Dakota no later than fifteen (15) days following receipt. Payment of the invoice signifies agreement with the costs in the adjusted budget.
- Partners will communicate any disputes with costs in the invoice or the adjusted budget to Job Service North Dakota in writing.

Steps to Reach Consensus

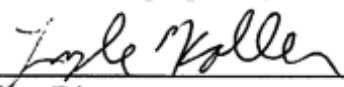
All Parties agree that the steps to reach consensus for this IFA will be the same as described in the Dispute Resolution section of the MOU. Partners will make a concerted effort to negotiate the IFA along with the remainder of the MOU, including the overall operating budget, for the North Dakota American Job Center network.

SIGNATURES TO THE INFRASTRUCTURE FUNDING AGREEMENT:

Per signature, we agree to enforce the aspects of this Infrastructure Funding Agreement.


David Farnsworth  _____ December 15, 2017
(Chair/NDWDC) (Date)

Michelle Kommer  _____ December 4, 2017
(Interim Executive Director, Job Service North Dakota and WIOA Liaison) (Date)

Lyle Koller  _____ 12/14/2017
(SCSEP Grant Project Director (Date)
ND Senior Career Development)

Valerie Fischer  _____ 12/21/17
(Director, Adult Education) (Date)

Christopher Jones  _____ 1-2-18
(Executive Director, Department of Human Services) (Date)

Andrea Bridgewater  _____ 12-20-2017
(Director of Operations, Experience Works) (Date)

Randella Bluehouse  _____ 12/27/17
(Executive Director, National Indian Council on Aging, Inc.) (Date)

Dianna Rylander  _____ 5-8-18
(Jackson Pierce Public Affairs, Inc., Operator for Burdick Job Corps Center) (Date)

Stacey Taylor  _____ 12-08-2017
(Executive Director, MET, Inc.) (Date)



Wayne Kutzer

(State Director, Career & Technical Education)

12/5/17

(Date)