



New Mexico
Workforce Connection
Central Region



**WORKFORCE INNOVATION AND
OPPORTUNITY ACT (WIOA)**

**LOCAL PLAN Modification
PROGRAM YEARS 2016 -2019**

CENTRAL AREA WORKFORCE BOARD

Approved on
October 22, 2018

**809 Copper Avenue NW
Albuquerque, New Mexico 87102**

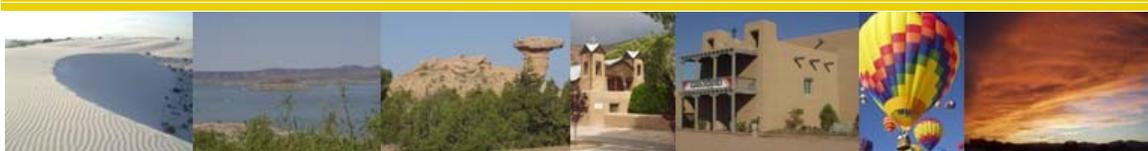


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Process for Plan Modification

In accordance with §679.580(a), the following describes the process for developing and submitting the Workforce Innovation and Opportunity Act (WIOA) Local Plan for the Central Region Program Years 2016 – 2019.

The Central Region Local Workforce Board, in partnership with the appropriate chief elected officials, has reviewed the current local plan and has prepared and submitted modifications to the plan to reflect the following changes and additions. A 30-day Public Comment period was conducted on September 3, 2018 through October 2, 2018. No Public Comment was received and no necessary changes were made, the Modification will be presented to the Central Region Local Workforce Board during their open Board Meeting on October 22, 2018. The Central Region Local Workforce Board received their negotiated performance levels for WIOA Title I program Year (PY) 2018 and PY 2019 on October 1, 2018 and they have been updated in Attachment E. Submission to the New Mexico Department of Workforce Solutions for the State Review Period is scheduled for November 2, 2018. Potential final approval from the State is scheduled for November 30, 2019 through December 14, 2018.

§679.580(b (1) and (2) (i) - Economic Conditions

Economic development perspective on changes in regional labor market and economic conditions:

The economy in central New Mexico is finally turning around. After years of flat to stagnant growth, the region began adding jobs in 2017, primarily in the manufacturing and retail trade sectors. Over the year, the Albuquerque MSA saw a 1.1% increase in jobs (4,400 jobs) with the majority of the growth occurring in service-producing industries (1.4 %) and a big jump in goods production (3.2% over 2016).

The largest gain was in the Financial sector. The region saw an 8.6% jump over 2016 with 1,600 new jobs. Other hot spots were leisure and hospitality and construction.

Year over year business registrations in Bernalillo County jumped from negative numbers in 2016 to more than 4000 new business registrations in 2017. While the region did see 800 closures in Bernalillo County and a contraction of nearly 750 businesses in Sandoval County, the overall picture is positive.

Key companies in the creative industries, Sony Pictures TV (Better Call Saul); Stage 13, Warner Brothers and Universal Cable Productions accounted for much of the good jobs picture. Facebook's data center in Valencia county has seen sustained growth and has committed to tripling its facility and hiring 800-1000 construction workers through 2023. In addition, the region has seen some long-needed manufacturing and assembly jobs: Keter Plastics, producing resin-based consumer products; Flagship Food Group, producing salsa for export; and Vitality works, producing herbal supplements. In the science and technology sectors, Raytheon, manufacturing aircraft range monitoring systems; and Albany Molecular Research, a biotechnology manufacturing firm, are both expanding.

In the IT space, 2ndGear, doing IT refurbishment, eco-disposal, and disbursement is slated to hire 100 people in Albuquerque. Other key sectors to watch are energy and alternative energy; safety, cybersecurity, propulsion, optics/photonics.

The seasonally adjusted unemployment rate for the Albuquerque MSA in December 2017 was 5.5 percent (down from 6.0 in December 2016).

§679.580(b)(2)(ii) - Funding

Workforce Connection of Central New Mexico (WCCNM), part of Congress's Workforce Innovative Opportunity Act (WIOA) of 2014, has seen significant increases in its funding carried out by New Mexico Department of Workforce Solutions. Over the last two years WCCNM has received 20% more in program year PY17 (7-1-17 to 6-30-18) than the prior year PY16, and 31% more in PY18 (7-1-18 to 6-30-19) than PY17. This sharp increase is directly related to the increase in Federal contributions delivered to New Mexico since it experiences close to the highest unemployment rate in the Nation (June 30, 2018) at 4.9%. In addition, WCCNM receives the largest portion of New Mexico's four WIOA Regions with this formula allocation due to its servicing demographics which includes population. WCCNM serves the Central Regions counties of Bernalillo, Sandoval, Torrance and Valencia. Based on the relatively fixed infrastructure of the WCCNM's service program, three service providers and four county facilities, a majority of the additional funding falls straight into the client services lines of the budget. Incrementally, the additional costs to serve more clients at the service provider level is lower per dollars spent serving clients.

**WCCNM Formula
Funding & Budget Item Comparison PY16 PY17 PY18
PY18 (July 1, 2018 to June 30, 2019)**

Total Formula Budget						
	PY16		PY17	Increase %	PY18	Increase %
Granted	\$ 5,898,799		\$ 7,396,944	25%	\$ 9,694,666	31%
Carry-In Adult / DW	\$ 616,676		\$ 578,873		\$ 892,520	
Carry-In Youth	\$ 275,704		\$ 158,826		\$ 535,489	
Carry-In Admin	\$ 127,075		\$ 138,959		\$ 142,104	
Carry In Totals Per Year	\$ 1,019,455		\$ 876,658		\$ 1,570,113	
Total	\$ 6,918,254		\$ 8,273,602		\$ 11,264,779	
Increase % of Prior Year			20%		36%	

Contractors						
	PY16	% to Total PY16 Budget	PY17	% to Total PY17 Budget	PY18	% to Total PY18 Budget
SER	\$ 874,029	13%	\$ 937,302	11%	\$ 1,067,562	9%
% to Client Specific Budget	28%		23%		18%	
YDI	\$ 659,000	10%	\$ 739,000	9%	\$ 886,800	8%
% to Client Specific Budget	56%		54%		47%	
MRCOG BCC Operations & AE	\$ 780,000	11%	\$ 667,938	8%	\$ 757,938	7%
% to Client Specific Budget	18%		12%		10%	
MRCOG Operator	\$ -	0%	\$ 142,062	2%	\$ 142,062	1%
% to Client Specific Budget	0%		3%		2%	
Total	\$ 2,313,030	33%	\$ 2,486,303	30%	\$ 2,854,363	25%
Increase to Prior Year %			7%		15%	

Client Services Program Year						
	PY16	% to Total PY16 Budget	PY17	% to Total PY17 Budget	PY18	% to Total PY18 Budget
Adult / DW (Inc. Carry In)	\$ 3,090,925	45%	\$ 4,035,404	49%	\$ 5,948,767	53%
Youth (Inc. Carry In)	\$ 1,184,000	17%	\$ 1,362,556	16%	\$ 1,893,448	17%
Total	\$ 4,274,925	62%	\$ 5,397,960	65%	\$ 7,842,215	70%
Increase to Prior Year %			26%		45%	

Remaining Activities Program Year						
	PY16	% to Total PY16 Budget	PY17	% to Total PY17 Budget	PY18	% to Total PY18 Budget
BCC Operating Expenses	\$ 185,000	3%	\$ 175,000	2%	\$ 310,985	3%
Board Expenses	\$ 145,299	2%	\$ 214,340	3%	\$ 257,217	2%
Total	\$ 330,299	5%	\$ 389,340	5%	\$ 568,202	5%
Increase to Prior Year %			18%		46%	

Clk TOTAL Budget of WCCNM	\$ 6,918,254	100%	\$ 8,273,602	100%	\$ 11,264,779	100%
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§679.580(b)(2)(iii) - Board Structure Updates

Changes and updates to the LWDB structure, including membership and committees may be found in **Attachment B**.

§679.580(b)(2)(iv) - Performance Updates

A chart of current and expected service levels for Adult, Dislocated Worker and Youth for PYs 2018 and 2019 can be found in **Attachment E**)

§679.350, WIOA §106(e)(2) and §107(c)(2) - Subsequent Local Board Certification

The attached letter reflects the following: NMDWS has reviewed the Central Regions Board assessing the extent to which the local board has ensured that workforce investment activities are carried out in the local area enabling the local area to meet the corresponding performance accountability measures, and to achieve sustained fiscal integrity, as defined by Section 106(e)(2).

SUSANA MARTINEZ
GOVERNOR



CELINA BUSSEY
SECRETARY

JOHN SANCHEZ
LT. GOVERNOR

STATE OF NEW MEXICO
DEPARTMENT OF WORKFORCE SOLUTIONS
401 Broadway, NE
PO Box 1928
Albuquerque, NM 87103
(505) 841-8405/ FAX (505) 841-8491

February 8, 2018

Honorable Gregory Hull, Mayor, City of Rio Rancho
WCCNM Lead Chief Elected Official
Leslie Sanchez
WCCNM Board Chair
Workforce Connection of Central New Mexico
809 Copper Avenue
Albuquerque, NM 87102

Dear Mayor Hull and Chair Sanchez:

The purpose of this letter is to inform you the New Mexico Department of Workforce Solutions (NMDWS) Grant Monitoring Bureau has completed its certification review of the Workforce Connection of Central New Mexico (WCCNM) Board's membership. Further, we have determined the Local Board meets the certification criteria and requirements of the Workforce Innovation and Opportunity Act (WIOA) Section 107, federal regulations in CFR 679.300, as well as federal and state technical assistance guidance. Therefore, NMDWS, as the designated State Administrative Entity (SAE) for WIOA administration and implementation, is pleased to grant initial certification to WCCNM as of the 3rd Quarter of Program Year 2017. The evaluation and granting of subsequent Local Board Certification will occur once every two years from this date.

The SAE appreciates WCCNM's cooperation with the review and is encouraged by the progress the Board has made in implementing WIOA. As a strategic leader and convener of local workforce development system partners and stakeholders, the Local Board plays a critical role in assisting in achievement of the State's strategic and operational vision and goals as outlined in the State plan. As such, we look forward to your continued efforts to improve the quality and effectiveness of services and the overall customer experience, as we work together to strengthen our workforce system in New Mexico.

Sincerely,


Yolanda Montoya-Cordova
WIOA Administrator
New Mexico Department of Workforce Solutions

cc: Dewey Cave, Executive Director, MRCOG
Jerilynn Sans, Workforce Administrator, WCCNM
Celina Bussey, Cabinet Secretary, NMDWS

"AN EQUAL OPPORTUNITY EMPLOYER"

§679.560(c)

Required Updates to Attachment A

See Attachment A for information regarding copies of all LWDB policies relevant to the implementation of WIOA.

§679.560(c) - IFA Update

This section includes the Memorandum of Understanding between the Workforce Connection of Central New Mexico and the America's Job Center Partners, in addition it includes the Operating Budgets for all four counties in the Region. A signed IFA and Operating Budget also included is reflective of a Non-Participating and Participating Partner (Co-located within the One Stop) such as NMDWS and an IFA and Operating Budget with CNM – Carl D. Perkins which is also reflective of a Non-Participating partner (not Co-located within the One Stop). Due to the length of this document, a copy of each partner IFA may be obtained on request.



Memorandum of Understanding (MOU)

Between

Workforce Connection of Central New Mexico (WCCNM)

And

America's Job Center Partners



Workforce Connection of Central New Mexico

809 Copper NE, Albuquerque, NM 87102 | www.wccnm.org | (505) 247-1750

LEGAL AUTHORITY

The Workforce Innovation and Opportunity Act (WIOA) sec. 121(c)(1) requires the Local Board, with this agreement of the Chief Elected Officials (CEO's), to develop and enter into a Memorandum of Understanding (MOU) 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 WIOA; 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), it is implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative requirement, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) ant 2 CFR part 200.

PURPOSE

The primary purpose of this Memorandum of Understanding (MOU) is to create a partnership between the Workforce Connection of Central New Mexico (WCCNM) and the American Job Center Partners (Partners) within the counties of Bernalillo, Sandoval, Torrance and Valencia Counties.

The development and implementation of a comprehensive Workforce System requires teamwork between the Partners and the WCCNM. The Partners and the WCCNM agree to work together to establish shared goals, operating strategies, and procedures for effective integration of workforce services.

Vision

A strong economic environment, growing industries, highly competitive and profitable businesses, skilled and productive workers and growing, thriving communities.

Mission

To deliver value-added workforce and human resource services that contribute to an economic environment in which Central Area industries are growing, businesses are highly competitive and profitable, workers are skilled and productive, and communities are growing and thriving.

System Structure

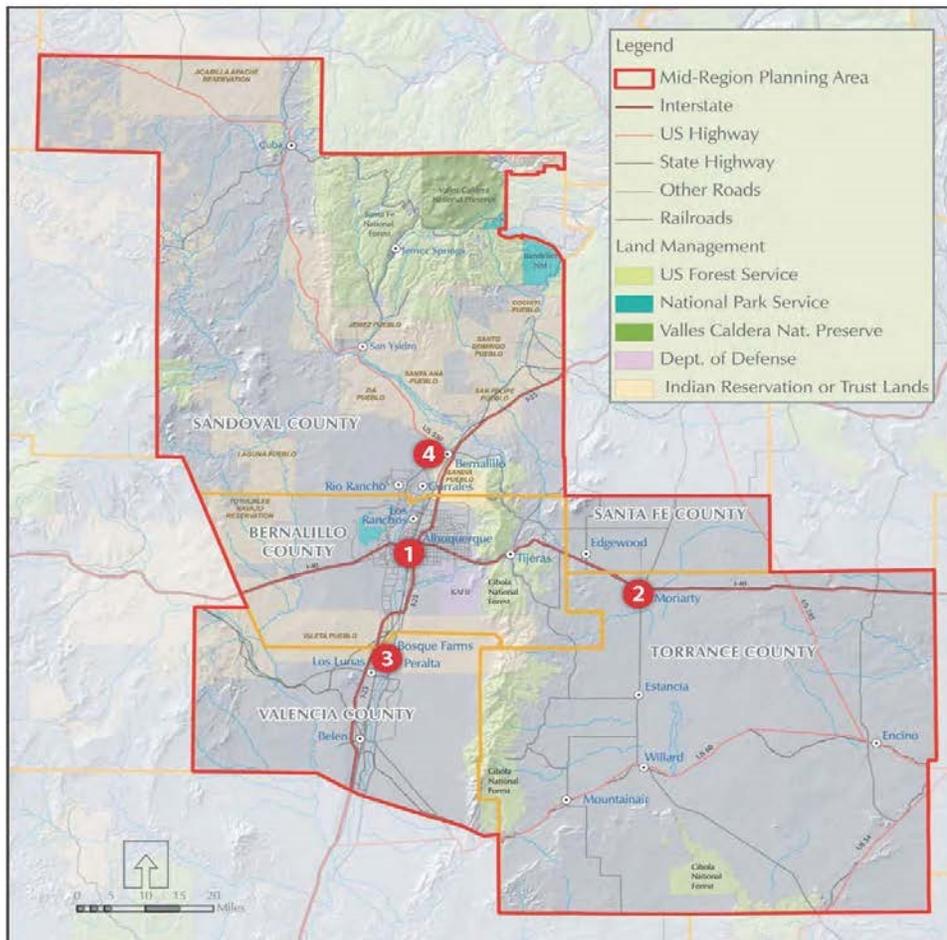
WCCNM American Job Centers

Workforce Connection of Central New Mexico



BUSINESS AND CAREER CENTERS

- 1. Bernalillo County Office** 501 Mountain Road NE | Albuquerque, NM 87102 | P (505) 843-1900 | F (505) 843-1993
- 2. Torrance County Office** 777 Route 66 | Chamber of Commerce Building | Moriarty, NM 87035 | P (505) 832-6774
- 3. Valencia County Office** 428 Los Lentos Rd SE | Los Lunas, NM 87031 | P (505) 212-9115 | F (505) 865-2278
- 4. Sandoval County Office** 301 Rail Runner Ave | Bernalillo, NM 87004 | P (505) 771-2160 | F (505) 771-2541



Mid-Region Council of Governments

Administrative Entity for the Workforce Connection of Central New Mexico
809 Copper Ave. NW | Albuquerque, NM 87102 | 505-247-1750

Within the Central Region there is one WIOA comprehensive One-Stop Bernalillo County, three affiliate American Job Centers (AJC) Sandoval, Valencia and Tarrant counties. These centers were established under the Workforce Investment Act of 1998 and continued by the Workforce Innovation and Opportunity Act. All centers offer WIOA Adult, Dislocated and Youth Services, and provide for both staff assisted and self-directed services and access to Unemployment Services via the telephone or through the resource center facilities. Resources available at each WCCNM AJC One-Stop includes, but are not limited to: computers with internet access and the New Mexico Job Service System, fax and copy machines, online job search and career exploration resources, online filing for Unemployment Insurance benefits, labor market information and literature pertaining to careers, job search and training. Staff assisted career services are available to customers who require some staff assistance to include job referral, job development, workshops, resume review, and other reemployment services support.

Office hours for all American Job Centers within the Central Area is Monday through Friday 8:00 AM to 5:00 PM

WCCNM's WIOA Partners

Participating (Co-Located) Required Partners					
WCCNM's One-Stop America's Job Center					
Partner Program	Partner Organization	Authorization / Category	Signatory Official	Contact Information	One-Stop Center
WagnerPeysers Employment Services	NM Dept. of Workforce Solutions	Wagner-Peyser Employment Services (ES) program, authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by title III of WIOA, also providing the state's public labor exchange	Secretary Celina Bussey	PO Box 1928 Albuquerque, NM 871031928 505-841-8912 celina.bussey@state.nm.us	Bernalillo Sandoval Valencia Torrance
Jobs for Veterans State Grants	NM Dept. of Workforce Solutions	Jobs for Veterans State Grants (JVSG), authorized under chapter 41 of title 38, U.S.C.	Secretary Celina Bussey	PO Box 1928 Albuquerque, NM 871031928 505-841-8912 celina.bussey@state.nm.us	Bernalillo Sandoval Valencia (itinerant)
Trade Adjustment Assistance	NM Dept. of Workforce Solutions	Trade Adjustment Assistance (TAA), authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)	Secretary Celina Bussey	PO Box 1928 Albuquerque, NM 871031928 505-841-8912 celina.bussey@state.nm.us	Bernalillo
WIOA Adult, Dislocated Worker, and Youth Programs	Mid-region Council of Governments, Workforce Connection of Central NM LWDB	WIOA title I Adult, Dislocated Worker, and Youth Programs – WIOA Act of	WCCNM Board Chair Leslie Sanchez	809 Copper Ave. NW, Albuquerque, NM 87102 505-724-3636 leslie@dlenm.org	Bernalillo Sandoval Valencia

		2014			Torrance
Temporary Assistance for Needy Families (TANF)	NM Human Services Dept,	Temporary Assistance for Needy Families (TANF), authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) ³	Secretary Brent Earnest	Office of the Secretary P.O. Box 2348 Santa Fe, NM 87504 505- 827-7750 brent.earnest@state.nm.us	
Temporary Assistance for Needy Families (TANF)	SL Start (service provider)	Temporary Assistance for Needy Families (TANF), authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) ³	Lisa Roberts, EVP of Operations & Workforce Services	5709 W Sunset Hwy, Suite 100, Spokane WA 99224 208.329.0723 lroberts@slstart.com	Bernalillo
Innovate + Educate	Innovate+Educate	Additional Partner	Jamai Blivin, CEO	228 Griffin Street Santa Fe, NM 87501 (505) 629-7071 jami.blivin@innovateeducate.org	Bernalillo
Graduate Abq!	United Way of Central NM	Additional Partner	Ed Rivera, President/CEO	2340 Alamo Ave. SE, Suite 200, Albuquerque, NM 87106 505-247-3671 Ed.rivera@uwcnm.org	Bernalillo
Tech-Hire NM	Workforce Connection of Central NM	TechHire Partnership Grants: FOAETA-16-01	WCCNM Board Chair Leslie Sanchez	809 Copper Ave. NW, Albuquerque, NM 87102 505-724-3636 leslie@dlenm.org	Bernalillo

NM Department of Vocational Rehabilitation Services	NM Department of Vocational Rehabilitation Services	State Vocational Rehabilitation (VR) program, authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C.720 et seq.), as amended by title IV of WIOA	Joe D. Cordova, Executive Director	435 St. Michael's Dr. Bldg. D Santa Fe, NM 87505 505-954-8500 800-224-7005	Bernalillo
Job Corps	Job Corps	Job Corps, WIOA Title I, Subtitle C	Vicki Wilkins, Center Director	1500 Indian School Rd. NW Albuquerque, NM 87104 505-222-4100 Wilkins.Vicki@jobcorps.org	Bernalillo

<i>Non-Participating Required & Additional Partners (Not Co-located)</i>				
<i>WCCNM's One-Stop - America's Job Center</i>				
Partner Program	Partner Organization	Authorization / Category	Signatory Official	Contact Information
Job Corps	Job Corps	Job Corps, WIOA Title I, Subtitle C	Vicki Wilkins, Center Director	1500 Indian School Rd. NW Albuquerque, NM 87104 505-222-4100 Wilkins.Vicki@jobcorps.org
WIOA National Indian Youth Council	National Indian Youth Council	U.S. Department of Labor's Workforce Innovation and Opportunity Act (WIOA) program	Tina Farrenkopf, Executive Director	National Indian Youth Council, Inc. Employment & Training Program (505) 247-2251 318 Elm St SE Albuquerque, NM 87102 Melissa Wassana mskeet@niyc-alb.org
Unemployment Insurance Reemployment Services and Eligibility Assessment Client Access by Computer and Telephone	NM Dept. of Workforce Solutions	Budget Control Act, 2016, WIOA Act of 2014, Unemployment Insurance Program Letter 19-15 Required Partner	Secretary Celina Bussey	PO Box 1928 Albuquerque, NM 87103-1928 505-841-8912 celina.bussey@state.nm.us

Rio Metro Regional Transit District, New Mexico Job Access Program	Rio Metro Regional Transit District	Additional Partner	Terry Doyle, Director RMRTD	809 Copper Ave. NW Albuquerque, NM 87102 505-843-1701 tdoyle@mrcog-nm.gov
Senior Community Service Employment Program Set-Aside Grantees	NM Aging and Long-Term Services Department	Senior Community Service Employment Program Set-Aside Grantees Required Partner	Kyky Knowles, Acting Secretary NM Aging and Long-term Services Department	Toney Anaya Building, P.O. Box 27118, 2550 Cerrillos Road, Santa Fe, NM 87502-7118 505- 228-6143 DougCalderwood@State.nm.us
Senior Community Service Employment Program Set-Aside Grantees	NICOA, National Indian Council on Aging	Senior Community Service Employment Program Set-Aside Grantees Required Partner	Randella Bluehouse, Executive Director	8500 Menaul Blvd NE, Suite B-470 Albuquerque, NM 87112 505-292-2001 rbluehouse@nicoa.org

Senior Community Service Employment Program SCSEP	NM Goodwill	Senior Community Service Employment Program (SCSEP), authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 seq.) Required Partner	Mary Best, President/CEO	5000 San Mateo Blvd. NE Albuquerque, NM 87109 505-881-6140 mbest@goodwillnm.org
National Farmworker Jobs Program Employment and Training Grants	Help – New Mexico	National Farmworker Job Program (NFJP) WIOA Sec. 167 Required Partner	Michael Gutierrez, Chief Executive Officer	5101 Copper Ave NE Albuquerque, NM 87108 505-766-4918 Mike.Gutierrez@helpnm.com
Youth Build	Youth Development Inc	Youth Build Grants: SGA-DFA-PY-13-04 Required Partner	Dr. Diego Gallegos, President/CEO	518 1st Street NW Albuquerque, NM 87102 505-212-7442 dgallegos@ydinm.org
Adult Basic Education	Adult Education Albuquerque GED	WIOA title II Adult Education and Family Literacy Act (AEFLA) Program Required Partner	Gloria Rael, Executive Director	c/o Trumbull Family Resource Center 419 Pennsylvania St. SE, Albuquerque, NM 87108 505-980-2129 gloria@abqged.org

Adult Basic Education	Adult Education Catholic Charities	WIOA title II Adult Education and Family Literacy Act (AEFLA) Program Required Partner	James Gannon, CEO	2010 Bridge Blvd. SW Albuquerque, NM 87105 505-724-4601 gannonj@ccasfnm.org
Adult Basic Education	Adult Education Central New Mexico Community College – CN	WIOA title II Adult Education and Family Literacy Act (AEFLA) Program Required Partner	Wanda Helms, CNM Controller	Business Office 525 buena Vista SE Albuquerque, NM 87106 505-224-3457 whelms@cnm.edu
Adult Basic Education	Adult Education Santa Fe Community College	WIOA title II Adult Education and Family Literacy Act (AEFLA) Program Required Partner	Letty Naranjo, Director	Adult Education 6401 Richards Ave. Santa Fe, NM 87508 505-428-1330 Letty.naranjo@sfcc.edu
The Southwestern Indian Polytechnic Institute Adult Education Program is designated as a Native American Program and are exempt from mandatory contribution. Therefore, no costs will be allocated to the Southwestern Indian Polytechnic Institute Adult Education Program.				
Adult Basic Education	Adult Education Southwestern Indian Polytechnic Institute	WIOA title II Adult Education and Family Literacy Act (AEFLA) Program	Sherry Allison, President	9169 Coors Blvd. NW Albuquerque, NM 87120 505-792-2976 sherry.allison@bie.edu

		Required Partner		
Adult Basic Education	Adult Education UNM- Los Alamos	WIOA title II Adult Education and Family Literacy Act (AEFLA) Program Required Partner	Dr. Cynthia J. Rooney, Chief Executive Officer	4000 University Dr. Los Alamos, NM 87544 505-669-3400 gbaca@unm.edu
Adult Basic Education	Adult Education UNM-Valencia	WIOA title II Adult Education and Family Literacy Act (AEFLA) Program Required Partner	Dr. Alice Lettney, Chief Executive Officer	280 La Enbtradam Los Lunas, NM 87031 505-925-8540 alichel@unm.edu

Central New Mexico Community College	Carl's Perkins Act	Career and technical education (CTE) programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) Required Partner	Sharon GordonMoffett Director, Service Learning & Carl D. Perkins Grant Central New Mexico Community College	10549 Universe Blvd. NW Albuquerque, NM 87114 505-224-3068 sgordon@cnm.edu
Community Services Block Grant Act (CSBG) <i>Bernalillo, Sandoval and Torrance Counties</i>	New Mexico Department of Human Services	Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.) Required Partner	Brent Earnest, Secretary Help NM Michael Gutierrez, Chief Executive Officer	Office of the Secretary P.O. Box 2348 Santa Fe, NM 87504 505-827-7750 brent.earnest@state.nm.us 5101 Copper Ave NE Albuquerque, NM 87108 505-766-4918 Mike.Gutierrez@helpnm.com
Ticket to Work	Adelante of NM	Ticket to work and self-sufficiency program [116] Sec. 1148. [42 U.S.C. 1320b-19] (a) In General Additional Partner	Mike Kivitz, CEO	3900 Osuna Rd. NE Albuquerque, NM 87109 505-341-2000 kswilliams@goadelante.org
Pueblo	Santo Domingo	Required Partner Exempt from mandatory contribution	Robert B Coriz, Governor	P.O. Box 99 Santo Domingo Pueblo, NM 87052 505-465-2214 RBCoriz@kewa-nsn.us
Pueblo	San Felipe	Required Partner	Anthony Ortiz, Governor	P.O. Box 4339 San Felipe Pueblo, NM 87001 505-867-3381
		Exempt from mandatory contribution		ssandoval@sfpueblo.com
Pueblo	Isleta	Required Partner Exempt from mandatory contribution	J. Robert Benavides, Governor	P.O. Box 1270 Isleta Pueblo, NM 87022 505-869-3111 poigov@isletapueblo.com

Five Sandoval Indian Pueblo's WIOA Employment and Training Project represents the following New Mexico Pueblos - Mary Lujan Program Director, Mlujan@fspinc.org (505) 771-5383.

The Five Sandoval Indian Pueblo WIOA Project is designated as a Native American program and has elected not to contribute to the operation of the WCCNM's One-Stop facilities. Therefore, no costs will be allocated to the Five Sandoval Indian Pueblo's WIOA Project.

Pueblo	Zia	Required Partner Exempt from mandatory contribution	Anthony Delgarito, Governor	135 Capitol Square Dr. Zia Pueblo, NM 87053 505-867-3304 governor@ziapueblo.org
Pueblo	Santa Ana	Required Partner Exempt from mandatory contribution	Glen Tenorio, Governor	2 Dove Road Santa Ana Pueblo, NM 87004 505-867-3301 governor@santaana-nsn.gov
Pueblo	Sandia	Required Partner Exempt from mandatory contribution	James R. Bernal, Governor	481 Sandia Loop Bernalillo, NM 87004 505-867- 3317 sparkinson@sandiapueblo.nsn.us
Pueblo	Cochiti	Required Partner Exempt from mandatory contribution	Dwayne Herrera, Governor	P.O. Box 70 Cochiti Pueblo, NM 87072 505-465-2244 es_herrera@pueblodecochiti.org
Pueblo	Jemez	Required Partner Exempt from mandatory contribution	Paul S. Chinana, Governor	P.O. Box 100 Jemez Pueblo, NM 87024 505-834-7359 Joseph.a.toya@jemezpueblo.org

TERMS and CONDITIONS

Services

Partners will make services available as described below, when applicable to the program, consistent with and coordinated via the WCCNM's American Job Centers. Additional services may be provided on a case by case basis and with the approval of the WCCNM.

Business Services		
Serve as a single point of contact for businesses, responding to all requests in a timely manner	Provide information of services related to Unemployment Insurance taxes and claims	Assist with disability and communication accommodations, including job coaches

Conduct outreach regarding Local workforce system's services and products	Conduct on-site / off-site Rapid Response activities regarding closures and downsizings	Develop On-the-Job Training (OJT) contracts, incumbent worker contracts, or pay-for performance contract strategies
Provide access to labor market information	Provide customized recruitment and job applicant screening, assessment, and referral services	Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers
Assist with the interpretation of labor market information	Conduct and or assist with job fairs and hiring events	Develop customized training opportunities to meet specific employer and/or industry cluster needs
Use of one-stop center facilities for recruiting and interviewing job applicants	Consult on human resources & Business Development issues	Coordinate with employers to develop and implement layoff aversion strategies
Post job vacancies in the state labor exchange system and take and fill job orders	Provide information regarding disability awareness issues	Provide incumbent worker upgrade training through various modalities
Provide information regarding workforce development initiatives and programs	Provide information regarding assistive technology and communication accommodations	Develop, convene, or implement industry or sector partnerships

Job Seeker Services		
<u>Basic Career Services</u>	<u>Individualized Career Services</u>	<u>Training</u>
Outreach, intake and orientation to the information, services, programs, tools and resources available through Local workforce system	Comprehensive and specialized assessments of skills levels and service needs	Occupational skills training through Individual Training Accounts (ITAs)
Initial assessments of skill level(s), aptitudes, abilities and supportive service needs	Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals	Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above
Job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment	Referral to training services	On-the-Job Training (OJT)
Access to employment opportunity and labor market information	Group career counseling	Incumbent Worker Training

Performance information and program costs for eligible providers of training, education, and workforce services	Literacy activities related to work readiness	Programs that combine workplace training with related instruction which may include cooperative education
Information on performance of the local workforce system	Individual counseling and career planning	Training programs operated by the public and private sector
Information on the availability of supportive services and referral to such, as appropriate	Case management for customers seeking training services; individual in and out of area job search, referral, and placement assistance	Skill upgrading and retraining
Information for Unemployment Insurance claim filing	Work experience, transitional jobs, registered apprenticeships, and internships	Entrepreneurial training
Determination of potential eligibility for workforce Partner services, programs, and referral(s)	Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training	Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
Information and assistance in applying for financial aid for training and education programs not provided under WIOA		Other training services as determined by the workforce partner's governing rules
		Post-employment follow-up services and support

Youth Services	
Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential	Alternative secondary school services, or dropout recovery services, as appropriate
Paid and unpaid work experiences that have as a component academic and occupational education, which may include: Summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities	Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved

Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster	Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate
Supportive services	Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months
Follow-up services for not less than 12 months after the completion of participation, as appropriate	Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate
Financial literacy education	Entrepreneurial skills training
Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services	Activities that help youth prepare for and transition to postsecondary education and training

Roles Responsibilities

All Parties to this agreement shall comply with:

- Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016);
- Title VI of the Civil Rights Act of 1964 (Public Law 88-352);
- Section 504 of the Rehabilitation Act of 1973, as amended;
- The Americans with Disabilities Act of 1990 (Public Law 101-336);
- The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor;
- Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188;
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99);
- Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38);
- The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603);
- all amendments to each; and

- all requirements imposed by the regulations issued pursuant to these acts.

The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

Additionally, all Parties shall:

- Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in the Partner Services section above;
- Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers; and
- Agree that all equipment and furniture purchased by any party for purposes described herein shall remain the property of the purchaser after the termination of this agreement.

Chief Elected Official (CEO)

The CEO'S for the WCCNM will:

- In Partnership with the WCCNM and other applicable Partners within the planning region, develop and submit a single regional plan that includes a description of the activities that shall be undertaken by the WCCNM and their Partners;
- Approve the WCCNM's budget and workforce center cost allocation plan;
- Approve the selection of the one-stop operator following the competitive procurement process; and
- Coordinate with the WCCNM to oversee the operations of the Central Region's American Job Center network.

WCCNM

The Workforce Connection of Central New Mexico's Workforce Development Board ensures the workforce-related needs of employers, workers, and job

seekers in the Central Area are met, to the maximum extent possible with available resources. The WCCNM will:

- In Partnership with the CEO's and other applicable Partners within the Central Area, develop and submit a single regional plan that includes a description of the activities that shall be undertaken by WCCNM and their Partners;
- In collaboration and Partnership with the CEO's and other applicable Partners within the planning region, develop the strategic regional vision, goals, objectives, and workforce-related policies;
- In cooperation with the Local CEO's design and approve the WCCNM - American Job Center network structure. This includes, but is not limited to:
 - Adequate, sufficient, and accessible one-stop center locations and facilities;
 - Sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities);
 - A holistic system of supporting services; and ○ A competitively procured one-stop operator.
- In collaboration with the CEO's, designate through a competitive process, oversee, monitor, implement corrective action, and, if applicable, terminate the one-stop operator(s);
- Determine the role and day-to-day duties of the one-stop operator;
- Approve annual budget allocations for operation of the American Job Center network;
- Assist the one-stop operator recruit operational Partners and negotiate MOUs with new Partners;
- Leverage additional funding for the WCCNM's American Job Center network to operate and expand one-stop customer activities and resources; and
- Review and evaluate performance of the WCCNM and one-stop operator.

One-Stop Operator

The role of the One-Stop Operator is equivalent to a managing partner of the workforce system. In this role, the Operator facilitates the identification of opportunities, challenges, and issues to be addressed at the local level to ensure effective and quality service delivery. The Operator works with all partners working with the WCCNM's American Job Centers to coordinate effective strategies and systems necessary to build and sustain a cohesive, seamless service delivery system that engages all agencies and organizations at a systems level. Partners, including state staff, are fully integrated into the framework and everyone participates in planning, goal setting and implementation of activities necessary to ensure a seamless operation. The Operator is primarily responsible for developing these partnerships, engaging in system approaches focused on shared decision making, collaborative problem solving, and collective impact approaches.

Responsibilities may include:

Community and Partnership Development

1. Establish and sustain relationships with WCCNM's American Job Center partners with a focus on creating opportunities to engage in shared planning, visioning, continuous improvement, and program outcomes and evaluation.
2. Ongoing identification and development of community partners to engage in workforce systems activities that lead to improvements in community awareness or engagement in workforce development strategies; and enhanced interest in organizations and businesses to use WCCNM's American Job Center services.
3. Support the implementation of continuous quality improvement approaches and methodologies to enhance the system effectiveness. Examples include, but are not limited to: adoption of change principles to directly enhance flow of service delivery, improve customer, and staff satisfaction; increased administrative efficiencies or improved funding leverage, youth friendly and youth engaged approaches, and inclusion of individuals with disabilities across all programs.
4. Identify and coordinate capacity building activities to improve the effectiveness and performance of partners working with and within the WCCNM's American Job Center; including youth services and programs for individuals with disabilities.
5. Facilitate opportunities for shared learning and training.
6. Promote the WCCNM's American Job Center programs broadly; educate local community, agencies, and organizations about the partners and programs available.
7. Convene regular meetings of all partner agencies and organizations to support full engagement and share leadership in the organizing and developing of ongoing activities and processes; including youth services and programs for individuals with disabilities.

8. Actively engage in opportunities to share leadership with all partners by creating opportunities to report, present, and share activities, such as through local board and committee meetings, community forums, and other appropriate settings.
9. Provide for conflict management and dispute resolution when issues arise between partner organizations.

Implementation and Compliance

1. Provide guidance and leadership to ensure WCCNM's American Job Center policies and procedures are clearly communicated and followed.
2. Provide guidance and leadership to ensure compliance with all Federal regulations related to WIOA, state and local policies are implemented accordingly. Additionally, ensure provisions of the U. S. Department of Labor Statement 29 CFR 38 Implementation of Nondiscrimination and Equal Opportunity are understood and followed.
3. Provide guidance and leadership to partners and staff to ensure full coordination of services across all programs are implemented effectively; with quality and assurances necessary to eliminate or minimize duplication.
4. Provide guidance and leadership to partners and staff to ensure services and programs are accessible for people with disabilities; create opportunities to engage in learning about best practices and approaches to serve people with disabilities.
5. Provide guidance and leadership to all partners and staff to ensure services and programs for youth follow best practices in youth engagement and positive youth development.
6. Create a systemic process that supports partner ownership and adoption of effective shared practices necessary to support customers and businesses, including but not limited to co-enrollment, common intake, referral, case management, client performance, and business services.
7. Works collaboratively with WCCNM's American Job Center partners to develop a robust system of training to support staff and seeks opportunities for shared learning and training; Assures WCCNM's American Job Center partners receive training in all services available through the workforce system, including UI.

Business Services

1. Coordinate with partner agencies/organizations on strategies to develop, offer, and deliver quality business services that assist specific businesses and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy.
2. Address immediate and long-term skilled workforce needs of in-demand industries and critical skill gaps within and across industries.

3. Provide oversight for the job posting information from businesses to the statewide employment database and assist employers who prefer to enter data directly.
4. Coordinate a process with WCCNM's American Job Center staff on best practices to support effective screening and recruiting of candidates for job openings for area employers.
5. Implement effective activities to respond to employers' requests including the coordination of activities such as interview space, job fairs, and other services available within the WCCNM's American Job Center.
6. Coordinate with partners to organize and implement local Rapid Response services for workers who have or will be dislocated from their jobs due to a business or plant closure, a major employer downsizing, or natural disasters.
7. Collaborate with system partners to facilitate and collectively participate in special projects such as job fairs, business driven workshops, and be responsible for communicating employers' needs to the WCCNM's American Job Center partners.

Specific activities include:

- Facilitate the daily operations of the WCCNM's American Job Centers by coordinating service delivery among partners and staff;
- Manage partner responsibilities as defined in MOUs;
- Facilitate WCCNM's American Job Center staff/partner development;
- Oversee and ensure performance and continuous quality improvement activities;
- Handle EEO responsibilities, customer complaints, and ensure accessibility as outlined in local, state and federal guidance;
- Implement board policy;
- Facilitate the development of reports and presentations to WCCNM focused on partnership engagement, workforce development operations, performance accountability, and continuous improvements and other reports as required;
- Coordinate the integration and collaboration of all WCCNM's American Job Center partners/staff to ensure a seamless and streamlined system for customers and businesses;
- Collaborate with WCCNM, partners, and staff to ensure businesses and the public are aware of all services available through the career centers and information is provided for accessing these services;
- Assure the WCCNM's American Job Center comply with all required customer support and information as required under local, state and federal regulations;
- Collaborate with partners to facilitate and participate in special projects such as job fairs, business driven workshops, and be responsible for communicating employers' needs to the Workforce Connection Center partners;

- Convene regular meetings of the Workforce WCCNM's American Job Center staff and partners as required by local, state and federal regulations; and
- Other duties as outlined by local, state and federal regulations for the One-Stop Operator

The One-Stop operator will not assist in the development, preparation and submission of Local plans. They cannot manage or assist in future competitive processes for selecting operators or select or terminate one-stop operators, career services providers, or Youth providers. The operator cannot negotiate local performance accountability measures or develop and submit budgets for activities of the WCCNM. WCCNM is responsible for the negotiated performance measures, strategic planning, budgets, and one-stop operator oversight (including monitoring).

Partners

Each Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement and to pursue acquiring Certified Workforce Development Professional (CWDP) certification for partner staff.

Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the one-stop operator;
- Joint planning, policy development, and system design processes,
- Commitment to the joint mission, vision, goals, strategies, and performance measures;
- The design of assessment, referral, and case management processes,
- The use of data sharing methods, as appropriate;
- Leveraging of resources, including other public agency and non-profit organization services;
- Participation in a continuous improvement process designed to enhance outcomes and increase customer satisfaction; and
- Participation in regularly scheduled Partner and coordination meetings to exchange information in support of the above and promote program and staff integration.

Data Sharing

Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers.

Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy these requirements.

All data, including customer PII, collected, used, and disclosed by Partners will be subject to the following:

- Customer PII will be properly secured in accordance with the Local WDB's policies and procedures regarding the safeguarding of PII;
- The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws;
- All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603;
- All personal information contained in Vocational Rehabilitation records must be protected in accordance with the requirements set forth in 34 CFR 361.38;
- Customer data may be shared with other programs, for those programs' purposes, within the WCCNM's American Job Center network only after the informed written consent of the individual has been obtained, where required;
- Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations; and.
- All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).

All one-stop center and Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

Confidentiality

All Parties expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20

USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as any applicable State and local laws and regulations. In addition, in carrying out their respective responsibilities, each Party shall respect and abide by the confidentiality policies and legal requirements of the other Parties.

Each Party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.

Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all of the requirements in 20 CFR Part 603, including but not limited to requirements for an agreement consistent with 20 CFR 603.10, payments of costs, and permissible disclosures.

With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. § 1232g and 34 CFR Part 99.

With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

Referrals

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. To facilitate such a system, Partners agree to:

- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered,

- for each of the Partners' programs represented in the WCCNM American Job Center network;
- Develop materials summarizing their program requirements and making them available for Partners and customers;
 - Develop and utilize eligibility determination, assessment, and registration forms / processes;
 - Provide substantive referrals – in accordance with the WCCNM Referral Policy – to customers who are eligible for supplemental and complementary services and benefits under partner programs;
 - Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys;
 - Commit to robust and ongoing communication required for an effective referral process; and
 - Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

Accessibility

Accessibility to the services provided by the WCCNM American Job Centers and all Partner agencies is essential to meeting the requirements and goals of the WCCNM American Job Center network. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law.

Physical Accessibility

One-stop centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services are available in a convenient and accessible location, and include adequate parking (including parking clearly marked for individuals with disabilities). Indoor space is designed in an "equal and meaningful" manner providing access for individuals with disabilities.

Virtual Accessibility

The WCCNM will work with all appropriate parties to ensure that job seekers and businesses have access to the same information online as they do in a physical facility. Information must be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010; the law that requires that federal agencies use "clear Government communication that the public can understand and use" and all

information kept virtually will be updated regularly to ensure dissemination of correct information.

Partners should either have their own web presence via a website and/or the use of social media and collaborate with the WCCNM to post content through its website.

Communication Accessibility

Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

Programmatic Accessibility

All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the local level to ensure that all WCCNM's American Job Center programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen reading software programs and assistive listening devices must be available to ensure physical and programmatic accessibility within WCCNM's American Job Centers. The WCCNM utilizes the Governor's Commission on Disability for recommendations and assistance to define the best methods and products regarding assistive technology and compliance.

Outreach

The WCCNM and its Partners will develop and implement a strategic outreach plan that will include, at a minimum:

- Specific steps to be taken by each partner;
- An outreach plan to the region's human resources professionals;
- An outreach and recruitment plan to the region's job seekers, including targeted efforts for populations most at-risk or most in need;
- An outreach and recruitment plan for out-of-school youth;
- Sector strategies and career pathways;
- Connections to registered apprenticeship;
- A plan for messaging to internal audiences;
- An outreach tool kit for Partners;
- Regular use of social media;
- Clear objectives and expected outcomes; and
- Leveraging of any statewide outreach materials relevant to the region.

Dispute Resolution

The following section details the dispute resolution process designed for use by the Partners when unable to successfully reach an agreement necessary to execute the MOU. A disagreement is considered to have reached the level of dispute resolution when an issue arises out of the development and negotiation of an MOU that is not easily coming to a point of resolution. It is the responsibility of the WCCNM Board Chair (or designee) to coordinate the MOU dispute resolution to ensure that issues are being resolved appropriately. Any party to the MOU may seek resolution under this process:

- All Parties are advised to actively participate in local negotiations in a good faith effort to reach an agreement. Any disputes shall first be attempted to be resolved informally;
- Should informal resolution efforts fail, the dispute resolution process must be formally initiated by the petitioner seeking resolution. The petitioner must send a notification to the WCCNM Board Chair (or designee) and all Parties to the MOU regarding the conflict within 10 business days;
- The WCCNM Board Chair (or designee) shall place the dispute on the agenda of a special meeting of the Local WDB's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved by a two thirds majority consent of the Executive Committee members present;
- 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;
- The right of appeal no longer exists when a decision is final. Additionally, final decisions will not be precedent-setting or binding on future conflict resolutions unless they are officially stated in this procedure;

- The Executive Committee must provide a written response and dated summary of the proposed resolution to all Parties of the MOU; and
- The WCCNM Board Chair (or designee) will contact the petitioner and the appropriate Parties to verify that all are in agreement with the proposed resolution.

Monitoring

The WCCNM, or its designated staff, officials from the State and Local administrative entities, the U.S. Departments of Labor, Education, and Health and Human Services have the authority to conduct fiscal and programmatic monitoring to ensure that:

- Federal awards are used for authorized purposes in compliance with law regulations, and State policies;
- Those laws, regulations, and policies are enforced properly;
- Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness;
- Outcomes are assessed and analyzed periodically to ensure that performance goals are met;
- Appropriate procedures and internal controls are maintained, and record retention policies are followed; and
- All MOU terms and conditions are fulfilled.

All Parties to this MOU should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate.

Non-Discrimination and Equal Opportunity

All Parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The Parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements

imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

Indemnification

All Parties to this MOU recognize the Partnership consists of various levels of government, not-for-profit, and for-profit entities. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No Partner assumes any responsibility for any other party, State or non-State, for the consequences of any act or omission of any third party. The Parties acknowledge the WCCNM and the one-stop operator have no responsibility and/or liability for any actions of the one-stop center employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or liability for any actions of the WCCNM or the one-stop operator.

Severability

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

Drug and Alcohol-Free Workplace

All Parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

Certification Regarding Lobbying

All Parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

Debarment and Suspension

All Parties shall comply with the debarment and suspension requirements (E.O.12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

Priority of Service

All Parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

Buy American Provision

Each Party that receives funds made available under title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. Section 49, et. seq.) certifies that it will comply with Sections 8301 through 8303 of title 41 of the United States Code (commonly known as the "Buy American Act.") and as referenced in WIOA Section 502 and 20 CFR 683.200(f).

Salary Compensation and Bonus Limitations

Each Party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, TEGL 17-15, Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2016; Final PY 2016 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and Workforce Information Grants to States Allotments for PY 2016, Public Laws 114-113 (Division H, title I, Section 105) and 114-223, and WIOA section 194(15)(A), restricting the use of federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

Non-Assignment

Except as otherwise indicated herein, no Party may, during the term of this MOU or any renewals or extensions of this MOU, assign or subcontract all or any part of the MOU without prior written consent of all other Parties.

Governing Law

This MOU will be construed, interpreted, and enforced according to the laws of the State of New Mexico. All Parties shall comply with all applicable Federal and State laws and regulations, and Local laws to the extent that they are not in conflict with State or Federal requirements.

Steps to Reach Consensus

1. Notification of Partners

The WCCNM Board Chair (or designee) must notify all Parties in writing that it is necessary to renew and execute the MOU and provide all applicable policies and preceding MOU documents, as applicable.

2. Kickoff Meeting

The WCCNM Board Chair (or designee) is responsible for convening all required and optional American Job Center Partners to formally kick-off negotiations, and to ensure that, at a minimum, all American Job Center Partners from all counties within the Central Area are appropriately represented. The kickoff meeting should take place no later than within four (4) weeks of notification as it must be hosted in a timely manner to allow for all steps to be conducted in good faith and in an open and transparent environment.

At the kickoff meeting, the WCCNM Board Chair (or designee) must provide a detailed review of all relevant documents, facts, and information and ensure all Parties have sufficient time to ask questions or voice concerns and are fully aware of expectations and the overall process.

3. Negotiations

Over the course of the four (4) weeks following the formal kickoff meeting, Partners must submit all relevant documents to the WCCNM Board Chair (or designee) to begin the drafting of the MOU. During this time period, additional formal or informal meetings (informational and negotiation sessions) may take place, so long as they are conducted in an open and transparent manner, with pertinent information provided to all Parties.

4. Draft MOU

WCCNM Board Chair (or designee) must email a complete draft of the MOU to all Parties once all Partners have reviewed and agree to the MOU.

5. Review and Comment

Within three (3) weeks of receipt of the draft MOU, all Parties must review and return feedback to the WCCNM Board Chair (or designee). It is advised that each Party also use this time to allow their respective Legal Departments to review the MOU for legal sufficiency. It is the responsibility of the WCCNM Board Chair (or designee) to ensure all American Job Center Partners to the MOU are aware of the comments and revisions that are needed.

6. Finalized Draft

The WCCNM Board Chair (or designee) must circulate the finalized MOU and secure Partner signatures within four (4) weeks of receipt of feedback. The WIOA MOU will be considered fully executed once all signatories have reviewed and signed, and a signed copy has been returned to all Parties.

If determined that a Partner is unwilling to sign the MOU, then the WCCNM Board Chair (or designee) must ensure that the dispute resolution process is followed.

MOU Modification Process

1. Notification

When a Partner wishes to modify the MOU, the Partner must first provide written notification to all signatories of the existing MOU and outline the proposed modification(s).

2. Discussion/Negotiation

Upon notification, the WCCNM Board Chair (or designee) must ensure that discussions and negotiations related to the proposed modification take place with Partners in a timely manner and as appropriate.

Depending upon the type of modification, this can be accomplished through email communications of all the Parties. If the proposed modification is extensive and is met with opposition, the WCCNM Board Chair (or designee) may call a meeting of the Parties to resolve the issue. Upon agreement of all Parties, a modification will be processed.

If the modification involves substitution of a party that will not impact any of the terms of the agreement, it can be accomplished by the original party and the new party entering into an MOU that includes the WCCNM, wherein the new party assumes all of the rights and obligations of the original party. Upon execution, the WCCNM Board Chair (or designee) presents the agreement as a proposed modification to the MOU, and the remaining steps are followed.

If determined that a Partner is unwilling to agree to the MOU modification, the WCCNM Board Chair (or designee) must ensure that the process in the Dispute Resolution section is followed.

3. Signatures

The WCCNM Board Chair (or designee) must immediately circulate the MOU modification and secure Partner signatures within four (4) weeks. The modified MOU will be considered fully executed once all signatories have reviewed and signed.

The modification may be signed in counterparts, meaning each signatory can sign a separate document as long as the WCCNM Board Chair (or designee) acquires signatures of each party and provides a complete copy of the modification with each party's signature to all the other Parties.

Termination

This MOU will remain in effect until the end date specified in the ***Effective Period*** section below, unless:

- All Parties mutually agree to terminate this MOU prior to the end date;
- Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other Parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU;
- WIOA is repealed or superseded by subsequent federal law;
- Local area designation is changed under WIOA; and
- A party breaches any provision of this MOU and such breach is not cured within thirty (30) days¹⁵ after receiving written notice from the WCCNM Board Chair (or designee) specifying such breach in reasonable detail. In such event, the nonbreaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.

In the event of termination, the Parties to the MOU must convene within thirty (30) days after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed.

Any party may request to terminate its inclusion in this MOU by following the modification process identified in the **Modification Process** section above.

All Parties agree that this MOU shall be reviewed and renewed not less than once every 3year period to ensure appropriate funding and delivery of services.

Effective Period

This MOU will become effective as of the date of signing by the final signatory below and must terminate on June 30, 2020, unless any of the reasons in the Termination section above apply.

One-Stop Operating Budget

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the WCCNM's American Job Center network. The Parties to this MOU agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- Establishes and maintains the Local workforce delivery system at a level that meets the needs of the job seekers and businesses in the local area;
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness);
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs; and
- Ensures that costs are appropriately shared by WCCNM's American Job Center Partners by determining contributions based on the proportionate use of the one stop centers and relative benefits received. This requires that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The Partners consider this one-stop operating budget the master budget that is necessary to maintain the WCCNM's American Job Center network. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs (also separately outlined in the Infrastructure Funding Agreement (IFA),
- Career services, and
- Shared services

All costs must be included in the MOU, allocated according to Partners' proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The one-stop operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

The annual Operating Budget estimated costs will be developed on an annual basis and distributed to all partners for review and planning prior and to the beginning of each Program Year.

The Operating Budget/ Infrastructure Funding Agreement (IFA) will be negotiated and finalized on or before January 2018 with the current Resource Sharing Agreement (RSA) remain in effect until then. Note: Signatures for the MOU and the IFA will be separate and the MOU and IFA is to be negotiated individually.

Operating Budgets: PY17 Bernalillo

Revised 12-2017																										
Effective 7-1-2017																										
Total Square Footage=24,000																										
		Allocated Area	WIA Adult*	WIA DW*	WIA Youth In*	WIA Youth Out*	Wagner Peyser	Rapid Response	Vacant	0	Veterans Partner	WIOA Operator	TAA Partner	UI (access Info)	RESEA Partner	Innovate+Educ Partner	NM DVR Partner	Mission Grad Partner	Tech Hire Grant	Total						
Square Footage		6,228.00	547.75	547.75	84.53	270.60	1616.16	404.04	0.00	0.00	636.75	237.00	364.85	0.00	249.13	117.03	508.38	127.03	517.03	6228.00						
Assigned SF Allocated Percentage		8.79%	8.79%	8.79%	1.36%	4.34%	25.95%	6.49%	0.00%	0.00%	10.22%	3.81%	5.86%	0.00%	4.00%	1.88%	8.16%	2.04%	8.30%	100.00%						
Common Area Allocated		17,772.00	1563.04	1563.04	241.20	772.17	4611.82	1152.95	0.00	0.00	1817.01	676.29	1041.12	0.00	710.89	333.94	1450.68	362.47	1475.36	17772.00						
Common Area Percentage		8.79%	8.79%	8.79%	1.36%	4.34%	25.95%	6.49%	0.00%	0.00%	10.22%	3.81%	5.86%	0.00%	4.00%	1.88%	8.16%	2.04%	8.30%	100.00%						
Total Square Footage		24000.00	2110.79	2110.79	325.72	1042.77	6227.98	1556.99	0.00	0.00	2453.76	913.29	1405.97	0.00	960.02	450.96	1959.06	489.50	1992.39	24000.00						
INFRASTRUCTURE COST ITEMS		Allocable	Y	N	Sq Ft	Served	Unit	Annual Cost	MONTHLY COST	MONTHLY COST	MONTHLY COST	MONTHLY COST	MONTHLY COST	MONTHLY COST	MONTHLY COST	MONTHLY COST	MONTHLY COST	MONTHLY COST	MONTHLY COST	MONTHLY COST	MONTHLY COST	Total Shared Costs				
Facilities Cost:																										
Building Lease		X			X			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Utilities/refuse		X			X			\$ 56,000.00	\$ 4,666.67	\$ 410.43	\$ 410.43	\$ 63.33	\$ 202.76	\$ 1,211.00	\$ 302.75	\$ -	\$ 477.12	\$ 177.59	\$ 273.38	\$ -	\$ 186.67	\$ 87.69	\$ 380.93	\$ 95.18	\$ 387.41	\$ 4,666.67
Building Maintenance*		X			X			\$ 18,000.00	\$ 1,500.00	\$ 131.92	\$ 131.92	\$ 20.36	\$ 65.17	\$ 389.25	\$ 97.31	\$ -	\$ 153.36	\$ 57.08	\$ 87.87	\$ -	\$ 60.00	\$ 28.19	\$ 122.44	\$ 30.59	\$ 124.52	\$ 1,500.00
Property Contents Insurance**		X			X			\$ 1,500.00	\$ 125.00	\$ 10.99	\$ 10.99	\$ 1.70	\$ 5.43	\$ 32.44	\$ 8.11	\$ -	\$ 12.78	\$ 4.76	\$ 7.32	\$ -	\$ 5.00	\$ 2.35	\$ 10.20	\$ 2.55	\$ 10.38	\$ 125.00
Security Cameras & monitors(alarm)		X			X			\$ 4,800.00	\$ 400.00	\$ 35.18	\$ 35.18	\$ 5.43	\$ 17.38	\$ 103.80	\$ 25.95	\$ -	\$ 40.90	\$ 15.22	\$ 23.43	\$ -	\$ 16.00	\$ 7.52	\$ 32.65	\$ 8.16	\$ 33.21	\$ 400.00
Preventive Maintenance (HVAC,sprinklers,fire)		X			X			\$ 22,000.00	\$ 1,833.33	\$ 161.24	\$ 161.24	\$ 24.88	\$ 79.66	\$ 475.75	\$ 118.94	\$ -	\$ 187.44	\$ 69.77	\$ 107.40	\$ -	\$ 73.33	\$ 34.45	\$ 149.65	\$ 37.39	\$ 152.20	\$ 1,833.33
Internet		X			X			\$ 10,800.00	\$ 900.00	\$ 80.40	\$ 80.40	\$ 11.52	\$ 46.08	\$ 254.21	\$ 63.55	\$ -	\$ 86.40	\$ 12.00	\$ 67.68	\$ -	\$ 45.60	\$ 16.32	\$ 67.20	\$ 16.32	\$ 52.32	\$ 900.00
Telephone		X			X			\$ 10,800.00	\$ 900.00	\$ 97.06	\$ 97.06	\$ 10.59	\$ 42.35	\$ 197.65	\$ 49.41	\$ -	\$ 105.88	\$ 17.65	\$ 52.94	\$ -	\$ 35.29	\$ 17.65	\$ 88.24	\$ 17.65	\$ 70.59	\$ 900.00
Supplies (janitorial Maintenance)		X			X			\$ 7,000.00	\$ 583.33	\$ 51.30	\$ 51.30	\$ 7.92	\$ 25.35	\$ 151.37	\$ 37.84	\$ -	\$ 59.64	\$ 22.20	\$ 34.17	\$ -	\$ 23.33	\$ 10.96	\$ 47.62	\$ 11.90	\$ 48.43	\$ 583.33
IT Maintenance & Support (60%)		X			X			\$ 56,347.20	\$ 4,695.60	\$ 419.47	\$ 419.47	\$ 60.10	\$ 240.41	\$ 1,326.29	\$ 331.57	\$ -	\$ 450.78	\$ 62.61	\$ 353.11	\$ -	\$ 237.91	\$ 85.15	\$ 350.60	\$ 85.15	\$ 272.97	\$ 4,695.60
One-StopFacilities Management		X			X			\$ 4,719.52	\$ 393.29	\$ 34.59	\$ 34.59	\$ 5.34	\$ 17.09	\$ 102.06	\$ 25.51	\$ -	\$ 40.21	\$ 14.97	\$ 23.04	\$ -	\$ 15.73	\$ 7.39	\$ 32.10	\$ 8.02	\$ 32.65	\$ 393.29
Janitorial-MaintenanceService		X			X			\$ 53,294.40	\$ 4,441.20	\$ 390.60	\$ 390.60	\$ 60.27	\$ 192.97	\$ 1,152.49	\$ 288.12	\$ -	\$ 454.07	\$ 169.01	\$ 260.18	\$ -	\$ 177.65	\$ 83.45	\$ 362.52	\$ 90.58	\$ 368.69	\$ 4,441.20
Total Facilities Cost:								\$ 245,261.12	\$ 20,438.43	\$ 1,823.20	\$ 1,823.20	\$ 271.44	\$ 934.65	\$ 5,396.29	\$ 1,349.07	\$ -	\$ 2,068.57	\$ 622.83	\$ 1,290.53	\$ -	\$ 876.53	\$ 381.10	\$ 1,644.16	\$ 403.49	\$ 1,553.36	\$ 20,438.43
Less Contribution by Non-Participating Partners:								\$ 185,004.26	\$ 15,417.02	\$ 1,375.27	\$ 1,375.27	\$ 204.75	\$ 705.02	\$ 4,070.51	\$ 1,017.63	\$ -	\$ 1,560.36	\$ 469.81	\$ 973.47	\$ -	\$ 661.18	\$ 287.47	\$ 1,240.21	\$ 304.36	\$ 1,171.72	\$ 15,417.02
ADDITIONAL COSTS																										
Shared Costs:																										
Security Guard		X			FTE			\$ 48,000.00	\$ 4,000.00	\$ 431.37	\$ 431.37	\$ 47.06	\$ 188.24	\$ 878.43	\$ 219.61	\$ -	\$ 470.59	\$ 78.43	\$ 235.29	\$ -	\$ 156.86	\$ 78.43	\$ 392.16	\$ 78.43	\$ 313.73	\$ 4,000.00
Software		X			FTE			\$ 7,000.00	\$ 583.33	\$ 62.91	\$ 62.91	\$ 6.86	\$ 27.45	\$ 128.10	\$ 32.03	\$ -	\$ 68.63	\$ 11.44	\$ 34.31	\$ -	\$ 22.88	\$ 11.44	\$ 57.19	\$ 11.44	\$ 45.75	\$ 583.33
Postage Meter Rental		X			FTE			\$ 500.00	\$ 41.67	\$ 4.49	\$ 4.49	\$ 0.49	\$ 1.96	\$ 9.15	\$ 2.29	\$ -	\$ 4.90	\$ 0.82	\$ 2.45	\$ -	\$ 1.63	\$ 0.82	\$ 4.08	\$ 0.82	\$ 3.27	\$ 41.67
Office Supplies		X			FTE			\$ 1,000.00	\$ 83.33	\$ 8.99	\$ 8.99	\$ 0.98	\$ 3.92	\$ 18.30	\$ 4.58	\$ -	\$ 9.80	\$ 1.63	\$ 4.90	\$ -	\$ 3.27	\$ 1.63	\$ 8.17	\$ 1.63	\$ 6.54	\$ 83.33
Printed Materials -(letter head , business cards,outreach)		X			FTE			\$ 4,000.00	\$ 333.33	\$ 35.95	\$ 35.95	\$ 3.92	\$ 15.69	\$ 73.20	\$ 18.30	\$ -	\$ 39.22	\$ 6.54	\$ 19.61	\$ -	\$ 13.07	\$ 6.54	\$ 32.68	\$ 6.54	\$ 26.14	\$ 333.33
One-Stop Administrative Support		X			FTE			\$ 54,394.00	\$ 4,532.83	\$ 488.83	\$ 488.83	\$ 53.33	\$ 213.31	\$ 995.45	\$ 248.86	\$ -	\$ 533.27	\$ 88.88	\$ 266.64	\$ -	\$ 177.76	\$ 88.88	\$ 444.40	\$ 88.88	\$ 355.52	\$ 4,532.83
Copier Lease and Supplies		X			FTE			\$ 9,000.00	\$ 750.00	\$ 80.88	\$ 80.88	\$ 8.82	\$ 35.29	\$ 164.71	\$ 41.18	\$ -	\$ 88.24	\$ 14.71	\$ 44.12	\$ -	\$ 29.41	\$ 14.71	\$ 73.53	\$ 14.71	\$ 58.82	\$ 750.00
Postage (based on usage)				X				\$ 500.00	\$ 41.67	\$ 4.49	\$ 4.49	\$ 0.49	\$ 1.96	\$ 9.15	\$ 2.29	\$ -	\$ 4.90	\$ 0.82	\$ 2.45	\$ -	\$ 1.63	\$ 0.82	\$ 4.08	\$ 0.82	\$ 3.27	\$ 41.67
Career Services Costs:																										
Welcome Desk Support		X			X			\$ 47,962.00	\$ 3,996.83	\$ 122.79	\$ 40.93	\$ 26.69	\$ 80.22	\$ 2,803.45	\$ -	\$ -	\$ 73.68	\$ -	\$ 40.93	\$ -	\$ 409.31	\$ 40.93	\$ 251.48	\$ 65.49	\$ 40.93	\$ 3,996.83
Total Additional Costs:								\$ 172,356.00	\$ 14,363.00	\$ 1,240.71	\$ 1,158.85	\$ 148.64	\$ 568.04	\$ 5,079.94	\$ 569.12	\$ -	\$ 1,293.22	\$ 203.26	\$ 650.71	\$ -	\$ 815.83	\$ 244.19	\$ 1,267.77	\$ 268.75	\$ 853.96	\$ 14,363.00
TOTAL COSTS								\$ 417,617.12	\$ 34,801.43	\$ 3,063.91	\$ 2,982.05	\$ 420.08	\$ 1,502.69	\$ 10,476.23	\$ 1,918.20	\$ -	\$ 3,361.80	\$ 826.09	\$ 1,941.24	\$ -	\$ 1,692.36	\$ 625.29	\$ 2,911.93	\$ 672.24	\$ 2,407.32	\$ 34,801.43
With contribution of Non-participating partners								\$ 357,360.26	\$ 29,780.02	\$ 2,615.98	\$ 2,534.12	\$ 353.39	\$ 1,273.06	\$ 9,150.45	\$ 1,586.75	\$ -	\$ 2,853.58	\$ 673.07	\$ 1,624.17	\$ -	\$ 1,477.01	\$ 531.66	\$ 2,507.98	\$ 573.11	\$ 2,025.69	\$ 29,780.02
Customers Served:	24,412																									
Participating Partners Customers Served:										750	250	163	490	17123	0	450	0	250			2500	250	1536	400	250	
* BCC Partners should "budget" for this line item in case of "unexpected" building maintenance should they arise and will be billed on a "Cost Reimbursement" basis ONLY.																										
** All state agency partners are covered under the State of New Mexico Risk Management Division, as such, do not contribute to this line item. All other partners are covered by the MRCOG policy. In this case the property Insurance expense pertains to WIA only.																										

Customers Served:	24,412																
Non-Participating Partners (served or potential to serv)		CNM Carl Perkins	CNM Adult Basic Education	ABE Abq GED	ABE - SIPI	ABE - Catholic Charities	ABE - Santa Fe Community College	Job Corps	Goodwill Industries of NM SCSEP	NM Aging and Long- Term Services	National Farmworker Job Programs - Help NM	CBSG Grant - Help NM	NICOA National Indian Council on Aging	Unemployment Insurance	Youth Build YDI	Human Services	WIOA National Indian Youth Council
Program Clients		6500	87	47	23	100	1	225	60	4	0	261	9	7918	22	7800	420
Percent of Potential Customers Served		26.6262%	0.3564%	0.1925%	0.0942%	0.4096%	0.0041%	0.9217%	0.2458%	0.0164%	0.0000%	1.0691%	0.0369%	32.4349%	0.0901%	31.9515%	1.7205%
Program's Federal Funding - Proportionate Share		\$ 1,004,046.00	\$ 389,405.00	\$ 117,000.00	Unknown	\$ 309,887.00			\$ 597,800.00	\$ 40,000.00		\$ 257,201.00	\$ 90,000.00	\$ 195,000.00	#####		\$350,000.00
Allocated Costs (based on clients served):		\$ 65,303.84	\$ 874.07	\$ 472.20	\$ 231.08	\$ 1,004.67	\$ 10.05	\$ 2,260.52	\$ 602.80	\$ 40.19	\$ -	\$ 2,622.20	\$ 90.42	\$ 79,550.12	\$ 221.03	\$ 78,364.60	\$ 351.64
1.5% Limiting Factor:		\$ 15,060.69	\$ 5,841.08	\$ 1,755.00		\$ 4,648.31			\$ 8,967.00	\$ 600.00		\$ 3,858.02	\$ 1,350.00	\$ 37,088.44	\$ 5,000.07		\$ 5,250.00
Estimated Allocated Costs:		\$ 15,060.69	\$ 874.07	\$ 472.20	\$ -	\$ 1,004.67	\$ 10.05	\$ 2,260.52	\$ 602.80	\$ 40.19	\$ -	\$ 2,622.20	\$ -	\$ 37,088.44	\$ 221.03		\$ -
		Set Amount												Set Amount			
		\$ 60,256.86															

PY17 Torrance

COST ITEM	Allocable		Cost Basis		Annual Cost	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY	Total Shared Costs	
	Y	N	Sq Ft	Unit	Enter Here	COST	COST	COST	COST	COST	COST	COST	COST	COST	COST	COST	COST	COST		
Facilities Cost:																				
Building Lease	X		X		\$ 10,044.00	\$ 837.00	\$ 221.42	\$ 221.42	\$ 40.62	\$ 121.85	\$ 231.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 837.00
Utilities/refuse	X		X		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building Maintenance*	X		X		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Contents Insurance**	X		X		\$ 1,500.00	\$ 125.00	\$ 33.07	\$ 33.07	\$ 6.07	\$ 18.20	\$ 34.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125.00
IT Maintenance & Support (5%)	X			X	\$ 4,213.70	\$ 351.14	\$ 45.15	\$ 45.15	\$ 25.08	\$ 55.18	\$ 180.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 351.14
One -Stop Facilities Management	X		X		\$ 959.58	\$ 79.96	\$ 13.33	\$ 13.33	\$ 5.33	\$ 21.32	\$ 26.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79.96
Internet/Telephone	X			X	\$ 4,500.00	\$ 375.00	\$ 48.21	\$ 48.21	\$ 26.79	\$ 58.93	\$ 192.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375.00
Janitorial-MaintenanceService	X		X		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Facilities Cost:					\$ 21,217.28	\$ 1,768.11	\$ 361.17	\$ 361.17	\$ 103.88	\$ 275.48	\$ 666.41	\$ -	\$ 1,768.11							
Less Contribution by Non-Participating Partners:					\$ 20,126.63	\$ 1,677.22	\$ 342.61	\$ 342.61	\$ 98.54	\$ 261.32	\$ 632.15	\$ -	\$ 1,677.22							
Operations Cost:																				
CopierMaintenance & Supplies	X			FTE	\$ 3,500.00	\$ 291.67	\$ 48.61	\$ 48.61	\$ 19.44	\$ 77.78	\$ 97.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 291.67
Postage Meter Rental	X			FTE	\$ 500.00	\$ 41.67	\$ 6.94	\$ 6.94	\$ 2.78	\$ 11.11	\$ 13.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41.67
Office Supplies	X			FTE	\$ 1,500.00	\$ 125.00	\$ 20.83	\$ 20.83	\$ 8.33	\$ 33.33	\$ 41.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125.00
Supplies (based on usage)	X			FTE	\$ 500.00	\$ 41.67	\$ 6.94	\$ 6.94	\$ 2.78	\$ 11.11	\$ 13.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41.67
Software	X			FTE	\$ 1,000.00	\$ 83.33	\$ 13.89	\$ 13.89	\$ 5.56	\$ 22.22	\$ 27.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83.33
PO Box Rental	X			FTE	\$ 100.00	\$ 8.33	\$ 1.39	\$ 1.39	\$ 0.56	\$ 2.22	\$ 2.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8.33
Printed Materials -(letter head , business cards,outrea	X			FTE	\$ 1,000.00	\$ 83.33	\$ 13.89	\$ 13.89	\$ 5.56	\$ 22.22	\$ 27.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83.33
Postage (based on usage)	X			X	\$ 600.00	\$ 50.00	\$ 8.33	\$ 8.33	\$ 3.33	\$ 13.33	\$ 16.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00
Total Operations Costs:					\$ 8,700.00	\$ 725.00	\$ 120.83	\$ 120.83	\$ 48.33	\$ 193.33	\$ 241.67	\$ -	\$ 725.00							
TOTAL COSTS					\$ 29,917.28	\$ 2,493.11	\$ 482.01	\$ 482.01	\$ 152.21	\$ 468.81	\$ 908.07	\$ -	\$ 2,493.11							
With Contribution from Non- Participating Partners					\$ 28,826.63	\$ 2,402.22	\$ 463.44	\$ 463.44	\$ 146.87	\$ 454.65	\$ 873.82	\$ -	\$ 2,493.11							

* BCC Partners should "budget" for this line item for in case of "unexpected" building maintenance should they arise and will be billed on a "Cost Reimbursement" basis ONLY.
 ** All state agency partners are covered under the State of New Mexico Risk Management Division, as such, do not contribute to this line item. All other partners are covered by the MRCOG policy. In this case the property Insurance expense pertains to WIA only.

PY17 Valencia

																			\$	-																
																			Allocated Area	WIA Adult*	WIA DW*	WIA Youth In*	WIA Youth Out*	Wagner Peyser	Veterans Partner	UI Bank	Vacant Partner	Total								
Total Square Footage=2148																			719.00	74.60	74.60	64.68	197.97	307.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	719.00
Square Footage																																				
Assigned SF Allocated Percentage																			10.38%	10.38%	9.00%	27.53%	42.72%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Common Area Allocated																			1,655.00	171.71	171.71	148.88	455.69	707.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1655.00
Common Area Percentage																			10.38%	10.38%	9.00%	27.53%	42.72%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Total Square Footage																			2374.00	246.31	246.31	213.56	653.66	1014.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2374.00
COST ITEM	Allocable	Cost Basis	Annual Cost	MONTHLY COST	Total Shared Costs																															
	Y	N	Sq Ft	Unit																																
Facilities Cost:																																				
Building Lease	X		X		\$ 21,000.00	\$ 1,750.00	\$ 181.57	\$ 181.57	\$ 157.43	\$ 481.85	\$ 747.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,750.00																	
Utilities/refuse	X		X		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																	
Building Maintenance*	X		X		\$ 500.00	\$ 41.67	\$ 4.32	\$ 4.32	\$ 3.75	\$ 11.47	\$ 17.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41.67																	
Property Contents Insurance**	X		X		\$ 1,500.00	\$ 125.00	\$ 12.97	\$ 12.97	\$ 11.24	\$ 34.42	\$ 53.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125.00																	
One-Stop Facilities Management	X		X		\$ 1,034.66	\$ 86.22	\$ 8.95	\$ 8.95	\$ 7.76	\$ 23.74	\$ 36.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86.22																	
IT Maintenance & Support (10%)	X		X		\$ 9,679.43	\$ 806.62	\$ 80.66	\$ 80.66	\$ 62.33	\$ 150.32	\$ 432.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 806.62																	
Internet	X		X		\$ 7,500.00	\$ 625.00	\$ 62.50	\$ 62.50	\$ 48.30	\$ 116.48	\$ 335.23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 625.00																	
Janitorial-MaintenanceService	X		X		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																	
Total Facilities Cost:					\$ 41,214.09	\$ 3,434.51	\$ 350.97	\$ 350.97	\$ 290.80	\$ 818.28	\$ 1,623.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,434.51																	
Less Contribution by Non-Participating Partners:					\$ 37,221.42	\$ 3,101.78	\$ 321.83	\$ 321.83	\$ 279.03	\$ 854.05	\$ 1,325.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,101.78																	
Additional Costs:																																				
Shared Costs:																																				
CopierMaintenance	X		X	FTE	\$ 2,100.00	\$ 175.00	\$ 17.50	\$ 17.50	\$ 13.52	\$ 32.61	\$ 93.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175.00																	
Copier Supplies	X		X	FTE	\$ 700.00	\$ 58.33	\$ 5.83	\$ 5.83	\$ 4.67	\$ 18.67	\$ 23.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58.33																	
Postage Meter Rental	X		X	FTE	\$ 500.00	\$ 41.67	\$ 4.17	\$ 4.17	\$ 3.33	\$ 13.33	\$ 16.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41.67																	
Office Supplies	X		X	FTE	\$ 1,000.00	\$ 83.33	\$ 8.33	\$ 8.33	\$ 6.67	\$ 26.67	\$ 33.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83.33																	
Supplies (based on usage)	X		X	FTE	\$ 500.00	\$ 41.67	\$ 4.17	\$ 4.17	\$ 3.33	\$ 13.33	\$ 16.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41.67																	
Software	X		X	FTE	\$ 1,000.00	\$ 83.33	\$ 8.33	\$ 8.33	\$ 6.44	\$ 15.53	\$ 44.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83.33																	
Vacant	X		X		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																	
Printed Materials -(letter head , business cards, signage)	X		X		\$ 1,500.00	\$ 125.00	\$ 12.97	\$ 12.97	\$ 11.24	\$ 34.42	\$ 53.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125.00																	
Postage (based on usage)	X		X		\$ 600.00	\$ 50.00	\$ 5.19	\$ 5.19	\$ 4.50	\$ 13.77	\$ 21.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00																	
Career Services Costs:																																				
None																																				
Total Additional Costs:					\$ 7,900.00	\$ 658.33	\$ 66.49	\$ 66.49	\$ 53.70	\$ 168.33	\$ 303.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 658.33																	
TOTAL COSTS					\$ 49,114.09	\$ 4,092.84	\$ 417.46	\$ 417.46	\$ 344.51	\$ 986.61	\$ 1,926.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,092.84																	
With contribution of Non-participating partners					\$ 45,121.42	\$ 3,760.12	\$ 388.32	\$ 388.32	\$ 332.74	\$ 1,022.38	\$ 1,628.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,760.12																	

* BCC Partners should "budget" for this line item for in case of "unexpected" building maintenance should they arise and will be billed on a "Cost Reimbursement" basis ONLY.
 ** All state agency partners are covered under the State of New Mexico Risk Management Division, as such, do not contribute to this line item. All other partners are covered by the MRCOG policy. In this case the property Insurance expense pertains to WIA only.

Non-Participating Partner

IFA

New Mexico Workforce Connection

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Authority and Signature - Department of Workforce Solutions (DWS)

➤ One Completed, signed, and dated Authority and Signature page is required for each signatory official.

By Signing my name below, I Celina Bussey, certify that I have read the WCCNM Partner MOU and IFA. All of my questions have been discussed and answered satisfactory.

My signature certifies my understanding of the terms outlined herein and agreement with:

The Infrastructure Funding Agreement under the Partner MOU (which was previously signed by your organization)

By signing this document, I also certify that I have the legal authority to bind my agency (outlined below) to the terms of:

The Infrastructure Funding Agreement (IFA) Unemployment Insurance and Operating Budget for Co-Located Programs within associated Workforce Connection Centers: Wagner-Peyser, Rapid Response, TAA, RESEA, and Veterans programs.

I understand that this MOU may be executed in counterparts, each being considered an original, and that this MOU expires either:

- a) In three years,
- b) Upon amendment, modification, or termination, or
- c) On June 30, 2020, whichever occurs earlier.
- d) Annual Costs Estimates / Operating Budget is to be provided to DWS prior to July of each year.

Celina Bussey
Celina Bussey – Secretary Department of Workforce Solutions

2/15/18
Date

Department of Workforce Solutions Billing and Budget Contact Information:

Name: Veronica Purcell Title: Budget Analyst
Address: _____ Email: Veronica.purcell Telephone: (505) 841-8437
@state.nm.us



Workforce Connection of Central New Mexico

809 Copper NE, Albuquerque, NM 87102 | www.wccnm.org | (505) 247-1750

New Mexico Workforce Connection

A Proud Partner of the American Job Center Network

WCCNM One-Stop Operating Budget

Infrastructure Funding Agreement



Workforce Connection of Central New Mexico
809 Copper NE, Albuquerque, NM 87102 | www.wccnm.org | (505) 247-1750

WCCNM ONE-STOP OPERATING BUDGET

The One-Stop Operating Budget is used to establish estimated annual costs for the WCCNM's American Job Center's operations. These costs are to fund services and operations, and are shared amongst the partners. The parties to the WIOA MOU agree that joint funding is necessary for the efficient operation of an integrated service delivery system.

The goal of the operating budget is to develop a local funding mechanism that:

- Establishes and maintains the local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Central Area;
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among partners;
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and;
- Ensures that costs are appropriately shared by WCCNM's American Job Center Partners by determining contributions based on the proportionate use of the one-stop centers and relative benefits received, and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The WCCNM and its Partners consider this one-stop operating budget the master budget that is necessary to maintain the WCCNM's American Job Center One-Stops. It includes Infrastructure / Facilities Costs and Additional Costs (both Shared and Career Services).

Infrastructure / Facilities Cost

Building Lease
Utilities/refuse
Building Maintenance
Property Contents Insurance
Security Cameras & Alarm Monitoring
Preventive Maintenance (HVAC, Sprinklers, Fire Equip, etc.)
Internet
Telephone
Supplies (janitorial Maintenance)
IT Maintenance & Support
One-Stop Facilities Management
Janitorial-Maintenance Service

Additional Costs (allocated to participating partners)

Shared Costs:

Security Guard
Software
Postage Meter Rental
Office Supplies
Printed Materials - (letter head, business cards, outreach)
One-Stop Administrative Support
Copier Lease and Supplies
Postage (based on usage)

Career Services Costs:

Welcome Desk Support

All costs included within the Operating Budget are allocated according to Partners' proportionate use and potential relative benefits received. The estimated costs will be established each year based on annual budgets and all cost considerations and are to be reconciled on a quarterly basis against actual costs incurred and invoiced to each partner accordingly.

Partners identified within the Memorandum of Understanding (MOU) between Workforce Connection of Central New Mexico (WCCNM) and America's Job Center Partners physically co-located in the WCCNM's one-stop center(s) are described on Page 5 of the MOU - WIOA One-Stop Partners. These partners are designated as "*Participating Required Partners and Additional Partners*" which are physically present within the Bernalillo County Comprehensive One-Stop.

Costs for the operation of the one-stop infrastructure is allocated based upon square footage occupied for Infrastructure Costs or by usage (units) for telephones and internet connections; Shared Costs are primarily allocated by number of FTE, and; Career Services are allocated based upon the number of clients served.

The following documents provide detailed information regarding estimated annual costs and allocation of costs for participating required and additional partners, and non-participating required partners.

PY17 Bernalillo County – Operating Budget – Attachment A

PY17 Sandoval County – Operating Budget – Attachment B

PY17 Valencia County – Operating Budget – Attachment C

PY17 Torrance County – Operating Budget – Attachment D

Attachment E - UI Division's Computation of Associated IFA Costs and Contribution

Partners designated as "Non-Participating Required Partners" – identified on Page 7 of the MOU, must contribute to the Infrastructure Funding Agreement. Partners identified as non-participating may provide access via the one-stop via automated online systems or telephone customer service with resources available within the one-stop Resource Room or dedicated telephone lines. Additionally, the WCCNM's Welcome Desk staff are cross-trained on available online partner services or referred by program staff for client services.

All non-participating partner programs, excluding Native American Programs, must contribute to the cost of infrastructure for the WCCNM Comprehensive One-Stop located in Bernalillo County. Non-participating program customers use the WCCNM's American Job Center network to access services such as:

Unemployment Insurance (UI)

- Using resource room computers to file UI claims, conduct work searches, and communicate with off-site program staff;
- Using resource room staff assistance for the above services and for general information;
- Assessments of skill level, aptitudes, abilities and supportive service needs;
- Comprehensive and specialized assessments;
- Using other resource room equipment such as copiers, scanners, fax machines, or assistive technology for individuals with disabilities;
- Obtaining labor market information;
- Attending reemployment service career counseling;
- File grievances or appeals, etc.
- Work readiness training
- Referral and access to training services
 - Skills Training
 - On-the-Job Training
- Access to and notification of employment events sponsored by the WCCNM American Job Center;

These services are utilized in direct benefit of the UI program and costs may be allocated using the following method:

The Department of Workforce Solutions Unemployment Insurance (UI) Division has elected to contribute to the Infrastructure Costs by utilizing a 1.5% cap of the proportionate share of the UI program budget for the Central Area's Workforce Development System. Based upon information provided by the UI Division their total contribution is **\$71,483** (billed on a quarterly schedule at **\$17,870.75**) – see Attachment E. This funding will cover all costs associated with the UI Program to include infrastructure and access to the UI Systems from the Central Area's One-Stops, by telephone or resource room computers.

Total Individuals Served at the WCCNM Comprehensive One-Stop	Total Infrastructure Costs:	Unemployment Insurance:
24,662	\$ 245,261.12	
	UI Claimants Served	7918
	Percentage of total clients served	32.11%
	Allocated UI Infrastructure Costs	N/A
	Unemployment Insurance Budget for Bernalillo County	N/A
	1.5% Limit	\$50,769.39
	Proposed UI Contribution	\$50,769.39

New Mexico Workforce Connection

A Proud Partner of the American Job Center Network

WCCNM One-Stop Operating Budget

Infrastructure Funding Agreement (IFA)

CNM Carl D. Perkins



Workforce Connection of Central New Mexico

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WCCNM ONE-STOP OPERATING BUDGET

The One-Stop Operating Budget is used to establish estimated annual costs for the WCCNM's American Job Center's operations. These costs are to fund services and operations, and are shared amongst the partners. The parties to this MOU agree that joint funding is necessary for the efficient operation of an integrated service delivery system.

The goal of the operating budget is to develop a local funding mechanism that:

- Establishes and maintains the local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Central Area;
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among partners;
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs, and;
- Ensures that costs are appropriately shared by WCCNM's American Job Center Partners by determining contributions based on the proportionate use of the one-stop centers and relative benefits received, and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The WCCNM and its Partners consider this one-stop operating budget the master budget that is necessary to maintain the WCCNM's American Job Center One-Stops. It includes the following cost categories and estimated annual amounts:

Infrastructure / Facilities Cost

Infrastructure costs will be allocated to co-located partners primarily on a square foot basis other than internet and telephone by number of connections and Welcome Desk services that is based upon clients served. Required partners that are non-participating partners (not co-located) will contribute a proportionate share of costs based upon relative benefit (number of potential clients served versus total individuals served). The following are the infrastructure cost categories and estimated annual costs:

Building Lease	N/A
Utilities/refuse	\$56,000
Building Maintenance	\$18,000
Property Contents Insurance	\$ 1,500
Security Equipment and Monitoring Service	\$ 4,800
Preventive Maintenance (HVAC, sprinklers, fire)	\$22,000
Internet	\$10,800
Telephone	\$10,800
One-Stop Administrative Support	\$54,357
Copier Lease and Supplies	\$ 9,000
Postage Meter Rental	\$ 500
Office Supplies	\$ 1,000
Supplies (Janitorial and maintenance)	\$ 7,000
IT Maintenance & Support	\$56,347
Janitorial-Maintenance	\$50,295

Additional Costs (allocated to participating partners)

Shared Costs:

Security Guard	\$42,000
Software	\$ 7,000
One-Stop Management	\$ 4,719
Copier Lease and Supplies	\$ 9,000
Postage Meter Rental	\$ 500
Office Supplies	\$ 1,000
Supplies	\$ 7,000
Printed Materials	\$ 4,000
Postage (based on usage)	\$ 500

Career Services Costs:

Welcome Desk Support	\$38,370
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All costs included within the Operating Budget are allocated according to Partners' proportionate use and potential relative benefits received. The estimated costs will be established each year based on annual budgets and all cost considerations and are to be reconciled on a quarterly basis against actual costs incurred and invoiced to each partner accordingly.

The following documents provide detail information regarding space allocations, cost allocation and costs for non-participating required partners.

PY17 Bernalillo County – Operating Budget – Attachment A

Partners identified within the Memorandum of Understanding (MOU) between Workforce Connection of Central New Mexico (WCCNM) and America's Job Center Partners physically co-located in the WCCNM's one-stop center(s) are described on Page 5 of the MOU - WIOA One-Stop Partners. These partners are designated as "Participating Required Partners and Additional Partners" which are physically present within the Bernalillo County Comprehensive One-Stop. Costs for the operation of the one-stop is allocated based upon square footage occupied also by usage for telephones and internet connections, and number of clients served for career services.

Other partners designated as "Non-Participating Required Partners" – identified on Page 7 of the MOU, must contribute to the Infrastructure Funding Agreement. Partners identified as non-participating may provide access via the one-stop via automated online systems or telephone customer service with resources available within the one-stop Resource Room or dedicated telephone lines. The WCCNM's Welcome Desk staff are cross-trained on available online partner services or referred by program staff for client services.

All non-participating partner programs, excluding Native American Programs, must contribute to the cost of infrastructure for the WCCNM Comprehensive One-Stop located in Bernalillo County. Non-participating program customers use the WCCNM's American Job Center network to access services such as:

CNM - Carl D. Perkins Grant

- Using resource room computers to conduct work searches and access employment information;
- Using resource room staff assistance for the above services and for general employment and career information;
- Assessments of skill level, aptitudes, abilities and supportive service needs;
- Comprehensive and specialized assessments;
- Using other resource room equipment such as copiers, scanners, fax machines, or assistive technology for individuals with disabilities;
- Obtaining labor market information;
- Employment service career counseling;
- Referral to job openings;
- Work readiness training;
- Referral and access to training services
 - Skills Training
 - On-the-Job Training
- Access to and notification of employment events sponsored by the WCCNM's Bernalillo County One-stop American Job Center;

These services are utilized in direct benefit of the CNM - Carl D. Perkins Grant graduates and costs are allocated using the following method.

Proportionate infrastructure costs are based upon the of the number of potential CNM - Carl D. Perkins Grant graduates percentage of the total clients served within the comprehensive one-stop.

This percentage will be applied to the total infrastructure costs to determine the costs allocated to the CNM - Carl D. Perkins Grant program. Additionally, the State Funding Mechanism (SFM), defines a limit of allocated costs to be at 1.5% of total program budget, if implemented. Therefore, the WCCNM will also impose a threshold of not to exceed 1.5%. The proposed allocated costs is either the 1.5% limit or computation of percentage of total infrastructure costs, whichever amount is less.

The following table provides CNM - Carl D. Perkins Grant IFA costs and other relevant information.

Total Individuals Served at the WCCNM Comprehensive One-Stop	Total Infrastructure Costs:	CNM - Carl D. Perkins Grant:
24,662	\$ 302,398.76	
	CNM - Carl D. Perkins Grant Graduates (Annual)	6500
	Percentage of total clients served	26.36%
	Allocated Infrastructure Costs	\$ 79,701.24
	CNM Carl. D. Perkins Grant Budget	\$ 1,004,046.00
	1.5% Limit	\$ 15,060.99
	Proposed Contribution	\$15,060.99

§679.560(c) - WIOA Implementation Highlights

One-Stop Partner Memorandum of Understanding

The Workforce Innovation and Opportunity Act (WIOA) requires the Workforce Connection of Central New Mexico (WCCNM) to develop and enter into a Memorandum of Understanding (MOU) with the One-Stop Partners concerning the operation of the Central Area's one-stop delivery system. The primary purpose of the MOU is to create a partnership between the WCCNM and the American Job Center Partners within the counties of Bernalillo, Sandoval, Torrance and Valencia. An important element within the One-Stop Partner MOU is the development of the One-Stop Operating budget and Infrastructure Funding Agreement (IFA) the identifies costs and proportionate partner costs to operate the American Job Centers.

The WCCNM completed the WIOA Partner Memorandum of Understanding (MOU) within the time frame specified and received signatures from all required partners, except *Southwest Indian Polytechnic Institute*. Additionally, the Central Region completed the development and negotiations regarding the Operating Budget - IFA with all required participating and non-participating workforce partners, excluding the *NM Human Services Department and Southwest Indian Polytechnic Institute*. The following table identifies all required partners delineated by participating and non-participating and provides a status of compliance regarding the WIOA Partner MOU and Operating Budget Infrastructure Funding Agreement. The WCCNM is the only local area in New Mexico that has successfully completed the MOU and IFA negotiations with a significant majority of required partners. It is anticipated that the final two required partners will agree to all provisions by the end of September 2018.

As a result of the increased partnership, the WCCNM is able to provide increased partner services within the comprehensive One-Stop and via a collaborative approach. A new co-located partner within the comprehensive one-stop is the New Mexico Department of Vocational Rehabilitation (NMDVR). With the co-location of this key partner, we have been able to work together to establish shared goals, operating strategies, and procedures for effective integration of workforce services for the clients requiring NMDVR and workforce related services. Furthermore, the additional non-participating (not co-located) partners such as Adult Basic Education, Carl-Perkins, Community Based Service Grants, Youth Build and other WIOA related programs, affords the Central Area's workforce system opportunities to enhance services and collaborations on many of the strategic initiatives regarding education, economic development and the workforce.

Partner Program	Partner Organization	One-Stop Center	MOU Status	IFA Status
Wagner-Peyser Employment Services	NM Dept. of Workforce Solutions	Bernalillo Sandoval Valencia Torrance	Complete	Complete
Jobs for Veterans State Grants	NM Dept. of Workforce Solutions	Bernalillo Sandoval Valencia (itinerant)	Complete	Complete
Trade Adjustment Assistance	NM Dept. of Workforce Solutions	Bernalillo	Complete	Complete
Unemployment Insurance Reemployment Services and Eligibility Assessment	NM Dept. of Workforce Solutions	Bernalillo Sandoval	Complete	Complete
WIOA Adult, Dislocated Worker, and Youth Programs	Mid-region Council of Governments, Workforce Connection of Central NM LWDB	Bernalillo Sandoval Valencia Torrance	Complete	Complete
Temporary Assistance for Needy Families (TANF)	NM Human Services Dept,	Non-Participating	Complete	Pending
Innovate + Educate	Innovate+Educate	Bernalillo	Complete	Complete
Graduate Abq!	United Way of Central NM	Bernalillo	Complete	Complete
Tech-Hire NM	Workforce Connection of Central NM	Bernalillo	Complete	Complete
NM Department of Vocational Rehabilitation Services	NM Department of Vocational Rehabilitation Services	Bernalillo	Complete	Complete
Job Corps	Albuquerque Job Corp Center	Non-Participating	Complete	Complete
WIOA National Indian Youth Council	National Indian Youth Council - Albuquerque	Non-Participating	Complete	Complete

Unemployment Insurance	NM Dept. of Workforce Solutions	Non-Participating	Complete	Complete
New Mexico Job Access Program	Rio Metro Regional Transit District	Non-Participating	Complete	Complete
Senior Community Service Employment	NM Aging and Long-Term Services Department	Non-Participating	Complete	Complete
Senior Community Service Employment Program Set-Aside Grantees	NICOA, National Indian Council on Aging	Non-Participating	Complete	Complete
Senior Community Service Employment Program SCSEP	NM Goodwill	Non-Participating	Complete	Complete
National Farmworker Jobs Program Employment and Training Grants	Help – New Mexico	Non-Participating	Complete	Complete
Youth Build	Youth Development Inc	Non-Participating	Complete	Complete
Adult Basic Education	Adult Education Albuquerque GED	Non-Participating	Complete	Complete
Adult Basic Education	Adult Education Catholic Charities	Non-Participating	Complete	Complete
Adult Basic Education	Adult Education Santa Fe Community College	Non-Participating	Complete	Complete
Adult Basic Education	Adult Education UNM- Los Alamos	Non-Participating	Complete	Complete
Adult Basic Education	Adult Education UNM-Valencia	Non-Participating	Complete	Complete
Adult Basic Education	Adult Education Southwestern Indian Polytechnic Institute	Non-Participating	Pending	Pending
Central New Mexico Community College	Carl’s Perkins Act	Non-Participating	Complete	Complete

Community Services Block Grant Act (CSBG) <i>Bernalillo, Sandoval and Torrance Counties</i>	New Mexico Department of Human Services	Non-Participating	Complete	Complete
Ticket to Work	Adelante of NM	Non-Participating	Complete	Complete
Pueblo	Santo Domingo	Non-Participating	Complete	Complete
Pueblo	San Felipe	Non-Participating	Complete	Complete
Pueblo	Isleta	Non-Participating	Complete	Complete
Five Sandoval Indian Pueblo's WIOA Employment and Training Project represents the following New Mexico Pueblos				
Pueblo	Zia	Non-Participating	Complete	Complete
Pueblo	Santa Ana	Non-Participating	Complete	Complete
Pueblo	Sandia	Non-Participating	Complete	Complete
Pueblo	Cochiti	Non-Participating	Complete	Complete
Pueblo	Jemez	Non-Participating	Complete	Complete

Innovate + Educate	Innovate+Educate	Additional Participating Partner	Complete	Complete
Graduate Abq!	United Way of Central NM	Additional Participating Partner	Complete	Complete

An additional WIOA implementation highlight is the WCCNM's approach to modify existing workforce policies that have been affected by the WIOA legislation. The WCCNM updated and received board approval on 17 policies, see Attachment A – Updated WIOA Policies, despite that related New Mexico Administrative Code were not finalized and published until July 1st, 2018. The additional affected policies and agreements are scheduled for completion and approval at the full board meeting on October 15th, 2018.

§679.560(b)(16) Fiscal and Performance Management

A chart of current and expected service levels for Adult, Dislocated Worker and Youth for PYs 2018 and 2019 can be found in **Attachment E)**

Attachment A

WCCNM Policies relevant to the implementation of WIOA – will be submitted via flash Drive to NMDWS on November 2, 2018. **Any or all attachments are also available on request.**

Attachment B

WCCNM Full Roster of Membership update, including the group each member represents, including a list of standing committees and a description of the purpose of each committee.

BUSINESS MEMBERS 51%		
	Name	Organization Name
	Barela, Beth	Manpower of New Mexico
	Briggs, Paige	Rural Sourcing Inc. (RSI)
	Caster-Armijo Odes	Sacred Power
	Crosby, Herb	Avtec, Inc
	Goodrich, Marni	Yearout Mechanical , Inc.
	Herrick, Michael	Matterform Media, Inc.
	Holcomb, Richard	CliffDweller Digital
	Kelley, Krista	Motica Corporation
	Lahoff, John	Southwest Labs
	Majewski, Doug	The Hartman + Majewski Design Group
	Mierzwa, John	Ingenuity Software Labs, Inc.
	Norris, Teri	Presbyterian Healthcare Services
Chair	Ortiz, Debbie	RDO Enterprises
	Sacco, Stacy	SACCO Connections
	Sanchez, Leslie	Dual Language Education of New Mexico
Treasurer	Saya, Diane	Optomec, Inc
Chair-Elect	Schalow, Jerry	Rio Rancho Regional Chamber of Commerce
	Zamora, Isaac	Zamora Business Accounting, PC
PARTNERS		
LABOR ORGANIZATION		
	Name	Organization Name
	Kress, Paul	International Brotherhood of Electrical Workers Local Union 611
	Saiz, Melodee	Albuquerque Job Corps
	Waldy Salazar	Apprenticeship (NMDWS)
COMMUNITY BASED ORGANIZATION		
	Name	Organization Name
	Casias, Manuel	St. Felix Pantry, Inc
	James Salas	Commission for the Blind
	Vandergaon, Carolyann	New Mexico Association of Community Partners
EDUCATION		
	Name	Organization Name
Adult Basic Education	Culver, Carol	CNM
Higher Education/Post Secondary	Sionna Grassbaugh	CNM Community College - WTC
Adult Basic Education and Literacy	Musselwhite, Laura	UNM-Valencia Campus
ECONOMIC DEVELOPMENT		
	Name	Organization Name
	Mims, Ralph	Village of Los Lunas
	Walton, Bob	Albuquerque Economic Development
WORKFORCE SYSTEM PARTNERS		
	Name	Organization Name
WIOA Title I-B Programs	Waldy Salazar	NMDWS
Wagner Peyser Act	Waldy Salazar	NMDWS
TANF/Food Stamp employment & training	Hernandez, Victoria	Human Services
Vocational Rehabilitation	Gonzales, Reyes	DVR
Title V Older American Act	Calderwood, Doug	Aging and Long Term Svc
GEO REPRESENTATIVE (1)		
	Name	Organization Name
	Hull, Gregg	City of Rio Rancho

Standing Committees

Executive Committee

The Executive Committee has the authority to act on behalf of the WCCNM on issues that cannot be deferred to the next WCCNM meeting. The Executive Committee will serve as the Board of Finance for the WCCNM, acting on all financial matters including the budget, lease and contracts.

Debbie Ortiz – Chair/ Torrance County Rep.
Jerry Schalow – Chair-Elect
Diane Saya – Treasurer

Doug Calderwood – Performance & Monitoring Chair
Manual Casias – Sandoval County Rep.
Carol Culver - Training & Service Provider Chair
Reyes Gonzales - Bernalillo County Rep.
Honorable Gregg Hull – CEO Rep.
Laura Musslewhite - Valencia County Rep
Leslie Sanchez- Past Chair
Melodee Saiz – Youth Council Standing Committee Chair

Performance/Monitoring

The Performance and Monitoring Committee will develop performance standards for each program, monitor their progress, and provide oversight to the tracking data collection systems. The Performance and Monitoring Committee will make its recommendations to the Executive Committee.

Doug Calderwood - Chair	Ann Simon
Reyes Gonzales	Isaac Zamora
Paul Kress	

Training/Service Provider

The Training/Service Provider Committee will review and make recommendations to the Executive Committee on matters related to WCCNM's Training/Service Provider Program.

Carol Culver - Chair
Sherry TenClay
Robert Walton

Youth Council/Youth Standing Committee

The Youth Council will review and make recommendations to the Executive Committee on matters related to WCCNM's youth provider program.

Melodee Saiz- Chair	Jessica Martinez
Charlene Chavez	Krista Martinez
Tina Hite	

Attachment E

Local levels of performance negotiated with the Governor (NMDWS) and chief elected official consistent with WIOA sec. 116(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent, eligible providers under WIOA title I subtitle B, and the one-stop delivery system in the local area, for PY 2018 and PY 2019 were received on October 1, 2018.

Central - 35025	
Adult	
Employment Rate 2nd Quarter Exit	82.5%
Employment Rate 4th Quarter Exit	77%
Median Earnings 2nd Quarter Exit	\$8,580
Credential Attainment Rate	65.0%
Dislocated Worker	
Employment Rate 2nd Quarter Exit	77.0%
Employment Rate 4th Quarter Exit	69.0%
Median Earnings 2nd Quarter Exit	\$8,300
Credential Attainment Rate	60.0%
Youth	
Employment Rate 2nd Quarter Exit	72.5%
Employment Rate 4th Quarter Exit	71.0%
Median Earnings 2nd Quarter Exit	BASELINE
Credential Attainment Rate	58.3%

“AN EQUAL OPPORTUNITY EMPLOYER”

(Intentionally left blank)

Signatures:



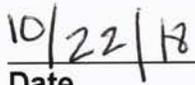
Chief Elected Official



Date



Local Board Chair



Date