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	<i>Revised Date:</i>	<i>Section # & Title:</i> 800 Business and Workforce Development Center (BWDC)	
Phoenix Business and Workforce Development Board <small>(approval authority)</small>	<i>Date Approved:</i> 05/10/18	<i>Subject # & Title:</i> .801 – Facility Use	

I. APPLICABILITY/SCOPE

This policy applies to revenue generated from the City of Phoenix Business and Workforce Development Center (BWDC), funded by the Workforce Innovation and Opportunity Act (WIOA) Title IB. The BWDC may generate revenue through facility use agreements returning the revenue back to support WIOA Title IB Adult, Youth, and/or Dislocated Worker programs.

II. PURPOSE

The Business and Workforce Development Center (BWDC) supports WIOA participants with a centralized space for training, workshops, recruiting events, interview space, as well as other potential job seeker programs designed to support the WIOA. This policy provides administrative and operational guidelines to ensure the workforce development staff is delivering to standard practices.

III. BACKGROUND


The BWDC has an open lounge area, three large classrooms, four interview rooms, and one computer lab dedicated to providing job seekers with employability workshops comprised of **Self-assessments**, **Other assessments**, **Active research**, and **Redesign (S.O.A.R.)** career plan. The space provides access to WIFI, built in audio visual equipment, multiple dry erase boards and idea walls designed to improve the learning and planning experiences of individuals and organizations we serve. The space is designed to support the ARIZONA@WORK City of Phoenix Business and Workforce Development Board’s strategic vision and goals connecting WIOA job seekers to partner business needs through recruiting events, sector strategy collaborations, and talent development.

- A. Non-Federal entities are encouraged to earn program income to defray program costs where appropriate per the Code of Federal Regulations (CFR), 2 CFR 200.307(a). “Program income generated from facility use fees will be used to support WIOA grant activity.” The receipt of funds will follow the Fiscal Policy Sections 200.201 and 200.202 Program Income.

IV. DEFINITIONS

Partner: Three types of partners exist within WIOA. First, strategic partners in economic development, sectors, and educational organizations that are aligned with the WIOA’s customers, services, or resources that are directly related to skills attainment such as information sessions directed at job seekers, or activities directly related to employment activity such as recruiting events. Second, organizations contracted with ARIZONA@WORK City of Phoenix to deliver WIOA related programs and services. Third, partner organizations in WIOA Title IB, II, III, or IV.

Program Income: The gross income earned by the non-Federal entity that is directly generated by a supported activity or earned because of the Federal award during the period of performance except as provided in §200.307 paragraph (f). (See §200.77 Period of performance.) Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds

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is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also §200.407 Prior Written Approval (prior approval). See also 35 U.S.C. 200–212 “Disposition of Rights in Educational Awards” applies to inventions made under Federal awards. [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75880, Dec. 19, 2014]

Source: <https://www.gpo.gov/fdsys/pkg/CFR-2017-title2-vol1/pdf/CFR-2017-title2-vol1-sec200-80.pdf>


V. POLICY

A. Fees for Facility Use

1. All users, except for City of Phoenix Departments and WIOA supporting partners and committees, will enter a Business and Workforce Development Center (BWDC) Facility Use Agreement and be invoiced a nominal fee that reimburses ARIZONA@WORK City of Phoenix for the lease costs of the BWDC.
2. The BWDC Facility Use Agreement formalizes agreements and liabilities between the City of Phoenix and the Lessee. Page one of the agreement provides details for who and how the space will be used along with pricing for the space. The remaining pages of the document are the terms and conditions or actual legal contract for the space.
 - a. BWDC Facility Use Agreements and fees will be used in the following circumstances:
 - i. The organization is not a partner or a City of Phoenix Department;
 - ii. The program is not an ARIZONA@WORK City of Phoenix sponsored or supported event; or
 - iii. An Organization that is charging a fee for attending an event (this includes partner and City of Phoenix Departments).
3. Waivers to the fee can be granted if the organization is deemed to be promoting the City of Phoenix Community and Economic Development Department mission, or if there are strategic partnership benefits to the City of Phoenix that support workforce development efforts and initiatives. For example, a new business location is using the BWDC facility for strategic planning while startup operations are underway. Business Center Waivers are approved by the BWDC Supervisor and the Deputy Economic Development Director of the Business and Workforce Development Division.
4. The Facility has two fee options, a **partner fee** and a **non-partner fee**. The partner fee would be activated for non-WIOA events or if one of the three fee criteria disqualify a waiver of fees.

Conference Room Usage Fee

	Half Day	Day	Week	Month
Facility Sell - Partner				
Conference room 1 or 2	\$ 100	\$ 200	\$ 500	\$ 2,000
North	\$ 175	\$ 375	\$ 875	\$ 3,500

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Facility Sell -Non-Partner				
Conference room 1 or 2	\$ 150	\$ 300	\$ 750	\$ 3,000
North	\$ 275	\$ 575	\$ 1,375	\$ 5,500

B. Fees for Parking and Validation Guidelines

1. Parking fees at the BWDC underbuilding parking garage, located at 302 North 1st Avenue, are the responsibility of the visitor of the building with exception of the following:
 - i. SOAR participants;
 - ii. Job Fairs (ARIZONA@WORK Sponsored or Partnered);
 - iii. Attendees of WIOA related meetings (For example, WIOA sponsored sector partnerships, classes, hiring events, or committee meetings); and
 - iv. Organizations touring the facility.
2. Any events requesting an exemption to the parking policy must have programs that:
 - i. ARIZONA@WORK, City of Phoenix is actively participating in or delivering; and
 - ii. Is directly connected to benefiting job seekers in the WIOA program.

C. Program Income

1. Program income generated from BWDC activities will follow policy guidelines per the Uniform Guidance Section 2.CFR §200.80. Program income does not increase the amount of funds that were authorized for the grant award and is considered additional revenue available for use in support of allowable grant award activity.
2. Upon execution of the Facility Use Agreement, city staff will send the Lessee an invoice for the space. The receipt of funds will follow the Fiscal Policy Section 200.201 and 200.202 Program Income.

VI. POLICY MANAGEMENT REQUIREMENTS

Administrative revisions to the policy may be made by the Phoenix Business and Workforce Development (PBWD) Board Executive Director, with notice to the PBWD Board’s Executive Leadership Committee. All other substantive revisions will go to the PBWD Board’s Executive Leadership Committee for review and recommendation to the PBWD Board for approval.

VII. ADDITIONAL OR MISCELLANEOUS INFORMATION

- Attachment A – Business Center Reservation Form
- Attachment B - Facility Use Agreement
- Attachment C - Business Center Waiver
- Attachment D - Conference Room guidelines