



Innovative Workforce Solutions

**Memorandum of Understanding (MOU) and  
Infrastructure Funding Agreement (IFA) Between:**

**Pinal County Workforce Development Board  
and  
Workforce Innovation Opportunity Act Partners (ARIZONA@WORK Pinal County)  
January 1, 2021 – June 30, 2023**

**REVISION #1**

**I. INTRODUCTION/PURPOSE OF THE MOU/IFA**

The Workforce Innovation and Opportunity Act (WIOA) and associated Arizona State Policy set by the Workforce Arizona Council (WAC) requires the Pinal County Workforce Development Board (PCWDB) to develop, execute, and maintain a memorandum of understanding with all core and required workforce partners.

- A. The purpose of this Memorandum of Understanding (MOU) is to document the alignment, accessibility and quality of workforce development services made available to a partner shared customer pool – collectively operating as ARIZONA@WORK Pinal County.

Additionally this MOU will serve as the framework by which the partners will realize the goals of the ARIZONA@WORK Pinal County Workforce Development Plan while implementing the vision of the plan and that of the Pinal County Workforce Development Board (PCWDB).

- B. In relation to this MOU/IFA, the PCWDB will:
  - 1. Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system in the local area and larger planning region;
  - 2. Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan or Combined State Plan; and
  - 3. Maximize and continue to improve the quality of services, customer satisfaction, effectiveness of the services provided.
- C. Through the Infrastructure Funding Agreement (IFA), this MOU provides the shared funding arrangements entered into by the partners of the ARIZONA@WORK Pinal County delivery system. Through this MOU the partners have identified those costs related to the operation and maintenance of the ARIZONA@WORK Pinal County delivery system that are of mutual benefit and have identified mechanisms for the payment of such costs.

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- D. Partner programs who are parties to this MOU will participate as members of the ARIZONA@WORK Pinal County Partner Program Operations Leadership Committee.
- E. Whereas the PCWDB and partners to this agreement serve both business and job seeker communities, it is agreed that **“Business is the primary customer and job seekers are our most valued resource”**;
- F. Mission/Vision/Value Statements of ARIZONA@WORK Pinal County partner programs:
- Mission: Our purpose is to strengthen and grow the economy for Pinal County and its residents, by providing innovative workforce solutions that effectively meet the demands of today’s workforce needs, and the needs of tomorrow.
- Vision: To be the leading provider of innovative, comprehensive, and value-added service to businesses and job seeker customers in Pinal County.
- Values: Integrity, Accountability, Empathy and Positive Messaging

## II. BACKGROUND

ARIZONA@WORK Pinal County partners developed this MOU to ensure that the following principles of the WIOA of 2014 are implemented:

- A. **Universal Eligibility:** All job seeking customers, including those with barriers to employment, will have access to job seeker services at each job center or other service delivery access point, designed to provide information to make career and labor market decisions. Career services, training and support services will be made accessible.
- B. **One-Stop System Approach:** All job seeking customers may explore work preparation and career development services and have access to information on a range of employment, training and occupational education programs. Services will be made available through the designated job centers or ARIZONA@WORK Pinal County Partner Programs.

The system values the business community by engaging employers across the workforce system to align training with needed skills and match employers with qualified workers.

- C. **Individual Choice:** Job seeking customers will have access to a multitude of career, skill, employment and training information to obtain the services and skills they need to enhance their employment opportunities, based on their individual needs, building on the guidance and counseling provided by workforce centers staff.
- D. **Regional Development:** The ARIZONA@WORK Pinal County workforce development system will support the economic development efforts of Pinal County, by focusing on developing a talent pipeline to support the region's in-demand industries and occupations while planning for future targeted growth areas.
- E. **Cost-Effectiveness:** All customers will have access to a system that minimizes costs, enhances the participation of employers and job seekers served through the system and does not duplicate services.

### III. ROLE OF THE PINAL COUNTY WORKFORCE DEVELOPMENT BOARD

As provided in WIOA Sec. 107(d), the PCWDB must:

- A. Develop and submit a 4-year local plan for the local area (ARIZONA@WORK Pinal County Workforce Development Plan ["local plan"]), in partnership with the Pinal County Board of Supervisors (PCBOS) and consistent with WIOA Sec.108;
- B. If Pinal County is part of a state-designated planning region that includes other local areas, develop and submit a regional plan in collaboration with other local areas. If the local area is part of a planning region, the local plan must be submitted as a part of the regional plan;
- C. Conduct workforce research and regional labor market analysis to include:
  - 1. Analyses and regular updates of economic conditions, needed knowledge and skills, workforce, and workforce development (including education and training) activities to include an analysis of the strengths and weaknesses (including the capacity to provide) of such services to address the identified education and skill needs of the workforce and the employment needs of employers;
  - 2. Assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region; and
  - 3. Other research, data collection, and analysis related to the workforce needs of the regional economy as the PCWDB, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions;

- D. Convene local workforce development system stakeholders to assist in the development of the local plan under 20 CFR § 679.550 and in identifying non-Federal expertise and resources to leverage support for workforce development activities. Such stakeholders may assist the PCWDB and standing committees in carrying out convening, brokering, and leveraging functions at the direction of the PCWDB;
- E. Lead efforts to engage with a diverse range of employers and other entities in the region in order to:
  - 1. Promote business representation (particularly representatives with optimum policy-making or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the PCWDB;
  - 2. Develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;
  - 3. Ensure that workforce investment activities meet the needs of employers and support economic growth in the region by enhancing communication,
  - 4. coordination, and collaboration among employers, economic development entities, and service providers; and
  - 5. Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled
  - 6. workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations;
- F. With representatives of secondary and postsecondary education programs, lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;
- G. Lead efforts in Pinal County to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and job seekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs;
- H. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and job seekers, by:
  - 1. Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;

2. Facilitating access to services provided through the one-stop delivery system involved, including access in remote areas;
  3. Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
  4. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment;
- I. In partnership with the Pinal County Board of Supervisors (PCBOS):
1. Conduct oversight of youth workforce investment activities authorized under WIOA Sec. 129(c), adult and dislocated worker employment and training
  2. activities under WIOA Secs. 134(c) and (d), and the entire one-stop delivery system in the local area;
  3. Ensure the appropriate use and management of the funds provided under WIOA subtitle I-B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and
  4. Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA Sec. 116;
- J. Negotiate and reach agreement on local performance indicators with the PCBOS and the Governor;
- K. Negotiate with the PCBOS and required partners on the methods for funding the infrastructure costs of one-stop centers in the local area in accordance with 20 CFR §678.715 or must notify the Governor if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism;
- L. Select the following providers in the local area, and where appropriate terminate such providers in accordance with 2 CFR part 200:
1. Providers of youth workforce investment activities through competitive grants or contracts based on the recommendations of the youth standing committee (if such a committee is established); however, if the PCWDB determines there is an insufficient number of eligible training providers in Pinal County, the PCWDB may award contracts on a sole-source basis as per the provisions at WIOA sec. 123(b);
  2. Providers of training services consistent with the criteria and information requirements established by the Governor and WIOA sec. 122;
  3. Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and
  4. One-stop operators in accordance with 20 CFR §§ 678.600 through 678.635;

- M. In accordance with WIOA Sec. 107(d)(10)(E) work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving Pinal County and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities;
- N. Coordinate activities with education and training providers in the local area, including:
  - 1. Reviewing applications to provide adult education and literacy activities under WIOA Title II for Pinal County to determine whether such applications are consistent with the ARIZONA@WORK Pinal County Workforce Development Plan;
  - 2. Making recommendations to the eligible agency to promote alignment with such plan; and
  - 3. Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination;
- O. Develop a budget for the activities of the PCWDB, with approval of the PCBOS and consistent with the local plan and the duties of the PCWDB;
- P. Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*); and
- Q. Certify one-stop centers in accordance with 20 CFR § 678.800.
- R. No less than on a quarterly basis based on a calendar year, present to the PCBOS on activities conducted by the PCWDB and seek consensus on shared areas of responsibilities outlined in this agreement.

**IV. REQUIRED PARTNERS OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT ONE STOP SYSTEM**

- A. Section 121(b)(1)(B) of WIOA identifies the following entities as required partners in the local one-stop delivery system (*\*denotes WIOA “Core Programs”*)
  - 1. \*Programs authorized under Title I of WIOA, serving:
    - a. Adults;
    - b. Dislocated workers;
    - c. Youth;
  - 2. Job Corps;

3. Native American programs;
4. Migrant and seasonal farmworker programs under Title I;
5. \*Programs authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.); (WIOA sec. 121 (b)(1)(B)(ii));
6. \*Adult education and literacy activities authorized under Title II of WIOA; (WIOA sec. 121(b)(1)(B)(iii));
7. \*Programs authorized under parts A and B of Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.); (WIOA sec. 121(b)(1)(B)(iv));
8. Senior community service employment activities authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.); (WIOA sec. 121(b)(1)(B)(v));
9. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006;
10. Trade Adjustment Assistance and NAFTA Transitional Adjustment Assistance activities authorized under chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.); (WIOA sec. 121(b)(1)(B)(vii));
11. Activities authorized under chapter 41 of title 38, U.S.C. (local veterans' employment representatives and disabled veterans outreach programs); (WIOA Sec. 121(b)(1)(B)(viii));
12. Employment and training activities carried out by the Department of Housing and Urban Development; (WIOA Sec. 121(b)(1)(B)(x)); and
13. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law); (WIOA Sec. 121(b)(1)(B)(xi).)
14. Programs authorized under section 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) (WIOA Sec. 121(b)(1)(B)(xii).)
15. Temporary Assistance for Needy Families (TANF) Programs authorized under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), subject to subparagraph (C). (WIOA Sec. 121(b)(1)(B)(xiii).)

**B. The following required partners provide services in the ARIZONA@WORK Pinal County service delivery area and are parties to this MOU:**

1. Programs authorized under Title IB of WIOA,:
  - a. Adult Program
  - b. Dislocated Worker Program
  - c. Youth
2. Migrant and Seasonal Farmworker Programs under Title I of WIOA;
3. Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III;
4. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law)
5. Trade Adjustment Assistance activities authorized under chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.);

6. Jobs for Veterans State Grants programs authorized under chapter 41 of Title 38, U.S.C.;
7. The Adult Education and Family Literacy Act (AEFLA) program authorized under Title II of WIOA;
8. The Vocational Rehabilitation (VR) program authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C.)720 *et seq.*, as amended by WIOA Title IV;
9. Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006;
10. The Senior Community Service Employment Program authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 *et seq.*);
11. Employment and training activities carried out by the Department of Housing and Urban Development (Resident Opportunity for Self Sufficiency (ROSS));
12. Temporary Assistance for Needy Families (TANF) Programs authorized under part A of Title IV of the Social Security Act (42 U.S.C. 601 *et seq.*), subject to subparagraph (C). (WIOA Sec. 121(b)(1)(B)(xiii).)  
**(Jobs Program Only)**

- C. Other required or additional entities may become parties to this MOU as service delivery is established in the stated service delivery area or at the discretion of the PCWDB.
- D. The TANF Jobs Program offers employment services by a contracted vendor (with the Arizona Department of Economic Security) at the Job Center in Casa Grande.  
**See Attachment A - Infrastructure Funding Agreement.**
- E. The designated One Stop Operator for the ARIZONA@WORK Pinal County Workforce Development System is provided by a contracted vendor which reports to the PCWDB.

#### **V. DURATION OF THIS MEMORANDUM OF UNDERSTANDING**

The effective period shall be **January 1, 2021 - June 30, 2023**. The MOU may be revised during the effective period in accordance with Article VI below.

**NOTE:** *This Memorandum of Understanding, once signed by all parties represents Revision #1 to the MOU covering the period of January 1, 2021 – June 30, 2023.*

#### **VI. RENEWAL OF THIS MEMORANDUM OF UNDERSTANDING (MOU)**

This MOU will be reviewed annually or more often as agreed to by the ARIZONA@WORK Pinal County Partner Program Operations Leadership Committee and/or the PCWDB.

- A. If substantial service delivery system changes have occurred, this MOU will be reviewed and revised accordingly to ensure appropriate funding and delivery of services. Substantial changes include but not limited to:
  - 1. Changes to the signatory official of the Pinal County Board of Supervisors or PCWDB;
  - 2. Changes to the status of participation of the partners to this agreement;
  - 3. Changes to the infrastructure funding and/or contribution by each partner;
  - 4. Changes to technological components of service delivery
  
- B. Any signatory or designee of this document may request in writing a modification or termination of this document. **Such requests must be submitted in writing to the Pinal County Workforce Development Board.**

## VII. DESCRIPTION OF SERVICES

- A. The Comprehensive Center (ARIZONA@WORK Pinal County Job Center) is located at the following address:

820 E. Cottonwood Lane, Building E  
Casa Grande, Arizona 85122

*Additional partner service locations can be found in the Infrastructure Funding Agreement (IFA).*

- B. Partners who are a party to this MOU will provide applicable career services on-site, via technology based opportunities, or through an agreed upon referral process.
  
- C. Services offered by each partner program are outlined in the Infrastructure Funding Agreement Attachments E1 and E2 as well as detailed in the ARIZONA@WORK Pinal County Workforce Development Plan.
  
- D. A system-wide contact directory will be available at each ARIZONA@WORK Pinal County service delivery site. The directory will provide specific information about services provided by each partner along with eligibility information and contacts.
  
- E. In accordance with the WIOA, use of the ARIZONA@WORK Pinal County services will be universal and open to the public. Individuals may register in the statewide job matching system and may access additional services as determined by informal and

formal work readiness assessments. Individuals are not required to physically come to a job center in order to register in the statewide job matching system.

- F. Individual programs may require eligibility documentation for enrollment. Each program will provide to customers their respective eligibility requirements and services offered.
- G. All partners agree to explore co-enrollment opportunities for participants. The objective of co-enrollment is to broaden the service options for participants, leverage resources, supportive services, and employment placement support needs. Co-enrollment in multiple partner programs is encouraged. Co-enrollment should be to the benefit of the participant.

#### **VIII. ROLE OF THE ONE STOP OPERATOR**

The PCWDB selects the One Stop Operator through a competitive procurement process. The role of the ARIZONA@WORK Pinal County One Stop Operator is:

- A. Coordination, and implementation of the partner program service delivery system as described in the ARIZONA@WORK Pinal County Local Workforce Development Plan (local plan).
- B. Direct the flow and delivery of services in accordance with workforce system policies.
- C. Use a high level of innovation and creativity in designing and implementing a human-centric workflow system that will benefit ARIZONA@WORK Pinal County customers;
- D. Coordinate the service delivery of required and participating ARIZONA@WORK Pinal County partners and service providers. The One-Stop Operator ensures that all partners work under the ARIZONA@WORK Pinal County brand and represent one unified brand to customers.
- E. Oversee the ARIZONA@WORK Pinal County service locations throughout the county. At a minimum, the One-Stop Operator will visit each of the service locations once a month or as determined by the PCWDB.
- F. Act as the liaison between the ARIZONA@WORK Pinal County partners and the PCWDB.

## **IX. DESCRIPTION OF SERVICE DELIVERY MODEL**

Service delivery will be consistent with the most current version of the ARIZONA@WORK Pinal County Workforce Development Plan and processes agreed upon by members of the ARIZONA@WORK Pinal County Partner Program Operations Leadership Committee and the PCWDB as applicable.

All Parties to this agreement shall comply with:

1. Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016);
  2. Title VI of the Civil Rights Act of 1964 (Public Law 88-352);
  3. Section 504 of the Rehabilitation Act of 1973, as amended;
  4. The Americans with Disabilities Act of 1990 (Public Law 101-336);
  5. The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor;
  6. 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;
  7. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99);
  8. Older Americans Act, as amended, PL 109-365, Title V 20 CFR Part 641 Senior Community Service Employment Program Performance Accountability, Final Rule
  9. Health Insurance Portability and Accountability Act of 1996 Plain Writing Act of 2010
  10. Confidentiality requirements governing the protection and use of personal information held by the Vocational Rehabilitation agency (34 CFR 361.38);
  11. The confidentiality requirements governing the use of confidential information held by the State Unemployment Insurance (UI) agency (20 CFR part 603);
  12. All amendments to each and all requirements imposed by the regulations issued pursuant to these acts.
- A. 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.

B. Additionally, all Parties agree to the following:

1. The ARIZONA@WORK Pinal County service delivery sites will be functionally aligned across the participating partners. This partnership will be based upon a shared vision, mission and resources as noted in the Introduction of this document.
2. A *closed-loop referral system* designed and agreed upon by the ARIZONA@WORK Pinal County Partner Program Operations Leadership Committee will facilitate the alignment between the various functions across the partners. (See Section IX).
  - a. "Closed loop" is defined as the act of referring an individual to a partner and resulting that referral and documenting its outcome. This requires documented communication between the partners facilitating the referral.
3. Collaborate and assist each other in the development of necessary service delivery protocols for the services outlined in IFA Attachments E1 and E2 and the local plan.
4. Use standardized forms, wherever possible, agreed to by all partners (e.g. initial assessment, individual employment plan, individual training account authorizations, on-the-job training contracts, work experience agreements, etc.);
5. Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers, and
6. Agree that all equipment and furniture purchased by any party for purposes described herein shall remain the property of the purchaser or agreed upon funding source after the termination of this agreement.

C. All partners are expected to adhere to established standards for providing services in ARIZONA@WORK Pinal County service delivery locations. These standards include, but are not limited to:

1. Statutory compliance with all federal, state, and local laws and policies including those established by the PCWDB so far as they are not in conflict with the specific application of any law and regulation governing the partner program;
2. Work collaboratively under the facilitation of the designated One-stop Operator;
3. Create a customer-friendly, seamless service delivery system;
4. All partner staff are expected to practice a code of conduct which includes:
  - a. Presenting a professional appearance;

- b. Maintaining model work habits, e.g., practicing common courtesy, maintaining a neat workspace, being punctual, appreciating diversity, exceeding customer expectations;
  - c. Compliance with a practice of established professional and ethical standards;
  - d. Maintaining adequate levels of staffing (**see Attachment B - Staffing Summary**) during all hours of operation including non-traditional hours;
  - e. Shared responsibility for compliance with established security and emergency guidelines.
5. Each partner is responsible for the provision of their unique services associated with the workforce delivery system and determining eligibility for their programs.
  6. The partners have agreed to maintain operational control and responsibility for staff assigned to the program activities provided under this MOU.
  7. Ensure all staff providing services as described in the local plan and this MOU are knowledgeable of their respective partner's programs to enable the provision of services within the agreed upon ARIZONA@WORK Pinal County integrated service delivery structure.

## **X. REFERRALS BETWEEN PARTNERS**

- A. ARIZONA@WORK Pinal County partners agree to provide an integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system, Partners agree to collaborate with each other to strengthen the referral system, provide referrals to customers and seek opportunities to co-enroll those individuals who are eligible for supplemental and complementary services and benefits under partner programs and/or other community resources.
- B. Partners are expected to follow agreed upon referral standards of work which shall include supporting a closed loop referral system including providing documentation, assessments, or other relevant information that will be sent with the referral once a release of information is signed by the customer being referred.

In addition, all partners agree to:

1. Develop materials summarizing their program requirements including, basic eligibility and participation requirements as well as available services and benefits offered making them available for Partners and customers;
2. Develop and utilize common initial screening tool(s) in order to refer to other partners as appropriate;

3. Evaluate on a quarterly basis using metrics agreed to by partners to this agreement in order to improve the referral process, including the use of customer satisfaction surveys and leveraging technology;
  4. Commit to robust and ongoing communication required for an effective referral process, and
  5. Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.
- C. Referral processes used between partner programs will be reviewed and modified as agreed by the ARIZONA@WORK Pinal County Partner Program Operations Leadership Committee.

## **XI. BUSINESS SERVICES**

ARIZONA@WORK Pinal County partners to this MOU agree that:

*The business community is the primary customer of the ARIZONA@WORK Pinal County business engagement system.*

The approach to business engagement will be based upon a *transformational* approach – one that is visionary, proactive and strategic; holistic in view; embraces uncertainty, risk and new approaches.

Focusing solely on individual program goals (e.g. placements) can be detrimental to the goals of the larger business engagement and service offering effort.

- A. Business Service delivery will be consistent with the most current version of the ARIZONA@WORK Pinal County Workforce Development Plan and processes agreed upon by members of the ARIZONA@WORK Pinal County Partner Program Operations Leadership Committee.
- B. In addition to the guiding principles within the local plan, partners agree to:
1. Share business engagement activities with the PCWDB and its staff for tracking and analysis via a method to be determined;
  2. Avoid duplication of outreach. Outreach efforts are aligned with local plan;
  3. Ensure all staff are focused on sector strategies;
  4. Leverage program caseloads to support the labor exchange effort (e.g., job orders, hiring events and job fairs). Partners will develop a feedback mechanism for partners to provide to the Business Service Representative for job ready/referred participants;
  5. Ensure Business Service Representatives contact all partners in support of scheduled events.

**C. Specialized Recruitments**

1. Specialized recruitments are those that require dedicated focus of multiple partners within ARIZONA@WORK Pinal County's Workforce Development System and shall be designated as such by the PCWDB in consultation with its staff. Some examples that may be considered specialized recruitments are:
  - i. A business within an in-demand industry is looking to hire 25 or more employees
  - ii. A new business within an in-demand industry is recruiting its initial workforce
  - iii. The PCWDB designates the business looking to hire as high profile based on its economic impact to the County
2. For specialized recruitments, a PCWDB staff member will coordinate internal and external resources which may include the integration of partner program functions and the associated program staff as required. ARIZONA@WORK Pinal County partners agree to participate in specialized recruitments as requested by the PCWDB.
3. The One Stop Operator will facilitate the development and maintenance of a standard work document to be agreed upon by all partners for the purpose of planning, implementing, evaluating and adjusting specialized recruitment efforts to ensure the business customer needs are met.

**XII. CROSS TRAINING**

- A. Partners will encourage, accommodate staff and/or provide training and cross-training, as deemed appropriate, to ensure that all partner staff are informed with all programs represented within the ARIZONA@WORK Pinal County workforce system in order to integrate services, reduce duplication, and improve overall service delivery.
- B. The ARIZONA@WORK Pinal County Partner Program Operations Leadership Committee will coordinate a training calendar and will work with partners to schedule trainings.
- C. Utilize the partner developed core staff competencies to cross train staff in system service delivery.

**XIII. VETERANS PREFERENCE**

All U.S. Department of Labor funded employment and training programs will employ a veteran priority process to ensure maximum employment and training opportunities to veterans and other eligible persons within each targeted group as established by applicable federal law and state and federal policy in the service area.

**XIV. SUPERVISION**

- A. Each partner agency will be responsible for supervising its own staff.
- B. The One Stop Operator will be responsible for the coordination and facilitation of services with partner agencies to ensure service delivery sites have coverage as outlined in the shared staffing plan and Service Matrix.

**XV. DATA SHARING**

- A. Partners agree to support state level development of a high-quality, integrated data system that will inform decisions made by policymakers, employers, and job seekers. Additionally, partners agree it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout a customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.
- B. 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 all of these requirements.
- C. All data, including customer PII, collected, used, and disclosed by Partners will be subject to the following:
  - 1. Customer PII will be properly secured in accordance with PCWDB policies and procedures regarding the safeguarding of PII.
  - 2. 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.
  - 3. All confidential data contained in Unemployment Insurance (UI) wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.
  - 4. All personal information contained in Vocational Rehabilitation records must be protected in accordance with the requirements set forth in 34 CFR 361.38.

5. Customer data may be shared with other programs, for those programs' purposes, within the ARIZONA@WORK network only after the informed written consent of the individual has been obtained, where required.
  6. Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
  7. 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)).
- D. All 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.

## **XVI. CONFIDENTIALITY**

- A. 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 partner shall respect and abide by the confidentiality policies and legal requirements of all of the other partners.
- B. Each partner 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.
- C. Each partner 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 partner expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.
- D. 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.

- E. With respect to confidential UI 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.
- F. 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.
- G. With respect to the use and disclosure of personal information contained in Vocational Rehabilitation records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

**XVII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

- A. 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:
  - 1. Political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin;
  - 2. Sex or age, except when age or sex constitutes a bona fide occupational qualification; or
  - 3. The physical or mental disability of a qualified individual with a disability.
- B. The Parties specifically agree that they will comply with:
  - 1. Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule);
  - 2. The Americans with Disabilities Act (42 U.S.C. 12101 et seq.);
  - 3. The Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil
  - 4. Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended;
  - 5. The Age Discrimination Act of 1967, as amended;
  - 6. Title IX of the Education Amendments of 1972, as amended;
  - 7. All applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

- C. Partners agree to abide by an agreed upon Complaint System whereby customers may file complaints related to alleged discriminatory and non-discriminatory practices by any of the partners to this MOU in accordance with Section XX of this MOU. The availability to file such complaints shall be clearly posted in all ARIZONA@WORK Pinal County services delivery sites listed in the IFA.

## **XVIII. ACCESSIBILITY**

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.

### **A. Programmatic Accessibility**

1. 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.
2. 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.
3. All partners will cooperate with compliance monitoring that is conducted to ensure that all programs, services, technology, and materials are physically and programmatically accessible and available to all.
4. Partner 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.
5. 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 (e.g., JAWS and DRAGON) and assistive listening devices must be available to ensure physical and programmatic accessibility within the ARIZONA@WORK Pinal County network.

### **B. Physical Accessibility**

1. ARIZONA@WORK Pinal County service delivery locations 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.
2. Services will be available in a convenient, densely populated, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.

**C. Virtual Accessibility**

1. The PCWDB will ensure that job seekers and businesses have equal access to information online as they do in a physical facility. Information will be clearly marked and compliant with Section 508 of the U.S. Department of Health and Human Services code.
2. 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.
3. Partners may have their own web presence via a website and/or the use of social media, and coordinate with PCWDB staff to post content on the ARIZONA@WORK Pinal County website.
4. Each partner will include a link to ARIZONA@WORK Pinal County website and a link to each partner's site will be included in the ARIZONA@WORK Pinal County website.

**D. Communication Accessibility**

1. 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.
2. All Partners agree that they will provide accommodations for individuals who have communication challenges, including but not limited to individuals with limited English proficiency, those who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments.

**XIX. PERFORMANCE ACCOUNTABILITY**

- A. To assure that services are responsive to the needs of the community, the One Stop operator will facilitate the development, dissemination and summary of a survey of customers to obtain feedback on customer satisfaction.
- B. All partners will participate in the ongoing development and improvement of the ARIZONA@WORK Pinal County service delivery procedures, policies and operational management through the PCWDB.
- C. All partners will be part of a process that will continuously review the needs of the workforce and business community and refine the services of the ARIZONA@WORK Pinal County service delivery sites based upon those needs.

- D. All partners agree to meet quarterly at a minimum to exchange information about performance goals and the attainment of such goals. Partners will develop strategies to assist each other in meeting the respective performance goals.

**XX. PARTNER DISPUTE RESOLUTION PROCESS**

In instances of service delivery or other instances where consensus cannot be reached amongst partners of ARIZONA@WORK Pinal County workforce system, those partners who are parties to the dispute and have signed this MOU, shall submit to the following dispute resolution process:

- A. If the partners are unable to resolve a dispute to the satisfaction of the members who are parties to the dispute, the complaint shall be submitted **in writing** to the PCWDB's Executive Committee or designated PCWDB staff within 30 days of the initial dispute.
- B. The PCWDB Executive Committee or designated PCWDB staff shall evaluate the merits of the dispute and render a decision based on the most current version of Article XV – Conflict Resolution as noted in the Pinal County Workforce Development Board By-Laws.

**XXI. ADDRESSING CUSTOMER COMPLAINTS**

- A. Any partner staff can receive a customer complaint.
- B. All partners agree to address complaints that are received by following the policy and associated procedures outlined in Chapter 700 of the ARIZONA@WORK Pinal County Policy Manual.

**XXII. MONITORING**

The PCWDB, 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:

- A. Federal awards are used for authorized purposes in compliance with law, regulations, and State policies;
- B. Those laws, regulations, and policies are enforced properly;
- C. Performance data are recorded, tracked, and reviewed for quality to ensure accuracy and completeness;

- D. Outcomes are assessed and analyzed periodically to ensure that performance goals are met;
- E. Appropriate procedures and internal controls are maintained, and record retention policies are followed; and
- F. All MOU terms and conditions are fulfilled.

**XXIII. SEVERABILITY CLAUSE**

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 full force and effect.

**XXIV. INDEMNIFICATION**

- A. Each party hereby agrees to indemnify, defend and hold harmless all other parties identified in Section I above of this MOU from and against all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU.
- B. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

**XXV. OBLIGATIONS REGARDING ALLOCATED SPACE, ALTERATIONS AND SEPARATE EXPENSES**

- A. Tenants/Partners shall at all times use and occupy the allocated space solely for the purposes of job training and employment services. Tenants shall not use the allocated space for any other purpose.
- B. Tenants shall comply with all laws, rules, regulations and procedures applicable to or affecting the allocated space. Tenants shall not place, deposit, store, release, maintain, or allow on the allocated space any hazardous substance, toxic material or pollutant as defined by applicable law or regulations.

**XVI. INFRASTRUCTURE FUNDING AGREEMENT (IFA)**

**NOTE: Attachment A represents the Infrastructure Funding Agreement**

The IFA serves as the financial plan to which the one-stop partners, PCBOS, and the PCWDB, have agreed to achieve their goals of delivering services in Pinal County.

- A. All co-located partners will share an equitable and proportionate responsibility for the costs of the operational expenses of the ARIZONA@WORK Pinal County Job Center (comprehensive center) and other shared service delivery sites.
- B. Partners agree to cost sharing based on direct square footage used for each respective partner with dedicated space in the Job Center and a corresponding share of the common area costs. The IFA outlines, based on square footage, the estimated lease amounts for the co-located partners at shared service delivery sites. It is understood that lease amounts may vary based on monthly utility costs and other charges agreed to by the co-located partners.
- C. Co-located partners shall not make independent changes to service delivery, provision of supplies, or reassignment of staff work space without consultation with other co-located partners and the One-Stop Operator. Such changes must be agreed upon by all partners, including associated costs.

Pinal County Workforce Development Board staff must be notified of such changes **within 60 days** of such proposed changes to allow for evaluation of the impact to the overall ARIZONA@WOR Pinal County service delivery system and to revise the IFA to reflect such changes .

- D. Partners that do not have dedicated space in shared service delivery sites will negotiate with other partner programs in the service delivery area to determine an appropriate financial or in-kind arrangement for cost sharing. The current cost sharing spreadsheet is attached to this document.
- E. The IFA will be reviewed by the IFA signatories not less than once per calendar quarter to ensure costs are fairly evaluated and that each partner program is not required to contribute more that is proportionate share in accordance with the Uniform Guidance at 2 CRF part 200.
- F. Any necessary amendments to the IFA shall be in writing and approved by all partner IFA representatives and the PCWDB.
- G. Co-located partners agree to provide the equipment and supplies (e.g., paper, toner, etc.) for their own staff in order to carry out their respective program.

**ARIZONA@WORK Pinal County Infrastructure Funding Agreement**  
**January 2021 – June 2023**  
**Revision 1**

**Infrastructure Funding Agreement (IFA):**

➤ **Local Workforce Development Area:** ARIZONA@WORK Pinal County

**1. The period of time this agreement is effective**

**January 1, 2021 to June 30, 2023**

- *This represents Revision 1 to the MOU/IFA dated January 27, 2021.*
- *Once signed, this document will be retroactive to October 1, 2021.*

**2. Identification of all ARIZONA@WORK Job Center partners, Chief Executive Official(s), and the Local Workforce Development Board (LWDB) participating in the IFA (See Attachment A)**

**Parties to this Agreement:**

In accordance with the Workforce Innovation and Opportunity Act (WIOA) the U.S. Department of Labor, in coordination with U.S. Department of Education, has established the one-stop centers, with American Job Centers (AJCs) as a unifying name and brand that identifies the online and in-person workforce development services as part of a single network (20 CFR 678.900, 34 CFR 361.900, and 34 CFR 463.900).

Under WIOA and its implementing regulations, consistent with the Uniform Guidance, funding provided by the one-stop partners to cover the operating costs, including infrastructure costs, of the one-stop delivery system must be based on the partner program's proportionate use of the system and relative benefit received (WIOA sec. 121(h)(1)(B)(i) and 121(h)(2)(C)(i), 20 CFR 678.700 through 678.760, 34 CFR 361.700 through 361.760, and 34 CFR 463.700 through 463.760).

The IFA serves as the financial plan to which the one-stop partners, chief elected officials (Pinal County Board of Supervisors), and the Pinal County Workforce Development Board (PCWDB) have agreed in the Memorandum of Understanding (MOU) that will be used to achieve their goals of delivering services in Pinal County. The MOU must contain, among other things, provisions describing how the costs of services provided by the one-stop system and how the operating costs of such system will be funded, including the infrastructure costs for the one-stop system (WIOA sec. 121(c)(2)(A) and 20 CFR 678.500(b), 34 CFR 361.500(b), and 34 CFR 463.500(b)).

This IFA is an agreement between the PCWDB and all program partners listed in Section IV (B) of the ARIZONA@WORK Pinal County MOU are parties to this agreement. **See Attachment A of the IFA.**

A. Parties to this agreement are categorized as the following:

1. **Co-Located:** Partner programs that provide services at the ARIZONA@WORK Pinal County job center located at the following location(s)

- 820 E. Cottonwood Lane, Building E, Casa Grande, Arizona 85122

**ARIZONA@WORK Pinal County Infrastructure Funding Agreement**  
**January 2021 – June 2023**  
**Revision 1**

- A. Programs authorized under Title I of WIOA:
    - i. Adult Program
    - ii. Dislocated Worker Program
  - B. The Wagner-Peyser Act Employment Service program authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by WIOA title III;
  - C. The Vocational Rehabilitation (VR) program authorized under Title I of the Rehabilitation Act of 1973 (29 U.S.C.)720 et seq.), as amended by WIOA Title IV;
  - D. Jobs for Veterans State Grants programs authorized under chapter 41 of Title 38, U.S.C.;
  - E. Temporary Assistance for Needy Families (Jobs Program Only)
2. **Non Co-located:** Partner programs that provide services in Pinal County but are not co-located at the ARIZONA@WORK Pinal County job center listed above:
- A. Programs authorized under Title I of WIOA: Youth Program
  - B. The Adult Education and Family Literacy Act (AEFLA) program authorized under Title II of WIOA;
  - C. The Adult Education and Family Literacy Act (AEFLA) program authorized under Title II of WIOA/Arizona Department of Corrections;
  - D. Career and Technical Education programs at the postsecondary level (CTE) under Perkins Career and Technical Education Act
  - E. The Senior Community Service Employment Program authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);
  - F. Trade Adjustment Assistance activities authorized under chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.);
  - G. Migrant and Seasonal Farmworker Programs under Title I of WIOA;
  - H. Employment and training activities carried out by the Department of Housing and Urban Development; (WIOA Sec. 121(b)(1)(B)(x));
  - I. Programs authorized under State unemployment compensation laws (in accordance with applicable Federal law); (WIOA Sec. 121(b)(1)(B)(xi).)
  - J. TANF Programs authorized under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), subject to subparagraph (C). (WIOA Sec. 121(b)(1)(B)(xiii).) – *Jobs Program Only*

**ARIZONA@WORK Pinal County Infrastructure Funding Agreement**  
**January 2021 – June 2023**  
**Revision 1**

3. **Reaching consensus and/or an assurance that the Local Workforce Development Area followed guidance for the state infrastructure funding mechanism**

Key stakeholders participated in joint discussions amongst ARIZONA@WORK Pinal County partner programs in the development of this agreement. These sessions were conducted and facilitated by staff of the PCWDB in order to reach consensus and ensure alignment with the tenets of the MOU and the ARIZONA@WORK Pinal County Workforce Development Plan.

4. **The process ARIZONA@WORK Job Center partners will use to resolve issues related to infrastructure funding during the MOU duration period when consensus cannot be reached.**

Partners will meet to seek resolution. The issue escalation process outlined in the PCWDB's By-Laws will be the basis for the issue escalation process. Where resolution cannot be reached, the PCWDB will seek technical assistance from the State.

5. **Periodic modification and review process to ensure equitable benefit among ARIZONA@WORK Job Center partners.**

This Agreement will be reviewed no less than on a quarterly basis by all partners including the PCWDB Finance Manager (Fiscal Agent) as described in the MOU. Any necessary amendments to the IFA shall be in writing and approved by the ARIZONA@WORK Pinal County partners (signatories to the MOU) and the PCWDB.

**IFA Attachments**

- A. **ARIZONA@WORK Job Center Partners, Chief Elected Official(s), and the LWDB Participating in the IFA**
- B. **ARIZONA@WORK Operating Budget: Infrastructure Costs**
- C. **Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs**
- D. **Signatures of Non-Co-located ARIZONA@WORK Job Center Partners Agreeing to Negotiate the Sharing of Infrastructure Costs When Sufficient Data is Available to Determine Relative Benefit and Proportionate Share**
- E. **ARIZONA@WORK Operating Budget: Additional Costs (Applicable Career Services)**
- F. **OPTIONAL: ARIZONA@WORK Operating Budget: Additional Costs (Shared Operating Costs and Shared Services) and Signature of ARIZONA@WORK Job Center Partners Agreeing to Share Identified Operating Costs/Shared Services**

**ARIZONA@WORK Pinal County Infrastructure Funding Agreement**  
**January 2021 – June 2023**  
**Revision 1**

<b>Attachment A:</b>		
<b>Identification of all ARIZONA@WORK Job Center Partners, Chief Elected Official(s), and the Local Workforce Development Board (LWDB) participating in the IFA</b>		
<p><b>Local Workforce Development Board:</b>  <i>Pinal County Workforce Development Board</i>  1891 Historic Courthouse  PO Box 827  135 North Pinal Street  Florence, AZ 85132</p> <p>ATTN: Joel Millman, (520) 866-8088/<a href="mailto:joel.millman@pinal.gov">joel.millman@pinal.gov</a></p>		
<b>Chief Elected Official(s):</b> See Pinal County Board of Supervisors Home Page: <a href="http://pinalcountyaz.gov/bos/Pages/Home.aspx">http://pinalcountyaz.gov/bos/Pages/Home.aspx</a>		
<b>Required WIOA and ARIZONA@WORK Job Center Partner</b>	<b>ARIZONA@WORK Job Center Partner Serves Local Area?</b>	<b>Point of Contact Information</b> <i>Name, Title, Address, Telephone, Email</i>
Adult, Dislocated Worker (DW) Programs under Title I-B of WIOA	X	Aaron Moon Project Director EQUUS Workforce Solutions 820 E. Cottonwood Lane, Building E Casa Grande, AZ 85122 (520) 866-3600 <a href="mailto:aaron.moon@equusworks.com">aaron.moon@equusworks.com</a>
Youth Programs under Title I-B of WIOA	X	Youth Program Director, Central Arizona College 805 S. Idaho Rd., B112 Apache Junction, AZ 85119 (480) 677-7720
Migrant and Seasonal Farmworker Programs (MSFW) under Title I of WIOA	X	Kari Hogan Deputy CEO PPEP, Inc. 802 E. 46th Street, Tucson, Arizona 85713 (520) 770-2500

**ARIZONA@WORK Pinal County Infrastructure Funding Agreement**  
**January 2021 – June 2023**  
**Revision 1**

<p>Adult Education and Family Literacy Act programs under Title II of WIOA</p>	<p align="center">X</p>	<p><a href="mailto:khogan@ppep.org">khogan@ppep.org</a>                  Susan Aguilar                  Director ABE/GED Program                  Central Arizona College                  1015 E. Florence Blvd                  Casa Grande, AZ 85122                  (520) 494-5960  <a href="mailto:susan.aguilar@centralaz.edu">susan.aguilar@centralaz.edu</a></p>
<p>Adult Education and Family Literacy Act programs under Title II of WIOA</p>	<p align="center">X</p>	<p>Maria Silva                  Special Projects Director of Family Resource Center/Adult Ed                  Queen Creek Unified School District                  20217 East Chandler Heights Road                  Queen Creek, AZ 85142  <a href="mailto:msilva@qcusd.edu">msilva@qcusd.edu</a></p>
<p>Wagner-Peyser under Title III of WIOA</p>	<p align="center">X</p>	<p>Chevera Trillo                  Administrator                  AZDES Workforce Development Administration                  1789 W. Jefferson, Mail Drop 5111                  Phoenix, AZ 85007                  (480) 487-7806  <a href="mailto:CTrillo@azdes.gov">CTrillo@azdes.gov</a></p>
<p>State Unemployment Insurance (UI)</p>	<p align="center">X</p>	<p>Sandra Canez                  UI Administrator                  AZDES                  (480) 868-7136  <a href="mailto:SandraCanez@azdes.gov">SandraCanez@azdes.gov</a></p>
<p>Trade Adjustment Assistance (TAA) under Title II of Trade Act</p>	<p align="center">X</p>	<p>Chevera Trillo                  Administrator                  AZDES Workforce Development Administration                  1789 W. Jefferson, Mail Drop 5111                  Phoenix, AZ 85007                  (480) 487-7806  <a href="mailto:CTrillo@azdes.gov">CTrillo@azdes.gov</a></p>

**ARIZONA@WORK Pinal County Infrastructure Funding Agreement**  
**January 2021 – June 2023**  
**Revision 1**

Jobs for Veterans State Grants (Vets) under Title 38, U.S.C.	X	Chevera Trillo Administrator AZDES Workforce Development Administration 1789 W. Jefferson, Mail Drop 5111 Phoenix, AZ 85007 (480) 487-7806 <a href="mailto:CTrillo@azdes.gov">CTrillo@azdes.gov</a>
Vocational Rehabilitation under Title IV of WIOA	X	Mark Kolb Vocational Rehabilitation Supervisor Arizona Department of Economic Security Rehabilitation Services 1155 N. Arizona Blvd. Coolidge, AZ 85128 (480) 476-3339 <a href="mailto:mkolb@azdes.gov">mkolb@azdes.gov</a>
Senior Community Service Employment Programs (SCSEP) under Title V of Older Americans Act--State of Arizona	X	1. State Grantee: Crystal Newman Arizona Department of Economic Security Division of Employment and Rehabilitation Services (DERS) <a href="mailto:cnewman@azdes.gov">cnewman@azdes.gov</a>  Subgrantee: Jessica Howell Phoenix SCSEP Project Director AARP Foundation, SCSEP O) 602-841-0403/C) 480-415-7344 <a href="mailto:jhowell@aarp.org">jhowell@aarp.org</a>
Senior Community Service Employment Programs (SCSEP)—National Grantees under Title V of Older Americans Act	N/A	N/A

**ARIZONA@WORK Pinal County Infrastructure Funding Agreement**  
**January 2021 – June 2023**  
**Revision 1**

<p>Career and Technical Education programs at the postsecondary level (CTE) under Perkins Career and Technical Education Act</p>	<p align="center">X</p>	<p>Dr. Tina Berry                  Central Arizona College                  8470 N. Overfield Rd., Coolidge, AZ 85128                  (520) 494-5972                  Tina.Berry@centralaz.edu</p>
<p>Housing and Urban Development Employment and Training Programs</p>	<p align="center">X</p>	<p>Rolanda Cephas                  Executive Director                  Pinal County Housing Department                  970 Eleven Mile Corner Road                  Casa Grande, AZ 85194                  (520) 866-7200                  rolanda.cephas@pinal.gov</p>
<p><b>Additional ARIZONA@WORK Job Center Partners Approved by the LWDB and CEO(s)</b></p>		
<p><i>Temporary Assistance for Needy Families (TANF) employment &amp; training under part A of Title IV of Social Security Act* (Jobs Program Only)</i></p> <p><i>* Workforce Arizona Council, 03-2016: "The Governor notified the Secretaries of the U.S. Departments of Labor and Health and Human Services in writing that TANF will not be a required partner in Arizona, or within some specific local areas in the State. Local TANF programs may still opt to be a one-stop partner, or to work in collaboration with the ARIZONA@WORK Job Center."</i></p>	<p align="center">X*                  (Jobs Program Only)</p>	<p>State Grantee:                  Chevera Trillo                  Administrator                  AZDES Workforce Development Administration                  1789 W. Jefferson, Mail Drop 5111                  Phoenix, AZ 85007                  (480) 487-7806                  CTrillo@azdes.gov</p> <p>Service Provider:                  Jorge A Rivero                  Project Director                  EQUUS Workforce Solutions                  Office: (520) 269 6445                  Cell: (520) 241 3876/jorgerivero@equusworks.com</p>

**Attachment B1: ARIZONA@WORK Job Center and Partner Service Locations**

Local Workforce Development Area: Pinal County

**ARIZONA@WORK Pinal County Infrastructure Funding Agreement**  
**January 2021 – June 2023**  
**Revision 1**

<p>The following partners co-locate at the ARIZONA@WORK Pinal County Job Center (Comprehensive Center) ARIZONA@WORK Pinal County:              820 East Cottonwood Lane, Building E              Casa Grande, AZ 85122              Joe Niznik, Chicano Por La Causa (One Stop Operator)/(520) 866-3600</p>		
<p>Adult/Dislocated Worker Programs</p>	<p>Aaron Moon              EQUUS Workforce Services              820 East Cottonwood Lane, Building E              Casa Grande, AZ 85122              (520) 866-3600  <a href="mailto:aaron.moon@equusworks.com">aaron.moon@equusworks.com</a></p>	<p>Chevera Trillo              Administrator              AZDES Workforce Development Administration              1789 W. Jefferson, Mail Drop 5111              Phoenix, AZ 85007              (480) 487-7806  <a href="mailto:CTrillo@azdes.gov">CTrillo@azdes.gov</a></p>
<p>DES/Employment Service/Jobs for Veterans State Grant (DVOP)</p>	<p>Mark Kolb              Vocational Rehabilitation Supervisor              Arizona Department of Economic Security Rehabilitation Services              1155 N. Arizona Blvd.              Coolidge, AZ 85128              (480) 476-3339  <a href="mailto:mkolb@azdes.gov">mkolb@azdes.gov</a></p>	<p>State Grantee:              Chevera Trillo              Administrator              AZDES Workforce Development Administration</p> <p>Service Provider:              Jorge A Rivero              Project Director              EQUUS Workforce Solutions              Office: 520 881-0570/Cell: 520 275-5242/<a href="mailto:jorgerivero@equusworks.com">jorgerivero@equusworks.com</a></p>
<p>DES/Vocational Rehabilitation</p>	<p>Temporary Assistance for Needy Families (TANF) employment &amp; training under part A of Title IV of Social Security Act (<i>Jobs Program Only</i>)</p>	<p>Service Provider:              Jorge A Rivero              Project Director              EQUUS Workforce Solutions              Office: 520 881-0570/Cell: 520 275-5242/<a href="mailto:jorgerivero@equusworks.com">jorgerivero@equusworks.com</a></p>
<p>Vocational Rehabilitation</p>	<p>Partner</p>	<p>Location (see IFA Attachment B2)              Location 1</p>
		<p>Addresses              Mark Kolb  <a href="mailto:mkolb@azdes.gov">mkolb@azdes.gov</a>              (480) 476-3339</p>

**ARIZONA@WORK Pinal County Infrastructure Funding Agreement**  
**January 2021 – June 2023**  
**Revision 1**

<p><b>Youth Program</b></p>	<p align="center">Location 2</p>	<p>A. 1155 N. Arizona Blvd. Coolidge, AZ 8518          B. 11518 E. Apache Trail #110, Apache Junction, AZ 85120          C. 401 N. Marshall, Casa Grande, AZ 85122</p> <p>Brandy Gonzalez          Assistant Director          ARIZONA@WORK Pinal County Youth Program          (480) 677-7781  <a href="mailto:brandy.gonzalez@centralaz.edu">brandy.gonzalez@centralaz.edu</a></p> <p>A. Central Arizona College – San Tan Campus          3736 E Bella Vista Rd. San Tan Valley, AZ 85143          B. Central Arizona College – Signal Peak Campus          8470 N Overfield Rd. Coolidge, AZ 85128          C. Central Arizona College – Maricopa Campus          17945 Regent Dr. Maricopa, AZ 85138          D. Central Arizona College – Superstition Springs Campus          805 S Idaho Rd. Apache Junction, AZ 85119          E. Central Arizona College – Aravaipa Campus          80440 E Aravaipa Rd. Winkelman, AZ 85192</p>
<p><b>Adult/Dislocated Worker Programs</b></p>	<p align="center">Location 3</p>	<p>Aaron Moon          EQUUS Workforce Services  <a href="mailto:aaron.moon@equusworks.com">aaron.moon@equusworks.com</a></p> <p>A. 820 E. Cottonwood Ln., Blg E          (520) 866-3600          B. 575 N Idaho Rd #800, Apache Junction, AZ 85119</p>
<p><b>Senior Community Service Employment Program</b></p>	<p align="center">Location 4</p>	<p>State (sub) Grantee:          Jessica Howell          Phoenix SCSEP Project Director          AARP Foundation, SCSEP          O) 602-841-0403/C) 480-415-7344  <a href="mailto:jhowell@aarp.org">jhowell@aarp.org</a></p>

**ARIZONA@WORK Pinal County Infrastructure Funding Agreement**  
**January 2021 – June 2023**  
**Revision 1**

Partner	Location (see IFA Attachment B2)	Addresses
Career and Technical Education Programs (Post Secondary)	Location 5	<p>Dr. Tina Berry            Central Arizona College            8470 N. Overfield Rd., Coolidge, AZ 85128            (520) 494-5972  <a href="mailto:Tina.Berry@centralaz.edu">Tina.Berry@centralaz.edu</a></p>
HUD Employment and Training	Location 6	<p>Rolanda Cephas            Executive Director            Pinal County Housing Department            970 Eleven Mile Corner Road            Casa Grande, AZ 85194            (520) 866-7200  <a href="mailto:rolanda.cephas@pinal.gov">rolanda.cephas@pinal.gov</a></p>
Adult Education and Family Literacy Act programs under Title II of WIOA	Location 7	<p>A. Susan Aguilar, Director ABE/GED Program            Central Arizona College            1015 E. Florence Blvd            Casa Grande, AZ 85122            (520) 494-5960  <a href="mailto:susan.aguilar@centralaz.edu">susan.aguilar@centralaz.edu</a></p> <p>B. Maria Silva, Special Projects Director of Family Resource Center            Queen Creek Unified School District            20217 East Chandler Heights Road            Queen Creek, AZ 85142  <a href="mailto:msilva@qcusd.edu">msilva@qcusd.edu</a></p>
Temporary Assistance for Needy Families (TANF) employment & training under part A of Title IV of Social Security Act* (Jobs Program Only)	Location 8	<p>Jorge A Rivero            Project Director            EQUUS Workforce Solutions            Office: 520 881-0570/Cell: <a href="tel:5202755242">520 275-5242</a>/  <a href="mailto:jorgetrivero@equusworks.com">jorgetrivero@equusworks.com</a></p> <p>A. 11518 E. Apache Trail, #115            Apache Junction, AZ 85120            B. 1155 N. Arizona Blvd            Coolidge, AZ 85128</p>
Migrant and Seasonal Farmworker Programs (MSFW) under WIOA Title I	Location 9	<p>Kari Hogan            Deputy CEO            PPEP, Inc.            802 E. 46th Street, Tucson, Arizona 85713            (520) 770-2500</p>

**ARIZONA@WORK Pinal County Infrastructure Funding Agreement**  
**January 2021 – June 2023**  
**Revision 1**

[khogan@ppep.org](mailto:khogan@ppep.org)

<b>Attachment B2: ARIZONA@WORK Job Center Partners Co-located in Each ARIZONA@WORK Job Center Location</b>									
<b>Local Workforce Development Area: Pinal County</b>									
<b>(Place an "X" If the ARIZONA@WORK Job Center Partner is Co-located in the Identified ARIZONA@WORK Job Center or Service Location)</b>									
<b>ARIZONA@WORK Job Ctr Partner</b>	<b>ARIZONA@WORK Pinal County Business and Career Center (Comprehensive Center)</b>	<b>Location #1</b>	<b>Location #2</b>	<b>Location #3</b>	<b>Location #4</b>	<b>Location #5</b>	<b>Location #6</b>	<b>Location #7-9</b>	
Adult/DW	X	n/a	n/a	X	n/a	n/a	n/a	n/a	n/a
Youth	n/a	n/a	X	n/a	n/a	n/a	n/a	n/a	n/a
Wagner-Peyser	X	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Voc Rehab	X	X	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Trade	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Veterans	X	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
TANF/ Jobs	X	n/a	n/a	n/a	n/a	n/a	n/a	n/a	<b>8</b>
SCSEP—State	n/a	n/a	n/a	n/a	X	n/a	n/a	n/a	n/a
SCSEP—National	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Adult Ed	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	<b>7</b>
Career/Tech Ed	n/a	n/a	n/a	n/a	n/a	X	n/a	n/a	n/a
HUD E&T	n/a	n/a	n/a	n/a	n/a	n/a	X	n/a	n/a
MSFW (Title I)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	<b>9</b>

**ARIZONA@WORK Pinal County Infrastructure Funding Agreement**  
**January 2021 – June 2023**  
**Revision 1**

<u>Attachment B3: Annual Infrastructure Budget for Each ARIZONA@WORK Job Center</u>			
<b>ARIZONA@WORK Job Center:</b> (Comprehensive Center) 820 E. Cottonwood Lane, Bldg. E., Casa Grande, AZ 85122			
<b>Cost Category/Line Item</b>	<b>Line Item Cost Detail</b>	<b>Est. Cost (per month)</b>	<b>Est. Cost (annual)</b>
<b>Rent</b>			
Rental of Facilities	Rent only	\$3,288	\$39,456
<b>Subtotal: Rental Costs</b>		<b>\$3,288</b>	<b>\$39,456</b>
<b>Utilities and Maintenance and Other (estimated based on annual average)</b>			
Electric	Based on average monthly costs	Included in rent	Included in rent
Water	Based on average monthly costs	Included in rent	Included in rent
Sewer	Based on average monthly costs	Included in rent	Included in rent
High-Speed Internet	Based on average monthly costs	Included in rent	Included in rent
<b>Subtotal: Utilities and Maintenance Costs</b>		Included in rent	Included in rent
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED ARIZONA@WORK Job Center PARTNERS</b> (All figures rounded)			
<b>Cost Category</b>		<b>Total Cost</b>	<b>Est. (per month)</b> <b>Est. (annual)</b>
<b>Subtotal: Rental Costs</b>			\$3,288 \$39,456
<b>Subtotal: Utilities and Maintenance Costs</b>			0 0
<b>TOTAL INFRASTRUCTURE COSTS FOR THIS LOCATION</b>			<b>\$3,288</b> <b>\$39,456</b>

**ARIZONA@WORK Pinal County Infrastructure Funding Agreement**  
**January 2021 – June 2023**  
**Revision 1**

<b>Attachment B4: Percentage of Co-located ARIZONA@WORK Job Center Partner's Occupancy in Each Center</b>		
<b>ARIZONA@WORK Job Center Location: 820 E. Cottonwood Lane, Bldg. E, Casa Grande, AZ 85122</b>		
<b>Total Square Footage of the ARIZONA@WORK Job Center: 3,945 Square Feet</b>		
<b>Total Square Footage of Dedicated/Assigned Space For All Co-located ARIZONA@WORK Partners: 1,080 Square Feet</b>		
<b>Co-located ARIZONA@WORK Job Center Partners</b>	<b>Square Footage of the ARIZONA@WORK Job Center Partner's Dedicated/Assigned Space</b>	<b>ARIZONA@WORK Job Center Partner's Dedicated Space as a % of All Co-located ARIZONA@WORK Job Center Partners' Space</b>
WIOA Title I-B Adult/Dislocated Worker	408	35.9%
One Stop Operator	96	8.4%
Wagner-Peyser/Employment Service	288	25.3%
Vocational Rehabilitation	120	10.5%
TANF /Jobs Program	168	14.8%
Disabled Veterans Outreach Program	58	5.1%
<b>Total Percentage of the Designated/Assigned Space of All Co-located ARIZONA@WORK Job Center Partners (may not equal 100% due to rounding)</b>		<b>100%</b>

**ARIZONA@WORK Pinal County Infrastructure Funding Agreement**  
**January 2021 – June 2023**  
**Revision 1**

<b>Attachment B5:</b> <b>Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located ARIZONA@WORK Job Center Partner</b>					
<b>ARIZONA@WORK Job Center Location: 820 E. Cottonwood Lane, Bldg. E, Casa Grande, AZ</b>					
<b>Total Infrastructure Costs for This ARIZONA@WORK Job Center: \$3,288 (monthly) (See Attachment B3)</b>					
<b>Co-located ARIZONA@WORK Job Center Partner</b>	<b>ARIZONA@WORK Job Center Partner's Dedicated Space as a % of All Co-located ARIZONA@WORK Job Center Partners' Space</b>	<b>Proportionate Share (est. per month)* <i>*includes common space</i>  (% of ARIZONA@WORK Job Center Partner Space X Total Infrastructure Cost = ARIZONA@WORK Job Center Partner Share)</b>	<b>\$ Share to Be Paid In Cash</b>	<b>\$ Share to Be Paid In Non-Cash</b>	
Adult/Dislocated Worker	35.9%	\$1,179	100%	\$0.00	
Wagner-Peyser/Employment Service	25.3%	\$832	100%	\$0.00	
Vocational Rehabilitation	10.5%	\$347	100%	\$0.00	
TANF /Jobs	14.8%	\$485	100%	\$0.00	
One Stop Operator	8.4%	\$277	100%	\$0.00	
Disabled Veterans Outreach Program	5.1%	\$168	100%	\$0.00	
<b>Total Infrastructure Costs to Be Shared by ARIZONA@WORK Job Center Partners in Cash/Non-Cash: \$3,288</b>					
<ul style="list-style-type: none"> <li>• (est. per month- may not equal due to rounding)</li> <li>• (Must Equal the Total Infrastructure Costs for This ARIZONA@WORK Job Center – see Attachment B3)</li> </ul>					

**ARIZONA@WORK Pinal County Infrastructure Funding Agreement**  
**January 2021 – June 2023**  
**Revision 1**

**Attachment C:**

Signatures of Co-located ARIZONA@WORK Job Center Partners Agreeing to Share Infrastructure Costs

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**Attachment D:**

Signatures of Non-Co-located ARIZONA@WORK Job Center Partners Agreeing to Negotiate the Sharing of Infrastructure Costs as When Sufficient Data Are Available to Determine Relative Benefit and Proportionate Share

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**ARIZONA@WORK Pinal County Infrastructure Funding Agreement**  
**January 2021 – June 2023**  
**Revision 1**

<b>Attachment E1: Career Services Applicable to Each ARIZONA@WORK System Partner</b>									
<b>Basic Career Services</b>	<b>T-I Adult</b>	<b>T-I DW</b>	<b>T-I Youth</b>	<b>T-II AEL</b>	<b>T-III WP</b>	<b>T-IV VR</b>	<b>TANF</b>		
T-I Program Eligibility	X	X	X		X				
Outreach, Intake, Orient	X	X	X	X	X	X	X		X
Initial Assessment	X	X	X	X	X	X	X		X
Labor Exch/Job Search	X	X	X		X	X	X		X
Referrals to Partners	X	X	X	X	X	X	X		X
LMI	X	X	X		X	X			
Performance/Cost Info	X	X	X						
Support Service Info	X	X	X		X	X	X		X
UI Info/Assistance	X	X	X		X				
Financial Aid Info	X	X	X	X		X			
<b>Basic Career Services</b>	<b>Career/Tech Ed</b>	<b>SCSEP</b>			<b>MSFW</b>		<b>TAA</b>		
T-I Program Eligibility									
Outreach, Intake, Orient		X			X		X		X
Initial Assessment		X					X		X
Labor Exch/Job Search		X			X		X		X
Referrals to Partners		X			X		X		X
LMI		X			X		X		X
Performance/Cost Info		X					X		X
Support Service Info		X			X		X		X
UI Info/Assistance		X			X		X		X
Financial Aid Info									X

**ARIZONA@WORK Pinal County Infrastructure Funding Agreement**  
**January 2021 – June 2023**  
**Revision 1**

<b>Basic Career Services</b>	<b>Comm Act</b>	<b>Housing</b>	<b>UI</b>	<b>DES Vets</b>	<b>Other Part</b>	<b>Other Part</b>
T-I Program Eligibility						
Outreach, Intake, Orient				X		
Initial Assessment				X		
Labor Exch/Job Search				X		
Referrals to Partners				X		
LMI				X		
Performance/Cost Info						
Support Service Info				X		
UI Info/Assistance			X			
Financial Aid Info						

<b>Individ Career Services</b>	<b>T-I Adult</b>	<b>T-I DW</b>	<b>T-I Youth</b>	<b>T-II AEL</b>	<b>T-III WP</b>	<b>T-IV VR</b>	<b>TANF</b>
Comp Assessment	X	X	X			X	
Employment Plan	X	X	X		X	X	X
Career Plan/Counsel	X	X	X		X	X	X
Short-Term Prevoc	X	X	X			X	X
Internships/Wk Exper	X	X	X			X	X
Out-of-Area Job Search	X	X	X				X
Financial Literacy	X	X	X				
ELA/Integ Education	X	X	X	X			
Workforce Preparation	X	X	X	X	X		X

<i>Individ Career Services</i>	Career/Tech Ed	SCSEP	BLANK	BLANK	MSFW	BLANK	TAA
Comp Assessment		X			X		X
Employment Plan		X			X		X
Career Plan/Counsel		X			X		X
Short-Term Prevoc					X		X
Internships/Wk Exper		X			X		
Out-of-Area Job Search					X		X
Financial Literacy							X
ELA/Integ Education					X		X
Workforce Preparation					X		X
<i>Individ Career Services</i>	BLANK	Housing	UI	BLANK	DES Vets	Other Part	Other Part
Comp Assessment					X		
IEP					X		
Career Plan/Counsel					X		
Short-Term Prevoc					X		
Internships/Wk Exper							
Out-of-Area Job Search					X		
Financial Literacy							
ELA/Integ Education							
Workforce Preparation					X		

**Attachment E2: Consolidated System Budget for the Delivery of Applicable Career Services**

The "Consolidated System Budget for the Delivery of Applicable Career Services" is the total actual or reasonably estimated amount of funds budgeted by the required ARIZONA@WORK Job Center partners for the delivery of the career services (that are applicable to their programs) and made available through the ARIZONA@WORK one-stop delivery system. This budget includes all costs, including personnel, related to the administration and delivery of these services.

<b>Applic Career Services</b>	<b>T-I Adult</b>	<b>T-I DW</b>	<b>T-I Youth</b>	<b>T-II AdEd</b>	<b>T-III WP</b>	<b>T-IV VR</b>	<b>TANF</b>
<b>Basic Career Services:</b> T-I Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$448,000	\$448,000	\$ 414,579	\$9,541	\$223,136	\$420,192	\$57,572
<b>Applic Career Services</b>	<b>Tech Ed</b>	<b>SCSEP (State)</b>	<b>SCSEP (Nat'I)</b>	<b>Blank</b>	<b>MSF(NFJP)</b>	<b>Blank</b>	<b>TAA</b>
<b>Basic Career Services:</b> T-I Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$0	\$12,625	\$	\$	\$86,000	\$	\$3
<b>Applic Career Services</b>		<b>Housing</b>	<b>UI</b>		<b>DES Vets</b>	<b>Other Part</b>	<b>Other Part</b>
<b>Basic Career Services:</b> T-I Eligib/Initial Assess Outreach, Intake, Orient Labor Exch/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$	\$	\$11,135	\$	\$20,238	\$	\$

<i>Applic Career Services</i>	T-I Adult	T-I DW	T-I Youth	T-II AdEd	T-III WP	T-IV VR	TANF
<b>Indiv Career Services:</b> Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep	\$448,000	\$448,000	\$414,579	\$17,534	\$193,859	\$103,072	\$57,572
<b>Applic Career Services</b>	<b>Career/Tech Ed</b>	<b>SCSEP (State)</b>	<b>SCSEP (Nat'l)</b>		<b>MSF(NFJP)</b>		<b>TAA</b>
<b>Indiv Career Services:</b> Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep	\$231,526	\$78,000	\$	\$	\$29,000	\$	\$3
<b>Applic Career Services</b>		<b>Housing</b>	<b>UI</b>		<b>DES Vets</b>	<b>Other Part</b>	<b>Other Part</b>
<b>Indiv Career Services:</b> Comp Assessment/IEP Career Plan/Counsel Short-Term Prevoc Internship/Wk Exper Financial Literacy IET/ELA/WF Prep	\$	\$	\$	\$	\$51,129	\$	\$

**Attachment F1: Optional ARIZONA@WORK Job Center Partner Agreement to Share Other Costs and Services --**

**Type of Cost to be Shared:**

**Description of the Cost to Be Shared and What it Includes:**

**ARIZONA@WORK Job Center Partners Agreeing to Share This Cost**

The following ARIZONA@WORK Job Center partners have agreed to share these costs:

The ARIZONA@WORK Job Center partners that agreed to share these costs will benefit by:

**Shared Cost Budget for  
(Identify the Type of Cost)**

<i>Line Item</i>	<i>Budget Detail</i>	<i>Cost</i>
<b>Total Budget for This Shared Cost</b>		<b>\$ N/A</b>

**Agreed Upon Cost Allocation Methodology to Share This Cost**

To be determined.

<b>Proportionate Share for ARIZONA@WORK Job Center Partners Agreeing to Share These Costs</b> <i>(Identify the Type of Cost)</i>				
<b>Partners Agreeing</b>	<b>Agreed Methodology</b>	<b>Initial Partner Share</b>	<b>Amount in Cash</b>	<b>Amount in Non-Cash</b>
Partner 1:				N/A
<b>Total Budget for This Shared Cost</b>				<b>\$0</b>



PINAL COUNTY

Innovative Workforce Solutions

2020-2023 ARIZONA@WORK Pinal County
Memorandum of Understanding and Infrastructure Funding Agreement
(MOU/IFA)
REVISION 1

By signing below, I attest that I agree to the terms prescribed in the 2020-2023 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA) as required under the Workforce Innovation and Opportunity Act [Sec. 121(a)(1), Sec 121(b)(1)(iii) and Sec 121(c)].

Chief Elected Official (s): Pinal County Board of Supervisors

Signature: [Handwritten Signature] Representative

Pinal County Organization Name

Chair Title

31 N. Pinal St. Florence, AZ 85132 Address

(520) 866-8088 Phone



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**Local Workforce Development Board:** Pinal County Workforce Development Board

Signature: 

Liz Harris Tuck  
*Representative*

Pinal County  
*Organization Name*

Chair  
*Title*

135 N. Pinal St.  
Florence, AZ 85132  
*Address*

(520) 235-2485  
Click here to enter text.  
*Phone*

**2020-2023 ARIZONA@WORK Pinal County  
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**Partner Program:** WIOA Title IB - Adult and Dislocated Worker Programs

**Signature:** \_\_\_\_\_

Aaron Moon  
**Representative**

EQUUS Workforce Solutions  
**Organization Name**

Project Director  
**Title**

820 E. Cottonwood Lane, Casa Grande, AZ 85122  
**Address**

619-471-7594  
**Phone**



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**Partner Program:** Career and Technical Education (Post-Secondary)

**Chris Wodka** Digitally signed by Chris Wodka  
Date: 2022.01.21 11:30:45  
-07'00'

**Signature:** \_\_\_\_\_

Click here to enter text.

**Representative**

Central Arizona College

**Organization Name**

VP Business Affairs/CFO

**Title**

8470 N. Overfield Road

**Address**

520.424.5230

**Phone**

---



PINAL COUNTY

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**Partner Program:** Senior Community Service Employment Program (State)

**Signature:** \_\_\_\_\_

DocuSigned by:  
*Demetri Antzoulatos*  
623F409E99E1430

Demetrios Antzoulatos  
**Representative**

AARP Foundation  
**Organization Name**

VP, Finance, Grants, and  
Operations  
**Title**

601 E St, NW, Washington, DC  
20049  
**Address**

202-434-2272  
**Phone**



PINAL COUNTY

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**Partner Program:** WIOA Title II – Adult Education and Family Literacy

DocuSigned by:  
*Sheryl Hart*  
63AA2D7C231C40E

**Signature:** \_\_\_\_\_  
Sheryl Hart  
**Representative**

\_\_\_\_\_  
Arizona Department of Education  
**Organization Name**

\_\_\_\_\_  
State Director of Adult Education  
**Title**

\_\_\_\_\_  
1535 W. Jefferson St., Phoenix, AZ  
85007  
**Address**

\_\_\_\_\_  
(602) 364-2707  
**Phone**



**2020-2023 ARIZONA@WORK Pinal County  
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**Partner Program:** WIOA Title II – Adult Education and Family Literacy

DocuSigned by:  
*Steven Paulson*  
5A1C5C851C4248E

**Signature:** \_\_\_\_\_  
Steven Paulson  
**Representative**

\_\_\_\_\_  
Arizona Department of Education  
**Organization Name**

\_\_\_\_\_  
Chief Procurement Officer  
**Title**

\_\_\_\_\_  
1535 W. Jefferson St., Phoenix, AZ  
85007  
**Address**

\_\_\_\_\_  
(602) 542-4232  
**Phone**



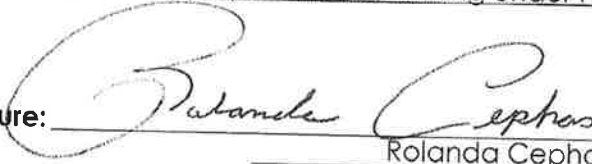
PINAL COUNTY

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REVISION 1**

By signing below, I attest that I agree to the terms prescribed in the 2020-2023 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA) as required under the Workforce Innovation and Opportunity Act [Sec. 121(a)(1), Sec 121(b)(1)(iii) and Sec 121(c)].

**Partner Program:** Employment and Training under Housing and Urban Development

Signature:   
Rolanda Cephas  
**Representative**

Pinal County Housing Authority  
**Organization Name**

Executive Director  
**Title**

970 N. Eleven Mile Corner Road  
Casa Grande, AZ 85194  
**Address**

(520) 866-7200  
**Phone**



PINAL COUNTY

Innovative Workforce Solutions

2020-2023 ARIZONA@WORK Pinal County
Memorandum of Understanding and Infrastructure Funding Agreement
(MOU/IFA)
REVISION 1

By signing below, I attest that I agree to the terms prescribed in the 2020-2023 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA) as required under the Workforce Innovation and Opportunity Act [Sec. 121(a)(1), Sec 121(b)(1)(iii) and Sec 121(c)].

Partner Program: Veterans (DVOP)

Signature: Chevera Trillo

12/28/2021

Chevera Trillo
Representative

Arizona Department of Economic
Security/Workforce Development
Administration
Organization Name

Administrator
Title

1789 West Jefferson, Phx AZ
Address

480-487-7806
Phone



PINAL COUNTY

Innovative Workforce Solutions

**2020-2023 ARIZONA@WORK Pinal County  
Memorandum of Understanding and Infrastructure Funding Agreement  
(MOU/IFA)  
REVISION 1**

By signing below, I attest that I agree to the terms prescribed in the 2020-2023 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA) as required under the Workforce Innovation and Opportunity Act [Sec. 121(a)(1), Sec 121(b)(1)(iii) and Sec 121(c)].

**Partner Program:** Migrant and Seasonal Farmworkers under Title I of WIOA

Signature: 

Kari Hogan  
**Representative**

PPEP, Inc.  
**Organization Name**

Deputy CEO  
**Title**

802 E. 46<sup>th</sup> Street  
**Address**

520-770-2500  
**Phone**



PINAL COUNTY

Innovative Workforce Solutions

**2020-2023 ARIZONA@WORK Pinal County  
Memorandum of Understanding and Infrastructure Funding Agreement  
(MOU/IFA)  
REVISION 1**

By signing below, I attest that I agree to the terms prescribed in the 2020-2023 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA) as required under the Workforce Innovation and Opportunity Act [Sec. 121(a)(1), Sec 121(b)(1)(iii) and Sec 121(c)].

**Partner Program:** Trade Adjustment Assistance

**Signature:** *Chevera Trillo*

*12/28/2021*

\_\_\_\_\_  
Chevera Trillo  
**Representative**

\_\_\_\_\_  
Arizona Department of Economic  
Security/Workforce Development  
Administration  
**Organization Name**

\_\_\_\_\_  
Administrator  
**Title**

\_\_\_\_\_  
1789 West Jefferson, Phx AZ  
**Address**

\_\_\_\_\_  
480-487-7806  
**Phone**



Innovative Workforce Solutions

2020-2023 ARIZONA@WORK Pinal County
Memorandum of Understanding and Infrastructure Funding Agreement
(MOU/IFA)
REVISION 1

By signing below, I attest that I agree to the terms prescribed in the 2020-2023 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA) as required under the Workforce Innovation and Opportunity Act [Sec. 121(a)(1), Sec 121(b)(1)(iii) and Sec 121(c)].

Partner Program: Temporary Assistance for Needy Families (Jobs Program only)

Signature: Chevera Trillo

12/28/2021

Chevera Trillo
Representative

Arizona Department of Economic
Security/Workforce Development
Administration
Organization Name

Administrator
Title

1789 West Jefferson, Phx AZ
Address

480-487-7806
Phone



PINAL COUNTY

Innovative Workforce Solutions

**2020-2023 ARIZONA@WORK Pinal County  
Memorandum of Understanding and Infrastructure Funding Agreement  
(MOU/IFA)  
REVISION 1**

By signing below, I attest that I agree to the terms prescribed in the 2020-2023 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA) as required under the Workforce Innovation and Opportunity Act [Sec. 121(a)(1), Sec 121(b)(1)(iii) and Sec 121(c)].

**Partner Program:** Unemployment Insurance

**Signature:** *S. Canez*

\_\_\_\_\_  
Sandra Canez  
**Representative**

\_\_\_\_\_  
Arizona Department of Economic  
Security, Unemployment Insurance  
Administration  
**Organization Name**

\_\_\_\_\_  
Unemployment Administrator  
**Title**

\_\_\_\_\_  
1789 W. Jefferson St, Phoenix 85007  
**Address**

\_\_\_\_\_  
(480) 868-7136  
**Phone**



PINAL COUNTY

Innovative Workforce Solutions

**2020-2023 ARIZONA@WORK Pinal County  
Memorandum of Understanding and Infrastructure Funding Agreement  
(MOU/IFA)  
REVISION 1**

By signing below, I attest that I agree to the terms prescribed in the 2020-2023 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA) as required under the Workforce Innovation and Opportunity Act [Sec. 121(a)(1), Sec 121(b)(1)(iii) and Sec 121(c)].

**Partner Program:** WIOA Title IV- Vocational Rehabilitation

**Signature:** *Kristen Mackey* \_\_\_\_\_

\_\_\_\_\_  
Kristen Mackey

**Representative**

\_\_\_\_\_  
Arizona Department of Economic  
Security/Rehabilitation Services  
Administration

**Organization Name**

\_\_\_\_\_  
Administrator

**Title**

\_\_\_\_\_  
1789 W. Jefferson Street  
Phoenix AZ 85007

**Address**

\_\_\_\_\_  
602-542-3332

**Phone**



PINAL COUNTY

Innovative Workforce Solutions

**2020-2023 ARIZONA@WORK Pinal County  
Memorandum of Understanding and Infrastructure Funding Agreement  
(MOU/IFA)  
REVISION 1**

By signing below, I attest that I agree to the terms prescribed in the 2020-2023 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA) as required under the Workforce Innovation and Opportunity Act [Sec. 121(a)(1), Sec 121(b)(1)(iii) and Sec 121(c)].

**Partner Program:** WIOA Title III- Wagner-Peyser/Employment Service

Signature: *Chevera Trillo*

*12/28/2021*

\_\_\_\_\_  
Chevera Trillo  
**Representative**

\_\_\_\_\_  
Arizona Department of Economic  
Security/Workforce Development  
Administration  
**Organization Name**

\_\_\_\_\_  
Administrator  
**Title**

\_\_\_\_\_  
1789 West Jefferson, Phx AZ  
**Address**

\_\_\_\_\_  
480-487-7806  
**Phone**



**2020-2023 ARIZONA@WORK Pinal County  
Memorandum of Understanding and Infrastructure Funding Agreement  
(MOU/IFA)  
REVISION 1**

By signing below, I attest that I agree to the terms prescribed in the 2020-2023 ARIZONA@WORK Pinal County Memorandum of Understanding and Infrastructure Funding Agreement (MOU/IFA) as required under the Workforce Innovation and Opportunity Act [Sec. 121(a)(1), Sec 121(b)(1)(iii) and Sec 121(c)].

**Partner Program:** WIOA Title IB - Youth Program

**Signature:** Chris Wodka Digitally signed by Chris Wodka  
Date: 2022.01.21 11:30:24

Chris Wodka

**Representative**

Central Arizona College

**Organization Name**

VP Business Affairs/CFO

**Title**

8470 N. Overfield Road

**Address**

520.424.5230

**Phone**

**The Queen Creek Adult Education Program (QCAE)  
and  
The Pinal County Workforce Development Board (PCWDB)  
and  
The ARIZONA@WORK Pinal County Title IB Adult, Dislocated Worker,  
and Youth Programs**

Shared System Costs: Title IB and Title II – WIOA System Partners Addendum to ARIZONA@WORK Pinal County Memorandum of Understanding (MOU)/Infrastructure Funding Agreement

**I. PURPOSE**

The purpose of this addendum is to outline the “other shared costs” section located in the Infrastructure Funding Agreement (IFA) as it relates to the Workforce Innovation and Opportunity Act (WIOA) 107(d) and 20 CFR 679.370. This addendum clarifies the parameters by which Title IB staff may receive additional funds provided by Title II in order to provide additional benefits and services to Title II participants.

**II. INTENT**

The intent of this addendum is to support the ARIZONA@WORK system and to begin the process of tracking and enrolling additional clients/students in core partner programs. This addendum will help develop baseline data on the number of individual’s co-registered/co-enrolled across the system and will allow each core partner to track individuals who receive services.

All partners noted in the addendum agree that there is a need to collaborate and share data in order to provide benefit to Title II students and Title IB participants. This addendum represents a first step in realizing the larger vision of the Workforce Innovation and Opportunity Act (WIOA). Partners in this addendum understand that *any* progress made toward tracking and co-enrolling participants is considered a success.

**III. OVERVIEW**

The Arizona Department of Education (ADE) provides funding in the amount of **\$6,311.00** during fiscal year 2021 to QCAE specifically for *shared system costs* to support the ARIZONA@WORK system, which aligns to the ARIZONA@WORK Pinal County Infrastructure Funding Agreement referenced above. QCAE proposes that with these funds, Title

IB and Title II partners collaborate to increase the number of students/clients co-registered/co-enrolled and accessing services within the workforce system.

In the ARIZONA@WORK Pinal County workforce system, Title IB services are provided by the following contracted providers:

Adult and Dislocated Worker Programs	Equus Workforce Solutions
Youth Program	Central Arizona College

Queen Creek Adult Education has been designated as a provider for Title II services in the ARIZONA@WORK Pinal County service delivery area.

#### **IV. OBJECTIVE OF THIS AGREEMENT**

To support Title II students in need of career and employment services by increasing client co-registration and co-enrollment. Enrollment in Title IB programs will benefit student's employment and educational outcomes. Title IB programs benefit by partnering with Title II and strengthening the referral process between both Title I and Title II. Participants benefit by having both Title I and Title II leverage their program resources to maximize service delivery and participation coordination.

#### **V. STATEMENT OF WORK**

Upon execution of this agreement:

##### **A. SHARED RESPONSIBILITIES**

1. QCAE will provide an equitable portion of its shared Adult Education Workforce system funding to the Pinal County ARIZONA@WORK Adult, Dislocated Worker, and Youth Programs (Title IB partner) to support any costs associated with activities designed to increase the number of clients co-registered/co-enrolled and actively using services within the workforce system.
2. Title IB and Title II Partners agree to collaborate in recruiting and completing co-enrollments for the following:
  - a. Students pursuing or enrolled in Title II Adult Education classes;
  - b. Clients pursuing or enrolled in services with Title IB partner programs;

3. The shared responsibilities between the Adult, Dislocated Worker and Youth Program and QCAE Workforce System Partners will be managed and monitored by the QCAE Program Director, Maria Silva, or designee, and the respective ResCare Adult/Dislocated Worker Program Director and Central Arizona College Youth Program Director or designee.

**B. QCAE WILL:**

1. **Provide adequate space** for Title IB staff to visit Title II locations, a *minimum of 8 times per year*, to provide information sessions and complete co-registration/co-enrollment for a *minimum of 18 adult education program students during the program year/fiscal year*.
2. **Pay up to 25% of the total Adult Education Workforce system funds (not to exceed \$1,577.75)** allocated to costs incurred by Title IB as part of successful visits\* to QCAE locations for the purpose of client co-registration/co-enrollment. Successful visits are defined\*\* as follows:
  - Q1: minimum of 2 visits
  - Q2: minimum of 2 visits
  - Q3: minimum of 2 visits
  - Q4: minimum of 2 visits

*\*A successful visit is defined as 2 hours or more in duration.*

*\*\*Visits will include both morning and afternoon class sessions throughout the fiscal year.*

- a. A schedule will be determined in advance by QCAE and Title II partners to consider Title II orientation and class schedules and Title IB staff availability.
- b. The final schedule approval will be mutually agreed to by the Title II Director or designee and the respective Directors/designee of the Adult, Dislocated Worker and Youth programs.
3. **Pay up to (50%) of the total Adult Education Workforce system funds (not to exceed \$3,155.50)** QCAE for the following:
  - a. Successfully registering students/clients in the Arizona Job Connection (AJC) system;
  - b. Co-enrolling those registered in a Title I individualized training program.
    - i. **One-third (1/3)** of this portion of available of the funding (**not to exceed \$1,051.84**) will be awarded based on the successful

- ii. registration of at least 18 Title II students in the AJC system throughout the fiscal year.
  - iii. **Two-thirds (2/3)** of the funding (**not to exceed \$2,103.66**) will be paid based on the successful co-enrollment of half (50%) of the 18 Title II student registrants noted above (goal = 11) in a Title IB individualized training/career service program throughout the fiscal year.
4. **Pay up to (25%)** of the workforce system funds (**not to exceed \$1,577.75**). If a minimum of **18** clients, aged 16 years and older, are referred during the timeframe of this agreement, and successfully enroll in QCAE adult education classes.
5. **Enrollment** will be defined as registration in the Arizona Adult Education Data Management System (AAEDMS) and at least one full class attendance session. Adult, Dislocated Worker and Youth Program staff are encouraged to recruit participants interested in workforce training programs classified as Integrated Education and Training (IET), which is offered to skills-deficient individuals who seek vocational training.

**C. THE ADULT, DISLOCATED WORKER AND YOUTH PROGRAMS WILL PROVIDE:**

1. Qualified referrals to QCAE;
2. Staff, time and appropriate resources to ensure the service provisions of this agreement outlined in Section VI(A)(1-3);
3. Timely tracking and data input of all individuals registered and enrolled in their respective programs;
4. Timely tracking and data input of all individuals who are referred to QCAE.

**VI. DISBURSEMENT OF FUNDS AND PAYABLE METRICS**

- A. The QCAED served **112** Pinal County students in the most recent (**2021**) fiscal year with the capacity to enroll additional students. QCAE will allocate up to a total of **\$6,311.00** during **FY2022**.
- B. Disbursement of funds will be *prorated* if the outlined metrics (e.g., visits, co-registers, co-enrollees) are not fully met.

C. Funds will be distributed quarterly through the Queen Creek Unified School District Business Office prior to last day of the month immediately following the measurement quarter. 'Measurement quarters are defined as verifiable activity as noted in Section VI(A)(1-3) during the following periods of each Program/Fiscal Year):

- Quarter 1: July – September
- Quarter 2: October – December
- Quarter 3: January – March
- Quarter 4: April - June

**VII. TRACKING OF SITE VISITS, REFERRALS, REGISTRATIONS AND CO-ENROLLMENTS**

All visits, registrations and enrollments will be tracked quarterly and verified.

A. To facilitate the tracking of QCAE location visits, the Title IB representative must check-in with the QCAE Director (or designee) to document each visit. Documentation verifying each site visit will include:

- i. Meeting date,
- ii. Time;
- iii. Duration; and
- iv. Location.

**B. Tracking of co-registrations and co-enrollments**

The QCAE Program Director, or designee, will provide a spreadsheet of Title II students to the Title IB Program Director (or designee) no later than the fifth (5<sup>th</sup>) day of the month following the end of the PY/FY quarter. The spreadsheet will include the following information:

- i. Last Name;
- ii. First Name;
- iii. Date of Birth; and
- iv. QCAE Registration Date

C. *Matching* student records from the Title IB partner, including the date registered in the AJC system, the date enrolled in one or more services, and the type of service(s), will then be shared *back* to the Title II Program Director, or designee.\* See the example below:

Title II			Title I				
Name	D.O.B	Reg. Date	Name	D.O.B	Reg. Date	Enroll Date	Service
Bob Smith	12/11/2000	7/5/19	Bob Smith	12/11/2000	8/5/20	9/3/2020	Resume
Jane Doe	5/17/1998	7/18/19	Jane Doe	5/17/1998	7/3/20	N/A	N/A

*\*Note- preexisting co-registrants/co-enrollments (i.e. those that exist prior to the date of execution of this agreement) are not included in this agreement and therefore no funds will be provided for these participants.*

### **VIII. TERM**

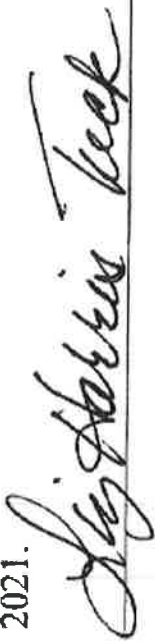
This addendum becomes effective with the start of the fiscal year Program Year (PY) 2021/Fiscal Year (FY) 2022 on July 1, 2021 or once the addendum is signed by the partners and will last through the program year/fiscal year ending on June 30, 2022, with the potential of renewal if Title II funding allocations remain consistent and neither Title I nor Title II partners request changes to this agreement. All funds and performance measures will be prorated if the agreement is not in place on July 1, 2021.

### **IX. NOTICES**

All matters relating to the administration and performance of this addendum shall be referred to the Partner's representative or any other person designated by such Partner for such purpose. All partners agree to notify one another in writing within ten (10) days of any change in that Partner's Program contact information.

**APPROVALS**

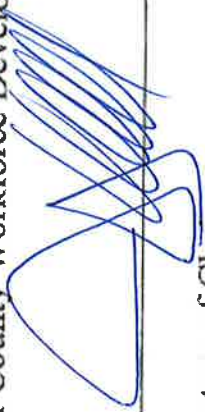
IN WITNESS WHEREOF, this Memorandum of Agreement is entered into effective January 1, 2021.



1/12/2022

Date

Chair  
Pinal County Workforce Development Board



02/23/2022

Date

Signature of Chair  
Pinal County Board of Supervisors



01-12-2022

Date

Signature of Program Director/Designee,  
Queen Creek Adult Education Program

*Aaron Moon*

01/13/2022

Date

Signature of Program Director/Designee, EQUUS Workforce Solutions  
(WIOA Title IB Adult/Dislocated Worker Programs)

**Chris Wodka**

Digitally signed by Chris Wodka

2022.01.20 13:26:42 -07'00'

Date

Signature of Program Director/Designee, Central AZ College  
(WIOA Title IB Youth Program)

CERTIFICATION OF COUNSEL

In accordance with A.R.S. § 11-952, the foregoing Memorandum of Agreement has been reviewed by the undersigned attorneys who have determined that this Agreement is in proper form and is within the powers and authority granted to the public bodies represented by the respective attorneys.

Pinal County

  
Signature

2-16-22  
Date

Chris Keller  
Printed Name

Title II Adult Education Program:

Maria Silva, CMPI  
Adult Education Program Director/Special Projects Director  
20435 S. Ellsworth Rd.  
Queen Creek, AZ 85142  
[msilva@qcusd.org](mailto:msilva@qcusd.org)  
480-987-5988 ext. 5991

**Central Arizona College (CAC)  
and  
The Pinal County Workforce Development Board (PCWDB)  
and  
The Pinal County ARIZONA@WORK  
Title IB Adult, Dislocated Worker, and Youth Programs**

Shared System Costs: Title IB and Title II – WIOA System Partners Addendum to ARIZONA@WORK Pinal County Memorandum of Understanding (MOU)/Infrastructure Funding Agreement

**I. PURPOSE**

The purpose of this addendum is to outline the “other shared costs” section located in the Infrastructure Funding Agreement (IFA) as it relates to the Workforce Innovation and Opportunity Act (WIOA) 107(d) and 20 CFR 679.370. This addendum clarifies the parameters by which Title IB staff may receive additional funds provided by Title II in order to provide additional benefits and services to Title II participants.

**II. INTENT**

The intent of this addendum is to support the ARIZONA@WORK system and to begin the process of tracking and enrolling additional clients/students in core partner programs. This addendum will help develop baseline data on the number of individual’s co-registered/co-enrolled across the system and will allow each core partner to track individuals who receive services.

All partners noted in the addendum agree that there is a need to collaborate and share data in order to provide benefits and services to Title II students and Title IB participants. This addendum represents a first step in realizing the larger vision of the Workforce Innovation and Opportunity Act (WIOA). Partners in this addendum understand that *any* progress made toward tracking and co-enrolling participants is considered a success.

**III. OVERVIEW**

The Arizona Department of Education (ADE) provides funding in the initial amount of **\$20,764** per the final grant award of fiscal year 2021 to Central Arizona College (CAC) specifically for *shared system costs* to support the ARIZONA@WORK system, which aligns to the ARIZONA@WORK Pinal County Infrastructure Funding Agreement referenced above. CAC proposes that with these funds, Title IB and Title II partners collaborate to increase the number of students/clients co-registered/co-enrolled and accessing services within the workforce system.

In the ARIZONA@WORK Pinal County workforce system, Title IB services are provided by the following contracted providers:

Adult and Dislocated Worker Programs	Equus Workforce Solutions
Youth Program	Central Arizona College

CAC Adult Education has been designated as a provider for Title II services in the ARIZONA@WORK Pinal County service delivery area.

#### **IV. OBJECTIVE OF THIS AGREEMENT**

To support Title II students in need of career and employment services by increasing client co-registration and co-enrollment. Enrollment in Title IB programs will benefit student's employment and educational outcomes. Title IB programs benefit by partnering with Title II and strengthening the referral process between both Title I and Title II. Participants benefit by having both Title I and Title II leverage their program resources to maximize service delivery and participation coordination.

#### **V. STATEMENT OF WORK**

Upon execution of this agreement:

##### **A. SHARED RESPONSIBILITIES**

1. CAC will provide an equitable portion of its shared Adult Education Workforce system funding to the ARIZONA@WORK Pinal County Adult, Dislocated Worker, and Youth Programs (Title IB partner) to support any costs associated with activities designed to increase the number of clients co-registered/co-enrolled and actively using services within the workforce system.
2. Title IB and Title II Partners agree to collaborate in recruiting and completing co-enrollments for the following:
  - a. Students pursuing or enrolled in Title II Adult Education classes;
  - b. Clients pursuing or enrolled in services with Title IB partner programs;
3. The shared responsibilities between the Adult, Dislocated Worker and Youth Program and CAC Workforce System Partners will be managed and monitored by the CAC Program Director, or designee, and the respective ResCare Adult, Dislocated Worker Program Director and Central Arizona College Youth Program Director or designee.

**B. CAC ADULT EDUCATION WILL:**

1. **Provide adequate (private classroom) space** (either physical or virtual) for Title IB staff to visit Title II locations (either physically or virtually), once per class session at each CAC site or virtual classroom, to provide information sessions and complete co-registration/co-enrollment for a *minimum of 75 adult education program students during the program year/fiscal year.*

2. **Pay up to 25% of the total Adult Education Workforce system funds (not to exceed \$5,191)** allocated to costs incurred by Title IB as part of successful visits\* to CAC classes for the purpose of client co-registration/co-enrollment. Successful visits are defined\*\* as follows:

- 1 per class per session

*\*\*Visits will include morning, afternoon, and evening class sessions throughout the fiscal year.*

a. A schedule will be determined in advance by CAC and Title IB partners to consider Title II orientation and class schedules and Title IB staff availability.

b. The final schedule approval will be mutually agreed to by the Title II Director or designee and the respective Directors/designee of the Adult, Dislocated Worker and Youth programs.

3. **Pay up to (50%) of the total Adult Education Workforce system funds (not to exceed \$10,382)** for the following:

a. Successfully registering students/clients in the Arizona Job Connection (AJC) system;

b. Co-enrolling those registered in a Title IB individualized training program.

i. **One-third (1/3)** of this portion of available funding (**not to exceed \$3,460.67**) will be awarded based on the successful registration of at least 75 Title II students in the AJC system throughout the fiscal year.

ii. **Two-thirds (2/3)** of the funding (**not to exceed \$6,921.33**) will be paid based on the successful co-enrollment of half (50%) of the 75 Title II student registrants noted above (goal = 56) in a Title IB individualized training/career service program throughout the fiscal year.

4. **Pay up to (25%)** of the workforce system funds (**not to exceed \$5,191**) to the Adult/Dislocated Worker and/or Youth Programs via ARIZONA@WORK Pinal County, if a minimum of **16** clients, aged 16 years and older, are enrolled in the IET Program.

5. Successful **Enrollment** will be defined as registration in the Arizona Adult Education Data Management System (AAEDMS) and 12 hours of attendance accompanied by a TABE 11/12 online exam administered by an ADE Certified Administrator or Proctor. Adult, Dislocated Worker and Youth Program staff are encouraged to recruit participants interested in workforce training programs classified as Integrated Education and Training (IET), which is offered to skills-deficient individuals who seek vocational training.

**C. THE ADULT/DISLOCATED WORKER AND YOUTH PROGRAMS WILL PROVIDE:**

1. Qualified referrals to CAC Adult Education;
2. Staff, time, and appropriate resources to ensure the service provisions of this agreement outlined in Section VI(A)(1-3);
3. Timely tracking and data input of all individuals who are referred to and/ or enrolled in CAC Adult Education.

**VI. DISBURSEMENT OF FUNDS AND PAYABLE METRICS**

- A. Disbursement of funds will be *prorated* if the outlined metrics (e.g., visits, co-registers, co-enrollees) are not fully met.
- B. Funds will be distributed quarterly through the Central Arizona College Business Office prior to last day of the month immediately following the measurement quarter. Measurement quarters are defined as verifiable activity as noted in Section VI(A)(1-3) during the following periods of each Program/Fiscal Year):
  - Quarter 1: July – September
  - Quarter 2: October – December
  - Quarter 3: January – March
  - Quarter 4: April - June

**VII. TRACKING OF SITE VISITS, REFERRALS, REGISTRATIONS AND CO-ENROLLMENTS**

All visits, registrations, and enrollments will be tracked quarterly and verified.

- A. To facilitate the tracking of CAC location visits, the Title IB representative will check in with the Adult Education (AE) instructor or designee. Documentation verifying

each site visit will consist of outlook calendar invite and acceptance. The AE instructor will notify the director if an appointment is not held.

**B. Tracking of co-registrations and co-enrollments**

The CAC Program Director, or designee, will work with the Youth and Adult, Dislocated Worker program designees to share a spreadsheet that includes information from the Title IB representative including: name, birthday, gender, student ID if able, career planner name, class, date of registration, and payment details. The Title II representative shall provide the testing information, course #, and student ID if needed. When the student has completed the requirements to earn a diploma, CAC shall record that date. The spreadsheet will include the following information:

- i. Last Name;
- ii. First Name;
- iii. Student ID
- iv. Date of Birth; and
- v. Gender
- vi. Career Planner
- vii. Location
- viii. Course #
- ix. CAC Registration Date
- x. Date Test Requested
- xi. Date Test Received
- xii. Diploma received and date

C. *Matching* student records from the Title IB partner, including the date registered in the AJC system, the date enrolled in one or more services, and the type of service(s), will then be shared *back* to the Title II Program Director, or designee.\* See the example below:

WIOA Participants Enrolled in GED Classes												TABE		ABE		
Last	First	Student ID #	Birthdate	Gender	Career Planner	Location	Course #	Date Registered	Amount Due	Date Paid	Amount Paid	Pre-Test	Post-Test	Diploma Received?		If Yes, Date Diploma Received
														Yes	No	

*\*Note- preexisting co-registrants/co-enrollments (i.e. those that exist prior to the date of execution of this agreement) are not included in this agreement and therefore no funds will be provided for these participants.*

Program Representatives:

<p><u><i>Title II Adult Education Program:</i></u></p> <p>Susan Aguilar Adult Education Program Director Central Arizona College 1015 E Florence Casa Grande, AZ 85122 <a href="mailto:Susan.aguilar@centralaz.edu">Susan.aguilar@centralaz.edu</a> 520-494-5950</p>	<p><u><i>ARIZONA@WORK Pinal County Title IB Adult, Dislocated Worker Program</i></u></p> <p>Aaron Moon Project Director EQUUS Workforce Services 820 E. Cottonwood Lane, Bldg. E Casa Grande, AZ 85122 <a href="mailto:Aaron.Moon@equusworks.com">Aaron.Moon@equusworks.com</a> 520-866-3600</p>
	<p><u><i>ARIZONA@WORK Pinal County Title IB Youth Program</i></u></p> <p>Brandy Gonzalez WIOA Youth Program Central Arizona College, Superstition Mountain Campus 805 S. Idaho Rd. Apache Junction, AZ 85119</p>

**VIII. TERM**

This addendum becomes effective with the start of the fiscal year Program Year (PY) 2020/Fiscal Year (FY) 2021 on July 1, 2020 or once the addendum is signed by the partners and will last through the program year/fiscal year ending on June 30, 2024, with the potential of renewal if Title II funding allocations remain consistent and neither Title I nor Title II partners request changes to this agreement. All funds and performance measures will be prorated if the agreement is not in place on July 1, 2020.

**IX. NOTICES**

All matters relating to the administration and performance of this addendum shall be referred to the Partner's representative or any other person designated by such Partner for such purpose. All partners agree to notify one another in writing within ten (10) days of any change in that Partner's Program contact information.

**APPROVALS**

IN WITNESS WHEREOF, this Memorandum of Agreement is entered into effective this day of , 2020.

*Liz Harris Tuck*  
Signature of Authorized Representative of  
Pinal County Workforce Development Board

*1/12/2022*  
Date

*[Signature]*  
Signature of Chairman  
Pinal County Board of Supervisors

*02/23/2022*  
Date

DocuSigned by:  
*Chris Wodka*  
609110D64896404  
Signature of Program Director/Designee, Central Arizona College  
Youth Program

*1/22/2022*  
Date

*Aaron Moon*  
Signature of Program Director/Designee,  
Equus Workforce Solutions  
Adult, Dislocated Worker Programs

*1/13/2022*  
Date

CERTIFICATION OF COUNSEL

In accordance with A.R.S. § 11-952, the foregoing Memorandum of Agreement has been reviewed by the undersigned attorneys who have determined that this Agreement is in proper form and is within the powers and authority granted to the public bodies represented by the respective attorneys.

Central Arizona College

**Chris  
Wodka**

Digitally signed by  
Chris Wodka  
Date: 2022.01.20  
12:56:03 -07'00'

Pinal County Board of Supervisors



Chris Wodka

Printed Name

Chris Keller

Printed Name

VP Business Affairs/CFO      1/20/22

Title

Date

Chief Civil Deputy County Attorney

Title

Date