

1. Parties and Purpose

The parties to this Memorandum of Understanding (MOU) are the Mayor of the District of Columbia (the District), who is its Chief Elected Official, the District of Columbia Workforce Investment Council (DC WIC), which serves all functions designated to the State Workforce Investment Board and the Local Workforce Investment Board under WIOA, the District of Columbia Department Housing Authority (DCHA), a one-stop partner (Partner), and the District of Columbia Department of Employment Services (DOES)/ Office of the Chief Financial Officer (OCFO) as the Fiscal Agent for the Agreement on Resource Sharing (Attachment D), with responsibility for allocating funds in accordance with policies set by the DC WIC (hereinafter collectively referred to as "Parties"). For the purpose of this MOU, "Partner" is defined as "any District agency or local provider that has signed an MOU with DC WIC and the Mayor's Office for the purpose of AJC operation under WIOA," including but not limited to the District agencies and local providers identified in Section 6 of this MOU. The MOU provides the basis for cooperation, collaboration, and alignment, including resource sharing, pertaining to the operation of the American Job Centers (AJCs) of Washington, DC (also referred to as AJCDCs), which function as the one-stop workforce development service delivery system for the District.

The purpose of this MOU is to:

- Define the roles and responsibilities of DC WIC and DCHA, as they relate to the operation and continued development of the local workforce system, which consists of all Workforce Innovation and Opportunity Act (WIOA) required one-stop partner programs, and is led by the District's network of AJCs.
- Coordinate resources and avoid duplication of effort and expenditures.
- Ensure the effective and efficient delivery of AJC and partner services.
- Enhance the workforce system and AJC services to create a seamless customer experience.
- Increase and maximize access to workforce services for individuals with barriers to employment.
- Establish coordinated processes and procedures that will, ultimately, enable partners to align and integrate programs and activities across the workforce system.

This document ensures compliance with the federal Workforce Innovation and Opportunity Act (PL 113-128) and its implementing regulations, and provides the framework to achieve shared goals among the Parties to the MOU and among other workforce development system partners in the District, with regard to providing comprehensive, seamless, customer-focused delivery of employment, training and related services.

2. Background

On July 22, 2014, President Obama signed WIOA into law. WIOA is designed to strengthen and improve the nation's public workforce system and help get Americans, including disconnected youth and those with significant barriers to employment, into high-quality jobs and careers and help businesses hire and retain skilled workers.

In June 2016, the U.S. Department of Labor and the U.S. Department of Education issued final regulations to implement WIOA. The regulations clarify the need and expectation to modernize the nation's workforce system and represent an integrated, job-driven approach to support communities and expand job growth.

The regulations reaffirm the role of the one-stop delivery system as the cornerstone of public workforce development programs and require organizations managing and operating federal partner programs to collaborate to support a seamless customer-focused service delivery network. The regulations further require that programs and providers co-locate, coordinate, and/or otherwise integrate resources, activities and information, so that the system as a whole is accessible for individuals and businesses alike. The ultimate goal of the system is to increase the long-term employment and earnings outcomes for individuals seeking services, especially those with significant barriers to employment.

As indicated, the MOU is an agreement developed and executed by the DC WIC, the Mayor and the one-stop partners relating to the operation of the one-stop delivery system. As the management of the American Job Center network is the shared responsibility of the WIC, the Mayor, WIOA core program partners, the required one-stop partners, other (optional) one-stop partners, and American Job Center Operator (also referred to as the One-Stop Operator), the U.S. Department of Labor and other federal agencies expect partners in local workforce systems to work together in developing an MOU that demonstrates the spirit and intent of WIOA, thereby ensuring the successful integration and implementation of partner programs in American Job Centers.

The District's State Plan

In March 2020, the District submitted a Unified State Plan to the U.S. Departments of Labor and Education detailing how it will use the new law to create an innovative, comprehensive plan to move the city forward. The District's State Plan lays out specific strategies and operational components for overall workforce system improvements, focusing on five key areas: system alignment, access, performance, business alignment, and youth services. There is special attention paid toward high-growth industries to ensure that DC residents are prepared for the jobs of today and of tomorrow.

3. WIOA Requirements and References

WIOA prescribes the following with regard to partners and MOUs:

- WIOA Section 121(c) requires that DC WIC develop and enter into a memorandum of understanding with the AJC/one-stop system partners.
- WIOA Section 121(b)(1)(A)(iii) mandates all entities that are required partners in a local area to enter into an MOU with DC WIC pursuant to WIOA Section 121(c).
- WIOA Section 121(b)(1) identifies the partner programs and requires that the services and activities under each program be made available through the local AJC system. The entities that receive the funds for each of these programs and/or have the responsibility to administer the respective programs in the District are required partners under WIOA Section 121(b)(1).
- WIOA Section 121(b)(1)(A)(ii) requires each core partner to use a portion of available funding to maintain the one-stop delivery system, including infrastructure costs, as determined by an analysis of benefit to the partner program.
- WIOA Section 121(b)(1)(A)(iv) indicates that the requirements of each partner's authorizing legislation continue to apply under the local workforce system and that participation in the AJC system is in addition to other requirements applicable to each partner's program under each authorizing law.

4. DC WIC Roles and Responsibilities

The DC WIC, which has oversight of federal workforce funding and programming, is a private-sector led board responsible for advising the Mayor, Council, and District government on the development, implementation, and continuous improvement of an effective workforce investment system and functions as the District's State and local workforce development board in accordance the requirements of WIOA. Members of the DC WIC include representatives from the private sector, government officials, organized labor, youth and community groups, and organizations with workforce investment experience. The DC WIC also convenes and leads system stakeholders to ensure workforce programs and initiatives align with business needs.

DC WIC is responsible for: coordination of partners within the District's workforce system in accordance with WIOA; building partnerships, including those with businesses; convening a leadership team comprised of system partners; aligning and coordinating programs; overseeing the quality and continuous improvement of the workforce system; and certifying AJCs. Some of the foregoing responsibilities will be assigned to a One-Stop Operator competitively procured by the DC WIC.

In addition, WIOA Section 107 requires DC WIC to:

- Develop a State Workforce Plan and coordinate its implementation across the system partners.

- Conduct Workforce Research and Regional Labor Market analysis.
- Convene, broker and leverage local providers, stakeholders and resources.
- Lead employer engagement to promote business representation, develop linkages, implement effective sector strategies, and ensure workforce investments support the needs of employers.
- Lead efforts to develop and implement career pathways.
- Identify and promote proven and promising practices.
- Maximize the use of technology in the provision of services to job seekers and employers.
- Conduct program oversight to ensure appropriate use, management and investment of workforce resources.
- Negotiate local performance measures.
- Select operators and providers.
- Identify eligible providers of training and career services.
- Coordinate the delivery of core WIOA programs through the one-stop service delivery system.

DC WIC acts on behalf of the District to oversee WIOA Title I resources. Furthermore, DC WIC commits to the adoption of strategies to support talent development, job creation, income progression, business competitiveness and expanded opportunities for citizen prosperity.

5. One-Stop Operator Roles and Responsibilities

The DC WIC, in consultation with the Mayor, selected a one-stop operator through a competitive process in accordance with WIOA, its implementing regulations, and local procurement laws and regulations. A one-stop operator is the entity that coordinates the service delivery of required one-stop partners and service providers and carries out the following activities:

- Facilitating integrated partnerships that seamlessly incorporate services for the common customers served by multiple program partners of the American Job Center.
- Developing and implementing operational policies that reflect an integrated system of service, performance, communication, and case management, and uses technology to achieve integration and expanded service offerings. Service integration focuses on serving all customers seamlessly (including targeted populations) by providing a full range of services staffed by relevant functional teams, consistent with the purpose, scope, and requirements of each program.
- Organizing and integrating American Job Center services by function (rather than by program), when permitted by a program's authorizing statute and, as appropriate, through coordinating staff communication, capacity building, and training efforts. Functional alignment includes having American Job Center staff who perform similar tasks serve on relevant functional teams (e.g., skills development team or business services teams).

- Ensuring that AJC staff are trained and equipped in an ongoing learning environment with the skills and knowledge needed to provide superior service to job seekers, including those with disabilities, and businesses in an integrated, regionally focused framework of service delivery, consistent with the requirements of each of the partner programs.
- Ensuring that AJC staff are cross-trained, as appropriate, to increase staff capacity, expertise, and efficiency. This allows staff from differing programs to understand other partner programs' services, and share their own expertise related to the needs of specific populations so that all staff can better serve all customers.
- Ensuring that AJC staff and partners are trained on the process for making a direct linkage to services that are not physically available at the AJC.
- Ensuring center staff are routinely trained so they are keenly aware as to how their particular work function supports and contributes to the overall vision of the local workforce development system, as well as within the American Job Center network. This enhances their ability to ensure that a direct linkage to partner programs is seamlessly integrated within the center.

Because the One-Stop Operator is not a party to this MOU, its roles and responsibilities are provided for informational purposes only.

6. Core Partners and Other One-Stop Partner Programs

WIOA describes core partner programs, required one-stop/AJC partner programs and additional one-stop/AJC partner programs.

Core Partners: WIOA calls for strengthening the alignment of core workforce programs by imposing unified strategic planning requirements, common performance accountability measures, and requirements governing the one-stop delivery system. The core workforce programs under WIOA include:

- Adult, Dislocated Worker and Youth Programs (Title I of WIOA)
- Adult Education and Family Literacy Act Program (Title II)
- Wagner-Peyser Act Program (Wagner-Peyser Act, as amended by Title III)
- Vocational Rehabilitation Program (Title I of the Rehabilitation Act of 1973, as amended by Title IV)

Required Partner Programs: WIOA identifies the required one-stop partner programs. Generally, the entity that carries out the program serves as the one-stop partner. This may be the grant recipient, administrative entity, or organization responsible for administering the funds of the specified program in a local area. Carrying out a program or activity means that the partner is providing any of the services its grant, contract, or program requires.

The District's one-stop/AJC partner programs, which include the core partners' programs and administrators/providers are:

Partner Program Required by WIOA	District Entity Providing Partner Program
<i>U.S. Department of Labor Programs</i>	
Adult (<i>WIOA title I</i>)	Department of Employment Services
Dislocated Worker (<i>WIOA title I</i>)	Department of Employment Services
Youth (<i>WIOA title I</i>)	Department of Employment Services
Job Corps (<i>WIOA title I</i>)	Potomac Job Corps Center – Eckerd Connects Corporation
Senior Community Service Employment Program – SCSEP (<i>Older Americans Act of 1965 title V</i>)	Department of Employment Services And National Caucus on Black Aging
Jobs for Veterans State Grants (<i>Chapter 41 of title 38</i>)	Department of Employment Services
Unemployment Compensation programs	Department of Employment Services
Employment Service (<i>Wagner-Peyser Act, as amended by WIOA title III</i>)	Department of Employment Services
<i>U.S. Department of Education Programs</i>	
Adult Education and Family Literacy Act – AEFLA (<i>WIOA title II</i>)	Office of the State Superintendent of Education
State Vocational Rehabilitation program (<i>Title I of the Rehabilitation Act of 1973, as amended by WIOA title IV</i>)	Department on Disability Services
Career Technical Education programs at the postsecondary level (<i>Carl D. Perkins Career and Technical Education Act of 2006</i>)	University of the District of Columbia Division of Workforce Development and Lifelong Learning
<i>U.S. Department of Health and Human Services Programs</i>	
Temporary Assistance for Needy Families – TANF (<i>Social Security Act title IV, part A</i>)	Department of Human Services
Employment and Training activities (<i>Community Services Block Grant Act</i>)	Department of Human Services
<i>U.S. Department of Housing and Urban Development Programs</i>	
Employment and training programs	District of Columbia Housing Authority
Partner Program Added by DC WIC	District Entity Providing Partner Program
<i>U.S. Department of Labor Programs</i>	
Re-employment Services and Eligibility Assessment (<i>Social Security Act</i>)	Department of Employment Services
<i>U.S. Department of Agriculture Programs</i>	
Supplemental Nutrition Assistance Program Employment and Training – SNAP E&T (<i>Agricultural Act of 2014</i>)	Department of Human Services

Additional One-Stop/AJC Partner Programs: WIOA indicates that, with the approval of the local workforce board and the Chief Local Elected Official, other appropriate Federal, State or local programs may become partners in the local workforce system. In the event that the DC WIC and the Mayor approve the addition of other partners, MOUs will be developed with each.

7. The District’s American Job Centers

The following locations comprise the District’s network of AJCs:

<p>Comprehensive Center:</p> <p>4058 Minnesota Ave., NE Washington, DC 20019</p>	<p>Affiliate Center:</p> <p>2330 Pomeroy Road, SE Washington, DC 20020</p>
<p>Affiliate Center:</p> <p>5171 South Dakota Ave., NE Washington, DC 20017</p>	<p>Affiliate Center:</p> <p>2000 14th St., NW, 3rd Floor Washington, DC 20009</p>

8. System Access via the Internet

Accessibility to the services provided by the AJCs and all Partner agencies is essential to meeting the requirements and goals of the local service delivery system. DC WIC will work with the District’s Department of Employment Services to ensure on-going operation of the AJC customer access website dcnetworks.org, which provides resources for job seekers and businesses. DCHA customers will register in and use dcnetworks.org to access system information and services. In addition, DCHA will promote dcnetworks.org and the full range of services provided by AJC partners via its website by providing information about system programs and hyperlinks to connect participants to the AJCs and to system partners’ websites.

9. Service Delivery

The District’s workforce system and AJC network has been established by DC WIC in accordance with WIOA and the Unified State Plan. WIOA Section 121 (b)(1)(B) identifies the programs, services and related activities that must be provided through the workforce development delivery system. The State Plan further identifies programs that must be accessible through the AJC system. Attachment A, AJC and One-Stop System Services, describes services available through the AJCs and serves as the framework for system service delivery in the District.

In all centers, Basic and Individualized Career Services are provided to assist participants in evaluating and determining their career plans and service requirements. Where new or increased skills are required to achieve their career plans, assistance with access to training and education services are available.



Business services are intended to assure that the training and support provided to job seekers also aligns with the needs of the District's employers for recruiting, training and retaining talent and supports career pathways for job seekers. The DC WIC is responsible for coordinating these activities to assure the desired outcomes.

Attachment B, *Shared System Services/Roles and Responsibilities*, describes the ways in which DCHA supports the AJCs and overall workforce system services. Attachment C, *How Partners Plan to Provide Access to Services Through the AJCDC System*, documents the estimated number of hours each partner's staff will work to support the AJCDC sites through co-location and/or direct linkage.

10. General Partner Responsibilities

Partner agrees to adhere to all relevant statutes, regulations, plans, and policies and work collaboratively to carry out the provisions of this MOU and advance the quality and effectiveness of the workforce system. In addition, the Partner agrees to:

- Make the services and activities that are applicable to Partner's program available to customers through the AJCs during regular business days, either by having a program staff member physically at the AJC(s), having a staff member from a different partner program physically at AJC appropriately trained to provide information, having a "direct linkage" through technology to a program staff member who can provide meaningful information or services;
- Develop, offer, and deliver quality business services that assist targeted industry sectors in overcoming the challenges of recruiting, training, and retaining talent for the regional economy;
- Implement operational processes and systems to achieve functional alignment, the coordination of common services, effective and efficient fiscal management, and strategic allocation of staffing resources;
- Engage in staff capacity building and professional development, including but not limited to, cross-training between partner staff;
- Effectively communicate, share information, and collaborate with the one-stop operator;
- Engage in joint planning, system design, and development of necessary service delivery protocols;
- Commit to the vision, mission, goals, strategies, and performance measures articulated in the District's WIOA Unified State Plan;
- Participate in a continuous improvement process designed to boost outcomes and increase customer satisfaction;
- Participate in coordinated outreach efforts for jobseekers and employers, such as hiring events and other on-site or virtual activities, in accordance with one-stop delivery system common identifier laws, rules, and DC WIC policies;

- For each individual program represented in Section 11 of this MOU, participate in regularly scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration;
- Submit to the DC WIC the following information no later than fifteen (15) days after the end of each month: number and percent of referrals successfully enrolled, number and percent of enrollees who complete program, number and percent of enrollees who obtain employment, number and percent of enrollees who maintain employment for at least three months.

Specific responsibilities of DCHA are described in [Attachment B](#), Shared System Services/Roles and Responsibilities.

11. DCHA Programs and Services

DCHA is committed to delivering services through and in connection with the AJC system in accordance with WIOA, the Unified State Plan and DC WIC policies, as applicable. DCHA programs covered by this commitment and MOU include:

- U.S. Department of Housing and Urban Development (HUD) Employment and Training Programs

Further information on the role of DCHA is outlined at [Attachment B](#).

12. Methods for Referring Customers

The District has many excellent providers of workforce development, education, and social services—including government agencies and CBO's. In order to provide integrated and seamless delivery of services to workers, job seekers, and employers, Partner agrees to:

- Familiarize itself with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the AJCDC system;
- Develop materials summarizing their program to ensure that general information regarding AJC partner programs, services, activities and resources are available to all customers as appropriate;
- Work collaboratively and implement methods for referring customers to appropriate services and activities in accordance with the referral policy and processes to be developed by the DC WIC;
- Train staff to provide appropriate referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs and to jointly serve individuals who have varying degrees of job readiness;

- Commit to robust and ongoing communication required for an effective referral process;
- As required by Section 10 of this Agreement, actively track and report the results of referrals and assure that Partner resources are being leveraged at an optimal level; and
- Regularly share referral information among AJCs and partners, and evaluate ways to improve the referral process, including the use of customer satisfaction surveys.

13. Priority Populations

The District's AJC system is designed to be universally accessible, customer-centered and able to offer training and related resources that are driven by the needs of the local economy. The DC WIC is committed to ensuring high quality services for job seekers of all skill levels, but especially low-income and other underserved residents, including those receiving public assistance, those with disabilities, and individuals with low basic skills.

Through this MOU, the DC WIC and DCHA commit to working together to focus efforts and resources to ensure the needs of job seekers, youth and individuals with barriers to employment are effectively addressed in the AJC system, including providing access to technology and materials, prioritizing services and increasing outreach to individuals with barriers to employment, a group that includes members of the following populations:

- Low-income persons
- Basic skills deficient
- Returning citizens
- Individuals with disabilities
- English language learners
- Homeless persons
- Public housing residents
- Public assistance recipients
- Youth disconnected from school and/or work
- Others with significant barriers to employment

Partner shall adhere to all statutes, regulations, plans, and policies regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses (see 38 U.S.C. sec. 4215 and its implementing regulations at 20 CFR 680.650) and the priority provisions of WIOA sec. 134(c)(3)(E) and 20 CFR 680.600 for recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. Any additional priority populations identified by the DC WIC will be reflected in the District's WIOA Unified Plan, as well as DC WIC policy.

14. Nondiscrimination and Equal Opportunity

Partner agrees to comply with all applicable federal and local nondiscrimination laws, including WIOA Section 188 and its implementing regulations and guidance which prohibits the exclusion

of an individual from participation in, denial of the benefits of, discrimination in, or denial of employment in the administration or connection with any programs and activities funded otherwise financially assisted in whole or in part under Title I of the WIOA because of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity) national origin (including Limited English Proficiency (LEP)), age, disability, or political affiliation or belief, or for the beneficiaries, applicants, and participants only, on the basis of citizenship status, or participation in a program or activity that receives financial assistance under Title I of WIOA. Partner shall not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I–financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity. Partner shall adhere to the policies, procedures, and guidance issued by District regarding equal opportunity, nondiscrimination, and increased accessibility, including but not limited to the District’s WIOA Nondiscrimination Plan which may be found on the DC WIC’s website at <https://dcworks.dc.gov/page/equal-opportunity>. Partner hereby assures that it: has incorporated the required non-discrimination and equal opportunity provisions into all grants, agreements or other similar applications for federal financial assistance under WIOA; has designated an Equal Opportunity officer; provides proper notice regarding protections and takes reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others; engages in affirmative outreach; performs data collection and maintenance, monitoring, recordkeeping, and complaint processing procedures in accordance with WIOA Section 188 and its implementing regulations; and will cooperate with compliance monitoring that is conducted at the local level. Nothing in this Section shall be construed as limiting the Parties’ agreement to increase and maximize access for individuals with barriers to employment.

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, Partner (as a “recipient” defined at 29 C.F.R. § 38.4(zz)):

- assures that it can comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance: Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination based on sex in educational programs.
- assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR



part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity.

- understands that the United States has the right to seek judicial enforcement of this assurance.
- acknowledges and agrees that it must comply (and require any sub-grantees, contractors, successors, transferees, and assignees to comply) with applicable provisions governing access to records, accounts, documents, information, facilities, and staff by the U.S. Department of Labor (DOL), the State Equal Opportunity Officer (or designee), and the District of Columbia Department of Employment Services (DOES) Equal Opportunity Officer (or designee) to support WIOA's nondiscrimination and equal opportunity responsibilities including, but not limited to, monitoring, compliance reviews, and discrimination complaint investigations:
 - must cooperate with any compliance review, monitoring, or complaint investigation conducted by U.S. DOL, the State Equal Opportunity Officer (or designee), and/or the DOES Equal Opportunity Officer (or designee).
 - must give U.S. DOL, the State Equal Opportunity Officer (or designee), and/or the DOES Equal Opportunity Officer (or designee) access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by applicable federal civil rights laws set forth above.
 - must keep such records and submit to the responsible U.S. DOL official, State Equal Opportunity Officer (or designee), and/or DOES Equal Opportunity Officer (or designee) timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the responsible Equal Opportunity Officer, or designee, may determine to be necessary to ascertain whether the recipient has complied, or is complying, with relevant obligations.
 - must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law and detailed in program guidance.
 - If, during the past three years, the has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), age, disability, religion, citizenship, political affiliation or belief, or WIOA participant status, must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to U.S. DOL, the State Equal Opportunity Officer (or designee), and DOES Equal Opportunity Officer (or designee).
 - In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, citizenship, political affiliation or belief, or WIOA participant status, against , or settles a case or matter alleging such discrimination, must forward a copy of the complaint and findings to U.S. DOL, the State Equal Opportunity Officer (or designee), and the DOES Equal Opportunity Officer (or designee).

15. Resource Sharing

In accordance with WIOA section 121 and implementing regulations, each partner must use a portion of its funds to support applicable career services and AJC infrastructure costs. Attachment D, Agreement on Resource Sharing – AJC/One-Stop Infrastructure and Other System Services, identifies the specific infrastructure/shared costs and the method by which those costs will be supported by DCHA in accordance with WIOA and Federal cost principles, which require that all costs must be allowable, reasonable, necessary, and allocable to the program as well as all other applicable legal requirements. The DC WIC is responsible for managing the Infrastructure Funding Agreement, which is part of the Agreement on Resource Sharing, as well as collecting and disbursing the shared resources outlined within the Agreement.

16. Appeals

If an AJC/one-stop partner and the DC WIC cannot reach agreement necessary to execute the MOU, the DC WIC has developed a policy (DC WIGL-2018-001) which details the dispute resolution process and is published online at, <https://dcworks.dc.gov/node/1372586>.

17. Confidentiality Requirements and Development of Data Sharing Strategies

All AJCs and one-stop partners must have access to and be trained on the DC Data Vault and will use the DC Data Vault to process the intake and referral of customers to relevant services provided by one-stop partners with access to the DC Data Vault. A customer must sign a data sharing consent form prior to the partner inputting any of the customer's intake information into the DC Data Vault.

- Complete the data usage form identifying agency staff who have access to Data Vault.
- Ensure staff are trained on the usage of the platform and participate in briefings, enhancement trainings and updates.
- Enforce using the platform as the sole modality for intake and referrals for supportive and wrap-around services.

This MOU does not represent an agreement to share among the Parties data not already covered by an existing agreement and/or consent waiver; a separate, multi-agency data sharing agreement will need to be developed. WIOA, the DC WIC and the Unified State Plan support alignment and integration of programs and services to better serve common customers. Sharing customer service-level data between partner organizations is a goal of the system. In furtherance of this goal, DCHA commits to work with DC WIC and other system partners to identify strategies and approaches to data sharing, including the expanded use of the DC Data Vault which allows for extensive data sharing among participating partners and contains a universal release of information consent form. The provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines

imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers.

Partner agrees to comply with provisions of WIOA, the Wagner-Peyser Act, the Rehabilitation Act of 1973, and the Adult Education and Family Literacy Act, and any other applicable requirements of the District or federal law to assure that customer information shall be shared solely for the purpose of enrollment, referral, or provision of services. When required under applicable law, a release of information will be obtained from the customer before sharing confidential protected information. In carrying out its respective responsibilities, each party shall respect and abide by the confidentiality policies, procedures, and guidance of the other Parties, observing the requirements that are most restrictive.

18. Term and Renewal

The performance under this MOU shall commence on October 1, 2022, and shall terminate on September 30, 2025, unless previously terminated or updated pursuant to the terms of this MOU. The MOU shall be reviewed and renewed not less than once every three years.

Non-substantive changes to the MOU, such as minor revisions to the budget or adjustments made due to the annual reconciliation of the budget, do not require renewal of the MOU. These changes may occur through the local MOU amendment procedures established at the DC WIC. Substantial changes, such as changes in one-stop partners or a change due to the election of a new Chief Elected Official, will require renewal of the MOU in accordance with 20 CFR 678.500(b)(6),(d),and(e).

19. Modifications, Amendments and Termination

This instrument constitutes the entire agreement between the Parties, and all oral or written agreements between the Parties relating to the subject matter of this Agreement that were made prior to the execution of this Agreement have been reduced to writing and are contained herein. This Agreement supersedes and replaces all prior agreements between the Parties relating to this subject matter. Any prior agreements are hereby terminated.

This MOU may be modified, revised, or amended by mutual written consent of all the signatory Parties. A written request must be submitted to the named Parties. The modification shall not be effective unless agreed to in writing by all Parties in an Amendment to this MOU, properly executed and approved in accordance with applicable law and fiscal requirements.

The MOU will remain in effect in accordance with the expressed term, unless:

- All Parties mutually agree to terminate this MOU prior to the end date.
- Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other

Parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.

- WIOA is repealed or superseded by subsequent federal law.
- A party breaches any provision of this MOU and such breach is not resolved within thirty (30) days of receiving written notice from DC WIC. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately. In the event of termination, the Parties to the MOU must convene within thirty (30) days after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed.

Any party may request to terminate its inclusion in this MOU by providing written notice to all other Parties.

20. Anti-Deficiency Considerations

The Parties acknowledge and agree the District is not authorized to make any obligations in advance or in the absence of lawfully available appropriations and that all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2007), (iii) D.C. Official Code § 47-105 (2005), and (iv) D.C. Official Code § 1-204.46 (2007 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

21. Point of Contact

The main point of contact for the MOU is:

Executive Director
DC Workforce Investment Council
2235 Shannon Pl., SE, Suite 3031
Washington, DC 20020

22. Attachments to the MOU

The following attachments are incorporated into the MOU:

- A. AJC and One-Stop System Services
- B. DCHA – Shared System Services/Roles and Responsibilities
- C. How Partners Plan to Provide Access to Services Through the AJCDC System
- D. Agreement on Resource Sharing – AJC/One-Stop Infrastructure and Other System Services
- E. Systems Budget and Allocated Costs Tables

23. Signatures

The individuals signing below have the authority to commit the party they represent to the terms of this MOU and do so commit by signing:

Chief Elected Official, District of Columbia

Unique-Morris Hughes Designee for Mayor Muriel Bowser		7/10/2023
Name	Signature	Date

Executive Director, Workforce Investment Council

Ahnna Smith	 <small>signed by Paul Kihn, Deputy Mayor for Education, given departure of Executive Director Ahnna Smith</small>	6/6/2023
Name	Signature	Date

Director, District of Columbia Housing Authority

Brenda Donald		5/22/2023
Name	Signature	Date

Deputy Director, Workforce & Federal Programs, Department of Employment Services

Ashley Williams Fiscal Agent for the Agreement on Resource Sharing		06/28/23
Name	Signature	Date

AJC and One-Stop System Services**Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding****One-Stop System Services**

WIOA establishes two levels of employment and training services for adults and dislocated workers: career services and training services.

Career Services: Career services for adults and dislocated workers are available at all AJCDCs. U.S. DOL has identified three types of career services:

- Basic career services;
- Individualized career services; and
- Follow-up services

Basic Career Services: Basic career services must be made available and, at a minimum, must include the following:

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
- Outreach, intake (including worker profiling), and orientation to information and other services available through the local workforce system;
- Initial assessment of skills levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and support service needs;
- Labor exchange services, including:
 - job search and placement assistance, and, when needed by an individual, career counseling, including the provision of information on nontraditional employment and in-demand industry sectors and occupations; and
 - appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services not traditionally offered through the local workforce system;
- Provision of referrals to and coordination of activities with other programs and services, including programs and services within the local workforce system and, when appropriate, other workforce development programs;
- Provision of workforce and labor market employment statistics information, including information relating to local, regional, and national labor market areas;
- Provision of performance information and program cost information on eligible

- providers of training services by program and provider type;
- Provision of information, in usable and understandable formats and languages, about how the Board¹ is performing on local performance accountability measures, as well as any additional performance information relating to the local workforce system;
 - Provision of information, in usable and understandable formats and languages, relating to the availability of support services or assistance, and appropriate referrals to those services and assistance;
 - Provision of information and assistance regarding filing claims for unemployment compensation, by which the Board must provide assistance to individuals seeking such assistance;
 - Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

Individualized Career Services: Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These include the following services:

- Comprehensive and specialized assessments of the skills levels and service needs of adults and dislocated workers; Section 134(c)(2) and (c)(3) list the required local employment and training activities. To satisfy some of these requirements, the use of assessments is necessary. To avoid duplication of services, WIOA allows the use of previous assessments from another education or training program. The previous assessments must be determined to be appropriate by AJCDC representatives and must have been completed within the previous six months;
- Development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including information regarding eligible training providers;
- Group counseling;
- Individual counseling;
- Career planning;
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
- Internships and work experience that are linked to careers;
- Workforce preparation activities;
- Financial literacy services as described in WIOA §129(b)(2)(D);
- Out-of-area job search and relocation assistance; and
- English language acquisition and integrated education and training programs.

¹Within the District, the DC WIC.

Follow-up Services: These services must be made available, as appropriate (including counseling regarding the workplace) for participants in adult or dislocated worker activities that are placed in unsubsidized employment for a minimum of 12 months after the first day of employment.

Training Services: WIOA is designed to increase participant access to training services. Training services are provided to equip individuals to enter the workforce and retain employment. Examples of training services include:

- Occupational skills training, including training for nontraditional employment;
- On-the-job training (OJT), including registered apprenticeship;
- Incumbent worker training in accordance with WIOA §134(d)(4);
- Workplace training and cooperative education programs;
- Private sector training programs;
- Skills upgrading and retraining;
- Entrepreneurial training;
- Transitional jobs in accordance with WIOA §134(d)(5);
- Job readiness training provided in combination with other training described above;
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, in combination with training; and
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

WIOA clarifies that there is no sequence of service requirement in order to receive training. However, DOL has indicated that, at minimum, to be eligible for training, an individual must receive an interview, evaluation, or assessment and career planning or any other method through which the one-stop operator/partner can obtain enough information to make an eligibility determination for training services. Where appropriate, a recent interview, evaluation, or assessment may be used for the assessment purpose.

Business Services: The District's AJCs are part of a business-focused system.

Examples of system services to serve business customers include:

- Customized screening and referral of qualified participants in training services to employers
- Customized employment-related services to employers, employer associations, or similar organizations on a fee-for-service basis that are in addition to labor exchange services available to employers under the Wagner-Peyser Act
- Work-based learning activities, including incumbent worker training, Registered Apprenticeship, transitional jobs, on-the-job training, and customized training.
- Activities to provide business services and strategies that meet the workforce investment needs of employers, as determined by the Board and consistent with the local plan.

ATTACHMENT B**District of Columbia Housing Authority (DCHA):
Shared System Services/Roles and Responsibilities**

DCHA is an independent government agency that provides quality affordable housing to extremely low- to moderate-income households. The agency fosters sustainable communities where residents can improve their lives.

As one of the District's largest landlords, DCHA serves 50,000 qualified low-income residents through traditional affordable housing, tenant- and project-based housing vouchers, and mixed-income properties.

To enhance employment and career opportunities for DCHA public housing residents and Housing Choice Voucher Program participants, the agency has launched a Workforce Development Initiative, much of the activity of which takes place at DCHA's Southwest Family Enhancement & Career Center (SWEFCC). Targeting unemployed individuals with various levels of work readiness, the Initiative provides services aimed at removing barriers and providing skills that qualify residents to secure employment in demand industries. Among the services offered are: pre-apprenticeship support services; career fairs; job placement assistance; mentoring; work readiness training; job clubs; occupational training; and specialized services for veterans and persons with disabilities.

In concert with its Workforce Initiative, DCHA has harnessed the resources of the University of the District of Columbia Community College (UDC-CC), which, through its Workforce Development and Lifelong Learning (WDLL) Division is making a wide range of employment and training services available at SWEFCC. In addition to providing services such as career assessments, introductory computer classes, and apartment maintenance courses at the center, UDC-CC will also create an intake and referral system for DCHA residents to attend WDLL courses at UDC's campuses citywide.

Given the efforts and activities under its Workforce Development Initiative, the DCHA is well positioned to function as a portal and community access point for the District's AJCs and the entire local workforce development delivery system.

The following information summarizes DCHA's role within the District's one-stop/AJC system:

- Shared System Design and Access
- Shared System Knowledge
- Shared Services and Customers

Shared System Design and Access

DCHA will provide access to its services as described in Attachment C, using one or both of the following methods:

- **Co-Location:** A full- or part-time physical presence by one or more partner representatives at one or more of the District's AJCs.
- **Direct Linkage:** Providing AJC customers with a direct connection to partner services, within a reasonable time, by phone or through a real-time Web-based communication (e.g. Skype) to a program staff member who can provide program information or services to the customer; a direct linkage cannot exclusively be providing a phone number or website or providing information, pamphlets, or materials. A direct linkage differs from a "warm handoff" in several ways. Direct linkage provides real-time access to the services a customer needs, while that customer is on-site, rather than sending the customer to another location. Direct linkage supports several programs serving a customer simultaneously, rather than in a sequence of hand-offs. The programs engaged in a direct linkage are still responsible for the customer and work together to avoid duplicate assessments, services, etc.

Shared System Knowledge

DCHA agrees to participate in staff development training and cross training partner program staff to increase system capacity. This will include:

- Providing content to be used in training of partner managers and staff about the programs and services offered by DCHA. Such content will, at a minimum, include information about types of services offered; program and service eligibility requirements; application processes; and information on outcomes.
- Assisting with the delivery of training, which may include providing content suitable for electronic media format (e.g. PowerPoint, on-line video) or in-person or webcast presentations to partner representatives.
- Participating in training developed and/or provided by the One Stop Operator or District one-stop system partner agencies. Such participation may occur through attendance at in-person or virtual sessions or by viewing web-based content.

Shared Systems and Customers

DCHA is committed to working with the DC WIC, the One-Stop Operator, DOES (which operates the AJCs), and the full range of system partners to devise, implement and continuously improve workforce strategies that benefit residents and businesses in Washington, DC. As an extension of this commitment, DCHA agrees to participate in meetings and activities organized by the One-Stop Operator, and other key system partners to solve critical workforce system problems or support workforce development activities.

DCHA's role in the coordinated delivery of AJC services will include the following services, participation and collaboration.

1. *Outreach and Recruitment*

While DCHA targets specific groups (generally, public housing residents and Housing Choice Voucher Program participants), its messages reach a broad cross section of District residents. Therefore, the agency can provide candidates (including those not using its services) with information on the services of the AJCs and the system's partner programs. Information will be provided via web-based media, print materials and verbal communications.

2. *Intake*

As DCHA representatives conduct intake for its programs, it agrees to identify individuals that may be eligible for and/or interested in AJC services or those of the system partners. Such individuals will be referred in accordance with policies and processes established under Section 12 of the MOU. As part of the intake process, DCHA will ensure that all customers are registered in DC Networks.

3. *Orientation*

Similar to candidate information derived from outreach and intake processes, orientation and information sessions led by DCHA provide a venue and/or opportunity to share with District residents information about other programs and services for which they may be qualified. For those who may benefit from AJC or partner programs, DCHA will make appropriate referrals in accordance with the policies and processes established by the DC WIC.

4. *Initial Assessment*

To the extent permitted by rules governing the funding under which it operates, DCHA may provide the AJCs and other partners with results of assessments (such as CASAS, Northstar and career assessments) in which residents participate. In cases where residents apply for services from another system partner, this process may help to avoid duplication of effort. Sharing of assessment results will require a release signed by the affected individuals.

5. *Cross Referrals*

Cross referrals among the District workforce system partners are critical to the goals of collaboration and alignment of programs and to ensuring that services are customer-focused. DCHA will work with the One-Stop Operator to develop specific details for managing and tracking referrals in accordance with the policies developed by the DC WIC.

6. *Sharing of Local Market Intelligence*

Through its Workforce Development Initiative, DCHA regularly communicates with businesses to help inform its efforts to train and place residents in employment. Similarly, DC WIC, the AJCs and all partner programs conduct business outreach and engage in gathering local labor market information and industry “intelligence.” To the extent practicable, the DCHA agrees to share such information and intelligence with the AJC/one-stop partners so that the entire system is well prepared to meet business and industry needs.

7. *Co-Enrollment/Co-Case Management*

When DCHA and one or more other partners serve the same customer (via the participant’s co-enrollment), the partners agree to identify opportunities to co-case manage activities in order to streamline processes and avoid duplication of effort and resources.

8. *Support Services*

DCHA directly provides or otherwise connects its customers to a wide range of support services including mental health, food provisions, childcare and other barrier-related services. Participants may be referred to the AJCs or other system partners for other services to address their unique needs.

9. *Placement Services*

To increase the range of employment opportunities for their customers, DCHA agrees to refer those seeking employment to the AJCs for placement services and support, including hiring events when such services are determined as benefitting an individual.

ATTACHMENT C
**How Partners Plan to Provide Access to Services
Through the AJCDC System**

The table below indicates the number of hours each partner plans to make their services available annually at each AJCDC via co-location, direct linkage, or a combination of both. Annual hours are derived by multiplying the estimated weekly hours each partner submits to the DC WIC by 52 weeks.

Planned Annual Hours By Partner Via Co-location And/OR Direct Linkage	Headquarters planned annual hours	Backus planned annual hours	AJC SE planned annual hours	AJC NW planned annual hours	Planned annual co-located hours for all sites	Planned annual direct linkage hours	Total planned annual hours by program
Adult (WIOA title I) - DOES	4,239	2,120	2,120	2,120	10,597	-	10,597
Dislocated Worker (WIOA title I) – DOES	6,444	3,222	3,222	3,222	16,112	-	16,112
Youth (WIOA title I) – DOES	743	371	371	371	1,856	-	1,856
Job Corps (WIOA title I) – Eckerd Connects	416	-	-	-	416	-	416
SCSEP (Older Americans Act of 1965 title V) – DOES	832	416	416	416	2,080	-	2,080
SCSEP (Older Americans Act of 1965 title V) – NCBA	-	-	-	-	-	208	208
Jobs for Veterans State Grants (Chapter 41 of title 38) – DOES	2,099	1,049	1,049	1,049	5,247	-	5,247
Unemployment Compensation program – DOES	6,560	3,280	3,280	3,280	16,400	-	16,400
RESEA DOES	-	12,602	-	-	12,602	-	12,602
Employment Service, Wagner-Peyser Act, (WIOA title III) – DOES	8,356	4,178	4,178	4,178	20,891	-	20,891
AEFLA (WIOA title II) – OSSE	-	-	-	-	-	468	468
Vocational Rehabilitation, Rehabilitation Act of 1973 (WIOA title IV) – DDS	2,080	2,080	2,080	2,080	8,320	1,040	9,360
Carl D. Perkins Career and Technical Education Act of 2006 – UDC	416	-	-	-	416	416	832
TANF (Social Security Act title IV, part A) - DHS	416	416	416	416	1,664	-	1,664
CSBG Employment & Training (Community Services Block Grant Act) – DHS	416	416	-	-	832	-	832
Employment and training (U.S. HUD) – DCHA	-	-	-	-	-	416	416
Employment and Training (SNAP) – DHS	416	416	416	416	1,664	-	1,664
TOTALS	33,433	30,567	17,549	17,549	99,098	2,548	101,646

**Agreement on Resource Sharing:
AJC/One-Stop Infrastructure and Other System Services****1. Partner Resource Sharing Requirements**

As described in 20 CFR 678.700(c), 678.415, and 678.420(b); 34 CFR 361.700(c), 361.415, and 361.420(b); and 34 CFR 463.700(c), 463.415, 463.420(b), and US Department of Labor [TEGL 17-16: Infrastructure Funding of the One-Stop Delivery System](#):

- a. All AJCDC partners must share infrastructure costs and additional costs of AJCDC sites based on proportionate use of and relative benefits received from the AJCDCs.
- b. All AJCDC partners must provide access to their services and make their staff available to support the AJCDCs as described in [Attachment C](#).
- c. When more than one organization implements a WIOA partner program in the District (such as the SCSEP program, which is implemented by DOES and NCBA) each of these organizations must contribute to infrastructure costs of the AJCDCs.
- d. The financial contributions of partners providing access to services through a direct linkage will be different than partners providing access to services through co-location.

2. Resource Sharing Agreement

This Resource Sharing Agreement (RSA) addresses the requirement under WIOA for the AJCDC partners to develop and enter into an agreement regarding how they will share the operating costs of the AJCDCs. Based on the guidance provided in US Department of Labor [TEGL 17-16: Infrastructure Funding of the One-Stop Delivery System](#), this Resource Sharing Agreement includes:

- a. [An infrastructure funding agreement \(IFA\)](#), described in WIOA § 121(c)(2)(A) and (h)(4), 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a), which consists of:
 - i. The budget for the non-personnel, infrastructure costs necessary for the general operation of the AJCs, such as:
 - A. Applicable facility costs, such as rent;
 - B. Utilities and maintenance;
 - C. Equipment, including, but not limited to, assessment-related and assistive technology for individuals with disabilities; and
 - D. Technology to facilitate access to the AJCDCs, including, but not limited to, technology used for the center's planning and outreach activities.
 - ii. The methodology agreed upon by the partners to allocate infrastructure costs.

- iii. The infrastructure costs allocated to each AJCDC partner.
- b. An additional costs budget, as described in WIOA § 121(i), which:
 - i. Must include the costs of the provision of applicable career services described in WIOA § 134(c)(2) and Attachment A of this MOU, as authorized by and applicable to each partner's program;
 - ii. May include costs that support the operations of the one-stop centers, costs of shared services such as initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other partners, business services, and personnel expenses associated with a shared welcome desk or greeter directing employers and job seekers to the services or staff that are available in AJCDC;
 - iii. Must include the methodology or methodologies agreed upon by the partners to allocate additional costs.

3. Steps to Reach Consensus

In 2018, the DC WIC and its partners reached consensus on two cost sharing methodologies: one to allocate infrastructure costs and another to allocate additional costs related to the provision of career services. Federal audit findings in 2020 and changes in service delivery resulting from the COVID 19 pandemic raised questions about the existing infrastructure cost sharing methodology. Therefore, in 2021, the DC WIC asked the fiscal agent—Department of Employment Services (DOES)/Office of the Chief Financial Officer (OCFO)—for various data to identify viable alternative cost sharing methodologies. However, insufficient data was available to create a different base for cost sharing at that time, and the partners agreed to maintain the existing cost sharing methodologies.

In 2022, the DC WIC requested that the DOES/OCFO to provide estimated infrastructure costs for each AJCDC and that the partners account for the number of direct linkage hours they will provide, to more accurately determine proportionate use and allocate costs. The DC WIC facilitated a meeting with partners on August 19, 2022 to explain the revisions to the MOU and provide a draft for review and comment. On December 2, 2022, the DC WIC facilitated a meeting with partners to discuss the RSA, including increases in infrastructure costs, and to reach consensus on the proposed cost sharing methodology prior to providing the final draft for signatures.

4. Estimated Non-personnel Infrastructure Budget for FY23

An ***estimated*** non-personnel infrastructure budget for FY23 is provided for the AJCDC system in Attachment E.

5. Allocation Methodology for Infrastructure Costs

- a. Identification of infrastructure costs: Based on the DOES appropriated budget for fixed costs, DOES/ OCFO provides estimated infrastructure costs for each AJCDC to the DC WIC by July 1st each year. The estimated AJCDC portion of the fixed costs for each site is apportioned by each respective facility's weighted average percentage of DOES staff hours worked in AJCDC programs at the site, based on hours reported by staff.
- b. Cost allocation formula:
 - i. Annual estimated hours: By May 31st each year, each partner must submit the estimated hours their staff will work at AJCDC sites via co-location and/or direct linkage. The weekly estimated hours submitted by each partner is multiplied by 52 weeks to derive the annual estimated hours for each partner program.
 - A. Co-located Staff Hours: The annual estimated number of hours each partner plans to provide via co-located staff at an AJCDC is totaled.
 - B. Direct Linkage Staff Hours: The annual estimated number of hours each partner plans to provide via direct linkage is divided by the number of AJCDCs to generate an average number of direct linkage hours per AJCDC.
 - C. Total Co-located and Direct Linage Hours: The estimated average annual number of direct linkage hours provided by each partner is added to the estimated annual co-located hours provided by each partner to generate the total estimated hours per partner per AJCDC and the total hours per AJCDC.
 - ii. Allocation: Each partner's total estimated annual hours (co-located and/or direct linkage) per AJCDC are divided by the total estimated annual hours per AJCDC to determine each partner's share of infrastructure costs for each fixed cost category at each AJCDC (e.g., electricity, water, gas, etc.).

6. Estimated Additional Costs Budget for Applicable Career Services for FY23

Estimated additional costs consist of the applicable career services. These costs are identified in Attachment E. No other additional costs are included in at this time.

7. Allocation Methodology for Additional Costs

- a. Applicable Career Services: By May 31st each year, each partner must provide the DC WIC with the annual budgeted personnel costs to deliver career services through the AJCDCs. Applicable career services are allocated by each partner; they are not shared among the partners and will not be invoiced by DOES/OCFO through this RSA.
- b. Other System Costs: No other system costs are included in this RSA.

8. Total Estimated Costs Allocated to Partner for FY23

Attachment E shows the total estimated infrastructure costs allocated to each partner and the additional costs for delivery of career services for all sites for each partner using the methodologies described above.

- a. Infrastructure Costs: Based on the infrastructure cost sharing methodology described above, it is estimated that the Partner will contribute \$10,450.35 in cash for FY23 to support AJCDC infrastructure costs.
- a. Additional Costs: Based on the applicable career services cost sharing methodology, Partner is estimated to contribute \$59,250.00 to the provision of services through the AJCDCs for FY23.

2. Submission of Hours to AJCDC Time Reporting System

To ensure equitable and effective allocation of infrastructure costs, the Partner will identify an individual with sufficient authority to enter and certify the accuracy of the actual hours worked by each employee at each AJCDC location by the end of each month into the Time Reporting System at: <https://octo.quickbase.com/db/br7wm3f8j>. Failure to enter time and/or perform services in the AJCDCs as specified in this MOU will result in allocation of a minimum infrastructure fee equal to the Partner's proportionate use of the AJCDCs and relative benefit received from the AJCDCs.

3. Billing

DOES/OCFO will prepare and issue a quarterly invoice for each partner based on the methodology described in section 5 of this RSA and the actual infrastructure costs for each month in the quarter. The timeliness of invoices is contingent upon each partner entering the appropriate data into the Time Reporting System each month. Because both the infrastructure costs and partner hours provided in the table in Attachment E are estimated, they are subject to change as actual expenditures accrue.

To promote greater transparency, DOES/OCFO will provide a report to the DC WIC each quarter that documents budgeted infrastructure costs and actual expenditures, the amount invoiced to each partner for the quarter, and the year-to-date amount invoiced to each partner. The DC WIC will share this report with the partners.

4. Payment

Partner shall submit payment no later than fifteen (15) days following receipt of an invoice from DOES/OCFO. All District of Columbia government partners must use interagency transfers to fund their portion of the IFA costs and must advance their total contribution prior to quarterly invoicing to ensure reimbursement to DOES programs that frontload. All non-government partners must reimburse quarterly via ACH or check.

5. Dispute Resolution

Any disputes regarding invoices for shared costs shall be sent to DOES/OCFO in writing, within 15 days of receipt of an invoice. DOES/OCFO will review the dispute and respond within ten (10) days of receipt. Any unresolved disputes shall be directed to the DC WIC for resolution. For any other disputes, including the inability of the Parties to come to consensus regarding the sharing of costs, the dispute resolution process described in Section 16 of the MOU shall be used.

6. Term and Renewal

This RSA will remain in effect for the duration of the MOU. Each year, the estimated infrastructure and additional costs associated with this RSA will be updated and partners will receive a new estimate of costs for the upcoming year based on the methodologies describe herein and according to the following timeline:

AJCDC Annual RSA Development Activities	Date
DC WIC and partners determine whether any additional costs will be added to the upcoming RSA	May 1 st
DC WIC forwards the forms that will be used by each partner to document the locations, hours, method of service delivery (co-location or direct linkage), career services and the costs of providing career services for each AJCDC program for the upcoming fiscal year	May 1 st
Partners return the forms to DC WIC	May 31 st
DOES/OCFO provides estimated infrastructure costs for each AJCDC to DC WIC	July 1 st
New estimated costs sent to partners	August 1 st

7. Compliance

Failure to comply with the requirements of this agreement may result in corrective action or a penalty.



**Memorandum of Understanding
DC Workforce Investment Council and
District of Columbia Housing Authority**

ATTACHMENT E

Systems Budget and Allocated Costs Tables

FY23- IFA & SHARED SYSTEMS ALLOCATION COSTS PER REQUIRED PROGRAM

DC Agency	Partner Program FY23 Budget for AIC	Total Estimated Annual Hours	Electricity	Water	Telecom	Rental Land Structures (Backus)****	Security	Occupancy	Sustainable Energy	Gas	Shared System Costs*	Grand Total
			198,650.42	50,744.26	426,840.06	231,291.00	411,297.19	443,614.95	12,102.81	3,598.10	551,001.52	2,329,140.30
DOES												
	Wagner-Peysner Act ES	20,890	\$ 46,027.25	\$ 11,757.43	\$ 74,358.28	\$ 30,969.26	\$ 74,807.36	\$ 102,785.48	\$ 2,808.38	\$ 826.66	\$ 95,988.00	\$ 440,328.11
	Unemployment Insurance Compensation Programs	16,400	\$ 36,134.37	\$ 9,230.34	\$ 58,376.05	\$ 24,312.87	\$ 58,728.61	\$ 80,693.24	\$ 2,204.76	\$ 648.98	\$ 75,356.78	\$ 345,686.02
	WIOA -Dislocated Worker	16,110	\$ 35,495.41	\$ 9,067.13	\$ 57,343.79	\$ 23,882.95	\$ 57,690.12	\$ 79,286.35	\$ 2,165.77	\$ 637.51	\$ 74,024.25	\$ 339,573.28
	RESREA	12,602	\$ -	\$ -	\$ 101,532.81	\$ 93,411.83	\$ 84,316.45	\$ -	\$ -	\$ -	\$ 131,067.21	\$ 410,328.30
	WIOA -Adult	10,599	\$ 23,354.41	\$ 5,965.77	\$ 37,730.13	\$ 15,714.42	\$ 37,958.13	\$ 52,153.75	\$ 1,424.98	\$ 419.47	\$ 48,705.26	\$ 223,426.30
	IVSG programs (VEFS)	5,246	\$ 11,557.12	\$ 2,952.21	\$ 18,670.39	\$ 7,775.67	\$ 18,783.03	\$ 25,808.71	\$ 705.17	\$ 207.56	\$ 24,101.34	\$ 110,561.20
	SCSEP	2,080	\$ 4,582.90	\$ 1,170.68	\$ 7,403.79	\$ 3,083.58	\$ 7,448.51	\$ 10,234.26	\$ 279.63	\$ 82.31	\$ 9,557.45	\$ 43,843.11
	WIOA -Youth	1,856	\$ 4,087.88	\$ 1,044.23	\$ 6,603.64	\$ 2,750.02	\$ 6,643.39	\$ 9,128.83	\$ 249.43	\$ 73.41	\$ 8,524.54	\$ 39,105.37
	DOES Program Totals	85,783	\$ 161,239.34	\$ 41,187.79	\$ 362,018.89	\$ 201,900.59	\$ 346,375.60	\$ 360,070.63	\$ 9,838.13	\$ 2,895.89	\$ 467,324.83	\$ 1,952,851.69
DDS ***	Title IV	9,360	\$ 24,063.45	\$ 6,146.89	\$ 39,923.52	\$ 17,345.16	\$ 40,467.17	\$ 53,737.15	\$ 1,449.96	\$ 462.99	\$ 51,536.69	\$ 235,132.99
DHS ***	TANF	1,664	\$ 4,277.95	\$ 1,092.78	\$ 7,097.52	\$ 3,083.58	\$ 7,194.16	\$ 9,553.27	\$ 257.77	\$ 82.31	\$ 9,162.08	\$ 41,801.42
DHS ***	SNAP	1,664	\$ 4,277.95	\$ 1,092.78	\$ 7,097.52	\$ 3,083.58	\$ 7,194.16	\$ 9,553.27	\$ 257.77	\$ 82.31	\$ 9,162.08	\$ 41,801.42
DHS ***	CSBG	832	\$ 304.95	\$ 77.90	\$ 3,657.94	\$ 3,083.58	\$ 3,037.68	\$ 680.99	\$ 21.86	\$ -	\$ 4,721.98	\$ 15,586.88
OSSE ***	Title II	468	\$ 1,203.17	\$ 307.34	\$ 1,996.18	\$ 867.26	\$ 2,023.36	\$ 2,686.86	\$ 72.50	\$ 23.15	\$ 2,576.83	\$ 11,756.65
UDC (OSSE provides pers- rtn funding only)	Perkins	832	\$ 1,374.44	\$ 351.09	\$ 2,080.66	\$ 770.90	\$ 2,052.88	\$ 3,069.31	\$ 86.30	\$ 20.58	\$ 2,685.89	\$ 12,492.04
Job Corp	Potomac Job Corp	416	\$ 304.95	\$ 77.90	\$ 306.28	\$ -	\$ 754.34	\$ 680.99	\$ 21.86	\$ -	\$ 995.57	\$ 2,041.69
DCHA **	HUD Programs	416	\$ 1,069.49	\$ 273.20	\$ 1,774.38	\$ 770.90	\$ 1,798.54	\$ 2,388.32	\$ 64.44	\$ 20.58	\$ 2,290.52	\$ 10,450.35
National Caucus on Black Aging**	SCSEP	208	\$ 534.74	\$ 136.60	\$ 887.19	\$ 385.45	\$ 899.27	\$ 1,194.16	\$ 32.22	\$ 10.29	\$ 1,145.26	\$ 5,225.18
	External IFA Partner Totals	15,860	\$ 37,411.08	\$ 9,556.47	\$ 64,821.17	\$ 29,390.41	\$ 64,921.58	\$ 85,544.32	\$ 2,264.68	\$ 702.21	\$ 83,676.69	\$ 376,288.61
	GRAND TOTALS	101,643	\$ 198,650.42	\$ 50,744.26	\$ 426,840.06	\$ 231,291.00	\$ 411,297.19	\$ 443,614.95	\$ 12,102.81	\$ 3,598.10	\$ 551,001.52	\$ 2,329,140.30

*	Shared System Contribution costs include DC Networks.
**	IFA Partner operates a non-colocated program from the AIC.
***	These are DC government agencies that advance their total contribution prior to invoicing to ensure reimbursement to DOES programs that frontload costs throughout the year.
****	Rent charges are only allocated to IFA Partner Programs with a presence in the Backus AIC.



**Memorandum of Understanding
DC Workforce Investment Council and
District of Columbia Housing Authority**

FY23 CONSOLIDATED SYSTEM BUDGET FOR APPLICABLE CAREERS SERVICES

Basic Career Services	T-I Adult DOES	T-I DW DOES	T-I Youth DOES	T-III WP DOES	RESEA DOES	JVSG DOES	UI DOES	SCSEP DOES	SCSEP NCBA	T-II AEFLA OSSE	T-IV VR DDS	Carl Perkins UDC	TANF DHS	SNAP E&T DHS	CSBG DHS	Job Corps Eckerd	E&T DCHA
T-I Program Eligibility	x	x	x	x		x					x					x	
Outreach, Intake, Orient	x	x	x	x		x		x	x	x	x	x	x	x	x	x	x
Initial Assessment	x	x	x	x		x		x	x	x	x		x	x	x	x	x
Labor Exch/Job Search	x	x	x	x	x	x		x	x	x	x		x	x	x	x	x
Referrals to Partners	x	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x
LMI	x	x	x	x	x	x		x	x		x		x	x	x	x	
Performance/Cost Info	x	x		x							x		x	x			
Support Service Info	x	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x
UI Info/Assistance	x	x		x	x		x										
Financial Aid Info	x	x	x	x		x				x	x		x	x		x	
Individual Career Services	T-I Adult DOES	T-I DW DOES	T-I Youth DOES	T-III WP DOES	RESEA DOES	JVSG DOES	UI DOES	SCSEP DOES	SCSEP NCBA	T-II AEFLA OSSE	T-IV VR DDS	Carl Perkins UDC	TANF DHS	SNAP E&T DHS	CSBG DHS	Job Corps Eckerd	E&T DCHA
Comp Assessment	x	x				x			x	x	x	x	x	x	x	x	x
IEP	x	x				x			x	x			x	x		x	
Career Plan/Counsel	x	x				x			x	x	x		x	x	x	x	x
Short-Term Prevoc.	x	x				x				x	x	x	x	x			x
Internships/Work Experience	x	x				x		x	x	x	x		x	x	x	x	x
Out-of-Area Job Search	x	x				x					x		x	x		x	
Financial Literacy	x	x				x				x	x		x	x	x	x	x
IET/ELA	x	x				x				x				x			
Workforce Preparation	x	x			x	x		x		x	x	x	x	x	x	x	x
Required Consolidated Budget for the Delivery of Applicable Career Services	T-I Adult DOES	T-I DW DOES	T-I Youth DOES	T-III WP DOES	RESEA DOES	JVSG DOES	UI DOES	SCSEP DOES	SCSEP NCBA	T-II AEFLA OSSE	T-IV VR DDS	Carl Perkins UDC	TANF DHS	SNAP E&T DHS	CSBG DHS	Job Corps Eckerd	E&T DCHA
	\$ 2,038,784.00	\$ 4,655,813.00	\$1,430,071	\$1,743,137	\$822,977	\$605,262	\$659,757	\$133,484	\$1,249,852	\$300,025	\$419,817	\$9,851	\$300,000	\$100,000	\$80,485	\$1,000	\$59,250
Consolidated budget total of career services delivered through the One-Stop system:						\$14,609,565.00											