



Larimer County Workforce Center

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LARIMER COUNTY WORKFORCE DEVELOPMENT BOARD (WDB) REVIEW REQUEST

TYPE: Memorandum of Understanding (MOU) with the Community Services Block Grant (CSBG)

WDB EXECUTIVE REVIEW: July 6, 2016
ANTICIPATED WDB REVIEW: July 13, 2016

BACKGROUND: The Workforce Innovation and Opportunity Act (WIOA) requires the local board (i.e., WDB), with the agreement of the chief elected official, to develop and enter into a memorandum of understanding (MOU) with each mandatory one-stop partner. The Community Services Block Grant (CSBG) is one of the mandatory one-stop partners. CSBG, in Larimer County, is administered through the Larimer County Department of Human Services.

The Larimer County Workforce Center (LCWC) has maintained a MOU with CSBG for approximately five years. The current MOU is for \$185,000 from January 1, 2016 through December 2016. The MOU is later this year due to delayed WIOA/MOU guidance from the Colorado Department of Labor and Employment (CDLE).

CSBG funds are used to support subsidized internships and work-based learning opportunities for low-income persons. CSBG funds the fiscal costs for administering the programs/services based on the Workforce Center Cost Allocation Plan, a portion of salaries and benefits of Workforce Center staff, wages for corps leaders, corps coordinator, and corpsmembers, and wages for subsidized internships for other low-income participants.

KEY FACTS: A MOU with CSBG has been in effect for approximately five years.

CSBG funding is an important source of funding for the LCWC as the income guidelines are more generous than most of the LCWC funding sources and allow us to provide services to a broad range of customers. On average, 93% of the CSBG funds (over five years) have been allocated to wages earned by the CSBG participants.

STAFF: Dena Jardine, Associate Director

Larimer County Workforce Development Board

MEMORANDUM OF UNDERSTANDING FOR SERVICE DELIVERY AGREEMENTS

**PURSUANT TO THE
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

PARTIES AND PURPOSE

This Memorandum of Understanding ('MOU') is made between **Larimer County Workforce Development Board (LCWDB)** and **Larimer County Department of Human Services (LCDHS)** for the purpose of implementing and supporting Larimer County's Workforce Center Internship program and the Larimer County Conservation Corps (LCCC) with **Community Services Block Grant (CSBG)** funding.

TERM

The Parties' performance under this MOU ('Effective Date' and 'Initial Term') shall commence on **January 1, 2016**, and shall terminate on **December 30, 2016**, unless previously terminated or updated by one of the parties pursuant to the terms of this MOU.

SCOPE

This Memorandum of Understanding is entered into by and between the Parties for providing CSBG-funded services through the Larimer County Workforce Center.

The Parties to this MOU agree to work collaboratively to carry out the provisions of this MOU.

PROVISIONS

The Larimer County Workforce Development Board has identified the following location as the comprehensive center for the local workforce development area:

Larimer County Workforce Center
Street Address: 200 West Oak Street, Suite 5000
City: Fort Collins, CO 80522
County: Larimer

I: Access to Services

Each program will make their services accessible through the one-stop delivery system by the following methods:

CSBG funding in Larimer County does not provide direct services; therefore, it is not necessary to articulate access agreements as outlined in Program Guidance Letter WIOA-2016-2.

During the time period noted, the Larimer County Workforce Center (LCWC) will manage and operate the Internship and Conservation Corps programs.

LCWC will ensure the Internship and Conservation Corps programs provide CSBG-funded internships and related services to eligible individuals. Eligible individuals are those persons that meet the eligibility requirements with an annual household income at or below 125% of poverty guidelines and have signed an Affidavit of Legal Residency. Poverty Guidelines are provided in this memorandum.

2016

Poverty guideline

For families/households with more than 8 persons, add \$4,160 for each additional person.

1	\$11,880
2	16,020
3	20,160
4	24,300
5	28,440
6	32,580
7	36,730
8	40,890

2016 Poverty Guidelines for the 48 Contiguous States and the District of
Columbia

II: Service Delivery

Services funded through CSBG funds will be available through all offices of the LCWC.

III: Referrals

- Methods of referrals between partners for appropriate services and activities: Referrals to the Internship and Conservation Corps programs are typically derived from the Temporary Assistance to Needy Families (TANF) program and the Larimer County Conservation Corps (LCCC), although other eligible participants may be served as determined appropriate.
- Services, referrals, documentation reports, and related activities are documented in Connecting Colorado and other systems as appropriate.
- Casemanagement services are provided by a casemanager, or program team, assigned to the participant.

IV: Funding

- **Eligible expenses for Employment are:** Fiscal costs for administering the program/services based on the Workforce Center Cost Allocation Plan and a portion of salaries and benefits of Workforce Center staff, Corps leader, wages for Corps coordinator, corpsmembers, and other participants in CSBG-funded internships,

- training programs, cell phone expenses for corps leaders, mileage reimbursement, van fuel, gas vouchers and work equipment such as hard hats, gloves.
- **Reimburse the LCWC** for the salary and benefits of Internship Coordinator/ Employment Specialist- Full Time Employee.
- **Reimburse the LCWC** for interns in their respective jobs/positions at local businesses and work-related expenses such as required footwear, work tool or supplies, uniforms, background checks, transportation costs, immunizations for health-related jobs, training opportunities, and other types of supportive services as determined appropriate and necessary for successful internship completion. Other reimbursements may include energy-related training, sawyer training, work-related certifications including CPR, Wilderness First Aid, and van driver training, incentive payments for Agri-corpsmembers, cell phones for corps leaders, transportation cost, gas, goods for overnight camping (not including food), gloves, tools and equipment, uniforms, and hard hats for Conservation Corps (LCCC) and other costs necessary to operate the programs that are CSBG eligible.
- **Reimburse the LCWC** up to 10% of project expenditures for administrative functions including payroll, accounting, data collection and reporting and associated operating costs in accordance with an approved Larimer County Workforce Center Cost Allocation Plan.
- **LCWC** will find employers, interview clients and manage the internships and Conservation Corps (LCCC) programs. At a minimum, six (6) clients will be served with internships over the twelve (12) months of the program.

V. Assurances:

Larimer County Workforce Center will provide information and/or access to basic career services and referral to other one-stop services in the following methods:

- Identify workers, youth and individuals with barriers to development, including individuals with disabilities, at point of physical entry of the One-Stop Center (as reasonable given the nature of the situation);
- Announce availability of accommodations, as needed, for participation in the agency's workforce development services on the agency website (www.larimerworkforce.org), marketing/informational materials, and other virtual delivery resources.
- Inform individuals regarding the array of employment, training, and placement services available via promotional materials, agency website, staff guidance, and other virtual delivery resources.
- Assistive technology (i.e., large print keyboard, adjustable work station, amplification equipment) is available to career seekers in the Resource Center of the comprehensive One-Stop Center.
- TTY telephone access is available to all customers of Larimer County at 970.498.7969.

Larimer County Workforce Center established the Auxiliary Aids and Services for Customers with Disabilities policy (#00-103) to ensure that appropriate auxiliary aids and services (such as sign language) are made available when necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of agency services, programs, and activities. Likewise, the Language Assistance Services plan is reviewed and updated, per guidance from CDLE, to improve access to services for persons with Limited English Proficiency.

It is the practice of Larimer County to provide equal opportunity in employment to all employees and applicants. No person shall be discriminated against in any condition of employment because

of race, color, national origin, sex (includes gender and gender identity), religion, age, disability, veteran status, sexual orientation or upon any other basis prohibited by Federal or State law, except where age or sex are bona fide occupational qualifications.

VI. Budget:

This budget shall be up to a maximum amount of \$185,000 for eligible individuals and related costs.

The allocation for this Memorandum is dependent on county, state and/or federal funding availability. Should funding for this program be reduced or eliminated at any time and more than 60 days prior to the end of the Memorandum on December 31, 2016, a minimum of 60 days written notice will be provided by DHS to LCWC to insure that expenses are not incurred which would not be reimbursable to LCWC.

VII. Accounting:

LCWC will be responsible for billing DHS on a monthly basis by the 10th business day of the following month through December 31, 2016, based on the actual expenditures of that prior month. LCWC is also required to fax or e-mail the monthly billing as well as send hardcopy. This schedule will allow DHS staff time to process LCWC's invoice and bill the state as required by the CSBG contract, L16CSBG27. Copies of signed intern timesheets, payroll records showing the amount paid, itemized receipts and invoices for training and work-related expenses will be provided for reimbursement by LCWC.

Accounting records which fairly present the financial status of the LCWC or the programs funded by the DHS shall be maintained and kept current for the Project period, and shall provide the DHS access to these records for a period of five (5) years from the date of the final payment for this project received by the LCWC. Records shall include all back-up documents such as invoices, billings, receipts, and transaction records. The LCWC shall, at all times from the effective date of this Project until completion of this Project, comply with the administrative requirements, cost principles, and other requirements set forth in OMB Circular A-110

VIII. Audits

During the project period, the retention period and for as long thereafter as the records are maintained, at any time during normal business hours, the DHS, the State, or their authorized representatives, shall have the right of access to any books, documents, papers or other records of the project with respect to all matters covered by this project and the agreement between the DHS and the State of Colorado in order to make audit, examination, excerpts, transcripts, and photocopies

IX. Payment Schedule:

Up to \$185,000.

Paid upon receipt and approval of written requests from the LCWC for funds to reimburse expenses based on actual costs incurred. Signed timesheets, pay stubs and receipts for work related items and training are required as backup documentation of services provided.

XI. Modifications and Amendments

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 Colorado State law, and State Fiscal Rules.

XII. Additional Provisions

Both departments shall:

Agree to comply fully with the requirements for safeguarding client information in accordance with the rules of the State department.

Maintain and retain all financial, accounting, and other required records for a period of five years and shall be subject to annual or as requested review by appropriate State and County auditing and program review processes.

Failure to comply with the terms of this memorandum may result in its termination as described above. LCWC and DHS will each appoint a staff member to be responsible for communication about issues or concerns which arise about the memorandum or to facilitate consideration of changes in the memorandum.

Please signify your acceptance of the terms of this memorandum by signing below.

Signatures:

	
<u> </u>	<u> </u>
Jon Friedman, Director Date	Laura Walker, Director Date
Larimer County Workforce Center	Larimer County Human Service

