

## Infrastructure Cost Sharing Agreements – Work Plan

	Administrative Entity Role	One Stop Operator Role	Status/Notes
Update Guidance on IFA's	Review existing guidance against TEGL and other resources. Ensure that document is accurate.		Completed. No changes needed.
Update Statewide MOU.		Once approved, gather signatures.	Completed. Fully executed MOU posted on WDC website.
Draft Regional MOU		<ol style="list-style-type: none"> <li>1. Update to ensure alignment with Statewide MOU.</li> <li>2. Facilitate MOU development for SDAs 2 and 6</li> </ol>	
Create Budgets	Support collection of costs.	Using existing template, update costs in budgets using PY19 numbers.	<ul style="list-style-type: none"> <li>• Are Career Services supposed to be regional or only those delivered out of the Comprehensive Center?</li> <li>• Should OSO Contract be included as a "Shared Cost"?</li> </ul>
Determine Allocation Methodology	Establish guidelines for allocation methodology for co-located partners. Ensure model will work when expanded to non-co-located partners.		
Finalize Agreements		Work with SDA's 2 and 6 to execute MOUs with IFA's integrated.	
Capture Participant Data for those using Comprehensive Centers	Aggregate data from local offices, cross match to co-enrollment data. Determine number of partner participants using the One-Stop.		
Reconcile Costs	Fiscal agent will need to update PY19 costs with PY20 totals and allocate infrastructure costs.		

### Timeline

January – March 2021 – Update regional MOUs, determine allocation methodology.

April 2021 – use participant data (from Q1 – and possibly Q4 2020) to develop annual estimates.

May-June 2021 – execute agreements