

# CITY OF LOS ANGELES

CALIFORNIA

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1200 W. 7TH STREET  
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**DATE:** May 30, 2019

**TO:** LA's Workforce Development System

**FROM:** Gerardo Ruvalcaba, Director  
Workforce Development System 

**SUBJECT: WDS DIRECTIVE NO. 19-22  
INFRASTRUCTURE COSTS REPORTING – 2019**

## EFFECTIVE DATE

This directive is effective on issue.

## PURPOSE

WDS Directive No. 17-20 dated June 27, 2017 required the Adult Workforce Development System to report all infrastructure costs and to calculate the proportionate share borne by all partner programs.

This directive requires the Adult Workforce Development System to update their previous report of all infrastructure costs which shall include a calculation of the proportionate share borne by partner programs.

## BACKGROUND

On October 14, 2016, the State of California's Employment Development Department (EDD) and the California Workforce Development Board (CWDB) issued Workforce Services Directive 16-09 regarding WIOA Phase II Memoranda of Understanding MOUs. The Workforce Innovation and Opportunities Act (WIOA) requires Local Boards to develop MOUs with all America's Job Center of California<sup>SM</sup> (AJCC) required partners in their local area. Phase II MOUs must address how to sustain a unified system through the use of resource sharing and joint infrastructure cost funding. These Phase II MOUs were executed and in place by September 1, 2017.

Employment Development Department (EDD) Directive No. WSD18-12 dated April 30, 2019 now requires all MOUs to be effective on the same three year schedule starting on July 1, 2019. Although, City executed its Phase II MOU with an effective period of September 1, 2017 through June 30, 2020, as a result of EDD Directive No. WSD18-12, the City is now required to update its Phase II MOU to incorporate the same three year schedule as listed above and update any infrastructure costs previously reported.

**Definition of infrastructure Costs** - Infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the AJCC, including:

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.

1. Rental of the facilities.
2. Utilities and maintenance. Equipment (including assessment-related products and assistive technology for individuals with disabilities).
3. Technology to facilitate access to the AJCC, including technology used for the center's planning and outreach activities.

### **REQUIRED ACTION**

Each AJCC must complete the attached spreadsheets (Attachment A and B) seeks to update information previously provided by each AJCC in 2017, which includes:

1. An itemized list of total infrastructure costs for the center.
2. The total square footage of the center. Please keep in mind each of the AJCCs that are now located at a different site. Correct square footage and other costs as needed.
3. The proportion of a partner program's occupancy:
  - a. The square footage dedicated to each partner (list partner by organization name).
  - b. The square footage of common areas used by all partners.
4. The proportion of partner programs staff among all staff at the AJCC (using full time equivalencies [FTE]).
5. Current partner's cash, non-cash, or in-kind contributions to cover infrastructure costs (non-cash or in-kind contributions cannot include non-infrastructure costs [such as personnel]).
6. Any third-party contributions that support the AJCC (such as donated space).
7. A valuation of any and all non-cash or in-kind contributions used toward infrastructure costs (valuation must be consistent with Uniform Guidance Section 200.306).

### **DEADLINE FOR RESPONSE**

The requested report must be by **5:00 p.m., Friday, June 7, 2019.**

Please return Excel Files - Attachment A and B via email to [Chris.Rajapakse@lacity.org](mailto:Chris.Rajapakse@lacity.org). Title your email **[Your Organization's name] – 2019 AJCC SYSTEM INFRASTRUCTURE BUDGET.**

### **EWDD CONTACT**

For questions about this directive, please contact Chris Rajapakse at [Chris.Rajapakse@lacity.org](mailto:Chris.Rajapakse@lacity.org) or (213) 744-7175, TTY (213) 744-9395.

GR:TJ:CR:cg

Attachment A – System Infrastructure Budget

Attachment B – AJCC Occupancy