



CMS #103060

***Arapahoe/Douglas Workforce Development Board***

**MEMORANDUM OF UNDERSTANDING FOR SERVICE DELIVERY AGREEMENTS  
Between  
*Arapahoe/Douglas Workforce Development Board, Arapahoe and Douglas County*  
And  
*Colorado Department of Labor and Employment*  
*Division of Vocational Rehabilitation***

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

**PARTIES AND PURPOSE**

This Memorandum of Understanding ('MOU') is made by and between the *Arapahoe/Douglas Workforce Development Board, Arapahoe County on behalf of the Arapahoe/Douglas Works! Workforce Center (a Division of the Community Resources Department of Arapahoe County Government), and Colorado Department of Labor and Employment Division of Vocational Rehabilitation, (together the 'Parties')*.

Pursuant to the Workforce Innovation and Opportunity Act (WIOA), the *Arapahoe/Douglas Workforce Development Board* is required to develop and enter into a MOU with service delivery partners required by the WIOA.

The *Arapahoe/Douglas Workforce Board* has designated the *Arapahoe/Douglas Works! Workforce Center* as the one-stop center for the federally designated local areas of *Arapahoe County and Douglas County*.

WHEREAS, WIOA Section 121(c) requires that each Local Workforce Development Board ('LWDB'), with the agreement of the Chief Elected Official ('CEO'), shall develop and enter into an MOU (between the LWDB and the one-stop partners), consistent with Section 121(c)(2), concerning the operation of the one-stop delivery system in each local area.

WHEREAS, WIOA Section 121(b)(1)(A)(iii) mandates all entities that are required partners in a local area ('Partners') to enter into an MOU with the LWDB relating to the operation of the one-stop system, pursuant to WIOA Section 121 (c).

WHEREAS, WIOA Section 121(b)(1) identifies the required programs or activities, and requires that each entity that carries out a program or activities ('Partners') in *Arapahoe County and Douglas County* shall:  
(a) provide access through the one-stop delivery system to such program or activities carried out by the Partner, including making the career services described in WIOA section 134(c)(2) that are applicable to the program or activities available at the one-stop centers (in addition to any other appropriate locations);  
(a) use a portion of the funds available for the program and activities to maintain the one-stop delivery system, including payment of the infrastructure costs of one-stop centers in accordance with WIOA Sec. 121(h); (c) enter into a MOU with the LWDB, relating to the operation of the one-stop system, that meets



the requirements of WIOA Sec. 121(c); (d) participate in the operation of the one-stop system consistent with the terms of this MOU, the requirements of this title, and the requirements of the Federal laws authorizing the program or activities; and (e) provide representation on the State board to the extent provided under WIOA Sec. 101.

WHEREAS, WIOA Section 121(b)(2) prescribes how other entities that carry out programs other than those required under WIOA Section 121(b)(1)(B) may be one-stop partners for the local area of *Arapahoe and Douglas counties* as additional Partners and provide the services available under their programs through the *Arapahoe/Douglas Works! Workforce Center* one-stop delivery system. partners are Partners for the local area. Therefore, all entities that participate in the local area of *Arapahoe and Douglas Counties* service delivery system as Partners, whether required or additional, must be Parties to this MOU and must abide by the terms prescribed herein and by all applicable federal, state, and local rules, plans, and policies as applicable to the Partner and authorized under the Partner's relevant legislation and in keeping with federal guidelines.

WHEREAS, WIOA Section 121(b)(1)(A)(iv) indicates that the requirements of each Partner's authorizing legislation continue to apply under the local area of *Arapahoe and Douglas counties* workforce system and that participation in the operation of the *Arapahoe/Douglas Works! Workforce Center* one-stop delivery system is in addition to the requirements of WIOA and other requirements applicable to each Partner under each authorizing law.

NOW THEREFORE, this MOU identifies (1) the duration of the MOU as well as the procedures for amending it during the term or period covered by the MOU, (2) the specific services provided by the Partner, (3) the procedures used to refer individuals between the Partners for the provision of appropriate services and activities, and (4) the method by which the cost of these services will be allocated and shared, if applicable.

## I. TERM

The Parties' performance under this MOU shall commence on the later of (a) **July 1, 2020**, or (b) the date this MOU becomes fully executed (the 'Effective Date'). This MOU shall remain in effect until **June 30, 2022**, unless previously terminated or updated by one of the Parties pursuant to the terms of this MOU.

## II. SCOPE

This MOU is entered into by and between the Parties for the delivery of services within the one-stop system, including the coordination of service delivery and the referral of customers, for the *Arapahoe/Douglas local* area. WIOA §121(b) identifies both the required and the optional programs and activities that may be carried out by Partners in the *Arapahoe/Douglas* area.

- A. One-Stop Partner Services: Exhibit A hereto sets forth the specific services that the Parties will provide in the Local Area in which the Partners operate. Exhibit A is attached hereto and incorporated herein by reference as if fully set forth herein. Beginning on the Effective Date and continuing throughout the term of this MOU, the Parties agree to work collaboratively to carry out the provisions of WIOA and this MOU and to provide the services set forth in its signed Exhibit A.



Each Party agrees (1) to promptly notify the other Parties if, for any reason, the Party fails to provide

or is unable to provide the services set forth in its signed Exhibit A and (2) to amend its Exhibit A in accordance with this MOU if, for any reason, Exhibit A no longer accurately or completely describes the services provided by the Parties.

**B. Cost Sharing**

**1. Negotiation of the Infrastructure Funding Agreement ('IFA')**

The Colorado Workforce Development Council ('CWDC'), with the authority of the Governor, provides that (a) each Partner that operates in the Local Area is required to begin contributing its Proportionate Share of the Total Costs of operating each comprehensive and affiliate one-stop center in the Local Area ('One-Stop Delivery System Budget') no later than January 1, 2018; (b) the cost sharing methodology must be decided by consensus agreement among the LWDB, the CEO, and all the Parties; (c) if any Party fails to agree to a IFA that meets the requirements set forth by the CWDC by the October 1, 2017 the State will implement the State Funding Mechanism to determine each Partner's Contribution.

The Parties agree to participate in good faith in the negotiation of an IFA that meets all requirements set forth by the CWDC by October 1, 2017. At a minimum, the IFA should (a) specify the effective time period, which may be different from that of the duration of the MOU; (b) identify the Infrastructure Costs, Shared Costs and Total Costs; (c) identify the formula used to calculate Proportionate Share; (d) identify the CEO, the LWDB, and the Parties participating in the IFA; and (e) establish a process by which the Parties will reconcile the Total Costs, the Proportionate Share and the Partner Contribution at least once per quarter throughout the term of the IFA. Upon agreement, any IFAs for the local area shall be incorporated as legally binding components of this MOU as if fully set forth herein, and shall be attached hereto and incorporated herein as Exhibit B.

The Parties agree that (a) the Infrastructure Costs, Shared Costs and Total Costs will be calculated using actual cost data, where possible, or reasonable cost estimates, where actual data is not available; (b) the cost data or estimates underlying the calculation of the Infrastructure Costs, Shared Costs and Total Costs will be disclosed to the Partners; (c) the methodology for calculating each Partner's Proportionate Share of the Total Costs will be determined through a reasonable cost allocation methodology that assigns costs to Partners in proportion to relative benefits received; (d) the Parties will negotiate in good faith to identify the methodology as well as the formula by which each Partner will make the Partner Contribution and to establish a process by which the Parties will reconcile the Total Costs, the Proportionate Share and the Partner Contribution at least once per quarter throughout the term of the IFA; and (e) in negotiating the IFA, the Parties will comply with both the letter and the spirit of the WIOA law, regulations, Office of Management and Budget Circulars, and CWDC-issued policy guidance.

**2. Abide by State Funding Mechanism, if Implemented, Subject to the Appeals Process**

If the Parties fail to agree to an IFA that meets the requirements of the CWDC by October 1, 2017, the State will implement the State Funding Mechanism to determine each Partner's Contribution.

As applicable, (a) the Parties agree to abide by the terms of the State Funding Mechanism, if implemented, subject to the appeals process set forth by the CWDC; and (b) the Partners who



are not subject to the State Funding Mechanism agree that, if the State Funding Mechanism is implemented, such Partner will continue in good faith to negotiate an IFA that meets the requirements of the CWDC.

### III. PROVISIONS

#### A. Termination of MOU

- (1) Any Party wishing to terminate this MOU must provide written notice, by certified mail, return receipt requested, stating its intent to terminate to the other Parties at least thirty (30) days prior to the effective date of termination of the MOU. All rights and obligations of the Parties under this MOU shall cease on the effective date of such termination, with the sole exception of any liabilities which the Parties may have incurred and the Parties' confidentiality obligations under Paragraph IV.B.
  - (a) Per WIOA Section 121, any Partner that terminates its role as a Party to this MOU is no longer eligible to participate as a Partner with the Local Workforce system and will not be permitted to serve on the LWDB as a Partner representative.
  - (b) A Partner of this MOU that subsequently loses federal funding or the authority to administer the federal program in the Area and therefore no longer qualifies as a required Partner under WIOA Section 121(b)(1) must send written notice of the change in status to all the Parties as soon as possible. In such an event, a formal amendment to this MOU per Paragraph B of this Article will be required. The entity may continue as an additional Partner if mutually agreed to by the Arapahoe/Douglas Workforce Board and the remaining Partners.

#### B. Modifications and Amendments

- (1) Except as specifically provided in this MOU, modifications of this MOU shall not be effective unless agreed to in writing by the Parties in an amendment to this MOU, properly executed and approved in accordance with applicable state and local laws, rules, and policies.
- (2) In accordance with 20 CFR 678.500(d) the Parties agree to review the terms of this MOU not less than every three (3) years following the Effective Date to reflect any changes in the delivery of services, signatory official of the Parties, or one-stop infrastructure funding. Each Party to this agreement shall inform the other of any such changes until such time the agreement is modified in accordance with Section III.B(1) above. Should the need arise, the Parties may review the MOU on a more frequent basis and if substantial changes have occurred, amend the MOU to ensure appropriate funding and delivery of services. *Arapahoe/Douglas Workforce Board* shall initiate and oversee periodic review(s).
- (3) The Parties may modify an exhibit attached to this MOU without written amendment to the MOU; provided, however, that no such modification to an exhibit shall result in or be binding on the Parties if the modification requires an increase to a Party's total amount of cost sharing costs as set forth in Exhibit B. Any modification to an exhibit agreed to by the parties that requires an increase in a Party's total amount of cost sharing costs shall be evidenced by a



written amendment to this MOU prepared and executed by both parties in accordance with Section III.B.(1) above.

The parties shall, in each instance, memorialize in writing any and all modifications to an exhibit by revising and restating that exhibit and referencing the contract control numbers, if any, for this MOU. A proposed modification to an exhibit will be effective only when it has been approved in writing by the authorized representatives of the Parties, and if applicable, approved as to form by each Party's legal counsel. Each modified Exhibit shall contain the date upon which the modified exhibit shall take effect.

**C. Appropriations/Funding.**

(1) WIOA Sec. 121(c)(2)(A)(ii) requires that the funding arrangements for services and operating costs of the Arapahoe/Douglas Works! Workforce Center One-Stop service delivery system must be described in this MOU. Under WIOA, each Partner that carries out a program or activities in a Arapahoe/Douglas Works! One-Stop Center or otherwise in the Local Area must use a portion of its funds available for such programs and activities, to operate and maintain the Arapahoe/Douglas Works! One-Stop delivery system, including proportional payment of the Infrastructure Costs, Additional Costs, and Total Costs of the Arapahoe/Douglas Works! One-Stop Centers (20 CFR § 678.700). All cost sharing agreements set forth in Exhibit B or elsewhere in this MOU are subject to all federal laws, rules, regulations, Office of Management and Budget Circulars, and guidance governing the specific program or activities for which cost sharing is required under WIOA. All obligations of the Parties under this MOU for cost-sharing arrangements, whether in whole or in part, are subject to and contingent upon the continuing availability of federal funds authorizing the program or activity for which cost sharing is required under WIOA and shall extend only to funds appropriated annually by the State of Colorado or Arapahoe County or Douglas County, paid into its Treasury, and encumbered for the purpose of this MOU.

(2) In the event that federal funds, or any part thereof, are not awarded to a Party for a program or activity for which cost sharing is required under WIOA or are reduced or eliminated by the federal government, the Parties may modify Exhibit B, in accordance with Section III.B., or the Party whose program or activity was not funded or was reduced or eliminated may terminate this MOU in accordance with Section III.A.

(3) None of the Parties, by this MOU, irrevocably pledges present case reserves for payments in future fiscal years. The MOU does not and is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation for any Party.

**IV. ADDITIONAL PROVISIONS**

A. **Record Maintenance and Inspection:** Each Party shall make, keep and maintain a complete file of all records, documents, communications, notes and other written materials, and electronic media files, pertaining in any manner to the performance of this MOU until the later to occur of: (i) a period of three (3) years after the date this MOU expires or is earlier terminated, or (ii) the resolution of any pending disputes arising out of or relating to this MOU or the Parties' rights and obligations hereunder. This section shall be deemed to supplement and not replace any additional record maintenance and inspection requirements that a Party's funding authority or program may be bound by. All Parties shall continue to adhere to such other record maintenance





and inspection requirements in addition to those set forth in this section.

- B. Confidentiality and Data Sharing: The Parties will have access to and contribute to information and materials of a highly sensitive nature, including confidential information. During the term of this MOU and at all times thereafter, Parties shall not collect, use or disclose any confidential information except to the extent such use or disclosure is necessary in the performance of this MOU. In accordance with but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as applicable state and federal law, rules, regulations, and waivers, all Parties shall actively secure and share confidential participant information and records. The Parties shall not share another Parties' confidential data unless allowed by state, and federal law, rules, regulations, and waivers. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.
- C. Dispute Resolution: If Parties disagree on the implementation of this MOU or the performance of services hereunder, the Parties or their representatives will attempt to resolve their disagreement through negotiation. If the Parties cannot reach a resolution through this negotiation, the LWDB will attempt to resolve the differences with the assistance of the Partner or representative. If the Parties' disagreements cannot be resolved at this level, the LWDB must report failure to resolve the dispute with a required partner to the local elected official, Governor, the CWDC, and the State agency responsible for administering the Partner's program. If the State in collaboration with the local elected official cannot assist the LWDB in resolving the disagreement, the CWDC must report the failure to the Secretary of Labor and to the head of any other Federal agency with responsibility for oversight of a Partner's program (20 CFR Part 678.510).
- D. Entire MOU: The Parties recognize and agree that no Party has made or authorized any understanding beyond that expressly set forth in the MOU, and no oral representation, promise, or consideration different from the terms herein contained shall be binding on either Party, or its agents or employees, hereto. This MOU embodies the entire agreement between the Parties referring to the subject matter between the Parties hereto and there are no promises, terms, conditions, or obligations referring to the subject matter whereof than as contained herein.
- E. Severability: Should any other provisions of this MOU be held to be invalid or unenforceable, then the balance of the MOU shall be held to be in full force and effect as though the invalid portion was not included; provided, however, that should the Party or Parties who would receive the benefits of the provision, were it not invalid or unenforceable, shall have the option to terminate this MOU, forthwith.
- F. Independent Contractor: The Parties recognize and agree that each Party is an independent contractor for all purposes, both legal and practical, in performing services under this MOU, and that each Party and its agents and employees are not agents or employees of the other Party for any purpose. As an independent contractor, each Party shall be responsible for employing and directing their own personnel and agents as is required to perform the services provided pursuant to this MOU, and shall exercise complete authority over its own personnel and agents, and shall be fully responsible for their actions. Each Party acknowledges that their agents and employees are not agents or employees of the other Party, for any purpose.

Nothing in this MOU will be construed to make one Party an employee, franchisee, joint venturer, agent or Partner, of the other Party. No Party will represent itself to have any authority to bind



any other Party to act on its behalf, except as expressly set forth herein. No Party will have the right to represent itself as having the authority to pledge the other Party's credit or extend credit in the other Party's name. No Party will have the right to execute any agreements in the other Party's name, or to bind the other Party in any way.

The Parties acknowledge that they are not entitled to unemployment benefits or workers compensation benefits from the other Party, its elected officials, agents or any program administered or funded by the other Party. The Parties shall be entitled to unemployment coverage or workers compensation insurance only if unemployment compensation coverage or workers compensation coverage is provided by that Party's Program or some other entity that is not a Party to this MOU.

- G. Third Party Indemnification: To the extent permitted by law, each Party shall defend, indemnify and hold harmless the State and its officers and employees from any and all claims, liabilities or penalties suffered by the State or its officers and employees, and any and all claims, liabilities or penalties asserted against the State or its officers and employees, by or on behalf of any person, on account of, based on or resulting from, or arising out of (or claimed to have arisen out of) the acts or omissions of the Non-State Party. Notwithstanding the foregoing, nothing herein shall be deemed to constitute a waiver of the State's or any governmental entity's sovereign immunity, which immunity is hereby reserved to the State or other governmental entity which is a Party to this MOU.
- H. Governmental Immunity: Liability for claims for injuries to persons or property arising from the negligence of the Parties, their departments, institutions, agencies, boards, commissions, committees, bureaus, offices, officials, and employees shall be controlled and limited by the provisions of the Governmental Immunity Act § 24-10-101, et seq.; the Federal Tort Claims Act, 28 U.S.C. Pt. VI, Ch. 171 and 28 U.S.C. 1346(b), and the risk management statutes, C.R.S. § § 24-30-1501, et seq., as amended.
- I. Third-Party Beneficiary: The enforcement of the terms and conditions of this MOU and all rights of action relating to such enforcement, shall be strictly reserved to the Parties, and nothing contained in this MOU shall give or allow any claim or right of action whatsoever by any non-Party. It is the express intent of the Parties to this MOU that any person receiving services or benefits under this MOU shall be deemed an incidental beneficiary only.
- J. Assignment: The Parties' rights and obligations hereunder are personal and may not be transferred, assigned, or subcontracted without the prior written consent of the LWDB. Any attempt at assignment, transfer, or subcontracting without the written consent of the LWDB shall be void.
- K. Compliance with Law: The Parties shall strictly comply with all applicable federal and state laws, rules, and regulations in effect or hereafter established, including, without limitation, laws, rules and regulations applicable to discrimination and unfair employment practices. Any changes to such laws are deemed to have been incorporated into this MOU as of the date such changes take effect.
- L. Breach: No waiver of any breach of this MOU shall be held to be a waiver of any other or subsequent breach. All remedies afforded under this MOU shall be taken and construed as cumulative, that is, in addition to every other remedy provided herein or by law.



M. Notices: For all notices required to be provided under this MOU, all such notices shall be in writing, and shall be either sent by certified mail, return receipt requested, or hand-delivered to the following representatives of the Parties at the following addresses. The Parties may designate in writing a new or substitute representative.

For Arapahoe County: Arapahoe County Attorney  
Arapahoe County  
5334 South Prince Street  
Littleton, Colorado 80120-1136

Colorado Department of Labor  
And Employment  
Division of Vocational  
Rehabilitation:  
  
Kristin Corash, Director  
Colorado Department of Labor and Employment  
Division of Vocational Rehabilitation  
633 17<sup>th</sup> Street, 15<sup>th</sup> Floor  
Denver, CO 80202

And copies to: Procurement Official  
Colorado Department of Labor and Employment  
633 17<sup>th</sup> Street, 11<sup>th</sup> Floor  
Denver, CO 80202  
Lisa.Eze@state.co.us

For Arapahoe/Douglas  
Workforce Local Area: Arapahoe/Douglas Works!  
6964 South Lima Street  
Centennial, Colorado 80112

And copies to: Kelly Folks  
Division Manager  
6974 South Lima Street  
Centennial, Colorado 80112  
[kfolks@arapahoegov.com](mailto:kfolks@arapahoegov.com)

N. Ownership of Materials and Information: Unless otherwise provided for in this MOU, the Parties agree that all material, information, data, computer software, documentation, studies, and evaluations produced by the State in the performance of this MOU are the sole property of the State.

O. Conflict of Interest: Each Party acknowledges that with respect to this MOU, even the appearance of a conflict of interest is harmful to the Party's interests. Each Party shall refrain from any practices, activities, or relationships that reasonably may appear to be in conflict with the full performance of such Party's obligations under this MOU.





- P. Authorization: Each person signing this MOU represents and warrants that he or she is duly authorized to execute this MOU. Each Party represents and warrants to the other Parties that the execution and delivery of this MOU and the performance of such Party's obligations have been duly authorized. If requested, each Party agrees to provide proof of such authority within fifteen (15) days of receiving such request.
- Q. Counterparts: This MOU may be executed in multiple identical original counterparts, all of which shall constitute one agreement.
- R. Notice of Pending Litigation: Each Party shall notify the other Parties, in writing, within five (5) business days after being served with a summons, complaint or other pleading filed in any federal or state court or administrative agency that involves services provided under this MOU or is otherwise related to this MOU.
- S. CORA Disclosure: To the extent not prohibited by federal law, this MOU and its exhibits are subject to public release through the Colorado Open Records Act, C.R.S. § 24-71-101, et seq. This MOU is not intended to supersede the Parties' obligations under CORA.
- T. Choice Of Law: Colorado law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this MOU. Any provision included or incorporated herein by reference which conflicts with said laws, rules, and regulations shall be null and void. Any provision rendered null and void by the operation of this provision shall not invalidate the remainder of this MOU, to the extent capable of execution.
- U. Fund Availability: CRS §24-30-202(5.5). Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.
- V. Employee Financial Interest/Conflict Of Interest: CRS §§24-18-201 and 24-50-507. The signatories aver that to their knowledge, no employee of the State has any personal or beneficial interest whatsoever in the service or property described in this contract. Required Partner has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of Required Partner's services and Required Partner shall not employ any person having such known interests.

**V. LAW, ASSURANCES and CERTIFICATIONS**

- A. The Parties shall comply with all applicable laws, executive orders, ordinances, rules, regulations, policies and procedures prescribed by Arapahoe County and Douglas County, the State of Colorado, and the United States Government, including the following provisions:
  - (i) Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
  - (ii) Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
  - (iii) Section 504 of the Rehabilitation Act of 1973, as amended,
  - (iv) Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 24 CFR Part 99)
  - (v) The Americans with Disabilities Act of 1990 (Public Law 101-336),
  - (vi) Priority of service for veterans in U.S. Department of Labor funded programs (38 U.S.C. § 4215)



- (vii) Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,
- (viii) The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99),
- (ix) Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),
- (x) The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),
- (xi) Title IX of the Education Amendments Act of 1972 (20 U.S.C. §1681),
- (xii) All amendments to each, and
- (xiii) All requirements imposed by the regulations issued pursuant to these acts.

The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

**B. Additionally, as applicable, all Parties shall:**

- (i) Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on any or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers, and
- (ii) Agree that all equipment and furniture purchased by any Party for purposes described herein shall remain the property of the purchaser after the termination of this Agreement.

**C. Drug and Alcohol-free Workplace**

All Parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR Part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

**D. Certification Regarding Lobbying**

All Parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. §1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

**E. Debarment and Suspension**

All Parties shall comply with the debarment and suspension requirements (E.O.12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

**F. Priority of Service**



All Parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S.C. § 4215 and its implementing regulations and guidance, and WIOA § 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

**G. Buy American Provision**

Each Party that receives funds made available under title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. § 49, et. seq.) certifies that it will comply with Sections 8301 through 8303 of title 41 of the United States Code (commonly known as the "Buy American Act.") and as referenced in WIOA § 502 and 20 CFR 683.200(f).

**H. Salary Compensation and Bonus Limitations**

Each Party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, TEGL 17-15, Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2016; Final PY 2016 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and Workforce Information Grants to States Allotments for PY 2016, Public Laws 114-113 (Division H, title I, Section 105) and 114-223, and WIOA § 194(15)(A), restricting the use of federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

**I. Digital Signatures**

If any signatory signs this agreement using a digital signature in accordance with the Colorado State Controller Contract, Grant and Purchase Order Policies regarding the use of digital signatures issued under the State Fiscal Rules, then any agreement or consent to use digital signatures within the electronic system through which that signatory signed shall be incorporated into this MOU by reference.

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IN WITNESS WHEREOF the Parties hereto have duly executed this MOU as of the 1<sup>st</sup> day of July, 2020 or the latest date written below.

ATTEST:

Signatures:

  
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 \_\_\_\_\_  
 Kristin Corash, Director  
 Colorado Department of Labor and Employment  
 Division of Vocational Rehabilitation

9/27/2021  
 \_\_\_\_\_  
 Date

  
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 \_\_\_\_\_  
 Peter Hancock, Chair  
 Arapahoe/Douglas Workforce Board

9/27/2021  
 \_\_\_\_\_  
 Date

  
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 \_\_\_\_\_  
 Chair, Board of County Commissioners  
 Arapahoe County Government  
 Or authorized designee pursuant to Reso. No.  
 21-062

9/27/2021  
 \_\_\_\_\_  
 Date

In accordance with §24-30-202 C.R.S., this MOU is not valid until signed and dated below by the State Controller or an authorized delegate.

**STATE CONTROLLER**



**Robert Iaros. CPA. MBA, JD**

DocuSigned by:

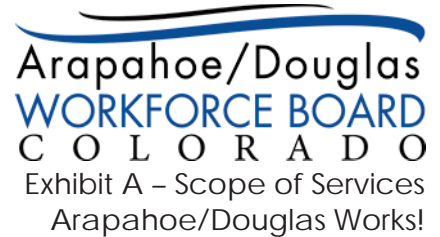
*Paulina Delora*

BDB2A3AEA4484F4...

Paulina Delora, MBA, CPA  
State Controller Delegate

Effective Date: 9/28/2021





Name of One-Stop Partner: Colorado Department of Labor and Employment  
 Type of Program: Vocational Rehabilitation  
 Address, City, State, Zip Code: 633 17<sup>th</sup> Street, 15<sup>th</sup> Floor, Denver, CO 80202  
 Telephone Number: 303.534.9378 Fax Number: \_\_\_\_\_  
 Web Site: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Please provide detailed descriptions of each of the following:

**I. Access to Services**

- a. Describe the manner in which the One-Stop Partner will fulfill the access requirement. Provide details. The options are (1) co-location; (2) cross-trained staff; and (3) direct technological linkage.**

WIOA Section 121(b)(1)(8) identifies the programs, services and related activities that must be provided through the Arapahoe/Douglas Workforce Center service delivery system in each local area. WIOA Section 121(c)(2) requires this MOU to include a description of the services that will be provided through the local area's service delivery system and to identify the service delivery method(s) each partner will use to deliver the services. This MOU will also identify the career services, training, and employer services that each partner will provide to ensure that all parties' responsibilities are clearly identified herein.

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

The Arapahoe/Douglas Works! one-stop delivery system is designed to help job seekers access employment, education, training, and/or support services, as appropriate, to succeed in the labor market; and, to match employers with the skilled workers, as needed, to compete in the global economy.

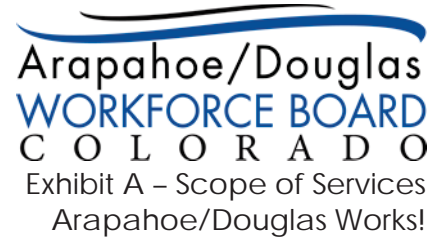
Arapahoe/Douglas Works! looks to continually explore avenues that create skills attainment and wage increase/progression for low and low-middle skilled job seekers.

Arapahoe/Douglas Works! will look to increase access to high quality workforce services, in accordance with priority of service requirements, to prepare jobseekers with barriers for competitive integrated employment. Moreover,

Arapahoe/Douglas Works! will integrate service delivery strategies to improve services to individuals with disabilities.

Arapahoe/Douglas Works! will provide reasonable accommodations pursuant to the Americans with Disabilities Act (ADA), as well as programmatic accessibility to employment and/or training services for targeted populations, as appropriate.

Access to information, which may include, but is not limited to, information on Arapahoe/Douglas Works! program offerings and services, information pertaining to Arapahoe/Douglas Works! program orientation



and intake processes, talent development and workforce information such as, labor market information (LMI), partner and resource information, upcoming events, workshops, and assessments is available to onsite and offsite customers through the Arapahoe/Douglas Works! website via [www.adworks.org](http://www.adworks.org).

Arapahoe/Douglas Works! will continually look to streamline technology and processes, whenever necessary and feasible, to ensure best-in-class customer-centered design methodologies are actualized.

WIOA-proficient Arapahoe/Douglas Works! employees will be available at our comprehensive center, as well as at our satellite locations. Arapahoe/Douglas Works! WIOA program employees will travel, as needed and appropriate, to various offsite and partner locations to ensure access and customer service.

Arapahoe/Douglas Works! office locations make available access to computers and other office technology, which may include, but is not limited to, telephones, copiers, printers, and scanners. Our comprehensive, main office location is co-located with Wagner Peyser career services, veterans programs, Trade Adjustment Assistance (TAA), Temporary Assistance for Needy Families (TANF)/Colorado Works, and Employment First (EF)/SNAP E&T programming.

Appropriate Arapahoe/Douglas Works! and partner employees will be cross-trained on program eligibility and corresponding service delivery offerings to ensure a no-wrong door service delivery model is realized for customers. Furthermore, strong partnerships have been established with other community partners, which may include, but is not limited to, the Department of Vocational Rehabilitation (DVR), other adult education entities, mental health service providers, justice-involved facilities and programs, mature worker programs, and youth and young adult service providers and programs. These aforementioned partnerships help to ensure customer service delivery is seamless and universal.

DVR will provide service delivery, through co-location at the one stop, for Vocational Rehabilitation services as deemed appropriate and necessary by all parties.

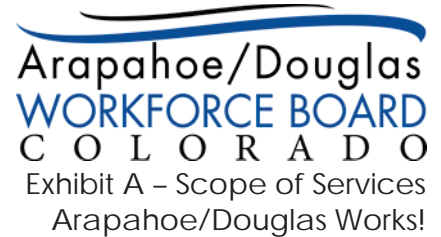
DVR collaborates and coordinates with many community vendors and service providers, including the programs located at and provided through the Workforce Center. Through a combination of cross-trainings, regular joint meetings and overall relationship building activities, DVR staff will work closely with Workforce Center staff to ensure that program services and parameters are well known and understood by all and that common clients receive services leading to employment that are well-coordinated.

Cross train staff to increase joint program understanding and provision of high quality services, referrals and access to programs.

DVR will provide informational brochures to customers at each partner's main location.

Access to information, which may include, but is not limited to, information on Arapahoe/Douglas Works! program offerings and services, information pertaining to Arapahoe/Douglas Works! program orientation and intake processes, talent development and workforce information such as, labor market information (LMI), partner and resource information, upcoming events, workshops, and assessments is available to onsite and offsite customers through the Arapahoe/Douglas Works! website via [www.adworks.org](http://www.adworks.org).

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- b. Describe methods to ensure that needs of workers, youth and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the One-Stop Delivery System.**

The AJC will follow all applicable Federal, state and local laws to ensure that the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities are addressed. Workers, including CDLE Division of Vocational Rehabilitation staff, will be provided a fully functional, ergonomically designed work station, including any necessary reasonable accommodations consistent with the AJC staffing policies for staff with similar function and work duties and in accordance with other Federal and state guidance and agreements.

## **II. Service Delivery**

- a. Describe services you will provide, coordination of services and delivery of services. Include physical location where services will be provided. Identify which items will be available at workforce centers and which will be available at other locations.**

### **Career Services:**

Career Services will include, but are not limited to the career village, career resource center, internet access, labor market information, job search, Business Assessment Center (skills assessment) and training provider information.

Assisted Career Services will include, but are not limited to orientation, intake, eligibility determination, skill assessment, job search and placement assistance, client-centered approach to job navigation, and job referrals.

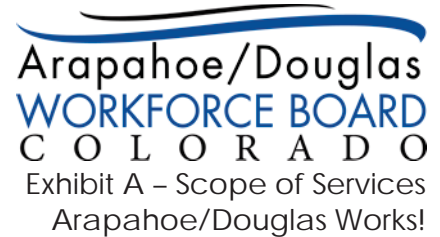
Intensive Career Services will include, but are not limited to comprehensive assessment, counseling, case management, and pre-vocational services.

Arapahoe/Douglas Works! will look to build opportunities to increase services available to persons with disabilities and hard to serve populations enrolled in WIOA services.

Arapahoe/Douglas Works! will provide intensive group workshops specifically designed to assist WIOA participants.

In addition to the career services listed above, Arapahoe/Douglas Works! provides an array of workshops to include but not limited to; Resume Concepts, Interviewing, Navigating LinkedIn, Guide to Federal Employment, Facebook for Job Search, Virtual Resume, Twitter for Job Search, and Salary Negotiation.

Arapahoe/Douglas Works! will continue coordination of programs and resources to support a comprehensive system that seamlessly provides training related services within regional targeted industries.



### **Business Services:**

All of the 11 core business services will be available at both physical locations served by the local board. Many of the core services will be delivered based on size of the anticipated event and concentration of the targeted customer base.

The business services team will coordinate activities with formula program staff, other workforce local areas and partner agencies. Sector partnership work as well as quarterly partner (including DVR Business Outreach Specialists) roundtable discussions are examples of strategies for effective coordination of services to our business customers that will be implemented.

Business Services will be delivered based on the needs of the businesses and can be delivered on-site (at any of the three Arapahoe/Douglas Works! sites), at the employer location, or other off-site venues as appropriate.

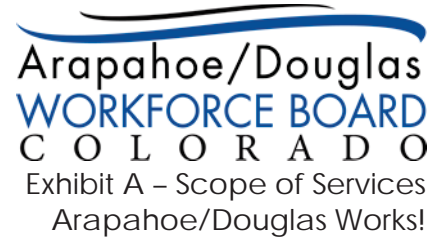
### **WIOA Adult Programming:**

Arapahoe/Douglas Works! WIOA Adult programming will focus on targeted populations which may include, but is not limited to, veterans, low- income, benefits-attached, those who are “basic skills deficient,” mature workers, justice involved, single parents, homeless, refugees, individuals with disabilities, those without a high school diploma, those who speak English as a second language, as well as other individuals who have barriers to employment.

Arapahoe/Douglas Works! offers a variety of services available to WIOA Adult-eligible customers. Individual career services, available to all Arapahoe/Douglas Works! Adult customers, may include, but is not limited to, the career village, the career resource center, staff facilitated workshops, job search and career guidance encompassing labor market information and training provider information, hiring events and specialized hiring events. Staff assisted career services may include, but is not limited to orientation, intake, WIOA Adult eligibility determination, skill assessment, job search and placement assistance, customer-centered approach to job navigation and job referrals, as well as a variety of career assessments. Staff assisted, intensive one-on-one career services may include, but is not limited to, comprehensive assessment, counseling, case management, and pre-vocational services.

Arapahoe/Douglas Works! will look to provide access to, for appropriate WIOA Adult-eligible customers, which may include, but is not limited to, intensive career guidance, access to career pathways and work-based learning opportunities, supportive services, job development and placement activities, employment and soft-skills related workshops, and follow-up services

Arapahoe/Douglas Works! has a tiered training policy with additional funding assistance for occupational training and work-based learning opportunities for appropriate WIOA Adult-eligible customers, targeted in the industries of Aerospace, Aviation, Biosciences, Broadband, Construction, Engineering, Finance and Insurance, Healthcare and Wellness, Hospitality, Information Technology, and Manufacturing. Arapahoe/Douglas Works! will focus on training and work-based learning opportunities within these regional targeted industries. Work-based learning opportunities, which may include, but is not limited to, work training experiences for appropriate customers, as well as on-the-job training (OJT) contracts, pre-apprenticeship and apprenticeship opportunities, as suitable. Arapahoe/Douglas Works! will focus on training related placements and career pathways. Arapahoe/Douglas Works! will utilize assessments and regional LMI data to identify occupations within specified, targeted industries to make available training necessary to increase the marketable skillset of appropriate WIOA Adult customers.



Arapahoe/Douglas Works! meets regularly with partner organizations to inform external agencies about current WIOA Adult program-funded services. When appropriate, Arapahoe/Douglas Works! conducts offsite orientation and intake sessions to heighten awareness about career services and to help to mitigate customer impacts.

WIOA Adult services will be available at the primary location and at satellite offices, as designated, to ensure access to program services to those with limitations to the primary location.

Via a sector approach, Arapahoe/Douglas Works! will coordinate with businesses/industry and with education/training providers to identify labor needs and mitigate skills gaps.

**WIOA Youth/Young Adult Programming:**

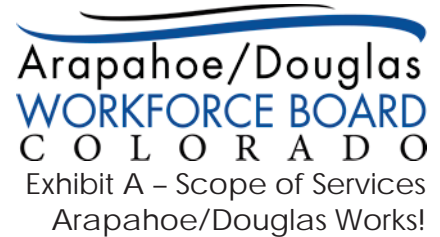
Arapahoe/Douglas Works! WIOA Youth/Young Adult programming will focus on targeted populations, which may include, but is not limited to, veterans, low- income, benefits-attached, those who are “basic skills deficient,” justice involved, pregnant and/or parenting youth/young adults, homeless, refugees, individuals with disabilities, those without a high school diploma, and those who speak English as a second language.

Arapahoe/Douglas Works! offers a variety of services available to WIOA Youth/Young Adult-eligible customers. Individual career services, available to all Arapahoe/Douglas Works! Youth/Young Adult customers, may include, but is not limited to, the career village, the career resource center, staff facilitated workshops, job search and career guidance encompassing labor market information and training provider information, hiring events and specialized hiring events. Staff assisted career services may include, but is not limited to, orientation, intake, WIOA Youth/Young Adult eligibility determination, skill assessment, job search and placement assistance, customer-centered approach to job navigation and job referrals, as well as a variety of career assessments. Staff assisted, intensive one-on-one career services may include, but is not limited to, comprehensive assessment, counseling, mentoring, leadership development, case management, and pre-vocational services.

Arapahoe/Douglas Works! will look to provide access to, for appropriate WIOA Youth/Young Adult-eligible customers, which may include, but is not limited to, intensive career guidance, access to career pathways and work-based learning opportunities, supportive services, job development and placement activities, employment, financial literacy, and soft-skills related workshops, as well as follow-up services.

Arapahoe/Douglas Works! has a tiered training policy with additional assistance available for occupational training and work-based learning opportunities for appropriate WIOA Youth/Young Adult-eligible customers, targeted in the industries of Aerospace, Aviation, Biosciences, Broadband, Construction, Engineering, Finance and Insurance, Healthcare and Wellness, Hospitality, Information Technology, and Manufacturing. Arapahoe/Douglas Works! will focus on training and work-based learning opportunities within these regional targeted industries. Work-based learning opportunities, which may include, but is not limited to, work training experience, on-the-job training (OJT) contracts, pre-apprenticeship and apprenticeship opportunities, as suitable. Arapahoe/Douglas Works! will focus on training related placements and career pathways. Arapahoe/Douglas Works! will utilize assessments and regional LMI data to identify occupations within specified, targeted industries to make available training necessary to increase the marketable skillset of appropriate WIOA Youth/Young Adult customers.



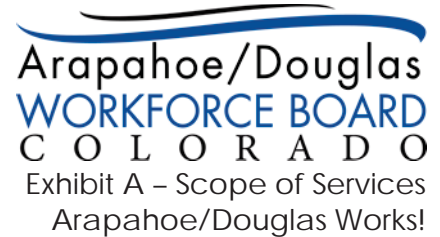


Pursuant to WIOA Section 129(c)(2), Arapahoe/Douglas Works! will provide access to the fourteen youth/young adult program elements to appropriate WIOA-eligible Youth/Young Adult customers at all designated office locations.

The fourteen youth/young adult program elements include:

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.
2. Alternative secondary school services or dropout recovery services.
3. Paid and unpaid work training experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
  - a. Summer employment opportunities and other employment opportunities available throughout the school year;
  - b. Pre-apprenticeship programs;
  - c. Internships and job shadowing; and
  - d. On-the-job training opportunities.
4. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area.
5. Education offered concurrently with, and in the same context as, workforce preparation activities and training for a specific occupation or occupational cluster.
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.
7. Supportive service.
8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation.
9. Follow-up services for not less than 12 months after the completion of participation; The Young Adult program offers a follow-up workforce specialist to all participants who have exited the WIOA program for a 12 month time period. The follow-up services include; transportation, supportive services, and comprehensive career guidance and counseling.
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual Young Adult.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
14. Activities that help young adults prepare for and transition to post-secondary education and training.

Arapahoe/Douglas Works! meets regularly with partner organizations to inform external agencies about current WIOA Youth/Young Adult program-funded services. When appropriate, Arapahoe/Douglas Works! conducts offsite orientation and intake sessions to heighten awareness about career services and to help to mitigate customer impacts.



WIOA Youth/Young Adult services will be available at the primary location and at satellite offices, as designated, to ensure access to program services to those with limitations to the primary location.

Via a sector approach, Arapahoe/Douglas Works! will coordinate with businesses/industry and with education/training providers to identify labor needs and mitigate skills gaps.

**Division of Vocational Rehabilitation:**

The Colorado Division of Vocational Rehabilitation (DVR) provides services to applicants and eligible individuals with disabilities across the state to support them in preparing for, securing, retaining, or regaining employment. DVR provides clients with one-on-one vocational guidance and counseling to assist each person to develop a specific employment goal and a step-by-step plan for accomplishing it. Each goal and plan is created after assessment of the ways a participant's disabilities affect his or her ability to perform job functions and succeed in a work environment. The plan and goal must also reflect the participant's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

DVR directly delivers and procures services for applicants and eligible individuals through a statewide network of approximately 27 field offices across Colorado. Approximately 105 Rehabilitation Counselors are supported by office teams of Business Outreach Specialists, administrative support staff, supervisors, rehabilitation technicians and other staff to deliver these services to approximately 12,000 Coloradans each year.

The types of services delivered are extremely individualized and dependent upon each client's unique disability, talents, circumstances and situation. DVR is able to provide a broad range of services that may bring about successful employment including training and education, physical and mental restoration, assistive technology, job seeking skills training, job placement assistance, required training or vocational supplies and materials, and many others that may be necessary and appropriate to assist an individual to become employed.

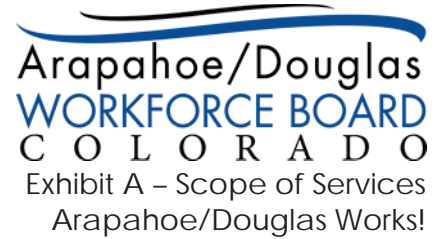
Make available programs, activities, and services, that include, but may not be limited to, adult education, literacy, workplace adult education and literacy activities, family literacy activities, English language acquisition activities, integrated English literacy and civics education, workforce preparation activities, or integrated education and training. (WIOA Law Sec. 203(2)).

Provide information to customers about one-stop center programs and services, both onsite and in the community;

Screen for potential program eligibility, and subsequently refer appropriate customers for potential WIOA service delivery;

Work in collaboration with the one-stop to define and develop outreach strategies ensuring customers needing services have knowledge of the various resources and program offerings available;

Conduct cross-trainings to appropriate one-stop center staff on processes, procedures, programs, and services;



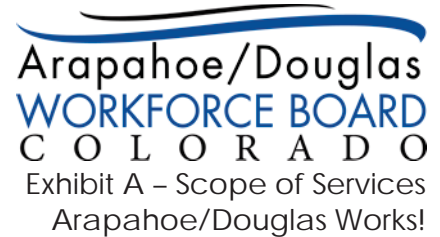
Provide marketing and informational materials on current programming and resources available. Resources and information may include, but is not limited to, pamphlets, fliers, calendars of classes and workshops;

Coordinate with Arapahoe/Douglas Works! to utilize [www.adworks.org](http://www.adworks.org) to post programmatic information and resources, as well as other materials as requested and appropriate.

All of the Parties agree to exchange information, discuss process and procedure improvements, and to develop strategic plan(s) to assist in service delivery collaboration, as needed and appropriate.

All of the Parties agree that the allocation for the services to be provided in this MOU is contingent on funding availability and both parties are aware allocations may change at any time.

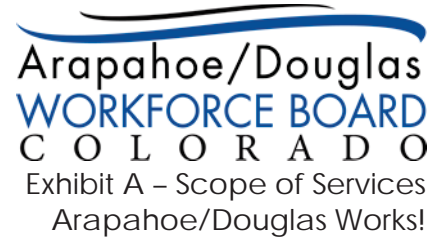
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- b. Identify the services the Partner Program provides in the chart below or in a narrative format. Enter a “X” for the services your program provides directly, enter a “R” for the services your program provides through referral, or enter a “B” for both. Enter services that your program provides that are not listed here in the blanks at the bottom of the chart.

**Partner Program Services:**

<i>Preliminary Services</i>		<i>Services Requiring Eligibility</i>		<i>Training Services</i>		<i>Employer Services</i>	
Public Information	X	Enrollment or Registration	R	Financial Assistance for Training	B	Job Listing	X
Outreach, Recruitment	X	Diagnostic Assessment	R	Occupational Skills Training	R	Candidate Screening	X
Determination of Program Appropriateness for Customer	X	Individual Self-Sufficiency or Employment Plans	X	On-the-Job Training	R	Candidate Testing	R
Orientation	X	Counseling: Group or Individual	X	Skills Upgrading	R	Job Referrals	X
Resource Center	B	Case Management	X	Re-Training	R	Space for Job Interviews	R
Initial Assessment	B	Basic Education, Literacy Training, GED Training	R	Entrepreneurial Training	R	Labor Market Information	B
Workshops	B	English as a Second Language Training	R	Apprenticeship Training	R	Local Economic Development Information	B
Career Information	X	Computer Literacy Training	R	Customized or Workplace Training	B	Employer Incentives	X
Labor Market Information	B	Job Readiness Training	B	Work Experience, Internship (including Summer Jobs)	B	Employer Seminars	B
Job Search Skills & Information	X	Life Skills Training	B			Job Fairs	B
Job Referrals	X	Supportive Services	B			Services to Laid Off Workers	B
Labor Market Information	B	Post Employment or Job Retention Services	X			Outplacement Services	R
Follow-Up	X	Tutoring, Study Skills Training	R			Job Analysis	B
Eligibility Determination	B	Leadership Development Activities	R			Focus Groups	R
		Mentoring	B				
		Alternative Secondary School	R				

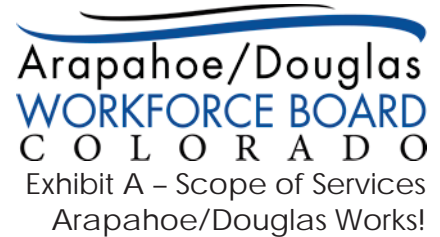


- c. Identify the services the One-Stop Center provides in the chart below or in a narrative format. Enter a “X” for the services your program provides directly, enter a “R” for the services your program provides through referral, or enter a “B” for both. Enter services that the center provides that are not listed here in the blanks at the bottom of the chart.

**One-Stop Center Services:**

<i>Preliminary Services</i>		<i>Services Requiring Eligibility</i>		<i>Training Services</i>		<i>Employer Services</i>	
Public Information	B	Enrollment or Registration	X	Financial Assistance for Training	B	Job Listing	X
Outreach, Recruitment	X	Diagnostic Assessment	X	Occupational Skills Training	B	Candidate Screening	X
Determination of Program Appropriateness for Customer	R	Individual Self-Sufficiency or Employment Plans	X	On-the-Job Training	X	Candidate Testing	X
Orientation	X	Counseling: Group or Individual	R	Skills Upgrading	X	Job Referrals	X
Resource Center	X	Case Management	B	Re-Training	B	Space for Job Interviews	X
Initial Assessment	X	Basic Education, Literacy Training, GED Training	B	Entrepreneurial Training	R	Labor Market Information	X
Workshops	X	English as a Second Language Training	R	Apprenticeship Training	B	Local Economic Development Information	X
Career Information	X	Computer Literacy Training	B	Customized or Workplace Training	X	Employer Incentives	R
Labor Market Information	X	Job Readiness Training	B	Work Experience, Internship (including Summer Jobs)	B	Employer Seminars	B
Job Search Skills & Information	X	Life Skills Training	B	Other:		Job Fairs	B
Job Referrals	B	Supportive Services	B			Services to Laid Off Workers	X
Labor Market Information	X	Post Employment or Job Retention Services	X			Outplacement Services	R
Follow-Up	X	Tutoring, Study Skills Training	R			Job Analysis	R
Eligibility Determination	X	Leadership Development Activities	R			Focus Groups	X
Other:		Mentoring	B			Other:	
		Alternative Secondary School	R				





### **III. Referrals**

#### **a. Describe how referrals for services will be coordinated. Including methods of referrals between partners, tracking referrals and related activities, coordination and follow through, and shared data systems and documentation.**

Arapahoe/Douglas Works! will use integrated and expert intake processes for all customers entering the one-stop center. Frontline staff will be highly familiar with functions and basic eligibility requirements of each required and additional partner program, and will be able to appropriately assist customers and make knowledgeable referrals to partner programs as needed and as appropriate.

Referrals from internal Arapahoe/Douglas Works! programs, community partners, training providers and/or other sources such as specialized grants, are filtered through the primary process to conduct an informational meeting to determine customer needs and eligibility. Streamlined processes will be used when necessary and appropriate to meet customer needs and to mitigate barriers.

Arapahoe/Douglas Works! will utilize Connecting Colorado, to track customer referrals and program activities. Additional tracking, when required, is stored through other databases, as necessary and appropriate.

Arapahoe/Douglas Works! will share data and information provided the necessary releases and agreements are in place with the partnering agency.

The Partner will facilitate and accept referrals for customers as necessary and appropriate.

The Partner will maintain, track, and make available requisite documentation and data, which may include, but is not limited to, registration forms with required demographic information, initial assessments, test scores, goal statements, educational progress, other assessments, credentials and/or certificates earned, employment placement and/or retention data.

The Partner will work in collaboration with the one-stop center to report data accordingly into Connecting Colorado and other databases as needed, appropriate, and requested.

The Parties will ensure that the collection and use of any information, systems, or records that contain personally identifiable information will be limited to purposes that support the programs and activities described in this MOU as part of the Arapahoe/Douglas Workforce Center service delivery system.

The Parties will ensure that access to software systems and files under its control that contain personally identifiable information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities provided in accordance with this MOU. Each party expressly agrees to take measures to ensure that no personally identifiable information is accessible by unauthorized individuals.

Each party will maintain a current list of staff members who are authorized to access personally identifiable information and will identify the types of data and data sources that the authorized staff members will access.



Exhibit B – Infrastructure Funding Agreement (IFA)  
Arapahoe/Douglas Works!

Name of One-Stop Partner: Colorado Department of Labor and Employment  
Type of Program: Vocational Rehabilitation  
Address, City, State, Zip Code: 633 17<sup>th</sup> Street, 15<sup>th</sup> Floor, Denver, CO 80202  
Telephone Number: 303.534.9378 Fax Number: \_\_\_\_\_  
Web Site: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Infrastructure Funding Agreement**

The sharing and allocation of infrastructure costs among one-stop partners are governed by WIOA sec. 121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for 2 Federal Awards at 2 CFR part 200 (Uniform Guidance). Funding provided by the one-stop partners to cover the operating costs, including infrastructure costs, of the one-stop delivery system must be based on the partner program’s proportionate use of the system and relative benefit received.

**I. Listing of Partners and Services**

This Infrastructure Funding Agreement (IFA) is made by and between the Arapahoe/Douglas Workforce Development Board, Arapahoe County on behalf of the Arapahoe/Douglas Works! Workforce Center (a Division of the Community Resources Department of Arapahoe County Government), and the Colorado Department of Labor and Employment (CDLE) Division of Vocational Rehabilitation (DVR).

**Access to Services and Service Delivery:**

Arapahoe/Douglas Works! will provide reasonable accommodations pursuant to the Americans with Disabilities Act (ADA), as well as programmatic accessibility to employment and/or training services for targeted populations, as appropriate.

Appropriate Arapahoe/Douglas Works! and DVR employees will be cross-trained on program eligibility and corresponding service delivery offerings to ensure a no-wrong door service delivery model is realized for customers.

DVR will provide service delivery through physical co-location at the comprehensive one-stop. Through a combination of cross-trainings, regular joint meetings, and overall relationship building activities, DVR employees will work closely with Arapahoe/Douglas Works! employees to ensure that program services and parameters are well-known and understood by all, and common customers receiving services leading to employment are well-coordinated.

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

Access to information, which may include, but is not limited to, information on Arapahoe/Douglas Works! program offerings and services, information pertaining to Arapahoe/Douglas Works! program orientation



Exhibit B – Infrastructure Funding Agreement (IFA)  
Arapahoe/Douglas Works!

and intake processes, talent development and workforce information such as, labor market information (LMI), partner and resource information, upcoming events, workshops, and assessments is available to onsite and offsite customers through the Arapahoe/Douglas Works! website via [www.adworks.org](http://www.adworks.org).

Arapahoe/Douglas Works! will follow all applicable federal, state and local laws to ensure the needs of employees, youth/young adults, and individuals with barriers to employment, including individuals with disabilities, are addressed. Employees, including DVR employees, will be provided a fully functional, ergonomically designed work station, including any necessary reasonable accommodations consistent with Arapahoe/Douglas Works! and Arapahoe County policies for employees with similar function and work duties, and in accordance with other federal and state guidance and agreements.

DVR provides services to applicants and eligible individuals with disabilities across the state to support them in preparing for securing, retaining, or regaining employment. DVR provides clients with one-on-one vocational guidance and counseling to assist each person to develop a specific employment goal and a step-by-step plan for accomplishing it. Each goal and plan is created after assessment of the ways a participant's disabilities affect his or her ability to perform job functions and succeed in a work environment. The plan and goal must also reflect the participant's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

The types of services delivered are extremely individualized and dependent upon each participant's unique disability, talents, circumstances and situation. DVR is able to provide a broad range of services that may bring about successful employment including training and education, physical and mental restoration, assistive technology, job seeking skills training, job placement assistance, required training or vocational supplies and materials, and many others that may be necessary and appropriate to assist an individual to become employed.

DVR will provide information to customers about one-stop center programs and services, both onsite and in the community;

Screen for potential program eligibility, and subsequently refer appropriate customers for potential Workforce Innovation and Opportunity Act (WIOA) service delivery;

Work in collaboration with the one-stop to define and develop outreach strategies ensuring customers needing services have knowledge of the various resources and program offerings available;

Conduct cross-trainings to appropriate one-stop center employees on processes, procedures, programs, and services;

Provide marketing and informational materials on current programming and resources available for all Arapahoe/Douglas Works! locations. Resources and information may include, but is not limited to, pamphlets, fliers, calendars of classes and workshops;

Coordinate with Arapahoe/Douglas Works! to utilize [www.adworks.org](http://www.adworks.org) to post programmatic information and resources, as well as other materials as requested and appropriate.

All of the Parties agree to exchange information, discuss process and procedure improvements, and to



Exhibit B – Infrastructure Funding Agreement (IFA)  
Arapahoe/Douglas Works!

develop strategic plan(s) to assist in service delivery collaboration, as needed and appropriate.

As a physical co-located partner, DVR will adhere to all Arapahoe County, Community Resources Department, and Arapahoe/Douglas Works! policies, procedures, and guidelines. DVR also agrees to utilize Arapahoe/Douglas Works!' vendors such as OfficeScapes, and maintain the décor consistent with the building such as color scheme, furniture, and paint.

All of the Parties agree that the allocation for the services to be provided as outlined in this agreement is contingent on funding availability, and both parties are aware allocations may change at any time.

## II. General Financial Information

Arapahoe/Douglas Works! Cost Methodology:

Arapahoe/Douglas Works! incurs both direct costs and shared direct costs and maintains six cost pools. Arapahoe/Douglas Works!' intention is to direct cost (charge) expenditures as practical and appropriate. Many of the types of costs listed in this cost allocation plan can be found as a direct cost to a program/grant and as a shared or pooled cost as well.

Direct costs are costs that can be specifically identified with and assigned to a final cost objective and cost category. Measuring benefit involves identifying the full cost of the activity (expense) and assigning it to the correct cost objective/program/grant and the related cost category. Costs that can be identified as directly benefiting a specific program/grant and corresponding cost category are charged to that program/grant and corresponding cost category. No further allocation or breakdown by funding source is necessary for direct costs.

Shared direct costs are costs incurred for a common or joint purpose benefiting more than one cost objective or cost category. These costs are not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved. Arapahoe/Douglas Works! "pools" these types of costs and subsequently allocates them to final cost objectives and cost categories. Most administrative costs and building costs are shared direct costs, and thus a direct relationship to a final cost objective cannot be shown without effort disproportionate to the results achieved.

Arapahoe/Douglas Works! has six (6) types of shared direct costs or cost pools: 1.) Shared administrative expenses; 2.) Shared general program expenses; 3.) Shared Lima Building A office building program expenses; 4) Shared Lima Building B office building expenses; 5.) Business and Assessment Center expenses and 6) Shared Altura Plaza building expenses. These six types of shared direct expenses are "pooled" and charged back to final cost objectives and cost categories using the cost plan described in detail in section V. COST POOLS AND METHODOLOGY of the CDLE Plan.

When the direct measurement of benefits cannot be done efficiently and effectively, Arapahoe/Douglas Works! "pools" the costs into one of six cost pools. The expenditures initially charged to one of the six pools are subsequently allocated to the benefiting programs/grants and cost categories in proportion to the relative benefits received by each grant/program.

Administrative Cost Pool - Consists of pure administrative and Workforce Development Board expenses



Exhibit B – Infrastructure Funding Agreement (IFA)  
Arapahoe/Douglas Works!

(non-program). This pool benefits all Arapahoe/Douglas Works! employees and partners in all Arapahoe/Douglas Works! offices. Arapahoe/Douglas Works! has defined this pool to include administrative functions and coordination of those functions, financial management and accounting including purchasing, payroll and personnel activities (HR), Workforce Development Board activities, organization-wide management, planning contracting, monitoring and agency coordination.

General Program Cost Pool - Consists of shared direct (non-administrative) program expenses. This pool benefits all Arapahoe/Douglas Works! employees and partners in all Arapahoe/Douglas Works! offices. For additional details, please refer to the CDLE PY Plan.

Infrastructure costs are outlined in Section III. of this Exhibit. Service delivery, as outlined in Section I. of this Exhibit, will be provided and leveraged through in-kind contributions by both Parties.

### III. Infrastructure Costs

Infrastructure costs are non-personnel costs that are necessary for the general operation of the one-stop center, such as rental of the facilities, utilities and maintenance, equipment, and technology. The infrastructure costs budget for the one-stop system in the Arapahoe/Douglas Counties includes the following, agreed upon items:

Infrastructure rental, utilities, maintenance, equipment and technology are paid, pursuant to and executed through the Lease Agreement; see exhibit C. These costs are based on total expenses and are inclusive of the office space, port charges, including the computer, phone, and scanner, and copy and fax machine usage. Furnished common space is for sole use of DVR and is equipped with wooden cabinet storage, a dry erase board, a flat screen TV for presentations and webinars, and entry doors that allow for after-hours access. **DVR shall make no funded payments under this MOU since these costs are paid through the space sharing agreement.**

DVR is a physically co-located at the comprehensive one-stop center. As a co-located partner, at no additional cost, DVR will have access to reserve and utilize all other training rooms and conference spaces at Arapahoe/Douglas Works! locations, as well as having access to all agency trainings, information, and resources.

Existing OfficeScapes furniture will be inventoried and catalogued accordingly as property of Arapahoe/Douglas Works!, and furniture purchased and furnished by DVR will be inventoried and catalogued accordingly as property of DVR.

### IV. Additional Costs

One-stop partners must share in additional costs, which must include applicable career services, and may include shared operating costs and shared services that are necessary for the general operation of the one-stop center. Additional costs may include personnel costs (salaries, wages, and fringe benefits).

- a. Please describe, at a minimum, how applicable career services will be funded.

Personnel costs, which may include, but is not limited to, front-line employees providing career services





Exhibit B – Infrastructure Funding Agreement (IFA)  
Arapahoe/Douglas Works!

to DVR and Arapahoe/Douglas Works! customers at the comprehensive one-stop and satellite locations, supervisory oversight, and manager oversight will be supported and leveraged through Arapahoe/Douglas Works! grant(s) and DVR grant(s).

This includes other additional costs such as front desk support employees, building maintenance and janitorial costs.

- b. Please describe how shared operating costs and shared services will be funded, if applicable. The costs of shared services may include initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other one-stop partners, and business services.
  - i. Costing Methodologies
    - 1. Direct Program Costs
    - 2. Allocation of Shared Direct Costs—Cost Pools
    - 3. Organization In-directs

Service delivery outlined in Section I. of this Exhibit will be provided and leveraged through in-kind contributions by both Parties. Cost methodology is outlined in Section II. of this Exhibit.

**V. Payment and Reconciliation**

DVR is a co-located partner. Payment for space is made under the space sharing agreement for co-location at Arapahoe/Douglas Works!, 6974 S. Lima St., Centennial, CO 80112, and as may be amended, pursuant to the terms and conditions of that agreement, and reflects and in-kind payment under this MOU. Reconciliation occurs every quarter. DVR payments will be made in accordance with their co-location agreement. **DVR shall make no cash funded payments under this MOU.**

[Remainder of page intentionally left blank; Signature page to follow]



Exhibit B – Infrastructure Funding Agreement (IFA)  
Arapahoe/Douglas Works!

VI. Certification

This is to certify that all costs included in this plan are allowable and in accordance with the requirements of the federal awards to which they apply and 2 CFR 200 (Uniform Guidance), Cost Principles for State and Local Governments. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

All costs included in this plan are properly allocable to federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and notification will be provided regarding any accounting changes that would affect the proposal materially.

I certify that this is true and correct to the best of my knowledge.

DocuSigned by:  
*Kristin Corash*  
C4758E474FB8486...

Kristin Corash, Director  
Colorado Department of Labor and Employment  
Division of Vocational Rehabilitation

9/27/2021

Date

DocuSigned by:  
*Peter Hancock*  
F98E85ED719F4C5...

Peter Hancock, Chair  
Chair, Arapahoe/Douglas Workforce Development Board

9/27/2021

Date

DocuSigned by:  
*Katherine Smith*  
83F9E5CB4F1347D...

Chair, Board of County Commissioners  
Arapahoe County Government  
(Or authorized designee pursuant to Reso. No. 21-062)

9/27/2021

Date



Exhibit B – Infrastructure Funding Agreement (IFA)  
Arapahoe/Douglas Works!

In accordance with §24-30-202 C.R.S., this MOU is not valid until signed and dated below by the State Controller or an authorized delegate.

**STATE CONTROLLER**  
**Robert Jaros, CPA, MBA, JD**

DocuSigned by:

*Paulina Delora*

BDB2A3AEA4464F4...

\_\_\_\_\_  
Paulina Delora, MBA, CPA  
State Controller Delegate

Effective Date: 9/28/2021



CMS #103060

***Arapahoe/Douglas Workforce Development Board***

**MEMORANDUM OF UNDERSTANDING FOR SERVICE DELIVERY AGREEMENTS**  
**Between**  
***Arapahoe/Douglas Workforce Development Board, Arapahoe and Douglas County***  
**And**  
***Colorado Department of Labor and Employment***  
***Division of Vocational Rehabilitation***

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

**PARTIES AND PURPOSE**

This Memorandum of Understanding ('MOU') is made by and between the *Arapahoe/Douglas Workforce Development Board, Arapahoe County on behalf of the Arapahoe/Douglas Works! Workforce Center (a Division of the Community Resources Department of Arapahoe County Government), and Colorado Department of Labor and Employment Division of Vocational Rehabilitation, (together the 'Parties')*.

Pursuant to the Workforce Innovation and Opportunity Act (WIOA), the *Arapahoe/Douglas Workforce Development Board* is required to develop and enter into a MOU with service delivery partners required by the WIOA.

The *Arapahoe/Douglas Workforce Board* has designated the *Arapahoe/Douglas Works! Workforce Center* as the one-stop center for the federally designated local areas of *Arapahoe County and Douglas County*.

WHEREAS, WIOA Section 121(c) requires that each Local Workforce Development Board ('LWDB'), with the agreement of the Chief Elected Official ('CEO'), shall develop and enter into an MOU (between the LWDB and the one-stop partners), consistent with Section 121(c)(2), concerning the operation of the one-stop delivery system in each local area.

WHEREAS, WIOA Section 121(b)(1)(A)(iii) mandates all entities that are required partners in a local area ('Partners') to enter into an MOU with the LWDB relating to the operation of the one-stop system, pursuant to WIOA Section 121 (c).

WHEREAS, WIOA Section 121(b)(1) identifies the required programs or activities, and requires that each entity that carries out a program or activities ('Partners') in *Arapahoe County and Douglas County* shall: (a) provide access through the one-stop delivery system to such program or activities carried out by the Partner, including making the career services described in WIOA section 134(c)(2) that are applicable to the program or activities available at the one-stop centers (in addition to any other appropriate locations); (a) use a portion of the funds available for the program and activities to maintain the one-stop delivery system, including payment of the infrastructure costs of one-stop centers in accordance with WIOA Sec. 121(h); (c) enter into a MOU with the LWDB, relating to the operation of the one-stop system, that meets



the requirements of WIOA Sec. 121(c); (d) participate in the operation of the one-stop system consistent with the terms of this MOU, the requirements of this title, and the requirements of the Federal laws authorizing the program or activities; and (e) provide representation on the State board to the extent provided under WIOA Sec. 101.

WHEREAS, WIOA Section 121(b)(2) prescribes how other entities that carry out programs other than those required under WIOA Section 121(b)(1)(B) may be one-stop partners for the local area of *Arapahoe and Douglas counties* as additional Partners and provide the services available under their programs through the *Arapahoe/Douglas Works! Workforce Center* one-stop delivery system.

partners are Partners for the local area. Therefore, all entities that participate in the local area of *Arapahoe and Douglas Counties* service delivery system as Partners, whether required or additional, must be Parties to this MOU and must abide by the terms prescribed herein and by all applicable federal, state, and local rules, plans, and policies as applicable to the Partner and authorized under the Partner's relevant legislation and in keeping with federal guidelines.

WHEREAS, WIOA Section 121(b)(1)(A)(iv) indicates that the requirements of each Partner's authorizing legislation continue to apply under the local area of *Arapahoe and Douglas counties* workforce system and that participation in the operation of the *Arapahoe/Douglas Works! Workforce Center* one-stop delivery system is in addition to the requirements of WIOA and other requirements applicable to each Partner under each authorizing law.

NOW THEREFORE, this MOU identifies (1) the duration of the MOU as well as the procedures for amending it during the term or period covered by the MOU, (2) the specific services provided by the Partner, (3) the procedures used to refer individuals between the Partners for the provision of appropriate services and activities, and (4) the method by which the cost of these services will be allocated and shared, if applicable.

## I. TERM

The Parties' performance under this MOU shall commence on the later of (a) **July 1, 2017**, or (b) the date this MOU becomes fully executed (the 'Effective Date'). This MOU shall remain in effect until **June 30, 2020**, unless previously terminated or updated by one of the Parties pursuant to the terms of this MOU.

## II. SCOPE

This MOU is entered into by and between the Parties for the delivery of services within the one-stop system, including the coordination of service delivery and the referral of customers, for the *Arapahoe/Douglas local* area. WIOA §121(b) identifies both the required and the optional programs and activities that may be carried out by Partners in the *Arapahoe/Douglas* area.

- A. One-Stop Partner Services: Exhibit A hereto sets forth the specific services that the Parties will provide in the Local Area in which the Partners operate. Exhibit A is attached hereto and incorporated herein by reference as if fully set forth herein. Beginning on the Effective Date and continuing throughout the term of this MOU, the Parties agree to work collaboratively to carry out the provisions of WIOA and this MOU and to provide the services set forth in its signed Exhibit A. Each Party agrees (1) to promptly notify the other Parties if, for any reason, the Party fails to provide



or is unable to provide the services set forth in its signed Exhibit A and (2) to amend its Exhibit A in accordance with this MOU if, for any reason, Exhibit A no longer accurately or completely describes the services provided by the Parties.

**B. Cost Sharing**

**1. Negotiation of the Infrastructure Funding Agreement ('IFA')**

The Colorado Workforce Development Council ('CWDC'), with the authority of the Governor, provides that (a) each Partner that operates in the Local Area is required to begin contributing its Proportionate Share of the Total Costs of operating each comprehensive and affiliate one-stop center in the Local Area ('One-Stop Delivery System Budget') no later than January 1, 2018; (b) the cost sharing methodology must be decided by consensus agreement among the LWDB, the CEO, and all the Parties; (c) if any Party fails to agree to a IFA that meets the requirements set forth by the CWDC by the October 1, 2017 the State will implement the State Funding Mechanism to determine each Partner's Contribution.

The Parties agree to participate in good faith in the negotiation of an IFA that meets all requirements set forth by the CWDC by October 1, 2017. At a minimum, the IFA should (a) specify the effective time period, which may be different from that of the duration of the MOU; (b) identify the Infrastructure Costs, Shared Costs and Total Costs; (c) identify the formula used to calculate Proportionate Share; (d) identify the CEO, the LWDB, and the Parties participating in the IFA; and (e) establish a process by which the Parties will reconcile the Total Costs, the Proportionate Share and the Partner Contribution at least once per quarter throughout the term of the IFA. Upon agreement, any IFAs for the local area shall be incorporated as legally binding components of this MOU as if fully set forth herein, and shall be attached hereto and incorporated herein as Exhibit B.

The Parties agree that (a) the Infrastructure Costs, Shared Costs and Total Costs will be calculated using actual cost data, where possible, or reasonable cost estimates, where actual data is not available; (b) the cost data or estimates underlying the calculation of the Infrastructure Costs, Shared Costs and Total Costs will be disclosed to the Partners; (c) the methodology for calculating each Partner's Proportionate Share of the Total Costs will be determined through a reasonable cost allocation methodology that assigns costs to Partners in proportion to relative benefits received; (d) the Parties will negotiate in good faith to identify the methodology as well as the formula by which each Partner will make the Partner Contribution and to establish a process by which the Parties will reconcile the Total Costs, the Proportionate Share and the Partner Contribution at least once per quarter throughout the term of the IFA; and (e) in negotiating the IFA, the Parties will comply with both the letter and the spirit of the WIOA law, regulations, Office of Management and Budget Circulars, and CWDC-issued policy guidance.

**2. Abide by State Funding Mechanism, if Implemented, Subject to the Appeals Process**

If the Parties fail to agree to an IFA that meets the requirements of the CWDC by October 1, 2017, the State will implement the State Funding Mechanism to determine each Partner's Contribution.

As applicable, (a) the Parties agree to abide by the terms of the State Funding Mechanism, if implemented, subject to the appeals process set forth by the CWDC; and (b) the Partners who are not subject to the State Funding Mechanism agree that, if the State Funding Mechanism is implemented, such Partner will continue in good faith to negotiate an IFA that meets the requirements of the CWDC.





### III. PROVISIONS

#### A. Termination of MOU

- (1) Any Party wishing to terminate this MOU must provide written notice, by certified mail, return receipt requested, stating its intent to terminate to the other Parties at least thirty (30) days prior to the effective date of termination of the MOU. All rights and obligations of the Parties under this MOU shall cease on the effective date of such termination, with the sole exception of any liabilities which the Parties may have incurred and the Parties' confidentiality obligations under Paragraph IV.B.
  - (a) Per WIOA Section 121, any Partner that terminates its role as a Party to this MOU is no longer eligible to participate as a Partner with the Local Workforce system and will not be permitted to serve on the LWDB as a Partner representative.
  - (b) A Partner of this MOU that subsequently loses federal funding or the authority to administer the federal program in the Area and therefore no longer qualifies as a required Partner under WIOA Section 121(b)(1) must send written notice of the change in status to all the Parties as soon as possible. In such an event, a formal amendment to this MOU per Paragraph B of this Article will be required. The entity may continue as an additional Partner if mutually agreed to by the Arapahoe/Douglas Workforce Board and the remaining Partners.

#### B. Modifications and Amendments

- (1) Except as specifically provided in this MOU, modifications of this MOU shall not be effective unless agreed to in writing by the Parties in an amendment to this MOU, properly executed and approved in accordance with applicable state and local laws, rules, and policies.
- (2) In accordance with 20 CFR 678.500(d) the Parties agree to review the terms of this MOU not less than every three (3) years following the Effective Date to reflect any changes in the delivery of services, signatory official of the Parties, or one-stop infrastructure funding. Each Party to this agreement shall inform the other of any such changes until such time the agreement is modified in accordance with Section III.B(1) above. Should the need arise, the Parties may review the MOU on a more frequent basis and if substantial changes have occurred, amend the MOU to ensure appropriate funding and delivery of services. *Arapahoe/Douglas Workforce Board* shall initiate and oversee periodic review(s).
- (3) The Parties may modify an exhibit attached to this MOU without written amendment to the MOU; provided, however, that no such modification to an exhibit shall result in or be binding on the Parties if the modification requires an increase to a Party's total amount of cost sharing costs as set forth in Exhibit B. Any modification to an exhibit agreed to by the parties that requires an increase in a Party's total amount of cost sharing costs shall be evidenced by a written amendment to this MOU prepared and executed by both parties in accordance with Section III.B.(1) above.



The parties shall, in each instance, memorialize in writing any and all modifications to an exhibit by revising and restating that exhibit and referencing the contract control numbers, if any, for this MOU. A proposed modification to an exhibit will be effective only when it has been approved in writing by the authorized representatives of the Parties, and if applicable, approved as to form by each Party's legal counsel. Each modified Exhibit shall contain the date upon which the modified exhibit shall take effect.

C. Appropriations/Funding.

(1) WIOA Sec. 121(c)(2)(A)(ii) requires that the funding arrangements for services and operating costs of the Arapahoe/Douglas Works! Workforce Center One-Stop service delivery system must be described in this MOU. Under WIOA, each Partner that carries out a program or activities in a Arapahoe/Douglas Works! One-Stop Center or otherwise in the Local Area must use a portion of its funds available for such programs and activities, to operate and maintain the Arapahoe/Douglas Works! One-Stop delivery system, including proportional payment of the Infrastructure Costs, Additional Costs, and Total Costs of the Arapahoe/Douglas Works! One-Stop Centers (20 CFR § 678.700). All cost sharing agreements set forth in Exhibit B or elsewhere in this MOU are subject to all federal laws, rules, regulations, Office of Management and Budget Circulars, and guidance governing the specific program or activities for which cost sharing is required under WIOA. All obligations of the Parties under this MOU for cost-sharing arrangements, whether in whole or in part, are subject to and contingent upon the continuing availability of federal funds authorizing the program or activity for which cost sharing is required under WIOA and shall extend only to funds appropriated annually by the State of Colorado or Arapahoe County or Douglas County, paid into its Treasury, and encumbered for the purpose of this MOU.

(2) In the event that federal funds, or any part thereof, are not awarded to a Party for a program or activity for which cost sharing is required under WIOA or are reduced or eliminated by the federal government, the Parties may modify Exhibit B, in accordance with Section III.B., or the Party whose program or activity was not funded or was reduced or eliminated may terminate this MOU in accordance with Section III.A.

(3) None of the Parties, by this MOU, irrevocably pledges present case reserves for payments in future fiscal years. The MOU does not and is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation for any Party.

**IV. ADDITIONAL PROVISIONS**

A. Record Maintenance and Inspection: Each Party shall make, keep and maintain a complete file of all records, documents, communications, notes and other written materials, and electronic media files, pertaining in any manner to the performance of this MOU until the later to occur of: (i) a period of three (3) years after the date this MOU expires or is earlier terminated, or (ii) the resolution of any pending disputes arising out of or relating to this MOU or the Parties' rights and obligations hereunder. This section shall be deemed to supplement and not replace any additional record maintenance and inspection requirements that a Party's funding authority or program may be bound by. All Parties shall continue to adhere to such other record maintenance and inspection requirements in addition to those set forth in this section.



ARAPAHOE COUNTY  
COMMUNITY RESOURCES DEPARTMENT

Arapahoe/Douglas  
WORKFORCE BOARD  
C O L O R A D O

- B. Confidentiality and Data Sharing: The Parties will have access to and contribute to information and materials of a highly sensitive nature, including confidential information. During the term of this MOU and at all times thereafter, Parties shall not collect, use or disclose any confidential information except to the extent such use or disclosure is necessary in the performance of this MOU. In accordance with but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as applicable state and federal law, rules, regulations, and waivers, all Parties shall actively secure and share confidential participant information and records. The Parties shall not share another Parties' confidential data unless allowed by state, and federal law, rules, regulations, and waivers. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.
- C. Dispute Resolution: If Parties disagree on the implementation of this MOU or the performance of services hereunder, the Parties or their representatives will attempt to resolve their disagreement through negotiation. If the Parties cannot reach a resolution through this negotiation, the LWDB will attempt to resolve the differences with the assistance of the Partner or representative. If the Parties' disagreements cannot be resolved at this level, the LWDB must report failure to resolve the dispute with a required partner to the local elected official, Governor, the CWDC, and the State agency responsible for administering the Partner's program. If the State in collaboration with the local elected official cannot assist the LWDB in resolving the disagreement, the CWDC must report the failure to the Secretary of Labor and to the head of any other Federal agency with responsibility for oversight of a Partner's program (20 CFR Part 678.510).
- D. Entire MOU: The Parties recognize and agree that no Party has made or authorized any understanding beyond that expressly set forth in the MOU, and no oral representation, promise, or consideration different from the terms herein contained shall be binding on either Party, or its agents or employees, hereto. This MOU embodies the entire agreement between the Parties referring to the subject matter between the Parties hereto and there are no promises, terms, conditions, or obligations referring to the subject matter whereof than as contained herein.
- E. Severability: Should any other provisions of this MOU be held to be invalid or unenforceable, then the balance of the MOU shall be held to be in full force and effect as though the invalid portion was not included; provided, however, that should the Party or Parties who would receive the benefits of the provision, were it not invalid or unenforceable, shall have the option to terminate this MOU, forthwith.
- F. Independent Contractor: The Parties recognize and agree that each Party is an independent contractor for all purposes, both legal and practical, in performing services under this MOU, and that each Party and its agents and employees are not agents or employees of the other Party for any purpose. As an independent contractor, each Party shall be responsible for employing and directing their own personnel and agents as is required to perform the services provided pursuant to this MOU, and shall exercise complete authority over its own personnel and agents, and shall be fully responsible for their actions. Each Party acknowledges that their agents and employees are not agents or employees of the other Party, for any purpose.

Nothing in this MOU will be construed to make one Party an employee, franchisee, joint venturer, agent or Partner, of the other Party. No Party will represent itself to have any authority to bind any other Party to act on its behalf, except as expressly set forth herein. No Party will have the right to represent itself as having the authority to pledge the other Party's credit or extend credit in the other Party's name. No Party will have the right to execute any agreements in the other Party's name, or to bind the other Party in any way.



The Parties acknowledge that they are not entitled to unemployment benefits or workers compensation benefits from the other Party, its elected officials, agents or any program administered or funded by the other Party. The Parties shall be entitled to unemployment coverage or workers compensation insurance only if unemployment compensation coverage or workers compensation coverage is provided by that Party's Program or some other entity that is not a Party to this MOU.

- G. Third Party Indemnification: To the extent permitted by law, each Party shall defend, indemnify and hold harmless the State and its officers and employees from any and all claims, liabilities or penalties suffered by the State or its officers and employees, and any and all claims, liabilities or penalties asserted against the State or its officers and employees, by or on behalf of any person, on account of, based on or resulting from, or arising out of (or claimed to have arisen out of) the acts or omissions of the Non-State Party. Notwithstanding the foregoing, nothing herein shall be deemed to constitute a waiver of the State's or any governmental entity's sovereign immunity, which immunity is hereby reserved to the State or other governmental entity which is a Party to this MOU.
- H. Governmental Immunity: Liability for claims for injuries to persons or property arising from the negligence of the Parties, their departments, institutions, agencies, boards, commissions, committees, bureaus, offices, officials, and employees shall be controlled and limited by the provisions of the Governmental Immunity Act § 24-10-101, et seq.; the Federal Tort Claims Act, 28 U.S.C. Pt. VI, Ch. 171 and 28 U.S.C. 1346(b), and the risk management statutes, C.R.S. § § 24-30-1501, et seq., as amended.
- I. Third-Party Beneficiary: The enforcement of the terms and conditions of this MOU and all rights of action relating to such enforcement, shall be strictly reserved to the Parties, and nothing contained in this MOU shall give or allow any claim or right of action whatsoever by any non-Party. It is the express intent of the Parties to this MOU that any person receiving services or benefits under this MOU shall be deemed an incidental beneficiary only.
- J. Assignment: The Parties' rights and obligations hereunder are personal and may not be transferred, assigned, or subcontracted without the prior written consent of the LWDB. Any attempt at assignment, transfer, or subcontracting without the written consent of the LWDB shall be void.
- K. Compliance with Law: The Parties shall strictly comply with all applicable federal and state laws, rules, and regulations in effect or hereafter established, including, without limitation, laws, rules and regulations applicable to discrimination and unfair employment practices. Any changes to such laws are deemed to have been incorporated into this MOU as of the date such changes take effect.
- L. Breach: No waiver of any breach of this MOU shall be held to be a waiver of any other or subsequent breach. All remedies afforded under this MOU shall be taken and construed as cumulative, that is, in addition to every other remedy provided herein or by law.
- M. Notices: For all notices required to be provided under this MOU, all such notices shall be in writing, and shall be either sent by certified mail, return receipt requested, or hand-delivered to the following representatives of the Parties at the following addresses. The Parties may designate in writing a new or substitute representative.



Arapahoe/Douglas  
WORKFORCE BOARD  
C O L O R A D O

For Arapahoe County:

Arapahoe County Attorney  
Arapahoe County  
5334 South Prince Street  
Littleton, Colorado 80120-1136

Colorado Department of Labor  
And Employment  
Division of Vocational  
Rehabilitation:

Steve Anton, Director  
Colorado Department of Labor and Employment  
Division of Vocational Rehabilitation  
633 17<sup>th</sup> Street, 15<sup>th</sup> Floor  
Denver, CO 80202

And copies to:

Lisa Eze, Purchasing Director  
Colorado Department of Labor and Employment  
633 17<sup>th</sup> Street, 11<sup>th</sup> Floor  
Denver, CO 80202  
[Lisa.Eze@state.co.us](mailto:Lisa.Eze@state.co.us)

For Arapahoe/Douglas  
Workforce Local Area:

Arapahoe/Douglas Works!  
6964 South Lima Street  
Centennial, Colorado 80112

And copies to:

Kelly Folks  
Deputy Division Manager  
6974 South Lima Street  
Centennial, Colorado 80112  
[kfolks@arapahoegov.com](mailto:kfolks@arapahoegov.com)

Darcy Kennedy  
Administrative Services Division Manager  
1690 West Littleton Boulevard  
Littleton, Colorado 80120  
[dkennedy@arapahoegov.com](mailto:dkennedy@arapahoegov.com)

- N. Ownership of Materials and Information: Unless otherwise provided for in this MOU, the Parties agree that all material, information, data, computer software, documentation, studies, and evaluations produced by the State in the performance of this MOU are the sole property of the State.
- O. Conflict of Interest: Each Party acknowledges that with respect to this MOU, even the appearance of a conflict of interest is harmful to the Party's interests. Each Party shall refrain from any practices, activities, or relationships that reasonably may appear to be in conflict with the full performance of such Party's obligations under this MOU.





- P. Authorization: Each person signing this MOU represents and warrants that he or she is duly authorized to execute this MOU. Each Party represents and warrants to the other Parties that the execution and delivery of this MOU and the performance of such Party's obligations have been duly authorized. If requested, each Party agrees to provide proof of such authority within fifteen (15) days of receiving such request.
- Q. Counterparts: This MOU may be executed in multiple identical original counterparts, all of which shall constitute one agreement.
- R. Notice of Pending Litigation: Each Party shall notify the other Parties, in writing, within five (5) business days after being served with a summons, complaint or other pleading filed in any federal or state court or administrative agency that involves services provided under this MOU or is otherwise related to this MOU.
- S. CORA Disclosure: To the extent not prohibited by federal law, this MOU and its exhibits are subject to public release through the Colorado Open Records Act, C.R.S. § 24-71-101, et seq. This MOU is not intended to supersede the Parties' obligations under CORA.
- T. Choice Of Law: Colorado law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this MOU. Any provision included or incorporated herein by reference which conflicts with said laws, rules, and regulations shall be null and void. Any provision rendered null and void by the operation of this provision shall not invalidate the remainder of this MOU, to the extent capable of execution.
- U. Fund Availability: CRS §24-30-202(5.5). Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.
- V. Employee Financial Interest/Conflict Of Interest: CRS §§24-18-201 and 24-50-507. The signatories aver that to their knowledge, no employee of the State has any personal or beneficial interest whatsoever in the service or property described in this contract. Required Partner has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of Required Partner's services and Required Partner shall not employ any person having such known interests.

## V. LAW, ASSURANCES and CERTIFICATIONS

- A. The Parties shall comply with all applicable laws, executive orders, ordinances, rules, regulations, policies and procedures prescribed by Arapahoe County and Douglas County, the State of Colorado, and the United States Government, including the following provisions:
  - (i) Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
  - (ii) Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
  - (iii) Section 504 of the Rehabilitation Act of 1973, as amended,
  - (iv) Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 24 CFR Part 99)
  - (v) The Americans with Disabilities Act of 1990 (Public Law 101-336),
  - (vi) Priority of service for veterans in U.S. Department of Labor funded programs (38 U.S.C. § 4215)





- (vii) Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,
- (viii) The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99),
- (ix) Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),
- (x) The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),
- (xi) Title IX of the Education Amendments Act of 1972 (20 U.S.C. §1681),
- (xii) All amendments to each, and
- (xiii) All requirements imposed by the regulations issued pursuant to these acts.

The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

**B. Additionally, as applicable, all Parties shall:**

- (i) Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on any or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers, and
- (ii) Agree that all equipment and furniture purchased by any Party for purposes described herein shall remain the property of the purchaser after the termination of this Agreement.

**C. Drug and Alcohol-free Workplace**

All Parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR Part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

**D. Certification Regarding Lobbying**

All Parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. §1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

**E. Debarment and Suspension**

All Parties shall comply with the debarment and suspension requirements (E.O.12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

**F. Priority of Service**

All Parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and



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priority of service for the WIOA title I Adult program, as required by 38 U.S.C. § 4215 and its implementing regulations and guidance, and WIOA § 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

**G. Buy American Provision**

Each Party that receives funds made available under title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. § 49, et. seq.) certifies that it will comply with Sections 8301 through 8303 of title 41 of the United States Code (commonly known as the "Buy American Act.") and as referenced in WIOA § 502 and 20 CFR 683.200(f).

**H. Salary Compensation and Bonus Limitations**

Each Party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGl 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, TEGl 17-15, Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2016; Final PY 2016 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and Workforce Information Grants to States Allotments for PY 2016, Public Laws 114-113 (Division H, title I, Section 105) and 114-223, and WIOA § 194(15)(A), restricting the use of federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

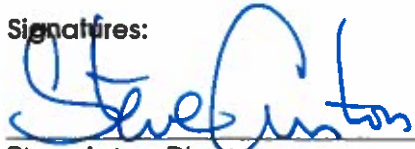


Arapahoe/Douglas  
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IN WITNESS WHEREOF the Parties hereto have duly executed this MOU as of the latest **1<sup>st</sup> day of July 2017** written below.


ATTEST:

Signatures:

  
\_\_\_\_\_  
Steve Anton, Director  
Colorado Department of Labor and Employment  
Division of Vocational Rehabilitation

9-26-17  
Date

Contractor:

  
\_\_\_\_\_  
Evan Abbott, Workforce Board Vice Chair  
Arapahoe/Douglas Workforce Board

7/26/17  
Date

  
\_\_\_\_\_  
Donald A. Klemme, Director  
Community Resources Department  
Arapahoe County Government

8/8/17  
Date

DONALD KLEMME, COMMUNITY RESOURCES DIRECTOR,  
ON BEHALF OF THE BOARD OF ARAPAHOE COUNTY  
COMMISSIONERS PURSUANT TO RESOLUTION NO. 170252

In accordance with §24-30-202 C.R.S., this MOU is not valid until signed and dated below by the State Controller or an authorized delegate.

**STATE CONTROLLER**  
**Robert Jaros, CPA, MBA, JD**

By:  \_\_\_\_\_  
**Tammy Nelson, CPA**  
**State Controller Delegate**

Effective Date: 9/27/17



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Exhibit A – Scope of Services  
Arapahoe/Douglas Works!

Name of One-Stop Partner: Colorado Department of Labor and Employment  
Type of Program: Vocational Rehabilitation  
Address, City, State, Zip Code: 924 W. Colfax Ave Ste 103, Denver, CO 80204  
Telephone Number: 303.534.9378 Fax Number: \_\_\_\_\_  
Web Site: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Please provide detailed descriptions of each of the following:

**I. Access to Services**

- a. Describe the manner in which the One-Stop Partner will fulfill the access requirement. Provide details. The options are (1) co-location; (2) cross-trained staff; and (3) direct technological linkage.**

WIOA Section 121(b)(1)(8) identifies the programs, services and related activities that must be provided through the Arapahoe/Douglas Workforce Center service delivery system in each local area. WIOA Section 121(c)(2) requires this MOU to include a description of the services that will be provided through the local area's service delivery system and to identify the service delivery method(s) each partner will use to deliver the services. This MOU will also identify the career services, training, and employer services that each partner will provide to ensure that all parties' responsibilities are clearly identified herein.

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

The Arapahoe/Douglas Works! one-stop delivery system is designed to help job seekers access employment, education, training, and/or support services, as appropriate, to succeed in the labor market; and, to match employers with the skilled workers, as needed, to compete in the global economy.

Arapahoe/Douglas Works! looks to continually explore avenues that create skills attainment and wage increase/progression for low and low-middle skilled job seekers.

Arapahoe/Douglas Works! will look to increase access to high quality workforce services, in accordance with priority of service requirements, to prepare jobseekers with barriers for competitive integrated employment. Moreover,

Arapahoe/Douglas Works! will integrate service delivery strategies to improve services to individuals with disabilities.



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### Exhibit A – Scope of Services Arapahoe/Douglas Works!

Arapahoe/Douglas Works! will provide reasonable accommodations pursuant to the Americans with Disabilities Act (ADA), as well as programmatic accessibility to employment and/or training services for targeted populations, as appropriate.

Access to information, which may include, but is not limited to, information on Arapahoe/Douglas Works! program offerings and services, information pertaining to Arapahoe/Douglas Works! program orientation and intake processes, talent development and workforce information such as, labor market information (LMI), partner and resource information, upcoming events, workshops, and assessments is available to onsite and offsite customers through the Arapahoe/Douglas Works! website via [www.adworks.org](http://www.adworks.org).

Arapahoe/Douglas Works! will continually look to streamline technology and processes, whenever necessary and feasible, to ensure best-in-class customer-centered design methodologies are actualized.

WIOA-proficient Arapahoe/Douglas Works! employees will be available at our comprehensive center, as well as at our satellite locations. Arapahoe/Douglas Works! WIOA program employees will travel, as needed and appropriate, to various offsite and partner locations to ensure access and customer service.

Arapahoe/Douglas Works! office locations make available access to computers and other office technology, which may include, but is not limited to, telephones, copiers, printers, and scanners. Our comprehensive, main office location is co-located with Wagner Peyser career services, veterans programs, Trade Adjustment Assistance (TAA), Temporary Assistance for Needy Families (TANF)/Colorado Works, and Employment First (EF)/SNAP E&T programming.

Appropriate Arapahoe/Douglas Works! and partner employees will be cross-trained on program eligibility and corresponding service delivery offerings to ensure a no-wrong door service delivery model is realized for customers. Furthermore, strong partnerships have been established with other community partners, which may include, but is not limited to, the Department of Vocational Rehabilitation (DVR), other adult education entities, mental health service providers, justice-involved facilities and programs, mature worker programs, and youth and young adult service providers and programs. These aforementioned partnerships help to ensure customer service delivery is seamless and universal.

DVR will provide service delivery, through co-location at the one stop, for Vocational Rehabilitation services as deemed appropriate and necessary by all parties.

DVR collaborates and coordinates with many community vendors and service providers, including the programs located at and provided through the Workforce Center. Through a combination of cross-trainings, regular joint meetings and overall relationship building activities, DVR staff will work closely with Workforce Center staff to ensure that program services and parameters are well known and understood by all and that common clients receive services leading to employment that are well-coordinated.





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Exhibit A – Scope of Services  
Arapahoe/Douglas Works!

Cross train staff to increase joint program understanding and provision of high quality services, referrals and access to programs.

DVR will provide informational brochures to customers at each partner's main location.

Access to information, which may include, but is not limited to, information on Arapahoe/Douglas Works! program offerings and services, information pertaining to Arapahoe/Douglas Works! program orientation and intake processes, talent development and workforce information such as, labor market information (LMI), partner and resource information, upcoming events, workshops, and assessments is available to onsite and offsite customers through the Arapahoe/Douglas Works! website via [www.adworks.org](http://www.adworks.org).

- b. Describe methods to ensure that needs of workers, youth and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the One-Stop Delivery System.**

The AJC will follow all applicable Federal, state and local laws to ensure that the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities are addressed. Workers, including CDLE Division of Vocational Rehabilitation staff, will be provided a fully functional, ergonomically designed work station, including any necessary reasonable accommodations consistent with the AJC staffing policies for staff with similar function and work duties and in accordance with other Federal and state guidance and agreements.

## **II. Service Delivery**

- a. Describe services you will provide, coordination of services and delivery of services. Include physical location where services will be provided. Identify which items will be available at workforce centers and which will be available at other locations.**

**Career Services:**

Career Services will include, but are not limited to the career village, career resource center, internet access, labor market information, job search, Business Assessment Center (skills assessment) and training provider information.

Assisted Career Services will include, but are not limited to orientation, intake, eligibility determination, skill assessment, job search and placement assistance, client-centered approach to job navigation, and job referrals.

Intensive Career Services will include, but are not limited to comprehensive assessment, counseling, case management, and pre-vocational services.



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## Arapahoe/Douglas WORKFORCE BOARD C O L O R A D O

### Exhibit A – Scope of Services Arapahoe/Douglas Works!

Arapahoe/Douglas Works! will look to build opportunities to increase services available to persons with disabilities and hard to serve populations enrolled in WIOA services.

Arapahoe/Douglas Works! will provide intensive group workshops specifically designed to assist WIOA participants.

In addition to the career services listed above, Arapahoe/Douglas Works! provides an array of workshops to include but not limited to; Resume Concepts, Interviewing, Navigating LinkedIn, Guide to Federal Employment, Facebook for Job Search, Virtual Resume, Twitter for Job Search, and Salary Negotiation.

Arapahoe/Douglas Works! will continue coordination of programs and resources to support a comprehensive system that seamlessly provides training related services within regional targeted industries.

#### **Business Services:**

All of the 11 core business services will be available at both physical locations served by the local board. Many of the core services will be delivered based on size of the anticipated event and concentration of the targeted customer base.

The business services team will coordinate activities with formula program staff, other workforce local areas and partner agencies. Sector partnership work as well as quarterly partner (including DVR Business Outreach Specialists) roundtable discussions are examples of strategies for effective coordination of services to our business customers that will be implemented.

Business Services will be delivered based on the needs of the businesses and can be delivered on-site (at any of the three Arapahoe/Douglas Works! sites), at the employer location, or other off-site venues as appropriate.

#### **WIOA Adult Programming:**

Arapahoe/Douglas Works! WIOA Adult programming will focus on targeted populations which may include, but is not limited to, veterans, low- income, benefits-attached, those who are "basic skills deficient," mature workers, justice involved, single parents, homeless, refugees, individuals with disabilities, those without a high school diploma, those who speak English as a second language, as well as other individuals who have barriers to employment.

Arapahoe/Douglas Works! offers a variety of services available to WIOA Adult-eligible customers. Individual career services, available to all Arapahoe/Douglas Works! Adult customers, may include, but is not limited to, the career village, the career resource center, staff facilitated workshops, job search and career guidance encompassing labor market information and training provider information, hiring events and specialized hiring events. Staff assisted career services may include, but is not limited to orientation, intake, WIOA Adult eligibility determination, skill assessment, job search and placement assistance, customer-centered approach to job navigation and job referrals, as well as a variety of career assessments. Staff assisted, intensive



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## Exhibit A – Scope of Services Arapahoe/Douglas Works!

one-on-one career services may include, but is not limited to, comprehensive assessment, counselling, case management, and pre-vocational services.

Arapahoe/Douglas Works! will look to provide access to, for appropriate WIOA Adult-eligible customers, which may include, but is not limited to, intensive career guidance, access to career pathways and work-based learning opportunities, supportive services, job development and placement activities, employment and soft-skills related workshops, and follow-up services

Arapahoe/Douglas Works! has a tiered training policy with additional funding assistance for occupational training and work-based learning opportunities for appropriate WIOA Adult-eligible customers, targeted in the industries of Aerospace, Aviation, Biosciences, Broadband, Construction, Engineering, Finance and Insurance, Healthcare and Wellness, Hospitality, Information Technology, and Manufacturing. Arapahoe/Douglas Works! will focus on training and work-based learning opportunities within these regional targeted industries. Work-based learning opportunities, which may include, but is not limited to, work training experiences for appropriate customers, as well as on-the-job training (OJT) contracts, pre-apprenticeship and apprenticeship opportunities, as suitable. Arapahoe/Douglas Works! will focus on training related placements and career pathways. Arapahoe/Douglas Works! will utilize assessments and regional LMI data to identify occupations within specified, targeted industries to make available training necessary to increase the marketable skillset of appropriate WIOA Adult customers.

Arapahoe/Douglas Works! meets regularly with partner organizations to inform external agencies about current WIOA Adult program-funded services. When appropriate, Arapahoe/Douglas Works! conducts offsite orientation and intake sessions to heighten awareness about career services and to help to mitigate customer impacts.

WIOA Adult services will be available at the primary location and at satellite offices, as designated, to ensure access to program services to those with limitations to the primary location.

Via a sector approach, Arapahoe/Douglas Works! will coordinate with businesses/industry and with education/training providers to identify labor needs and mitigate skills gaps.

### **WIOA Youth/Young Adult Programming:**

Arapahoe/Douglas Works! WIOA Youth/Young Adult programming will focus on targeted populations, which may include, but is not limited to, veterans, low-income, benefits-attached, those who are “basic skills deficient,” justice involved, pregnant and/or parenting youth/young adults, homeless, refugees, individuals with disabilities, those without a high school diploma, and those who speak English as a second language.



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## Arapahoe/Douglas WORKFORCE BOARD C O L O R A D O

### Exhibit A – Scope of Services Arapahoe/Douglas Works!

Arapahoe/Douglas Works! offers a variety of services available to WIOA Youth/Young Adult-eligible customers. Individual career services, available to all Arapahoe/Douglas Works! Youth/Young Adult customers, may include, but is not limited to, the career village, the career resource center, staff facilitated workshops, job search and career guidance encompassing labor market information and training provider information, hiring events and specialized hiring events. Staff assisted career services may include, but is not limited to, orientation, intake, WIOA Youth/Young Adult eligibility determination, skill assessment, job search and placement assistance, customer-centered approach to job navigation and job referrals, as well as a variety of career assessments. Staff assisted, intensive one-on-one career services may include, but is not limited to, comprehensive assessment, counseling, mentoring, leadership development, case management, and pre-vocational services.

Arapahoe/Douglas Works! will look to provide access to, for appropriate WIOA Youth/Young Adult-eligible customers, which may include, but is not limited to, intensive career guidance, access to career pathways and work-based learning opportunities, supportive services, job development and placement activities, employment, financial literacy, and soft-skills related workshops, as well as follow-up services.

Arapahoe/Douglas Works! has a tiered training policy with additional assistance available for occupational training and work-based learning opportunities for appropriate WIOA Youth/Young Adult-eligible customers, targeted in the industries of Aerospace, Aviation, Biosciences, Broadband, Construction, Engineering, Finance and Insurance, Healthcare and Wellness, Hospitality, Information Technology, and Manufacturing. Arapahoe/Douglas Works! will focus on training and work-based learning opportunities within these regional targeted industries. Work-based learning opportunities, which may include, but is not limited to, work training experience, on-the-job training (OJT) contracts, pre-apprenticeship and apprenticeship opportunities, as suitable. Arapahoe/Douglas Works! will focus on training related placements and career pathways. Arapahoe/Douglas Works! will utilize assessments and regional LMI data to identify occupations within specified, targeted industries to make available training necessary to increase the marketable skillset of appropriate WIOA Youth/Young Adult customers.

Pursuant to WIOA Section 129(c)(2), Arapahoe/Douglas Works! will provide access to the fourteen youth/young adult program elements to appropriate WIOA-eligible Youth/Young Adult customers at all designated office locations.

The fourteen youth/young adult program elements include:

1. Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.
2. Alternative secondary school services or dropout recovery services.



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Exhibit A – Scope of Services  
Arapahoe/Douglas Works!

3. Paid and unpaid work training experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
  - a. Summer employment opportunities and other employment opportunities available throughout the school year;
  - b. Pre-apprenticeship programs;
  - c. Internships and job shadowing; and
  - d. On-the-job training opportunities.
4. Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area.
5. Education offered concurrently with, and in the same context as, workforce preparation activities and training for a specific occupation or occupational cluster.
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.
7. Supportive service.
8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation.
9. Follow-up services for not less than 12 months after the completion of participation; The Young Adult program offers a follow-up workforce specialist to all participants who have exited the WIOA program for a 12 month time period. The follow-up services include; transportation, supportive services, and comprehensive career guidance and counseling.
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual Young Adult.
11. Financial literacy education.
12. Entrepreneurial skills training.
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
14. Activities that help young adults prepare for and transition to post-secondary education and training.

Arapahoe/Douglas Works! meets regularly with partner organizations to inform external agencies about current WIOA Youth/Young Adult program-funded services. When appropriate, Arapahoe/Douglas Works! conducts offsite orientation and intake sessions to heighten awareness about career services and to help to mitigate customer impacts.

WIOA Youth/Young Adult services will be available at the primary location and at satellite offices, as designated, to ensure access to program services to those with limitations to the primary location.

Via a sector approach, Arapahoe/Douglas Works! will coordinate with businesses/industry and with education/training providers to identify labor needs and mitigate skills gaps.





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## Exhibit A – Scope of Services Arapahoe/Douglas Works!

### **Division of Vocational Rehabilitation:**

The Colorado Division of Vocational Rehabilitation (DVR) provides services to applicants and eligible individuals with disabilities across the state to support them in preparing for, securing, retaining, or regaining employment. DVR provides clients with one-on-one vocational guidance and counseling to assist each person to develop a specific employment goal and a step-by-step plan for accomplishing it. Each goal and plan is created after assessment of the ways a participant's disabilities affect his or her ability to perform job functions and succeed in a work environment. The plan and goal must also reflect the participant's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

DVR directly delivers and procures services for applicants and eligible individuals through a statewide network of approximately 27 field offices across Colorado. Approximately 105 Rehabilitation Counselors are supported by office teams of Business Outreach Specialists, administrative support staff, supervisors, rehabilitation technicians and other staff to deliver these services to approximately 12,000 Coloradans each year.

The types of services delivered are extremely individualized and dependent upon each client's unique disability, talents, circumstances and situation. DVR is able to provide a broad range of services that may bring about successful employment including training and education, physical and mental restoration, assistive technology, job seeking skills training, job placement assistance, required training or vocational supplies and materials, and many others that may be necessary and appropriate to assist an individual to become employed.

Make available programs, activities, and services, that include, but may not be limited to, adult education, literacy, workplace adult education and literacy activities, family literacy activities, English language acquisition activities, integrated English literacy and civics education, workforce preparation activities, or integrated education and training. (WIOA Law Sec. 203(2)).

Provide information to customers about one-stop center programs and services, both onsite and in the community;

Screen for potential program eligibility, and subsequently refer appropriate customers for potential WIOA service delivery;

Work in collaboration with the one-stop to define and develop outreach strategies ensuring customers needing services have knowledge of the various resources and program offerings available;

Conduct cross-trainings to appropriate one-stop center staff on processes, procedures, programs, and services;





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Exhibit A – Scope of Services  
Arapahoe/Douglas Works!

Provide marketing and informational materials on current programming and resources available. Resources and information may include, but is not limited to, pamphlets, fliers, calendars of classes and workshops;

Coordinate with Arapahoe/Douglas Works! to utilize [www.adworks.org](http://www.adworks.org) to post programmatic information and resources, as well as other materials as requested and appropriate.

All of the Parties agree to exchange information, discuss process and procedure improvements, and to develop strategic plan(s) to assist in service delivery collaboration, as needed and appropriate.

All of the Parties agree that the term of this agreement shall be from July 1, 2017 through June 30, 2020.

All of the Parties agree that the allocation for the services to be provided in this MOU is contingent on funding availability and both parties are aware allocations may change at any time.

- b. Identify the services the Partner Program provides in the chart below or in a narrative format. Enter a “X” for the services your program provides directly, enter a “R” for the services your program provides through referral, or enter a “B” for both. Enter services that your program provides that are not listed here in the blanks at the bottom of the chart.**



ARAPAHOE COUNTY  
COMMUNITY RESOURCES DEPARTMENT

Arapahoe/Douglas  
**WORKFORCE BOARD**  
C O L O R A D O

Exhibit A – Scope of Services  
Arapahoe/Douglas Works!

**Partner Program Services:**

<i>Preliminary Services</i>		<i>Services Requiring Eligibility</i>		<i>Training Services</i>		<i>Employer Services</i>	
Public Information	X	Enrollment or Registration	R	Financial Assistance for Training	R	Job Listing	X
Outreach, Recruitment	X	Diagnostic Assessment	R	Occupational Skills Training	R	Candidate Screening	X
Determination of Program Appropriateness for Customer	X	Individual Self-Sufficiency or Employment Plans	X	On-the-Job Training	R	Candidate Testing	R
Orientation	R	Counseling: Group or Individual	X	Skills Upgrading	R	Job Referrals	X
Resource Center	B	Case Management	X	Re-Training	R	Space for Job Interviews	R
Initial Assessment	B	Basic Education, Literacy Training, GED Training	R	Entrepreneurial Training	R	Labor Market Information	B
Workshops	B	English as a Second Language Training	R	Apprenticeship Training	R	Local Economic Development Information	B
Career Information	X	Computer Literacy Training	R	Customized or Workplace Training	R	Employer Incentives	X
Labor Market Information	B	Job Readiness Training	B	Work Experience, Internship (including Summer Jobs)	R	Employer Seminars	B
Job Search Skills & Information	X	Life Skills Training	B			Job Fairs	B
Job Referrals	X	Supportive Services	B			Services to Laid Off Workers	B
Labor Market Information	B	Post Employment or Job Retention Services	X			Outplacement Services	R
Follow-Up	X	Tutoring, Study Skills Training	R			Job Analysis	B
Eligibility Determination	B	Leadership Development Activities	R			Focus Groups	R
		Mentoring	B				
		Alternative Secondary School	R				



c. Identify the services the One-Stop Center provides in the chart below or in a narrative format. Enter a “X” for the services your program provides directly, enter a “R” for the services your program provides through referral, or enter a “B” for both. Enter services that the center provides that are not listed here in the blanks at the bottom of the chart.

**One-Stop Center Services:**

<i>Preliminary Services</i>		<i>Services Requiring Eligibility</i>		<i>Training Services</i>		<i>Employer Services</i>	
Public Information	B	Enrollment or Registration	X	Financial Assistance for Training	B	Job Listing	X
Outreach, Recruitment	X	Diagnostic Assessment	X	Occupational Skills Training	B	Candidate Screening	X
Determination of Program Appropriateness for Customer	R	Individual Self-Sufficiency or Employment Plans	X	On-the-Job Training	X	Candidate Testing	X
Orientation	X	Counseling: Group or Individual	R	Skills Upgrading	X	Job Referrals	X
Resource Center	X	Case Management	B	Re-Training	B	Space for Job Interviews	X
Initial Assessment	X	Basic Education, Literacy Training, GED Training	B	Entrepreneurial Training	R	Labor Market Information	X
Workshops	X	English as a Second Language Training	R	Apprenticeship Training	B	Local Economic Development Information	X
Career Information	X	Computer Literacy Training	B	Customized or Workplace Training	X	Employer Incentives	R
Labor Market Information	X	Job Readiness Training	B	Work Experience, Internship (including Summer Jobs)	B	Employer Seminars	B
Job Search Skills & Information	X	Life Skills Training	B	Other:		Job Fairs	B
Job Referrals	B	Supportive Services	B			Services to Laid Off Workers	X
Labor Market Information	X	Post Employment or Job Retention Services	X			Outplacement Services	R
Follow-Up	X	Tutoring, Study Skills Training	R			Job Analysis	R
Eligibility Determination	X	Leadership Development Activities	R			Focus Groups	X
Other:		Mentoring	B			Other:	
		Alternative Secondary School	R				



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### III. Referrals

**a. Describe how referrals for services will be coordinated. Including methods of referrals between partners, tracking referrals and related activities, coordination and follow through, and shared data systems and documentation.**

Arapahoe/Douglas Works! will use integrated and expert intake processes for all customers entering the one-stop center. Frontline staff will be highly familiar with functions and basic eligibility requirements of each required and additional partner program, and will be able to appropriately assist customers and make knowledgeable referrals to partner programs as needed and as appropriate.

Referrals from internal Arapahoe/Douglas Works! programs, community partners, training providers and/or other sources such as specialized grants, are filtered through the primary process to conduct an informational meeting to determine customer needs and eligibility. Streamlined processes will be used when necessary and appropriate to meet customer needs and to mitigate barriers.

Arapahoe/Douglas Works! will utilize Connecting Colorado, to track customer referrals and program activities. Additional tracking, when required, is stored through other databases, as necessary and appropriate.

Arapahoe/Douglas Works! will share data and information provided the necessary releases and agreements are in place with the partnering agency.

The Partner will facilitate and accept referrals for customers as necessary and appropriate.

The Partner will maintain, track, and make available requisite documentation and data, which may include, but is not limited to, registration forms with required demographic information, initial assessments, test scores, goal statements, educational progress, other assessments, credentials and/or certificates earned, employment placement and/or retention data.

The Partner will work in collaboration with the one-stop center to report data accordingly into Connecting Colorado and other databases as needed, appropriate, and requested.

The Parties will ensure that the collection and use of any information, systems, or records that contain personally identifiable information will be limited to purposes that support the programs and activities described in this MOU as part of the Arapahoe/Douglas Workforce Center service delivery system.



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The Parties will ensure that access to software systems and files under its control that contain personally identifiable information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities provided in accordance with this MOU. Each party expressly agrees to take measures to ensure that no personally identifiable information is accessible by unauthorized individuals.

Each party will maintain a current list of staff members who are authorized to access personally identifiable information and will identify the types of data and data sources that the authorized staff members will access.